

2010 QUINQUENNIAL INSPECTION REPORT

ST. STEPHEN'S PARISH CHURCH, WILLINGTON

**November 2010
1037/Dch39**

DIOCESE OF DURHAM

ST. STEPHEN'S PARISH CHURCH

Willington

1037/DCH39

Inspection of Churches Measure 1955
(as amended 1995)

Architects Report No. 10

Made 5th November 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 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 The Parish Church of St. Stephen, Willington, is situated on the north side of the main road from Brancepeth to Crook near the entrance to Willington. It stands in its own grounds and on the north and east sides of its churchyard are new burial grounds belonging to the Wear Valley District Council, who have also undertaken the tending and grass cutting of St. Stephen's Churchyard.

A.2 Ordnance Survey Map reference NE 351 209

GENERAL DESCRIPTION OF CHURCH

A.3 The Church was built in 1857 and consists of a nave, north aisle, chancel and sanctuary and tower.

A.4 There is an organ chamber and clergy vestry to the north of the chancel and a choir vestry at the north-west corner of the Church.

The boiler room and toilet extension built in 1975 is flat roofed and is sited to the north of the choir vestry.

A.5 The main entrance porch is on the south side of the nave.

A.6 The Church is built of stone; the nave and chancel have steeply pitched roofs covered with slates. Internally the nave roof trusses and purlins, including the north aisle roof, are exposed with the roof boarding.

A.7 The chancel roof internally is in the form of a barrel vault lined with boarding in panels above a decorated cornice at the top of the plastered walls.

A.8 A priest's door in the south wall of the chancel has been sealed up earlier and an internal niche is formed with a seat incorporated.

An internal door leads out into the north aisle from the choir vestry and an external door from the clergy vestry in the east wall of the Church.

A.9 Floors are solid and tiled in the nave and chancel, except under the pews and choir stalls where the floors comprise timber boarding are on joists slightly raised above the general floor level.

A.10 Central heating is via a gas-fired boiler and large bore cast iron pipes.

A.11 Pevsner's 'Buildings of England' County Durham Vol 1983: records
"ST. STEPHEN by JA Cory c 1857 (GR) enlarged in 1868 (probably by CH Fowler) and 1873. The west tower with diagonal buttress looks quite convincing mediaeval but for its pyramidal cap. STAINED GLASS, east windows by Wailes to Major General Mills 1851 R.H

- A12 The Town and Country Planning Act Listed Status by Wear Valley District Council now subsumed into Durham County Council is included in the Appendix. The Church is classified as a Grade 11 building. There is no conservation area relating to the Church. There are no tree preservation orders for the churchyard. There are no scheduled ancient monuments relating to the Church or churchyard.

The churchyard surrounding the Church is thought to be 'closed' but adjacent cemetery areas to the north and east of the Church are still in use.

B. SCOPE OF REPORT

- B.1 This report is based on findings of an inspection made on 5th November 2010. Viewing was from ground level and with the aid of binoculars. Access was made into the tower and belfry level and access was gained into the Tower parapet gutter. (See later report of gutter condition).
- B.2 There were no suspended voids or ceilings which could be opened or accessed.
- B.3 There were no suspended floor voids which could be inspected.
- B.4 The extent of the churchyard that was inspected is shown on the site plan in the Appendix.
- B.5 No manhole covers were lifted or drains checked.
- B.6 See appendix item 'c' of this Report for a full description of the limitations of the Report.
- B.7 Weather conditions on the inspection day were cold and damp. The Church roofs were clear but leaves were blocking some gutters. Much of the churchyard was covered in leaves.

