Quinquennial Inspection Report

Church of St John the Evangelist
Greenside, Tyne and Wear

Diocese - Durham

Archdeaconry - Sunderland

Deanery – Gateshead West

Report prepared by:

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Date of inspection: 19th August 2024; weather conditions – cloudy with sunny intervals

Date of report: 31st August 2024

Ref: 24024/5

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1.0 Preliminary information

1.1 General condition

There are a number of areas of concern.

General lack of maintenance:
No maintenance repairs have been carried out since the 2019 QI report was issued. All the matters raised in the 2019 report have not been actioned and are therefore repeated again in this report.

Slated roofs:
Several slates in a patch are missing on the east slope of the Organ Chamber leaving a section of the sarking boards exposed to the weather. Slating repairs are need as a matter of urgency to prevent water ingress and potential damage to the organ below. Elsewhere the main concern is the condition of the pitched roofs where there are many missing, slipped and rotated slates. This indicates the roofs are suffering from nail sickness. In the short-term slating repairs are needed but in the long-term, the roofs need re-slating.

Rainwater goods and disposal systems:
The hopper and chute to the parapet wall on the NE corner of the Vestry is blocked with vegetation resulting in an overflow of water to the wall heads. This is likely to the reason for the dampness, peeling wall paper over the kitchen door opening. The North Aisle gutter is blocked at the west end and needs clearing to prevent overflow to the wall heads and internal dampness. Clearing the gutters twice a year is recommended. The parapet gutter to the flat roof over the strong room/ kitchen/ toilet are blocked with moss preventing water discharging freely to the outlet point. Removal of moss is needed.

Basement meeting room:
There are strong vapours in the Basement Meeting Room. These may be resulting from a petrol leak in the adjacent Boiler Room and/ or dampness in the walls and floor. Investigation is needed. Opening the casement windows will help dissipate the smell, reduce the dampness and improve air quality.

Other matters of repair and maintenance are detailed in the report.

1.2 Listing grade

The church is unlisted and is not in a conservation area.

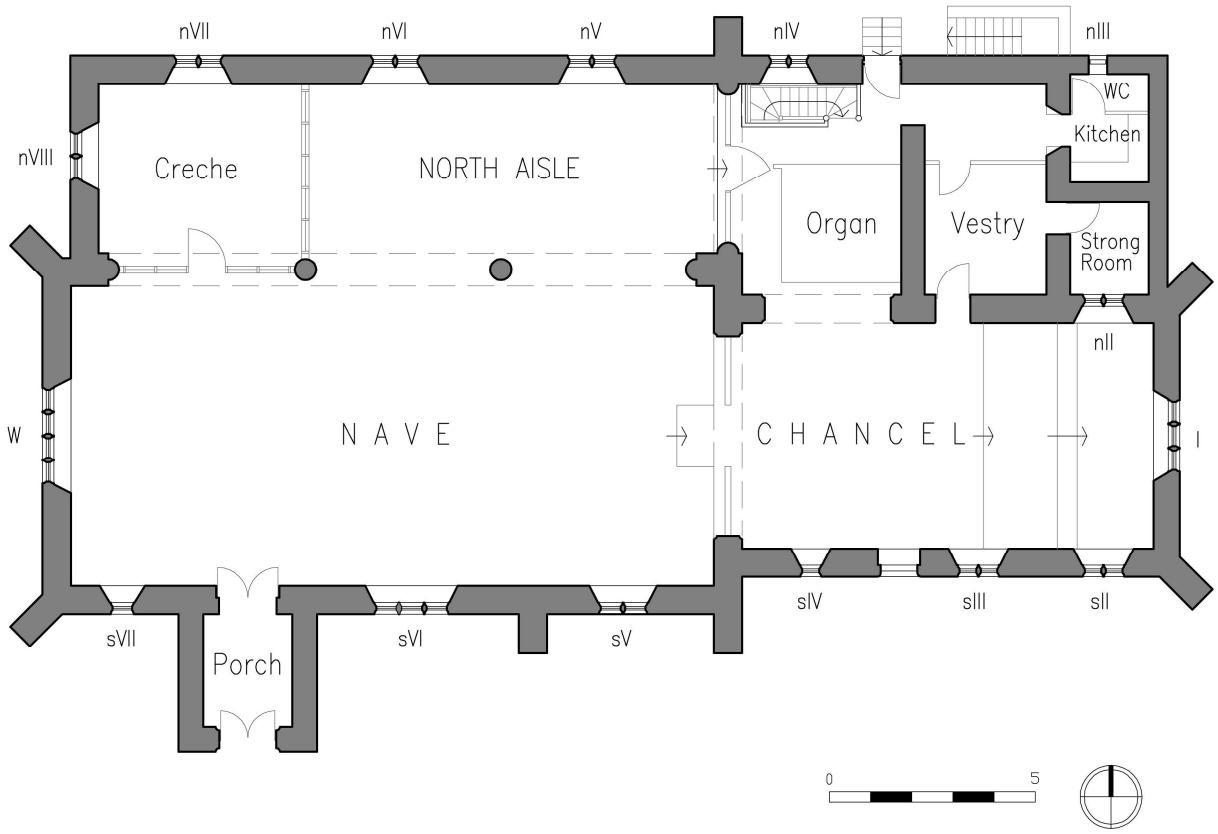
1.3 Brief description

St. John's church was originally a chapel of ease, located in a central position for Greenside, Woodside and Crawcrook. The architect was J F Turner. The original church, comprising a Nave, Chancel and South Porch was consecrated in September 1857. The Chancel was lengthened and a North Aisle, Organ Chamber, basement School Room and Boiler House were added in 1907. A further extension comprising a Strong Room, Toilet and Kitchenette was built on the north east corner. The date of construction is unknown. The steeply pitched roofs are covered in Welsh slates. External walls are constructed with irregular coursed rectangular sandstone blocks with ashlar dressings to windows which are in the Decorated style. A bellcote is located on the west gable. Internally the stone external walls are un-plastered except in the later north-east extension. The Organ Chamber and basement School Room have a boarded wall finish. The timber roof structure is exposed in the Porch, Nave, North Aisle and Chancel. Ceilings in the Basement, Vestry, Kitchenette, Toilet and Strong Room are plastered. The Organ chamber and passage has a flat boarded ceiling. The west bay of the North Aisle has been enclosed with glazed screens to form a crèche.

