

DIOCESE OF DURHAM

ST JOHN'S CHURCH
STILLINGTON
0808/Dch262

Inspection of Churches Measure 1955
(as amended 1995)

Architects Report No. 3
Inspection made 5th March 2008

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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 1995 (AS AMENDED 1991)

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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 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 St John's Church, built in 1872 by Architects Messrs. Alexander and Henman of Stockton and Middlesbrough was consecrated by Bishop Lightfoot on 28 June 1880. The Church is of brick in the Gothic style and cost £2,800.00.
- A.2 The Church is located within the village of Stillington on the route from the A177 to Great Stainton. It is on the north side of Morrison Street next to the William Cassidi Church of England Primary School.
- A.3 Stillington is approximately 5 miles north-west of Stockton on Tees town centre.
- A.4 The Church is built in a rectangular churchyard located towards the south side of the site. The east west axis of the Church is more NE/SW but reference in this report will be NE as liturgical east.
- A.5 Ordnance Survey Map Reference: 3377 236
Sheet Reference: NZ 32 SE

GENERAL DESCRIPTION OF CHURCH

- A.6 The Church has a simple rectangular plan comprising Nave and Chancel in line under a continuously pitched roof. A south aisle is attached to the Nave where a line of columns opens up the Nave onto the Aisle. A south porch attached to the South Aisle forms a lobby at the south west corner of the Church.
- A.7 The Vestry at the south side of the Chancel is a tall gable structure incorporating an organ loft above the Vestry. An organ blower is located in a store at the SE corner of the Church between Vestry and Chancel.
- A.8 A slender tower spire is built into the south west corner of the Vestry and incorporates a spiral stair giving access to the organ loft.
- A.9 A basement boiler house is located under the west end of the Nave and accessed from an external stair at the north west of the Church.
- A.10 The Nave is lofty and is spanned by 6 tie and collar trusses; the ceiling is panelled out in a faceted barrel with void over.
- A.11 The walls are red brick externally with a stone cill string course, internally plastered except for window, door and arch reveals which are exposed brick. The single row of columns are in stone with narrow capital in fine restrained foliage.
- A.12 Windows are narrow lancet head early English style and leaded, externally protected by hooded mouldings.

East and west gable windows are 5 and 3 grouped lancets respectively.

A sexpartite rose window is featured on the organ gable wall comprising stone tracery.

- A.13 The roofs are covered in Welsh slate, steeply pitched approx 40deg, with tabled gable walls at east and west ends. Porch and Vestry roofs are gabled with parapet abutments.
- A.14 The brick tower and belfry is of unusual design corbelled out below timber framed and slate louvred openings and surmounted by a tall pyramid slated roof with finial and vane.
- A.15 Pitch pine pews are installed on each side of a central aisle on raised boarded floors. The South Aisle is similarly floored. The Central Aisle is carpeted. Seating is for 300.
- A.16 The Sanctuary is terrazzo floored and the Chancel floor raised one step above the Nave is carpeted.
- A.17 Lighting is by pendant fittings with glass shades in the Nave and spot lights in the Chancel.
- A.18 Electrical cupboard and distribution panel is at the SW corner of the Nave.
- A.19 Heating is by low pressure hot water pipework and radiators from an oil fired boiler in the basement boiler house.
- A.20 The churchyard is enclosed by walls on all sides. Access is by double gates and tarmac path from the south, Morrison Street, a pedestrian gate and path from the west and another pedestrian gate and path from the east (former Vicarage?).

The churchyard is still open for burials with memorial headstones widespread on all sides.

- A.21 There is a good selection of deciduous trees within the churchyard and at the boundary wall.
- A.22 The Church is a Grade II Listed Building under the Town & Country Planning Act. The Planning Authority is Stockton -on-Tees Borough Council. The listing status and description is as follows:

NZ 32 SE Whitton
 Church of St John the Baptist
 Morrison Street, Stillington
 Grade II

1872. Strongly red brick with sparse stone dressings and high pitched slated roof. Early English style. Nave with south aisle, transept (containing Vestry) and porch. One bay chancel. Just west of transept a small square tower with wood louvred bell stage, tall pyramidal roof and vane. Pleasing interior has stone piers, brick arches and dressings, arch braced tie and collar beam roof. Good modern leading and a little good stained glass to windows.