1.0 WORKS CARRIED OUT SINCE PREVIOUS REPORT

- The organ is maintained 2 to 3 times a year by Harrison & Harrison of Durham.
- Fire extinguishers are serviced annually by Scott Willy
- Electrics have been tested (checked) by Lightfoots of Bishop Auckland with a report of recommendations.
- Boiler is maintained annually
- Drain gulleys were cleared approx. 2 weeks previously.
- Wc drain has been rodded and is satisfactory.
- Leaves are cleared annually.
- Churchyard is officially 'closed' and grass is cut in season by The Local Authority.
- Ivy growing vigorously on Churchyard walls is a Local Authority responsibility and has been reported to Durham County Council.
- Electric items arising from the 'Periodic Inspection' and requiring attention are pending.
- Floodlights mounted in the Churchyard and illuminating the Church are a Local Authority responsibility but replacement bulbs are paid by the Church.
- Church Noticeboard has some vandalism damage.
- War memorial plaques from the Lych-gate were damaged and have been removed temporary into the Church for safekeeping. It is intended to relocate them permanently to the Church interior North Nave wall.

2.0 GENERAL CONDITION OF CHURCH

- 2.1 The Church has had a number of important repairs and upgrading in the last six years and has now addressed the major requirements of the DDA Disability Discrimination Act making the Church accessible to all, an excellent achievement.
- 2.2 The report refers to further ongoing maintenance matters and highlights three areas where further attention is required. Immediately, the tower-slatted roof is in a poor state of repair and will need an early detailed examination and repair when weather conditions permit. A roof top inspection indicates the roof coverings are time expired and will need renewing.

Secondly, a number of rainwater gutters and downpipes need repair and renewal to ensure rainwater is discharged into drains. The third area of concern but less urgent, is the leaded windows, some of which will need repair in the foreseeable future when funds are available.

- 2.3 The Church is generally in good condition, structurally sound and well maintained subject to the foregoing.

EXTERNAL INSPECTIONS

3.0 ROOF COVERINGS

- 3.1 The roofs are covered in Welsh 'blue' slates to even courses, pitched at approx. 40° for nave and chancel. The north aisle is pitched at approx 30° and the tower spire is pitched at approx. 60°. Generally, the slating is in sound condition, apart from the tower, and appears to have been well maintained. There are some areas which need attention as detailed below:
- 3.2 The flat roof over the part of the vestry meeting room, toilet and boiler house was inspected at this visit, as ladders were available. Remove moss from the roof. 2
The pitched roof parapet over the Meeting room was noted to have cracked mortar flashings, which is admitting leakage to the interior wall and needs early attention. Also see item 13.3 2
- 3.3 Earlier reports referred to defects to the organ roof, which have not been recorded and may still require attention.
- 3.4 Also reported previously was a recommendation to make a closer inspection of the organ roof, part of which is hidden from view. There are now loose slates visible in the North East valley of the Organ roof and these should be repaired without delay, as leakages in the Organ Chamber may be costly. 2
1
- 3.5 Reports from the 1998 and 2005 inspections have recorded holes in the Tower Roof and repairs. There are now further holes and loss of slates in the tower roof indicating that the roof coverings are time expired and urgent plans should now be made for a full Tower Roof Replacement including gutters, which are 'ponding' and indicating rot, and requires further investigation to determine the extent of repairs, following immediate temporary repairs.
- 3.6 There is vegetation in the gutters to the north nave side and east porch, which requires cleaning, and the gutters require checking for leaks by flushing with water. 1
The downpipe shoe to the LHS Entrance Porch needs redirecting into the gully. A downpipe from the Vestry roof has a missing shoe and a pvc sink waste pipe is missing, both of which need urgent repair. 1
- 3.7 The stone cross at the chancel/nave arch is broken and in need of repair. 3
- 3.8 The south side table stone of the nave gable is tilted at the mid point and requires re-bedding and repointing. 3