1.4 Work carried out since previous quinquennial report

Electrical test carried out 23.09.2020
Lightning protection inspection carried out 17.11.2020
Annual servicing of boiler and heating system
Annual servicing of fire fighting equipment

1.5 Floor plan



Not to scale; furniture and fittings not shown; Boiler Room and Basement Meeting Room not included.

1.6 Limitations of the report

- The inspection was carried out from ground level and from the two flat roofs (Toilet/ Kitchen/ Strong Room and Vestry/ Passage. Pitched roofs concealed from view (i.e. North Aisle) were not inspected. The boiler house was inspected. The inspection and was purely visual. Concealed spaces (e.g. sub floors and ceiling voids etc.) and below ground drainage were not inspected. Mechanical and electrical services were not tested. It is recommended that a full electrical test is carried out every five years and portable electrical appliances are tested annually by a competent electrician. Heating systems should be serviced prior to the autumn every year by a heating engineer.
- This is a summary report; it is not a specification for the execution of the work and must not be used as such. The professional adviser is willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.
- The PCC is advised to seek on-going advice from the professional adviser on problems with the building.
- Contact should be made with the insurance company to ensure that cover is adequate.
- The repairs recommended in the report (with the exception of some minor maintenance items) are subject to the faculty jurisdiction. Guidance on whether particular work is subject to faculty can be obtained from the DAC Secretary or the Archdeacon.

The Report

Category scale
A – Urgent, requiring immediate attention
B – Requires attention within 12 months
C - Requires attention within the next 18-24 months
D – Requires attention within the quinquennial period
E – A desirable improvement with no timescale
M – Routine maintenance. This can be done without professional advice or a faculty

2.0 Exterior:

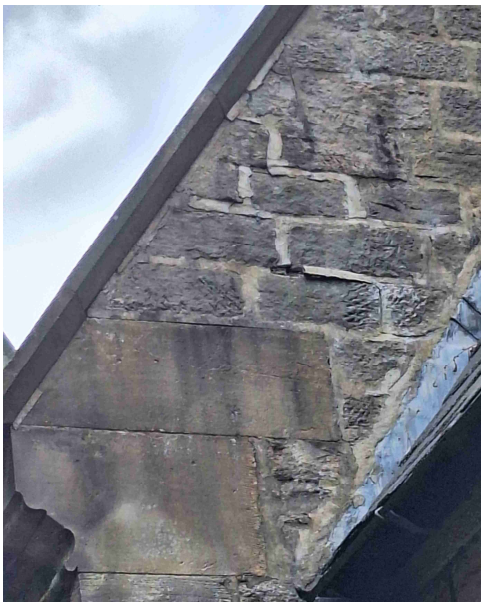
2.1 Roof coverings	*Welsh slates to Porch, Nave, Chancel, Organ Chamber roofs. Flat roofs with mineral felt to Vestry, Strong Room, Toilet, Kitchen and adjacent passage. Polycarbonate roof lights to Kitchen, Vestry and Passage. The North Aisle was re-slated in 2010.*	
Condition  Porch roof – east slope  Organ Chamber – east slope	There are number of defects which require attention:- <u>Porch</u>: Ridge - open perpend joints. East slope – 1No slipped slate; 3 slates with broken corners; 1No missing slate (see photo opposite). West slope – 1No slipped slate by eaves; 3No rotated slates by gable. <u>Nave</u>: South slope – 5No missing slates; 1No slipped slate; 6No rotated slates. North slope – view obscured by trees. <u>Chancel</u>: Ridge – receding perpend joints South slope – 2No missing slates; 1No slipped slates; 1No rotated slate North slope - 2No missing slates (near eaves); 1No slate with broken corner; 1No rotated slate (near ridge). <u>Organ chamber</u>: East slope – several missing and slipped slates exposing the rigid sarking boards to the elements (see photo opposite). <u>Flat roof to Strong Room, Toilet and Kitchen</u>: The mineral felt appears sound but there is a build-up of moss in places. The rooflights appear satisfactory. <u>Flat roof to Vestry and Corridor</u>: The flashings and pointing appear sound. Again there is a build-up of moss on the mineral felt. <u>North Aisle</u>: Re-slated in 2010. Assumed to be in good condition. Too high to access safely from ladders and view obscured from ground level due to shallow pitch and sloping ground.	