16.11.67

- A.23 The Church is not recorded in Pevsners 'Buildings of England'.

B SCOPE OF REPORT

- B.1 This is based on findings of an inspection made from ground level and with the aid of binoculars.
- B.2 Short ladders were used to inspect low eaves and gutters. Internal roof timbers, ceilings and high eaves were beyond reach. Ceiling voids were not opened for inspection. High level gutters were out of reach.
- B.3 The boiler house was opened for inspection.
- B.4 The lower part of the tower was inspected up to the organ chamber, but access to the high level of the spire was out of reach, though there is a ladder up to the belfry from a beam above head level.
- B.5 See part 'c' of the Appendix to this report for further information.
- B.6 The weather on the inspection day was cold and cloudy, with an outbreak of sun later.

1.0 WORKS CARRIED OUT IN LAST FIVE YEARS

The Church has undergone extensive roof repairs and re-pointing of walls with grant aid from English Heritage. Investigation started in 2006 and practical completion was achieved in January 2008. The majority of the work was executed by J E Nozedar Ltd of Middlesbrough under the direction of Mr A Garland of Yarm. The Faculty issued on 20th May 2004 was for:-

- Replacing high roof tiles and make good all weatherproofing.
- Installation of new rainwater system and gullies.
- Re-securing high gable end sonework including removal of temporary braces.
- Repair and replacement of woodwork, tiles and leadwork to Bell Tower.
- Repointing brickwork and stonework where required.
- Replacement of Vestry floor and roof beams in Vestry ceiling.
- New Lightning conduction installation.

Other maintenance work have included:-

- Fire extinguisher servicing annually.
- Organ tuning annually by Mr Brighton
- Boiler serviced annually.
- Organ : New organ blower installed following "burning out" of former blower.
- Oil tank : New plastic tank installed.
- Churchyard : grass cut by volunteers in season.

2.0 GENERAL CONDITION OF CHURCH

- 2.1 The Church exterior envelope has now been fully refurbished as Described earlier and should last for another 100 years or so subject to regular maintenance. The roofs and large parts of brickwork pointing are

“new” and gives the whole Church a facelift that will gradually weather and tone down.

- 2.2 Internally the Church is well maintained. The clear glazing gives a bright light appearance and decorations are in good order except for a few patches on ceilings where leakage caused disruption before the re-roofing exercise.

EXTERNAL INSPECTION

3.0 ROOF COVERINGS AND PARAPETS

- 3.1 Access to the south nave roof gutter will continue to be difficult being over the south aisle but now that slating has been renewed falling damage has been eradicated in the foreseeable future.
- 3.2 Previous problems with the East Gable wall table stones and flashings have been cured with the re-roofing works
- 3.3 The large stone crosses at the gable ends of the Church have been strengthened with re-inforcing rods.
- 3.4 The roof leadwork, soakers, flashings and vallies have all been renewed in new lead except for a small lead back gutter on the south aisle roof at the tower abutment. This remains in “old lead” with a fissure which has a limited life. It should be renewed to have the same life as new lead. Check with Architect that this is a contract defect. 1
- 3.5 The original terracotta ridge tiles have been salvaged and re-used and the former disrupted ridge line has been restored to a straight level and is well pointed.
- 3.6 The organ blower store room at the SE corner has been re-roofed in 5 No. stainless steel bays to a flat mono pitch and is lead flashed at the wall junctions. All in good condition.

4.0 RAINWATER GOODS AND DISPOSAL

5.0 BELOW GROUND DRAINAGE

- 4.1 All rainwater goods are now renewed in “Alumasc” black power Coated gutters and down pipes. The gutters are “ogee” section as fitting for this type of building. All gutters are seated on lead flashings on wall heads to ensure that any leakage is protected and deflected from the top brickwork which has previously been the source of much damage to walls and roof timbers.