- The kneeler is showing signs of movement and requires attention.
- 3.9 The nave gutter to the right of the porch has an open joint and is leaking. Also, gutters to the North Aisle are dripping at joints. These all need repair. 2
- 3.10 There is a missing length of downpipe at the East Vestry door, which should be replaced as soon as possible.
- 4.0 BELOW GROUND DRAINAGE**
- 4.1 It is understood that rainwater gullies had been cleared recently. However as gullies need cleaning regularly, it is recommended that all gullies are cleaned out and tested twice annually. 2
- 4.2 It is assumed that surface water drains to soakaways. There were no reports of flooding.
- 4.3 The soil drainage from the WC was flushed and appeared to be working satisfactorily. The manhole was not inspected, but it is recommended this is checked to ensure the manhole is in sound condition. 2
- 5.0 WALLS AND STRUCTURE**
- 5.1 Masonry is sandstone in sound condition laid to narrow courses, pointing is satisfactory with window and door openings having dressed quoins. Buttresses have dressed large masonry quoins with stepped weathered offsets, all in good condition.
- 5.2 The boiler house extension was built in the 1970's and has suffered from settlement seen on the west and east elevations. As recommended in the previous report, the settlement joints should be raked out and repointed in lime mortar as a monitor for future movement. 2
- 5.3 Some earlier historic movement took place over the south east chancel window where the top tracery is dislodged and the internal lintel was repaired and now appears to be stable.
- 5.4 The chancel southwest window, a narrow single light opening has some stone erosion on the LHS jamb possibly caused by wind and should be repaired when funds allow. 4
- 5.5 The nave gable south east face requires some attention where a rendered section above the kneeler is loose and will need re-facing or repair in due course. 3
- 5.6 There is some erosion to the entrance porch door stone surround and gable over but the masonry remains intact and no repair is required at present.

6.0 EXTERIOR DOORS

- 6.1 The main entrance, south facing porch comprises of a pair of boarded and framed oak doors with metal straps, well weathered. The bottom 1/8 boards have been repaired / spliced-in and maintain integrity. There are brush strips at the threshold position. The rim lock requires lubrication and the top bolt fixed leaf is loose and requires attention. 2
- 6.2 There is a priest's door on the chancel south elevation, no longer in use. The exterior appears to be sound and the interior has been converted to a recessed seat, though somewhat high for comfort. Externally the bottom of the door boards sit on a horizontal cill that holds water and the boards have open joints at the lower level, which need repairs or cover beads. The stone door cill should be chamfered to throw off water. This work to be undertaken by a stonemason. 2
- 6.3 The clergy vestry door to the east elevation is of weathered oak with added oak laths in good condition. There are five metal straps added to the external face of the door at joints and these appear to have been added to give strength. It is understood the door is in use. There are two locks and the door appears to be secured. It is recommended that the door is restored and the metal straps removed. 2
- 6.4 The boiler house door on the north elevation is of modern construction and includes louvres for air supply. The lock requires lubrication and the door requires redecoration. A sturdier door may be considered when a replacement is needed 2
- 6.5 The meeting room exterior door to the west elevation is a boarded door of sturdy construction but two boards are damaged and repair is required. There are no external locks but the interior is bolted. 2

INTERNAL INSPECTION

7.0 TOWER

- 7.1 Access to the tower is via an enclosed stair on the west wall of the room at the tower base. Damp in the walls previously noted still requires attention and should be hacked off and replaced with renovating plaster. 3
- 7.2 The ringing chamber above the ground floor room is used occasionally by bell ringers and it was noted that previously one of the bells was out of use. This should be investigated when funds permit. 4

The large west window lighting the ringing chamber has twenty or so cracked panes, some of which will need replacement. There are 2 panels, which are distorted indicating the windows will require re-glazing in due course. The saddle bars are rusted but intact. 3

- 7.3 In the belfry there are five cast iron bells hung from a timber frame. The bells are on rotating heads with full turning mechanism, but it is understood the ringing is now clapper operated. The moving parts of the bell pulls should be lubricated annually. Access in the belfry is restricted because of little room between bells and there are no walkways. When any work takes place in the belfry, a full risk assessment is required as this is a hazardous environment. 2

It was reported that the DAC has given approval for the bells to be rehung by David Town, a bell engineer from Northallerton. A new steel frame for the bells has been recommended and a Faculty is awaited.