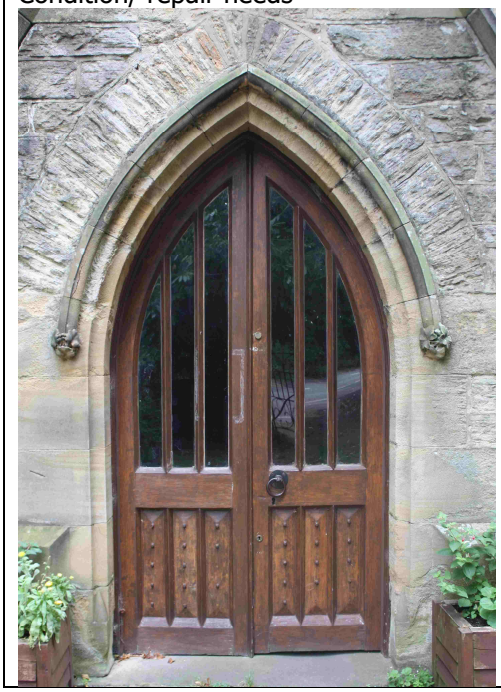
Repair needs	The east slope of the Organ Chamber needs urgent slating repairs where the sarking is exposed. Re-slating the full east slope would be a better option. I suspect the sarking boards are rotten and not providing a hold to the nails. In the short-term slating repairs are needed to all areas identified with missing, slipped and rotated slates. (Many of these were identified in the 2019 report). In the long term the Porch, Nave and Chancel roofs should be re-slated as they are suffering from nail fatigue and slating failures will continue until then. The moss needs to be removed from the flat roofs to allow the roofs to drain freely to the outlets (see also 2.2)	A B D/E M

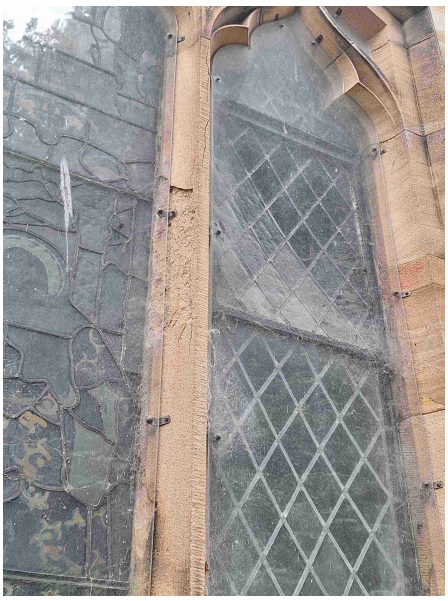
2.2 Rainwater goods and disposal systems	*Generally half round cast iron pipes with circular cast iron downpipes (some cranked over plinths) and shoes discharging over gullies taken to pipes and soakaways. Ogee gutters to Porch and North Aisle.*	
Condition / repair needs  Chute & hopper to Vestry  North Aisle gutter	Generally in fair condition. The pipes appear to have been painted with anti-climb paint. It is recommended that this paint is removed and all the rainwater goods are then redecorated and the downpipe joints re-caulked. The chute and hopper on the NE corner of the Vestry block roof is blocked with vegetation (see photo left). This is resulting in water overflowing and soaking the wall. This is thought to be the cause of the dampness and pealing wall paper to the kitchen door opening. Removing the vegetation is needed ASAP. There is also some vegetation in the North Aisle gutter (see photo lower left). This needs clearing to prevent overflow to the wall heads. There is moss blocking the parapet gutter to the flat over the Strong Room/ Kitchen/ Toilet. The moss needs to be removed to allow water to flow freely to the outlet. The gullies, gutters and hoppers should be cleared of vegetation, leaves and silt etc. twice a year.  Flat roof – moss blocking parapet gutter	D A B M M

2.3 Bellcote		
Condition/repair needs 	The masonry and pointing appear in fair condition. The copper cockerel weathervane is tarnished and would benefit from cleaning; the metal supports would benefit from redecoration. There are some receding joints to the water tabling – this should be monitored. The bells comprise 3No dishes mounted vertically and chimed from hammers operated from bell ropes at the rear of the Nave. The bells are working but have limited volume.	E

2.4 Parapets and upstand walls, finials, crosses and chimneys		
Condition/ repair needs  North Aisle west gable parapet	<u>Parapets</u>: The bedding is breaking away from the rear of the parapet above the toilet/ kitchen/strong room block. The flashing is out of alignment in places. The parapet flashing and pointing needs repair to prevent water ingress to the wall heads and ceilings. There is a vertical stepped crack emanating from the west parapet of the North Aisle down to the LH of window nVII. This should be raked out and repointed (see photo opposite). <u>Upstand walls</u>: Generally the water tabling appears solidly bedded and pointed. However there are open perpend joints and poor bedding to the water tabling of the Porch on the western slope; to the east gable of the Chancel; the and the roof side of Organ Chamber gable. The water tabling should be raked out and repointed in these areas to prevent water penetration. The lead flashings all appear to be securely fixed. <u>Crosses</u>: The apex cross to the Nave east gable is in good condition. <u>Chimneys</u>: The chimney appears to be solidly pointed.	B B C

2.5 External walling	*Rectangular sandstone blocks laid to irregular courses. Ashlar dressings to windows and door openings. Ashlar quoins and parapets.*	
Condition/ repair needs 	The masonry and pointing are generally in sound condition. The walls have been repointed in places over the years and are of varying degrees of quality. However defects were noted as follows:- Porch: Crack to LH hood mould over the door – needs repair to prevent water ingress and further cracking. Nave: Loose mortar to the Nave east gable wall near the kneeler on the south side (see photo opposite). Some loose ribbon pointing to the plinth on the west gable. These areas should be raked out and repointed. Chancel: Some open joints in chamfered plinth course. Raking out and repointing is needed. North Aisle: Stepped crack from LH quoin of middle window nVI through the plinth to the air vent below. This should be raked out and repointed. Note: See section 2.7 for window masonry.	C C C C

2.6 External doors and surrounds		
Condition/ repair needs 	Porch: The door would benefit from re-varnishing (photo left). Nave: The door is in fair condition. Chancel: The priest's door has been blocked up internally. The door needs re-oiling externally to prevent drying out and cracking of the timber. The mastic caulking between the door and frame is perishing and should be replaced. The ring pull is rusty and should be cleaned and redecorated. Organ Chamber: The door is in fair condition but redecoration is recommended during the quinquennium. Boiler Room: The door needs decoration. Generally: All external doors have robust and appropriate ironmongery. Locks are of the five-lever roller mortice deadlock type. The Organ Chamber external door is left unbolted during services for ease of emergency egress.	C C D C