- 4.2 Down pipes are a generous 100mm dia which will help to discharge any debris or leaf collection. Offsets in the downpipes follow the wall profile as required and these will require maintenance as debris tends to collect on the bends. Down pipes discharge directly over rain water gullies with little clearance and no RW shoes which will make maintenance and access difficult. 1
- 4.3 The down pipe offset at the east end of the south aisle has been poorly fitted and appears to be out of alignment so should be refitted. 1

5.0 BELOW GROUND DRAINAGE

- 5.1 There are no toilets or soil drains.
- 5.2 Surface water is collected in gullies and assumed to drain into a collecting drainage system but there are no manholes to indicate where this is directed. It is usual for Churches of this age to have drainage soakaways. There were no reports of drainage problems.
- 5.3 A sink wastepipe from the Vestry east wall has been broken and should be renewed and discharged into the nearest gully. 2
- 5.4 All rainwater gullies should be checked annually, traps cleared, discharges checked, grid tops cleaned and repainted (if required). 2

6.0 WALLS AND STRUCTURE

- 6.1 The walls and supporting structure appear to be sound with no indication of settlement or stress. The exterior is essentially brickwork of engineering quality, whilst the inside is plastered brickwork with brick window surrounds and economical use of stone features in corbels and columns.
- 6.2 Exterior brickwork is weathering well with hardly any indication of decay or delamination. Large areas of brickwork have been repointed in a lime coarse sand mortar which is still "bright" from recent work. The mortar is a good mix and will eventually weather and tone in. Some earlier unsuitable cement rich smooth pointing has not been removed and is a reminder of workmanship to avoid. Any future repointing should match the new lime mortar mix so a record of the

mix design and source of materials should be kept on file for future reference. One or two minor pointing omissions were noted and these should be included at the next opportunity:- 2

1. Sloping stone courses to "roof" panel over exterior Vestry door. Noted : some open perpend joints and open bed joints at the bottom courses.
2. Vertical abutment joints to recessed brick panel below east window.

6.4 Previous reports referred to small areas of efflorescence at : tower base south side, porch interior, which should be monitored and any further deterioration referred to the architect. These may be caused by rising damp, and as a specialist contractor has been recommended in a later section, this area should also be examined. 1

7.0 EXTERIOR DOORS

7.1 There is an entrance porch at the SW corner of the nave with two pairs of doors, both in sound condition. The inner doors are on floor springs and need lubrication of moving parts. The outer doors are darkened with age and are in good condition. 2

7.2 The vestry door also on the south side is darkened with age but the timber and frame are sound. The decorative metal straps and handle require careful preparation and re-decoration in black micaceous oxide paint. Both external doors are fitted with security locks and are well framed and of stout construction. The vestry door fixing should be checked and repointed to the brick Opening in lime mortar. 2

7.3 The external door of the store containing the organ blower is sound but will need re-staining. 2

7.4 The Boiler House door is in sound condition but needs re-staining with a breathable decoration. 2

8.0 WINDOWS AND LOUVRE OPENINGS

8.1 All windows are of narrow lancet style with either leaded plain glass or clear glass as for the east windows.

8.2 There is one broken quarry to a window on the north side at low level caused by air gun and this should be repaired. One figured glass window to the south aisle has been broken presumably by workmen and should be carefully restored.

- These are small fine windows and are worthy of restoration. 1
- 8.3 The south clerestorey windows have leaded lights in green and purple except one window which is temporarily glazed in sheet glass and could be restored in matching leaded light when funds allow. 3 / 4
- 8.4 The east chancel window was noted to have heavy condensation on the inner face. The east windows have mould deposits and require cleaning. 2

