

**Quinquennial Inspection Report
Parish Church of St Andrew Leam Lane
Diocese of Durham**



Report prepared by

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1.0 BACKGROUND

- 1.1 Parish Church of St Andrew Leam Lane
Whinbrooke
Leam Lane Estate
Gateshead
NE10 8HR
- 1.2 Client: The Parochial Church Council of Parish Church of St Andrew, Leam Lane
Whinbrooke
Leam Lane Estate
Gateshead
NE10 8HR
- 1.3 Report prepared by David Jowett - Architect, BA, DipArch, RIBA
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- 1.4 Date of Inspection 27 February 2023 at 2:00pm
- 1.5 Weather conditions - cloudy and dry.
- 1.6 Previous Report 12 December 2014 by Tony Barnes BE A Arch RIBA of Tony Barnes:
B3 Architecture, 11a Struan Terrace, East Boldon, Tyne & Wear, NE36 OEA.

2.0 EXECUTIVE SUMMARY

- 2.1 The ongoing maintenance of this buildings is currently being undertaken by a small number of people with very limited funds and these people should to be applauded for their efforts.

The date of the last Quinquennial inspection, December 2014, points towards issues at the Church which can best be summarised as ‘Covid’ and a ‘Vacancy’. There is now a new Priest-in-Charge, and things once ‘lost at sea’ appear to be getting back to a more ‘even keel’.

In terms of a way forward, the church has recognised that it has issues with inclusivity. Symptomatic of this is that there are many WCs but none of them are Accessible WCs. Generally, access issues both to the Church and to the Hall, need to be addressed

There are also significant issues with vandalism, as can be seen from broken windows and missing lead and roof tiles. The article <https://www.buildingconservation.com/articles/vandals/vandals.htm> makes useful reading. The Church should consider the following:

1. Do not replace/repair items in a way that the same damage can be repeated. For example do not replace lead with lead, but with a lead alternative that has no street value. Do not replace damaged windows without putting up protection at the same time.
2. Consider ways to make vandalism more difficult. For example, fencing off the Courtyard Garden while considering emergency escape access. Consider anti-climb paint. Consider plastic rainwater pipes (rather than cast iron) as they are not so easy to climb.
3. Consider ways to make vandalism less attractive. For example, security cameras and vandal-resistant outside lighting.
4. Consult the insurers. Further escalation could result in people wanting to forcibly enter the inside of the church, as has lately happened, so look at your locks and alarms.
5. Consider the reasons for vandalism. Deprivation, boredom; ask yourselves if the Church is a specific target or just one of many in the area?
6. Consider if the church can work with the community and so prevent vandalism. For example, youth work initiatives may deter uninvited access.

In the case of St Andrew’s church, much routine maintenance of the exterior has been left undone. For example, decoration of the exterior (noted in the last quinquennial as being necessary in the next 12 months) has been abandoned for nearly seven and a half years. This abandonment has caused rainwater piles to split, verge boards to rot, and concrete to continue to spall: so vastly increasing the amount of work required and therefore the costs.

The Log Book is lacking any details of regularly required inspections. It is missing the years 2015 to 2017 in total and it is very sparse in other areas. The Log Book needs to be kept up to date with correct information and advice should be sought from the Diocese as to how this can be better achieved.

The church buildings offer opportunities ,in terms of facilities and spaces, that many other churches - often without the simplest WC and Kitchen facilities - would envy. It is a task to work out how to make these buildings work to the advantage of the community, lest they become a burden: ‘instead of the cross, the albatross’ as the poem puts it.

3.0 PREVIOUS REPORT

The previous Report followed the inspections on 12 December 2014 by Tony Barnes: B3 Architecture, 11a Struan Terrace, East Boldon, Tyne & Wear, NE36 OEA.