2.7 Window masonry and glazing	*NB See floor plan on P4 for window number locations*	
Condition/ repair needs  Nave window sVI  Toilet window nIII  North Aisle west gable nVIII	<u>Chancel east</u>: Some erosion of the external masonry to the underside of the arched head stones. This should be monitored. There are open perpend and bed joints to the cill to LH and RH sides. The joints need raking out and repointing. Some bowing of stained-glass panels due to thermal expansion of the leading. This should be monitored. Copper mesh grille in fair condition. <u>Chancel south</u>: Windows sII and sIII: some movement between head stone and jambs/mullion below – bed joints need repointing internally and externally. Window sIV: stained glass and mesh grille in fair condition. <u>Nave south</u>: Window sV: some cracks in mullion – should be monitored. Window sVI: RH mullion cracked & decayed – repairs needed <u>Nave west window nVIII</u>: External masonry eroding to the underside of the arched head stones and to LH jambs – this should be monitored. Vertical crack in LH mullion – this needs repair. Open joint in external cill – need repointing. Open internal joints to apex of lintel & cill – need repointing <u>Chancel north</u>: Window nII: some movement between head stone and jambs/mullion below – the bed joints need repointing internally. <u>Toilet</u>: Window nIII: timber frame – some rot appearing on lower member and peeling paint. Timber repair and redecoration are needed. Slate cill starting to de-laminate – should be monitored. <u>Organ Chamber</u>: Window nIV upper: some bulging of the leading – should be monitored. <u>Basement</u>: Window nIV lower: the timber vertical sliding sashes need redecoration and checked for movement. Star crack to lower RH pane – ideally replace. <u>North Aisle north</u>: Window nV: glass bulging to RH light - monitor. Hopper vent doesn't close square in frame – needs realigning. Window nVI: glass bulging to LH light – monitor. Window nVII: in fair condition. <u>North Aisle west</u>: Window nVIII: masonry to tracery slightly out of alignment due to settlement of this wall (see 2.4 regarding crack in masonry from parapet to this window). The tracery should be raked out and repointed.	D D D D D D D C C C C C

3.0 Interior:

3.1 Roof structures, ceilings, ceiling voids and ventilation	*NB concealed voids above ceilings were not inspected and the writer cannot state that these are free from defect.*	
Condition / repair needs  Porch - unsightly exposed insulation	<u>Porch</u>: the roof timbers are obscured by insulation bats. These are fitted hard up against the tiling battens with no air space for ventilation and no ceiling to conceal the foil covering making it unsightly. As the Porch is an unheated space the insulation is considered unnecessary and will have little impact on the heat losses through the church roofs as a whole. It is recommended that the insulation boards are removed the original ceiling be fitted between the rafters is re-instated. <u>Nave, North Aisle and Chancel</u>: the exposed timber roof structure appears in sound condition from a purely visual inspection from floor level. <u>Organ Chamber</u>: the boarded ceiling has some discoloured boards. This could be due to roof leaks from the missing slates. See 2.1 for action on the slates. <u>Basement Meeting Room</u>: the painted boarded ceiling would benefit from redecoration. <u>Boiler House</u>: it is recommended that the ceiling be tested for asbestos and any recommendations implemented should asbestos materials be found. <u>Vestry, Strong Room, Toilet, Kitchen and adjacent passage</u>: The painted plasterboard ceilings and sloping soffits to the roof light have mould patches due to water leaks from the upstand walls above. Once the leaks are cured and the ceilings are dry, redecoration is recommended.	C D B D

3.2 Presence of bats and other protected species		
Comments	No bat droppings were in evidence during the inspection. However the presence of bats in the roofs should not be discounted. For further information on dealing with bats see Section 7 where there is a link to the Church Care website.	

3.3 Partitions, screens, panelling, doors		
Condition / repair needs  Basement Meeting Room panelling	<u>Partitions</u>: the partition between the Vestry and adjacent corridor and between the Toilet and Kitchen are in fair condition structurally and decoratively. <u>Timber screen and door</u>: between the North Aisle and Organ Chamber does not close properly. Adjustment is needed. <u>Panelling</u>: the varnished timber panelling to the Organ Chamber is in fair structural and decorative condition. However the painted panelling to the Basement Meeting Room is discoloured and in need of redecoration.	C D

	Doors: To the Vestry, Strong Room and Toilet. The doors are in fair structural and decorative condition. Ironmongery is appropriate to use and security.	

3.4 Floors, Platforms, Steps	*NB The fitted carpets could not be lifted and the floors below were not examined. The inspector cannot state these floors are free from defect.*	
Condition / repair needs	Porch: Stone paving and heating grille in fair condition. Nave and North Aisle: Pine boarding to floors below pews in good condition. Stone paving and heating grille to Nave central Aisle in fair condition though there are some open joints which would benefit from re-pointing. Carpet to North Aisle and at front and rear of Nave in fair condition. Crèche: Carpet in good condition. Chancel: Paving flags and heating grilles in fair condition. Oak platforms to choir stalls in good condition. Sanctuary: Some open joints in the marble floor and steps which require pointing. There is some rust staining of the marble floor by the LH convector heater. (See section 4.1 for action). Organ Chamber passage: carpet a bit frayed at the join with the carpet from the stairs. May require carpet tape. Basement Meeting Room: carpet in fair good condition but slightly rucked in places. Stair, balustrade and handrail in fair condition. A child safety gate has been fitted at the top of the stairs. Toilet: vinyl floor tiles in satisfactory condition though vinyl sheet would be more hygienic. Kitchen: consider replacing the needle cord carpet with a vinyl finish for hygiene reasons. Strong Room: vinyl tiles in satisfactory condition. Vestry: carpet in fair condition.	D D E E