- 7.4 There are four timber louvred openings one on each side of the tower and these have been lined in mesh to prevent bird entry. One opening on the west side is holed and should be repaired to prevent bird entry. When the spire is reslated, timber louvres should be checked at close quarters and treated with preservative. 1

- 7.5 Following previous repairs, more holes have now appeared indicating that the slating or nails are life expired and should be renewed as soon as possible. See Attached photos showing a number of loose and missing slates. 1

The leadwork in the parapet gutter appears to be life expired and the cover flashings need repointing indicating a comprehensive lead replacement job.

- 7.6 The intermediate chamber below the belfry has small lancet windows to three elevations. The north side window glass is missing and only wire mesh protects the opening. The other two windows have broken glass, which are in need of repair. All these windows should be repaired when scaffolding is erected for the tower roof renewal. 1

- 7.7 The ringing chamber at first floor level has an internal timber glazed screen with leaded lights giving light from the west window into the Nave. The screen and glazing is in good condition and only requires cleaning. 2

- 7.8 All floors in the tower require cleaning of debris and the floors checked for woodworm and treated if required. 2

- 7.9 There are two rainwater downpipes from the tower, one on the south side, the other on the west, both of which are blocked at the shoe and off set positions. These require clearing as a matter of urgency and regular checks made to ensure free running. 1

8.0 ROOF STRUCTURE

- 8.1 The roof trusses are stained softwood of hammer beam construction in 4 bays with wall brackets supported at column positions. There are intermediate trusses between and no apparent distress or signs of damp or water entry.

8.2 The north side aisle is a lean-to structure with bracket supports at column positions. There has been some settlement or spreading of the roof structure seen mainly in the middle of the north aisle where one of the bracket supports has opened up at the column head position, just above the corbel. This should be monitored with a tell tale and a reading taken every year and recorded for the next Quinquennial inspection as recommended in the last inspection report.

2/3

8.3 The chancel roof is barrel vaulted with boarded panels of 5 facets with decorative mouldings. A decorative cornice frieze enriches the roof. There is no sign of distress or water entry.

9.0 WALL FINISHES

9.1 Walls in the nave and chancel above the dado were decorated following the 2004 re-ordering and are still fresh.

9.2 The timber panelled reredos and pipe boxing behind the altar in the chancel were removed in the 2004 re-ordering works and the exposed plastered wall decorated. The bank of pipework is now fully exposed as a heating surface, which will be an improvement.

9.3 Previous areas of flaking decoration are now in good decorative order.

10.0 GROUND FLOOR FINISHES

10.1 *Chancel and Choir:*

The new tiled floor completed in 2004 is looking well and is still fresh.

The sanctuary floor has been lowered by a step creating space round the altar but leaving the original perimeter heating pipes in place at their original higher level.

The choir pews were modified in 2004 by removal of their front bench seats, which gives more space between the frontals but an awkward gap between floor tiling and pew base should be covered with a matching moulding.

3

10.2 The nave and north aisle have been newly carpeted under the 2004 re-ordering and is pleasing. A shallow ramp has also been introduced at the rear of the nave to give level access into raised tower room floor and this works well. Access from the Church into the rear meeting room is now fully accessible for wheelchair users.

10.3 The rear vestry meeting room is now carpeted but some loose boarding under needs attention to prevent uneven wear.

11.0 **WINDOWS**

- 11.1 All windows have leaded lights; some have figured glass as with the chancel east four light window, which is a memorial to Major General Mills, dated 1851. The centre panel of Jesus Christ has a shattered pane and is in need of repair. 3
- 11.2 All windows now have external polycarbonate sheeting and this is well installed and offers good protection.
- Some repairs are still required to damaged glass as with the organ chamber north-facing window, which is bulging and requires re-leading. 3
- 11.3 The west end tower window is a large three light arched window with stone tracery and leaded lights. There are a large number of cracked and broken panes and two panels are distorted with lead decay. Extensive repairs are required. 3