9.0 TOWER, BELFRY AND SPIRE

- 9.1 The tower has a stone spiral stair leading from the Vestry lobby up to the organ chamber over the Vestry. There are three narrow slit lights into the stair/tower from the south elevation.
- 9.2 The spire is steeply pitched and slated with slender finial and weathercock. The spire peak has been skillfully restored with a lead capping and fine decoration. The metal finial and weathervane has also been restored.
- 9.3 There is a new lightning conductor installation covering the Spire and roof areas. See section 17.0 for further details.
- 9.4 The belfry has been restored and slate louvres renewed. The external timber frame appears as previously and it was reported that it had been opened up and checked over.
- 9.5 Access to the spire through the hatch was not possible. The bell was rung and was heard to be in good functional order. Lubrication of the bell moving parts should be undertaken each year. A new plywood soffit ceiling panel has been installed Internally and includes an access hatch. 2
- 9.6 The tower structure and brickwork appears to be in sound condition. The rear part of the tower with roof junctions hidden from view could not be inspected. As the roof and lead work has been renewed it is assumed that all is satisfactory on this visit.

INTERIOR

10.0 ROOF STRUCTURES, CEILINGS AND CEILURES

- 10.1 The roof structure of nave and chancel comprises six tie beam trusses with corbel wall supports. The roof appears to be in good

condition with no indication of stress or depression of the roof visible externally. The ceiling was redecorated in year 2000 and appears to be generally in good order.

- 10.2 The ceiling is faceted in five segments including a flat central section. A ceiling void is above flat ceiling section and this contains five square ventilation grilles. The ceiling void was too high for access so it is not known whether the ceiling grilles are open but the east and west gable ends have openings at high level for through ventilation. It appears that the grilles have been closed off which is advisable, otherwise all heat would be lost to the ventilation.
- 10.3 As noted previously dry rot in roof timbers had been removed in 1978 which had been caused by leaking gutters. Now that new gutters have been installed on lead flashings this risk has been removed. However, it is still advisable to keep gutters cleared of leaves and an annual check should be made by a contractor. A maintenance contract with a local builder is recommended.

2

11.0 INTERNAL DOORS AND LININGS

- 11.1 Vestry doors are included in glazed screens and are in satisfactory condition.
- 11.2 There is a cupboard fitment in the vestry backing onto the south aisle. The 2000 Report refers to an old dry rot outbreak in this cupboard at the left hand side at high level. The inspection on this visit noted a fresh outbreak of fungus in the cupboard at left hand side at high level. It is urgent to have this inspected by specialist without delay. Details of a specialist firm were given to the Church Warden the following day.
- 11.3 The lobby door and spiral stair door are in satisfactory condition.

1

12.0 GROUND FLOOR AND GALLERY

- 12.1 The Nave floor comprises two blocks of pews with a central aisle which is carpeted. The pews are raised by one step on boarded floors which appear from external air bricks to be ventilated. The South Aisle pews are similarly floored. It is important to keep airbricks clear and free flowing.
- 12.2 The Chancel floor is raised by one step at the choir stalls and another two at the altar rail. The construction is solid with Terrazzo pattern floor in the Sanctuary but carpeted

in the Choir. No carpets were lifted but floors appeared sound.

12.3 The Vestry floor was previously in disrupted condition, but this has been removed including hardcore and a new concrete floor relaid on a new dpm. The floor is carpetted and in good condition.

12.4 The spiral steps to the organ loft are generally satisfactory. The previous report noted damp in the lower steps and this should be inspected by the specialist firm who are recommended to inspect the fungus outbreak.

1

12.5 The first floor organ gallery is timber boarded on softwood joists and appears to be in sound condition. The floor was treated with woodworm insecticide following an outbreak in previous years.

13.0 INTERNAL FINISHES

13.1 Walls are plastered except for window and door openings. There has been a history of damp and efflorescence in walls previously recorded.

13.2 Decorations were renewed in the year 2000 and still look satisfactory except for leakage to the south aisle ceiling in two places. Now that roofs have made the building water-tight the ceiling defects should be made good.

3

14.0 FITTINGS, FIXTURES AND FURNITURE

14.1 The Reredos on the east gable is a blind stone arcade with seven arches containing gilded figures on metal background. Columns are marble, Ornate in sound condition.