3.5 Internal wall finishes		
Condition  Nave south wall	Porch: Stonework and pointing in fair condition. Nave: The stonework has been heavily pointed in the past. Also some past cracks (by Porch door and above Chancel arch) have been crudely filled with hard (and dark) Portland cement rather than lime mortar which look unsightly (see photo opposite). There are some minor cracks to joints as follows:- - vertical crack in NW corner - stepped cracks above arcade to North Aisle	

 Peeling wallpaper by opening into kitchen	- stepped crack running from porch door lintel to wall head; this past crack has opened up again near the wall head - vertical hairline crack above porch door lintel to wall head - diagonal stepped crack from porch lintel to RH window Crèche: There are hairline cracks in the joints to the masonry above the arcade (corresponding to a matching crack on the Nave side of this wall). There is also a hairline in the north west corner. North Aisle: There are hairline cracks in the joints to the masonry above the middle arch of the arcade (corresponding to a matching crack on the Nave side of this wall). Chancel: As with the Nave the stonework has been heavily pointed in the past. Again some past cracks have been crudely filled with hard (and dark) Portland cement rather than lime mortar which look unsightly. There are some minor cracks & open joints as follows:- - crack between lintel and masonry to windows sII and nII - stepped vertical crack to LH of window sIII - open joint to cills of windows sIII and nII - crack at HL above window nII - stepped crack to north wall to LH of window nII - cracking to RH of arched opening to organ - cracking between Vestry door & arched opening to organ Organ Chamber: see 3.3 for comments on wall panelling. Basement Meeting Room: see 3.3 for comments on wall panelling. Toilet and Kitchen: textured wall paint; tiled splashback above kitchen worktop – in satisfactory condition. Vestry and Passage: peeling wall paper near door opening into kitchen caused by water ingress from the parapet wall and blocked hopper above. (see 2.2 for action on water ingress).	
Repair needs	The hairline and other minor cracks should be carefully raked out and re-pointed in lime mortar under the direction of a conservation architect.	D

3.6 Monuments, tombs etc.		
Comments	These include the following:- Chancel: a timber plaque with list of past vicars; the timber and brass Simpson Memorial; stone Thorp memorial. Nave: a timber and brass war memorial; mixed marble/ceramic Willis memorial; stone tablet; framed timber and glass fronted plaque. North Aisle: gilded lettered, timber war memorial. Porch: painted timber grant plaque. All appeared in fair condition and mounted securely.	

3.7 Vestry, kitchen, servery and toilet	See 3.1, 3.3, 3.4 and 3.5 for comments on ceilings, partitions/doors, floors and wall finishes respectively.	
Comments 	Vestry: fairly basic space, no fitted cupboard for vestments. Kitchen: small and functional but remote from Nave; no cooking facilities; no extract ventilation. Some unit doors missing and need replacement. Servery: (see photo opposite) ideal for serving hot drinks etc. at rear of Nave. Toilet: functional but remote from Nave. See section 2.8 regarding facilities for wheelchair users.	M

3.8 Disabled access and provision		
Comments	There is level access into the church from the access path and adjacent car park on the south side. See 5.1 for comments regarding access via the lych-gate. The Porch and Nave external doors give sufficient width for wheelchair users to access the church. Aisles are wide enough for wheelchair manoeuvring. The floors are level in the Nave, Crèche, North Aisle and Chancel. There is small step up into the Organ Chamber passage and into the Chancel block and 3No steps in the Sanctuary area. There is no accessible toilet in the church for wheelchair users. Consideration should be given for remodelling the current toilet and kitchen area to provide an accessible toilet to current standards. A sound reinforcement system and an induction loop system are provided to benefit the hard of hearing.	E

3.9 Fittings, fixtures, furniture and moveable articles	*These comprise the following:-* *Finely carved oak reredos; finely carved oak altar frontal; finely carved prayer desk; 2No oak sanctuary chairs; finely carved eagle lectern; oak communion rail with decorative brass supports; carved oak choir and priest's desk frontals, seat backs and seat gables; finely carved rood screen; finely carved oak pulpit; octagonal timber font; plain oak lectern; sound desk; servery.*	
Comments	All in good condition apart from the damaged lipping to the sound desk. Replacement lipping is recommended.	D

3.10 Organ		
Comments	The pipe organ is in understood to be in good working condition and re-tuned when required. An electric keyboard is located in the Nave. This is understood to be in good working condition and is used more regularly than the pipe organ.	

4.0 Services, installations and other matters:

4.1 Heating	*The heating system comprises a gas fired boiler serving heating pipes, column radiators, pressed panelled radiators and fanned convector heaters. These are supplemented by portable electric convectors and an electric radiant heater.*	
Comments 	It is understood that it can take several hours for the heating system to reach adequate temperatures for services. The boiler is over 40 years old and well past its expected service life. Given the age of the boiler and the inefficiency of the system it is strongly recommended that the heating system is replaced. Consideration should be given to emitters using a zero-carbon heat source. Perhaps electric infra-red, heaters or electric radiators. There is some dampness of the floor slab in the Boiler Room. The adjacent pipework should be checked for leaks.	E B