12.0 **FITTINGS, FIXTURES AND FURNITURE**

- 12.1 *Organ:*
The piped organ in the chancel is a Willis instrument dated 1898, but rebuilt in 1979 by Harrison & Harrison of Durham. The organ has two manuals, stops, and foot pedals and is understood to be in good condition. It is understood that the organ is maintained twice yearly by Harrison & Harrison of Durham. 2
- Piano:*
A Welmar upright piano is in use in the Lady Chapel.
- 12.2 *Altar and Rails:*
The altar is a Victorian sturdy oak table in good condition. The rails are polished oak on decorative metal arched brackets, which have been refixed to the sanctuary step as part of the re-ordering. The Lady Chapel contains a smaller light oak altar with modern rail on plain metal posts. All satisfactory.
- 12.3 *Pews:*
These are softwood most stained but some have been cleaned, but all in sound condition. Noted some pews removed at the front of the nave to give more space.
- 12.4 *The Font:*
Is a sturdy stone pedestal bowl with oak lid located at the south side of the nave adjacent to the entrance porch.

- 12.5 In the west tower arch is a large glazed screen in timber framework separating a room at the base of the tower from the nave. Some of the leaded lights in the door / screen are loose and rattle when the door is in use. There appears to be no risk of glass breakage, but the rattle could be attended to by a stained glazier when window repairs are undertaken. 2/3
- 12.6 *Pulpit:*
Oak decorative panelling sits on a solid stone base with 5 stone steps up, all in sound condition. A wall fixed handrail for the steps might be considered if a preacher requires assistance with the steps. The pedestal in the pulpit requires attention. 3
- 12.7 There is a traditional brass eagle lectern in use, but the stem is a little loose but does not pose a threat.
- 12.8 *Book of Remembrance:*
Glass top case in oak - good condition.
- 13.0 VESTRIES**
- 13.1 *Clergy vestry at east end off chancel*
Furnishings include Vestment chest, table and chair. The decorative chair could be antique and should be valued for insurance. New electric heating has been installed. Decorations in good condition. 2
- 13.2 The space behind the organ is used as vestry space and has had a new stainless steel sink unit installed with additional electric heater. New decorations have improved the appearance of this area.
- 13.3 The vestry at the west end of the Church also serves as a meeting room with kitchenette. The units are in good order. The west wall at high level is disrupted with damp, which should be allowed to dry out following roof repairs and decorated. 2
- 13.4 The door from the tower room has been widened for wheelchair disabled access from the Church and this now gives a good level route through. The door catches on the floor and should be eased to prevent wear on the carpet. Allow for plaster repair to door reveal from Meeting Room to North Aisle 2
- 13.5 The WC off the kitchen has been installed with a disabled WC and handrails. One handrail requires attention. A crack in the ceiling should be monitored. 2
- 13.6 New electric hand driers and extract ventilation have been installed and appear to be in good order. Check WC door handle for function. 2
- 13.7 New vinyl flooring has been installed to the toilet and new carpet to the meeting room.

- 13.8 New decorations have been undertaken and are in good condition.
- 13.9 New electric heaters have been installed in the vestry / meeting room but it was reported these are expensive to run. The disabled toilet does not have an emergency pull cord / alarm signal, which is recommended with new installations. 2

14.0 HEATING INSTALLATION

- 14.1 The flat roofed boiler house is at the north side of the vestry meeting room with external access door. A gas fired Ideal Standard Concorde boiler with vertical flue discharges over the flat roof and was reported to be in good working order. The ceiling over the boiler shows stains of water entry and this should be checked at roof level to ensure there is a proper waterproof flashing. The flue terminal cap has been dislodged and should be checked by the Boiler Maintenance Engineer at his next visit. 2
- 14.2 The stonework to the north side of the boiler house is cracked to the right hand side of the door lintel and requires careful repointing in lime mortar to act as a monitor for any structural movement. 2
- 14.3 The gas meter is located in the adjoining WC and reads 1760.58.
- 14.4 Pipework in the boiler house is exposed and should be insulated to conserve heat. 5
- 14.5 The header tank for the boiler is located at high level in the vestry cupboard and should be checked by the maintenance engineers as previously this has not been functioning properly and the water level was noted to be low. 2
- 14.6 Heating of the Church is by traditional large bore perimeter iron pipes and banks of pipes, which were reported to be working satisfactorily.
- 14.7 The external light over the boiler house is missing.
- 14.8 Maintain the Boiler and associated equipment annually 2

15.0 ELECTRICAL INSTALLATION

- 15.1 An electrical inspection was carried out by R Lightfoot but recommendations have not been attended to.
- 15.2 A new sub mains cable was installed for heaters at the east end of the Church
It is assumed the new wiring installed under the re-ordering contract is covered by an installation certificate.