14.2 The pulpit, an open timber circular frame in good order.

14.3 The font in the SW corner of the Nave is of stone on a square base. The bowl is lead lined all in good condition.

14.4 Pews are in pitch pine and well maintained.

14.5 A Lady Chapel at the east end of the South Aisle contains a small altar with a three-sided frame and back cloth all in good order.

14.6 A curtained off area/store is located in the NW corner of

the Nave.

- 14.7 A Phillips & Sons Birmingham Safe is housed in the Vestry but is not fixed to the floor. Security should be reviewed bearing in mind the value of stored goods. 2
- 14.8 The altar frontal cupboard in the vestry had a musty smell probably caused by lack of ventilation. It is recommended that simple slots are formed in the cupboard at bottom and top to promote air circulation. The “musty” smell could be from the altar fabrics. It is recommended that these are examined and cleaned. 3

15.0 ORGAN

- 15.1 The organ, housed in its own loft over the Vestry, is accessible from a stone spiral stair in the Vestry.
- 15.2 The organ is a Harrison & Harrison model in good working order. The console is overlooking the choir. The organ has a single manual 17 stops and foot pedals. It is used weekly and understood to be in good working order.
- 15.3 It is understood organ maintenance is carried out regularly by Mr Brighton.
- 15.4 There is now a safety rail installed at the organ balcony overlooking the chancel as recommended by EIG.

16.0 HEATING INSTALLATION

- 16.1 The church is heated by an oil fired boiler in a basement heating chamber at the west end. The heating pipes are in cast iron around the perimeter with a number of radiators.
- 16.2 A new oil tank is located on a concrete base at the NW corner and the former store shed has been removed. A new oil pipe line has been installed below ground into the basement boiler. The oil tank and supply is much improved and looks well installed and workman like.
- 16.3 The Potterton boiler renewed in 1983 was understood to be in good working order and is maintained regularly. The boiler house although below ground level was dry and the structure is in good condition. Insulation of pipework should be considered to retain heat. There appears to be no safety cut-off valve for the oil fuel line. This should be referred to the boiler maintenance engineer for comment. 5
2

- 16.4 The flue in the Boiler House has a number of socketted joints which have perished and may be leaking. It is recommended that the joints are checked and re-sealed to be safe. The flue on the Nave west wall has been re-fitted but it was noted that there is discolouration on the wall adjacent to the flue joints at low level which may be leakage from the joints and the hole in the Boiler House vaulted ceiling. The installation should be tested when in use by an engineer to ensure it complies with heating appliances regulations. 2
- 16.5 It was reported that there has been water ingress in the Boiler House from the stairwell which contains a gully and this is prone to blockage. Ensure that the gully is cleared regularly. The boiler sits on the Boiler House floor without plinth so it is important that water does not enter the Boiler House. 2
- 16.6 A separate electric heater is located in the Vestry. This should be PATS tested by an electrician. 2
- 16.7 All heating equipment must be maintained annually as outlined in Appendix item 'f'. 2
- 16.8 The air supply into the Boiler House appears to be limited by small holes in the door and small holes in a metal plate from the former coal chute. The boiler engineer should check the Free Air supply area and advise. 2

17.0 ELECTRICAL INSTALLATION

- 17.1 Electric supply is via overhead cables from the west entering the Church on the west gable.
- 17.2 The electrical cupboard containing switches and distribution panel is in the SW corner. Wiring was noted to be mainly in pyrotex cable. An earth wire from the panel is routed externally and disappears below ground. The earth should be checked by an electric engineer when he checks the installation under item 17.4.
- 17.3 Lighting is by energy saving bulbs in pendant fittings in the Nave and South Aisle with spotlights in the Chancel. All appear to be working satisfactorily.
- 17.4 The installation was last tested in 1995 and was then reported to be 10 years old. The test report referred to partial testing only. Continue to test every five years. A test is required

currently and every five years thereafter.