4.2 Electrical	*<u>Supply</u>: Overhead supply on the west gable of the Nave. The meters and distribution board are located in a cupboard adjacent. A secondary distribution board is located adjacent to the organ.* *<u>Lighting</u>: Comprises the following:-* *Porch – 1No pendant light; 1No exterior light* *Nave – 8No metal halide floods; 2No PAR spot lights by Chancel steps; pendant light over sound desk.* *Crèche/ North Aisle – 3No metal halide floods* *Chancel - 5No metal halide floods; 2No incandescent lights; 2No reflector spot lights; 2No lamp holders by rood screen.* *Organ Chamber passage – 1No fluorescent light* *Basement meeting room – 2No fluorescent lights* *WC/ kitchen – ceiling mounted/ fluorescent light* *Kitchen corridor - fluorescent light* *Vestry/ strong room - fluorescent lights* *Boiler Room – fluorescent light*	
Comments	The following lights were not working and replacements are needed:- - Nave – 1No metal halide floodlight; 2No spotlights - Crèche – 1No tungsten filament floodlight - North Aisle – 1No metal halide floodlight - Chancel – 3No metal halide flood lights The halide flood lights are noisy at start up and take time to come to full illumination. They give a 'white' light which can give a 'cold' feel to the interior. Consideration should be given to replacing these with modern LED type fittings with a warm colour temperature. It is recommended that a full electrical test is carried out every five years and any recommendations for improved safety are implemented. The test results should be filed with the Log Book. Portable electrical appliances should continue be tested every year to comply with the PAT regulations.	M E M M

4.3 Water supply		
Comments	A mains cold water supply is provided in the basement, in the wc/kitchen and by the servery at the rear of the Nave.	

4.4 Sound system		
Comments	A sound system comprising microphones and speakers are installed in the Nave, North Aisle and Chancel. An induction loop system is also installed. These systems were not tested but are understood to be in good working order.	

4.5 Projection system		
Comments	Overhead screens and projectors (run from lap top computers at the sound desk) are located at the front of the Nave and North Aisle. These were not tested during the inspection but are understood to be in good working order.	

4.6 Fire protection		
Comments	Fire-fighting appliances are provided in the Nave, Chancel, Creche, Organ Chamber and Boiler House. These should be serviced annually.	M

4.7 Lightning Protection		
Comments	The bellcote has a lightning conductor and copper down tape on the west side of the Nave. This is somewhat obtrusive a location. Ideally the down tape should be re-sited more discreetly (e.g. to the side of a buttress). The lightning protection system should continue to be tested every 4 years as required by the insurers. Any remedial work or upgrading recommended should be carried out. The report should be filed with the Log Book.	E M

4.8 Environmental sustainability		
	A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability of the building and its use. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. See Appendix A for a Practical Path to Net Carbon Zero.	

4.9 Basement meeting room		
Comments	There are very strong odours in the basement meeting room. The cause of the smell needs investigation. The odour may be related to petrol spillage in the Boiler Room adjacent or it could be due to damp. Opening the casement windows to allow ventilation will help reduce the smell and dampness.	B

5.0 Churchyard and environs:

5.1 Paths and access issues		
Condition/ repair needs	The gravel paths are wearing thin. Topping up with new gravel is recommended. There is an uneven paving stone in the lych-gate and the cobbles on the church side of this structure will be difficult for the infirm and wheelchair users to use. It is recommended that the paving stone should be levelled and the cobbles are replaced with gravel.	D E

5.2 Gates, railings and steps		
Condition/ repair needs 	South gate: in fair condition. East gate: the metal gates by the lych-gate structure are out of alignment and don't close properly. Also the gates are rusting in places. Realignment, removal of rust and redecoration is recommended. Lych-gate structure: the felt shingles are covered in moss – this should be removed to reduce weight and prevent damp penetration. It is recommended that the timber structure and particle-board ceiling is re-decorated within the next five years to prevent water penetration and rot. Railings to Boiler House steps and Organ Chamber door: the railings are showing signs of rust in places. Removal of rust followed by redecoration is needed.	D D D

5.3 Boundary walls		
Condition/ repair needs	The masonry and pointing to the boundary walls are generally in fair condition.	

5.4 Churchyard	*The churchyard is maintained by Gateshead Borough Council.*	
Comments	The grass is cut during the growing season. Some headstones are leaning and should be monitored for safety. The coach lamp east of the Chancel needs repair and lamping.	C E

5.5 Trees	*The churchyard has a number of mature trees including lime, fir, sycamore, yew, cherry etc.*	
Safety	One of the trees on the north side of the church has fallen over and should be removed. None of the mature trees appear to be causing problems to the church (e.g. tree roots or overhanging branches). This should be monitored bi-annually.	C
Importance	The trees make an important contribution to the setting of the church.	

6.0 Summary of repairs

Category scale

A – Urgent, requiring immediate attention
B – Requires attention within 12 months
C - Requires attention within the next 18-24 months
D – Requires attention within the quinquennial period
E – A desirable improvement with no timescale
M – Routine maintenance. This can be done without professional advice or a faculty