- 15.3 Testing all new electrical circuits should be undertaken in accordance with the recommendations of Appendix 'g' and 'h' in this report on a regular basis. 3
- 15.4 The chancel lighting is from tungsten halogen fittings mounted at high level. The north aisle is also lit by tungsten halogen fittings, and is satisfactory.
- 15.5 Lighting of the nave is by 8 No. glass bowl ageing pendant fittings, which may not give adequate light by current standards. Consideration should be given to renewing the lighting when funds permit. 3
- 15.6 There is a lightning conductor installation to the tower with only one down tape conductor on the south side. Current British Standards for lightning conductors recommend 2 No. conductors to a tower and additional ridge and eaves conductors. Upgrading the installation should be considered in due course. 3
- Existing conductors should be tested by an approved engineer who should issue a certificate as soon as possible if not tested in the last five years. The Architect will advise of approved engineers. It is noted that there is no earth testing point for the tower conductor so this should be installed at the next test to make future testing a simpler method. 2
- 15.7 There are four floodlights on the south side of the Church mounted at ground level in protective housings with mesh fronts and these are understood to be in good working order.
- 15.8 New emergency lighting has been installed in the rear meeting room / vestry.
- 15.9 All loose equipment to be 'PATs' tested annually 2

16.0 SECURITY

- 16.1 *Doors:*
All doors are secured by bolts / locks internally except for the main porch entrance which is the main point of entry and this door has a substantial secure Mortice lock. All doors and frames are of sturdy oak construction and adequate for purpose. The boiler house door is of lighter construction and has sustained damage. Recommendations for further protection have been made earlier in the report.
- 16.2 All windows are now fitted with external polycarbonate protective sheeting and this gives protection to previously damaged glazing as well as added security. Glazing repairs are still recommended.

17.0 FIRE PRECAUTIONS

- 17.1 There are 5 extinguishers distributed throughout the Church and were noted to have been serviced recently. Continue to maintain annually and seek advice from Fire Prevention Office on their location. Instruct key personnel on fire drill.

2

18.0 DISABLED PROVISION AND ACCESS

- 18.1 Disabled access has been improved since the last Quinquennial inspection by the provision of an external ramp at the Church main entrance. Internal steps within the Church have been removed with the re-ordering by lowering the Chancel floor and providing a ramp at the west end of the Church and introducing a raised timber floor in the tower room to give level access throughout the Church. Alterations to door widths and the vestry toilet to comply with current disabled standards now ensure the Church is fully accessible to all users.
- 18.2 It is understood an 'Access Audit' has been undertaken in 2002 by Wear Valley Disabled Access Forum' but a copy of the report has not been examined.
- 18.3 Consideration should be given to 'parking' of wheelchair users within the Church to ensure they are inclusive and not isolated from friends and relatives.

6

19.0 BATS

- 19.1 There were no reports of bats roosting in the Church, nor evidence in the belfry.

CURTILAGE

20.0 CHURCHYARD AND ENVIRONS

- 20.1 The immediate old churchyard surrounding the Church building is enclosed with stone walls on all sides extending up to the road, and on other sides up to adjacent churchyard areas and on the west up to domestic housing. The churchyard is grassed and contains a number of mature well spaced trees: conifers, ash, sycamore and poplars. Some new trees have been planted to the east and north of the churchyard; these are small and staked and were presumably provided by the Local Authority.

The grassed areas are flat and well maintained presumably by the Local Authority.

There are a few headstones, which remain standing, but others have been moved to the north boundary wall.