2

- 17.5 A new lightning conductor network has been installed covering the roof areas and spire and has down tapes at each corner of the Church. No test points were noted in the ground and no certificate was available. It is recommended that the installation earthing method is checked with the specification and a copy of the certificate kept in the Log Book. 2

18.0 FIRE PRECAUTIONS

- 18.1 There are fire extinguishers located in the boiler house, nave, lobby area, and vestry which are serviced annually. Last inspection date 2007 Continue to maintain. 2

19.0 DISABLED PROVISION

- 19.1 There are two steps at the porch entrance which can be negotiated with a portable ramp which is kept in the Church. There is a second step at the inner doors for which there is No ramp available. It is recommended that a lightweight ramp is obtained to comply with the DDA regulations. 6

20.0 BATS

- 20.1 There was no indication or report of bat occupation in the Church, but members should be aware that bats are a protected species and care should be taken to avoid use of chemicals or treatments that could be harmful as alternative treatments are available.

CURTILAGE

21.0 CHURCHYARD

- 21.1 The churchyard is still 'open' and used for burials. Most headstones are in good condition and intact.
- 21.2 The grass is cut round headstones and the appearance is generally well kept and neat. Two grass cutters are in use, one kept in the organ blower store, the other in the boiler house. Fuel is kept under the spiral stairs.
- 21.3 Tarmac paths lead from gates at the south and west boundaries. The path alongside the south elevation to the Vestry has been re-surfaced and is in good condition.

21.4 Two noticeboards previously mounted on the porch flanking walls have been removed. A new Notice Board has been installed at the south west corner of the churchyard and is in good order.

21.5 A new gravel margin with timber kerb has been installed to the Church perimeter walls. This gives a neat appearance and will keep weeds away from wall bases.

22.0 BOUNDARY WALLS AND GATES

22.1 The south and west boundary walls are of random stone of rustic appearance and standing up to 1m height. Walling on the west boundary was been repointed some years ago but one section is leaning and will need rebuilding in due course when funds permit. The north boundary is in brickwork and in good repair, Part of the east boundary is fenced and appears adequate. 4

22.2 Metal gates to the entrances and at the church porch have been re-decorated but are now due again. 2

22.3 The tarmac paths not re-surfaced are showing signs of wear and holes will need filling. 3

23.0 TREES, SHRUBS AND LANDSCAPING

23.1 There are 42 No. trees recorded in the tree survey carried out by Stockton Council in 1997. These are understood to be covered by Tree Preservation Orders (TPO's) and as such should be maintained and not removed without approval. There are two Elder saplings growing close to the church walls which should be removed to prevent disruption to foundations. These are located near the north wall. 2

23.2 The churchyard is grassed and is cut in season by churchmembers and is generally tidy and well kept. Continue to maintain. 2

23.3 There are a number of churchyard memorials and most headstones are in good condition and upright.

24.0 LOG BOOK

24.1 Details of previous repairs and costs were available and assistance with the inspection by the churchwarden is gratefully acknowledged. Continue to keep the Log Book up to date. Insurance of the building is covered by the Ecclesiastical Insurance Group and the renewal date is understood to be in June each year. 2

25.0 PREVIOUS QUINQUENNIAL REPORTS

06.12.1988	Mr LD Rooker Architect
May 1999	J B Kendall Dipl Arch RIBA
May 2000	J B Kendall Dipl Arch RIBA

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category (1)

	<u>See Item</u>	<u>Approx. Cost</u>
- Architect to advise that lead "back gutter" is a contract defect		3.4 DLP *
- Architect to advise on rainwater downpipe discharge condition in respect of access and maintenance	4.2	DLP *
- Architect to ensure that downpipe at east end of south aisle is re-aligned	4.3	DLP *
- Specialist contractor to inspect and advise action for suspected dry rot outbreak on Vestry cupboard	11.2	Free Quote
- Also to inspect rising damp/efflorescence to lower brickwork of Spiral stair and advise	11.2	Free Quote
- Broken window glass to South Aisle to be restored by accredited stained glass artist	12.4	Contract defect