Category	Comment	Budget Costs (ex VAT & fees)
A	Urgent slating repairs to Organ Chamber east slope roof (2.1) Ideally re-slate entire east slope	£900 £7,500
A	Clearing blocked hopper and chute to Vestry NE corner (2.2)	DIY
B	Slating repairs to Porch, Nave and Chancel roofs (2.1)	£1,700
B	Remove vegetation from North Aisle gutter (2.2)	£100
B	Repair flashing & re-point bedding of parapet to toilet/vestry/strong room roof (2.4)	£100
B	Pointing stepped crack in parapet to west gable of North Aisle (2.4)	£500
B	Asbestos testing of Boiler House ceiling and pipework (3.1)	£250
B	Check boiler room for water leaks (4.1)	DIY
B	Investigate strong odour to Basement Meeting Room / open windows (4.9)	DIY
C	Raking out/repointing of water tabling to Porch, Chancel & Organ Chamber (2.4)	£1,500
C	Repair crack to hood mould of entrance door (2.5)	£200
C	Remove loose mortar and re-point small section of Nave east gable (south) (2.5)	£250
C	Repoint loose areas of pointing to plinth of Nave west gable wall (2.5)	£100
C	Repoint open perpend joints to plinth of Chancel east gable (2.5)	£100
C	Rake out and re-point joint at stepped crack by middle window to North Aisle (2.5)	£200
C	Re-varnish Porch external door (2.6)	£150
C	Replace caulking and re-oil Priests door/ redecorate ring pull (2.6)	£150
C	Redecorate Organ Chamber and Boiler Room doors (2.6)	£200
C	Repair and redecorate toilet window (2.7)	£150
C	Free paint bound sashes to Basement meeting room window (2.7)	£300
C	Replace cracked pane to Basement meeting room window (2.7)	£75
C	Realign hopper vent to window nV to prevent draughts (2.7)	£150
C	Rake out & repoint tracery to N Aisle west window nVIII (2.7)	£100
C	Remove insulation boards to Porch roof (3.1)	DIY
C	Ease internal door to North Aisle/Organ Chamber (3.3)	£100
C	Monitor safety of headstones (5.4)	Local authority
C	Remove fallen tree north of Organ Chamber (5.5)	Local authority
D	Re-slating of Porch, Nave (south) and Chancel (south) roof slopes (2.1)	£50,000
D	Redecoration of rainwater goods and re-caulking downpipe joints (2.2)	£1,500
D	Repointing of open joints & cracks to window masonry internally & externally (2.7)	£500
D	Redecorate ceiling and wall panelling to Basement Meeting Room (3.1 and 3.3)	£1,500 or DIY
D	Redecorate ceilings etc to Vestry, Kitchen, Strong Room and Passage (3.1)	£500
D	Repointing of open joints to stone paving in Nave, N Aisle, Chancel (3.4)	£350
D	Raking out & repointing of joints to cracks on internal wall faces (2.5)	£1,500
D	Re-lipping of sound desk frontage (3.9)	£150
D	Consider topping up gravel to paths (5.1)	Local authority
D	Re-alignment and redecoration of east boundary gates (5.2)	Local authority
D	Removal of roof moss; redecoration of lych-gate structure and ceiling (3.2)	Local authority
D	Remove rust & redecorate railings by Boiler House & Organ Chamber entrance (5.2)	£350
E	Consider cleaning / redecoration to Bellcote weathervane / supports (2.3)	?
E	Consider fitting vinyl flooring to toilet and kitchen for hygiene reasons (3.4)	£1,000

E	Consider remodelling to provide accessible toilet (3.8)	£20,000 +
E	Consider replacement of 40+ year old boiler or install electric heating (4.1)	£25,000 +
E	Consider new lighting scheme to Nave, North Aisle and Chancel (4.2)	£25,000 +
E	Consider re-routing lightning conduction down tape (4.8)	£1,000
E	Consider removal of cobbles and replacement with gravel by lych-gate (5.1)	Local authority
E	Consider repair/ re-lamping of coach lamp on NE footpath (5.4)	Local authority
M	Clearing of moss from flat roof areas, incl. parapet gutters (2.1 & 2.2)	DIY
M	Clearing hoppers, gutters and gullies bi-annually (2.2)	DIY
M	Refix missing kitchen cabinet doors (3.7)	DIY
M	Replace failed lighting bulbs (4.2)	£700
M	Electrical contractor to carry out five yearly electrical test (4.2)	£400
M	PAT testing of portable electrical appliances annually (4.2)	£150
M	Annual testing of fire-fighting appliances (4.6)	-
M	Lightning specialist to test lightning conduction system every five years (4.7)	£500

7.0 Maintenance recommendations and general advice

Accessibility and disabled people
The Equality Act 2010 bans unfair treatment and helps achieve equal opportunities in the work place and wider society. Duties under the Act are placed on 'service providers', which include churches and the service they provide for worship and wider activities either in the church or a church hall. The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at http://www.churchcare.co.uk/images/Accessibility_Sept2017

Asbestos
A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. The assessment has not been covered by this report and it is the duty of the PCC to ensure that this has been, or is carried out.

Bats and other protected species
The PCC should be aware of its responsibilities where protected species are present in a church. Guidance can be found on http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/bats

Electrical Installation
Any electrical installation should be tested at least every five years in accordance with the recommendations of the Church Buildings Council. The inspection and testing should be carried out in accordance with IEE Regulations, latest edition, and an inspection certificate obtained in every case. The certificate should be kept with the church log book.

Fire extinguishers
Obtain advice from Local Fire Prevention Officer on the correct type and location. Enter into a contract for annual maintenance with the supplier.

Heating Installation
A proper examination and test should be made of the heating system by a qualified engineer each summer before the heating season begins, and the report kept with the Church Log Book.

Health and Safety
Overall responsibility for the health and safety of the church and churchyard lies with the Incumbent and PCC. This report may identify areas of risk as part of the inspection but this does not equate to a thorough and complete risk assessment by the PCC of the building and churchyard.

Insurances
Ensure adequate cover is maintained for the full cost of re-building and replacement of contents and ensure this is index linked to cover inflation.

Lightning Protection
Any lightning conductor should be tested at least every five years in accordance with the current British Standard by a competent engineer. The record of the test results and conditions should be kept with the Church Log Book.

Maintenance and restoration of church bells
This guidance is given by the Church Buildings Council to all parochial church councils. From 1st January 2016, it will be possible to carry out a range of works to bells without a faculty: see List A and List B in Schedule 1 to the Faculty Jurisdiction Rules 2015. Carrying out works in List A or List B is subject to conditions set out in the list. It is a condition of carrying out any works to bells under List A or List B that regard is had to this guidance. Additionally, in the case of List B works, the approval of the archdeacon must be obtained before they are carried out and the archdeacon may apply additional conditions. Further information can be found on http://www.churchcare.co.uk/images/Guidance_Notes/Bells.pdf

Organ
Enter into an annual contract for maintenance and tuning.