4 floodlights are installed at ground level on the south and west side of the Church and these are maintained by the Local Authority but lamps are replaced by the PCC

20.2 *Boundary walls and Lych-gate:*

The stone boundary wall alongside the road is low with a flat coping and is in good condition. Boundary walls to the rear and sides are approx. 1.2m height in good condition. There are access gaps to the north and east to the extension churchyards. One pillar cap to the boundary wall has been damaged by vandalism and needs renewal/ 2
repair

The Lych-gate on the south boundary wall leads directly from the public footpath to the south side entrance porch.

The Lych-gate is of traditional construction, timber framed with hipped tiled roof but damage sustained by vandalism. The gates have been removed for safekeeping and are stored in the boiler house.

Gutters and downpipe have been damaged and need renewal in 1
matching materials but with additional fixings to be more robust. The timber cill on East side is rotten and needs repair.

The war memorial plaques from the inside Lych-gate wall have been 2
removed for relocation to the Church following vandalism. The timber seating has been removed following damage. Masonry panel to LHS crack to repoint.

21.0 **LOG BOOK**

21.1 Details of previous repairs and maintenance were recorded and given to the Architect.

Continue to record repairs and maintenance to the Church fabric. 2

22.0 **PREVIOUS QUINQUENNIAL REPORTS ON FILE**

22.1 The following previous Reports are on file:

Report No. 1	July 1960	D McIntyre
Report No. 2	Sept 1965	D McIntyre
Report No. 3	Oct 1973	Hayton & Lee
Report No. 4	Dec 1978	A O Lee, Dipl.Arch RIBA
Report No. 5	Dec 1983	A O Lee, Dipl.Arch RIBA
Report No. 6	Sept 1988	A O Lee, Dipl.Arch RIBA
Report No. 7	Dec 93/Jan 94	J B Kendall, Dipl.Arch RIBA
Report No. 8	Jan 1999	J B Kendall, Dipl.Arch RIBA
Report No. 9	Feb 2005	J B Kendall, Dipl.Arch RIBA

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category 1

	<u>Item</u>	<u>Budget Cost</u> £	
-	Emergency Repairs to Tower slated roof	2.2/3.5/7.5	700/1000
-	Repairs to Organ roof at NE valley	3.4	250
-	Further investigation into Tower roof decay with report of recommended repairs for re-roofing. Appointment of architect to prepare Specification, Schedule of Work, Costs & DAC approval prior to Funding & Faculty approvals	3.5	Time Charge
-	Clear leaves and vegetation from gutters & downpipes	3.6/7.9	DIY
-	Replace missing downpipes and rainwater shoes and repair leaking gutter joints	3.9/3.10/20.2	600
-	Repair Tower louvre bird mesh to prevent bird entry to Belfry	7.4	DIY

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 12 MONTHS:

Category 2

	<u>Item</u>	<u>Budget Cost</u> £	
-	Remove moss from flat roof of Meeting Room	3.2	DIY
-	Make good parapet flashing to west side of Meeting Room: includes opening up for inspection and seeking advice from Architect for remedial works	3.2	Time Charge for Investigation & Specification
-	Maintain all rainwater goods annually	4.1	DIY
-	Check and maintain soil drainage system	4.3	DIY
-	Rake out and repoint masonry to Boiler House and Meeting Room extension	5.2/14.2	
-	Repair and maintain Entrance Door and bolting	6.1	DIY
-	Repair base of Priests door and cill to prevent water entry	6.2	360
-	Remove metal straps to Vestry Entrance Door and check strength / maintenance of door	6.3	incl in 6.2
-	Maintain Boiler House door	6.4	DIY
-	Check Meeting Room external door for repair and weatherproofing	6.5	incl in 6.2
-	Following Risk Assessment, allow for new access way and handrail over Bell frame to roof hatch and external parapet. To be included in re-roofing costs	7.3	Part of Re-roofing costs
-	Glazing windows to Tower intermediate chamber with re-roofing contract	7.6	Incl in Re-roofing Works of Tower