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

- Replace missing sink waste pipe on Vestry outer wall	5.3	£50.00
- Check all rainwater gullies and traps annually	5.4	DIY
- Repoint minor areas of brick and stone to "missed" areas	6.2	£100.00
- Lubricate moving parts to all doors annually	7.1	DIY
- Repoint Vestry door frame to brick opening	7.2	Incl
- Stain organ blower and boiler house doors	7.3 & 7.4	DIY
- Clean windows inside and out on two year cycle	8.4	£500.00
- Lubricate moving parts of bell with grease	9.5	DIY
- Arrange annual maintenance contract for clearing high level gutters	10.3	£250.00
- Review security of Vestry safe	14.7	DIY
- Boiler maintenance engineer to check oil feed valve cut off flue joint gaps; and air supply for combustion	16.4 & 16.7	£100.00
- Ensure boiler house stairwell is kept clear and gully is free-flowing	16.5	DIY
- Carry out "PATs" test to all portable electric equipment annually	16.6	£20.00
- Qualified engineer to check full electric installation and issue a Certificate. Repeat every five years	17.4	£200.00
- Architect to check that Lightning Conductor installation fully complies with the specification and issue a Certificate to latest BS	17.5	DLP
- Continue to maintain the fire fighting equipment annually	18.1	£75.00
- Re-decorate metal gates	22.2	DIY
- Remove elder stumps / saplings and poison	23.1	DIY
- Continue to maintain grass cutting in season	23.2	DIY
- Continue to keep Church Log book up to date	24.1	DIY

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

	<u>See Item</u>	<u>Approx. Cost</u>
- South clerestory temporary glass to be replaced with matching leaded glass	8.3	£700.00
- Make good ceiling decorations to South Aisle	13.2	£150.00 for scaffold hire and DIY
- Examine and clean altar fabric and improve ventilation to altar frontal cupboard	14.8	DIY

WORK TO BE CONSIDERED BEYOND 5 YEARS: Category (4)

- Re-build / repair west boundary wall	22.1	£500.00
- Re-surface tarmac paths where defective	22.3	£900.00

WORK REQUIRED TO IMPROVE ENERGY EFFICIENCY OF THE STRUCTURE AND SERVICES: Category (5)

- Add pipe insulation to boiler house pipes	16.3	£100.00/ DIY
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WORK REQUIRED TO IMPROVE DISABLED ACCESS: Category (6)

- Obtain lightweight portable ramp for single step at entrance doors	19.1	£300.00
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NOTE - DLP * = Defects Liability Period and refers to works covered by Roofing Contract under direction of Architect for the works.

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.

APPENDIX

a. **GENERAL**

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

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

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

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

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

b. **PRIORITIES**

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

- (1) Urgent works requiring immediate attention
- (2) Work recommended to be carried out during the next 12 months
- (3) Work recommended to be carried out during the Quinquennial period.
- (4) Work needing consideration beyond the Quinquennial period.
- (5) Work required to improve energy efficiency of the structure and services.
- (6) Work required to improve disabled access.

c. **SCOPE OF REPORT**

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

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

d. CLEANING OF GUTTERS etc

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

e. POINTING AND MASONRY

Wherever pointing is recommended it is absolutely essentially that the procedure in item (a) of this appendix be adhered to as without proper supervision much harm can be done to the fabric by incorrect use of materials and techniques.

f. HEATING INSTALLATION

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

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

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

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

g. ELECTRICAL INSTALLATION

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

Where no recent report or certificate of inspection from a competent electrical engineer (one who is on the Roll of Approved Contractors issued by the National Inspection Council for Electrical Installation Contracting) is available, the comments in this Report are based upon a visual inspection made without instruments of the main switchboard and of sections of wiring selected at random. Electrical installation for lighting and

heating, and other electrical circuits, should be installed and maintained in accordance with the current editions of the Institution of Electrical Engineers Rules and the more specific recommendations of the Council for the Care of Churches, contained in the publication "The Lighting of Churches".

h. LIGHTNING CONDUCTORS

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

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

j. MAINTENANCE BETWEEN INSPECTIONS

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

k. FIRE INSURANCE

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

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

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