Painting rainwater goods
Paint cast iron rainwater goods every five years min. Scrape and wire brush to remove rust. Apply primer/undercoat. Top coat with 2 coats gloss paint. Use bituminous paint on inside of gutters.

Pointing of masonry
Must be done under the direction of the Church Architect who will advise on the correct mortar mix and method of application. (NB the wrong mortar mix can do more harm than good).

Plasterwork
Loose plaster is a problem in many churches and can be dangerous if large sections fall off the walls or plaster and lath ceilings. Loose sections are not always visible and sometimes can only be identified by tapping. It is advisable to check suspect areas from ladders where possible.

Rainwater disposal systems
Rainwater goods include the gutters and downpipes which are key to the survival of a church building. Together with a watertight roof, they ensure that rainwater is directed safely away from the building. As water is the greatest cause of damage to buildings, it is vital to keep these elements well maintained. Clean out gutters and gullies twice per year – late spring, late – autumn after leaves have fallen. See Church Care website under http://www.churchcare.co.uk/images/Guidance_Notes/Rainwater.pdf

Roof coverings
A roof keeps out water and prevents the deterioration of the building and its contents. It needs to be carefully maintained in order to retain its weatherproof properties. Check frequently and repair as necessary. See Church Care website under http://www.churchcare.co.uk/images/Roofs_August_2016.pdf

Sustainable buildings
A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability of the building and its use. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. Further guidance is available on www.churchcare.co.uk and http://www.churchcare.co.uk/shrinking-the-footprint.

Appendix A: Selected photos taken during the inspection

Nave – view from west

View towards Chancel

North Aisle from east end

Enclosed bay of North Aisle containing Creche

Basement Meeting Room

Nave – view from east

Moss to flat roof over Strong Room, Kitchen & Toilet

East gate - rusty

Appendix B

A practical path to "net zero carbon" for our churches

These recommendations aim to help churches reduce their energy use and associated carbon emissions. They are based on the findings of our church energy audit programme and input from of a range of professionals in the field.

NOTE: Many of the suggestions below require faculty; please seek input early on. If the church interior is of historic, artistic, architectural or artistic interest, seek professional & DAC advice first, before making changes; stabilising the environment for these interiors is important to minimise cycles of treatment, with their inherent carbon cost.

A. Where do we start?

These are actions that nearly all churches can benefit from, even low occupancy churches used only on a Sunday. They are relatively easy, with relatively fast pay back. They are a good place for churches to start, when trying to move towards 'net zero'.

The building itself:

- A1. Maintain the roof and gutters, to prevent damp entering the building and warm air escaping.
- A2. Fix any broken window panes* and make sure opening windows shut tightly, to reduce heat loss.
- A3. Insulate around heating pipes to direct heat where you want it; this may allow other sources of heat to be reduced in this area.
- A4. If draughts from doors are problematic, draught-proof the gaps* or put up a door-curtain*.
- A5. Consider using rugs/floor-coverings (with breathable backings) and cushions on/around the pews/chairs.

Heating and lighting:

- A6. Switch to 100% renewable electricity, for example through Parish Buying's energy basket, and "green" gas.
- A7. Match heating settings better to usage, so you only run the heating when necessary*.
- A8. If you have water-filled radiators, try turning-off the heating 15 minutes before the service ends; for most churches this allows the heating system to continue to radiate residual warmth*.
- A9. If you have radiators, add a glycol based "anti-freeze" to your radiator system and review your frost setting.
- A10. Replace lightbulbs with LEDs, where simple replacement is possible.
- A11. Replace floodlights with new LED units.
- A12. If you have internet connection, install a HIVE- or NEST-type heating controller, to better control heating.
- A13. If your current appliances fail, then replace with A+++ appliances.

People and policies:

- A14. Complete the Energy Footprint Tool each year, as part of your Parish Return, & communicate the results.
- A15. Create an Energy Champion who monitors bills and encourages people to turn things off when not needed.
- A16. Write an energy efficiency procurement policy; commit to renewable electricity & A+++ rated appliances.
- A17. Consider moving PCC meetings elsewhere during cold months, rather than running the church heating.

Offset the rest:

- A18. For most low usage "Sunday" churches, once they have taken steps like these, their remaining non-renewable energy use will be very small. For the majority, all they need to do now to be "net zero" is offset the small remaining amount of energy through Climate Stewards or other reputable schemes.
- A19. Also, think about your church grounds. Is there an area where you could let vegetation or a tree grow?

B. Where do we go next?

These are actions with a reasonably fast pay back for a church with medium energy usage, used a few times a week. Perhaps half of churches should consider them.

Most actions cost more than the ones above, and/or require more time and thought. Some require some specialist advice and/or installers. They are often good next steps for those churches with the time and resources to move on further towards 'net zero'.

The building itself:

- B1. If you have an uninsulated, easy-to-access roof void, consult with your QI about insulating the loft*.
- B2. If you have problematic draughts from your door, and a door curtain wouldn't work, consult with your QI about installing a glazed door within your porch, or even a draught-lobby*.
- B3. Consider creating one or more smaller (separately heatable) spaces for smaller events.
- B4. Consider fabric wall-hangings or panels, with an air gap behind, as a barrier between people and cold walls.

Heating and lighting:

- B5. Learn how your building heats/cools and the link to comfort, by using data loggers (with good guidance).
- B6. Improve your heating zones and controls, so you only warm the areas you are using.
- B7. Install TRVs on radiators in meeting rooms & offices, to allow you to control them individually.