	<u>Item</u>	<u>Budget Cost</u> <u>£</u>
- Allow for cleaning west end glazed screen from trestles/ access platform when equipment is available for other high level works	7.7	Defer to other high level work
- When Tower roofing works are in hand allow for clearing and cleaning all tower floors and checking for woodworm & rot to all timber work, and allow for treatment as necessary	7.8	Incl in Re-roofing Works of Tower
- Monitor and record any structural movement to North Aisle roof structure. Make annual record or fill joint with plaster filler to act as a record and note date of filling & enter in Log Book	8.2	DIY
- Continue to maintain Organ and record work and costs	12.1	DIY
- Stained glass glazier to check and advise work to loose glazing in West end glazed screen	12.5	incl
- Check value of decorative 'Clergy' or Bishops chair and include in Insurance policy	13.1	DIY
- Allow for plaster repairs to door reveal from meeting Room and door casement to Tower Lobby	13.4	DIY
- Check WC door handle	13.6	DIY
- Consider installation of Emergency pull chord alarm to Wc with sounder in audible location	13.9	Obtain Quote
- Heating Maintenance Engineer to check boiler flue terminal and header tank at next visit	13.6/14.1/14.5	incl
- Maintain Boiler & associated heating equipment annually	14.8	Obtain Maintenance Agreement
- Obtain competitive Quotations for work arising out of Electrical Test. Seek architects advice before placing an order	15.1	Obtain Quotes
- Obtain a Lightning Conductor Test & Certificate. Architect will advise approved contractor	15.6	80
- Obtain 'PATS' test of all loose electrical equipment	15.9	30
- Continue to maintain all Fire Fighting Equipment annually	17.1	60
- Repair pillar cap to boundary wall	20.2	250
- Repair timber framing to Lych-gate	20.2	incl above
- Remove lose seating from Lych-gate for safekeeping		DIY
- Supply details of relocated War Memorial Plaques to Church for DAC approval	20.2	DIY
- Continue to keep Church Building Repair Maintenance Records in Log Book	21.1	DIY

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

	<u>Item</u>	<u>Budget Cost</u> £
- Check condition of Nave gable cross. Mason to inspect when other repairs in hand	3.7	Quote & Report
- Mason to check condition of Nave south gable table stone and report	3.8	Quote & Report
- Mason to check rendered panel of Nave East wall from ladders and report	5.5	Quote & Report
- Obtain quote for removal of damp wall plaster & repair. Architect to inspect & advise when opened up	7.1	Time Charge
- West gable window glazing requires repair. Obtain quote from accredited glazier	7.2	Obtain Quotes
- Infill gap at floor tiling adjacent to pew base	10.1	50
- Obtain competitive quotes for all window-glazing repairs from accredited glaziers only. Architect will supply names of approved contractors	11.0	Obtain Quotes
- Install handrail to pulpit if risk assessment recommends	12.6	Obtain Quote
- Test electrical installations on a regular cycle approx every 5 years unless the Electrical Contractor recommends earlier	15.3	150
- Consider replacement lighting to efficient bulbs/ luminaires when funds allow	15.5	Seek Professional Advice
- Obtain Lightning Conductor Test & Certificate	15.6	70

WORK TO BE CONSIDERED BEYOND 5 YEARS: Category 4

	<u>Item</u>	<u>Budget Cost</u> £
- Check condition of Bells. Seek advice from the Diocesan Bells advisor if no Ringing Team is available	7.2	DAC

WORK RECOMMENDED TO IMPROVE ENERGY EFFICIENCY: Category 5

	<u>Item</u>	<u>Budget Cost</u> £
- Insulate exposed pipework in Boiler Room to conserve heat	14.3	Obtain Quote/ DIY

WORK REQUIRED TO IMPROVE DISABLED ACCESS: Category 6

	<u>Item</u>	<u>Budget Cost</u> £
- Consider provision of space for wheelchair users in the Nave seating area or seek advice from Disabled Group	18.3	PCC

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.

A 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 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 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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