The report identified the following maintenance items, and these are noted as either completed or outstanding or cannot be established:

North Elevation

- 1 Clean out (and repair) gutters regularly. **Cannot be established**
- 1 Ensure floor and air vents are clear. **Cannot be established**
- 2 Decorate gutters and down pipes. **Uncompleted**
- 2 Repoint brickwork behind rainwater pipes. **Uncompleted**
- 2 Monitor for spalling concrete in cast work. **Cannot be established**

East Elevation

- 1 Clean out (and repair) gutters regularly. **Cannot be established**
- 2 Obtain quotations for replacing Hall roof coverings. **Completed**
- 2 Repoint brickwork to wall and chimney. **Uncompleted**
- 2 Replace Hall windows. **Completed**

South Elevation

- 1 Clean out, repair guttering and paint. **Uncompleted**
- 2 Repair spalling cast concrete window surround. **Uncompleted**
- 2 Ease D1 and W24, decorate D1, W24 hopper. **Cannot be established**
- 2 Monitor roof coverings regularly. **Cannot be established**

West Elevation

- 1 Clean out, guttering regularly. **Cannot be established**
- 2 Maintain clear air bricks/vents. **Cannot be established**
- 2 Repair buttress mortar joints to minimise water ingress. **Uncompleted**
- 2 Repoint brick pillars. **Uncompleted**
- 2 Monitor roof coverings regularly. **Cannot be established**

North Porch

- 2 Consider safety glass in side screen. **Cannot be established**

Worship space

- 2 Monitor plaster cracks over 12mths. **Cannot be established**
- 2 Ease window vents. **Uncompleted**
- 2 Replace cracked glass. **Uncompleted**

Organ chamber

- 2 Repair perished plasterwork following roof work. **Cannot be established**

Open porch

- 2 Monitor cracks in concrete roof structure for 12 months. **Cannot be established**
- 2 Decorate gates railings and gas meter bkt. **Completed**

Corridor

- 2 Check roof coverings around roof window. **Completed**
- 2 Ease doors. **Completed**
- 2/3 Consider emergency lighting. **Cannot be established**

Male wc

- 2 Investigate cause and Repair perished plaster. **Cannot be established**
- 2 Consider extract fan, heating and emergency lighting. **Cannot be established**
- 2 Ease window vent. **Cannot be established**

Female wc

- 2 Investigate cause and Repair perished plaster. **Cannot be established**
- 2 Consider extract fan, heating and emergency lighting. **Cannot be established**
- 2 Ease window vent . **Cannot be established**

Servery kitchen

- 2 Ease window. **Cannot be established**
- 2 Consider extract fan, heating and emergency lighting/ smoke detector. **Cannot be established**

- Sacristy**
- 2 Review window safe. **Cannot be established**
- Link Corridor**
- 2 Monitor movement crack. **Cannot be established**
 - 2 Rectify damp issue. **Completed**
 - 2 Consider need for emergency lighting at change in levels. **Cannot be established**
 - 2 Review window safety. **Cannot be established**
 - 2 Fit gulley cover. **Completed**
 - 2 Repair step to choir vestry. **Completed**
- Main Hall**
- 2 Replace east side windows. **Completed**
 - 2 Replace cracked window glass west side. **Completed**
 - 2 Consider Upgrade cupboard doors ;fire safety. **Cannot be established**
 - 2 Fit robust lighting diffusers: safety. **Uncompleted**
 - 2 Improve natural ventilation. **Cannot be established**
 - 2 Obtain annual service inspection report. **Cannot be established**
 - 2 Check stop valves regularly to ensure easy action in event of emergencies. **Cannot be established**
- Stage**
- 2 Monitor crack in east wall head. **Cannot be established**
 - 2 Consider upgrade cupboard doors : fire safety. **Cannot be established**
- Parish Office Suite**
- 2 Monitor crack in wall head above d22. **Cannot be established**
 - 2 Consider hot water points in wc's. **Cannot be established**
 - 2 Investigate irregularities in floor levels and advise. **Cannot be established**
 - 2 Consider blocking door from kitchen ;fire safety. **Cannot be established**
- Male WC**
- 2 Consider mechanical extract fan . **Cannot be established**
 - 1 Remove vegetation from steps to boiler room and fit handrail. **Part Completed**
 - 2 Review roof coverings for water tightness. **Completed**
 - 2 Repair low level friable plaster. **Uncompleted**
 - 2 Replace cracked window glass and plaster vent. **Uncompleted**
- Female WC**
- 1 Remove vegetation from steps to boiler room and fit handrail. **Part Completed**
 - 2 Review roof coverings for water tightness. **Completed**
 - 2 Repair low level friable plaster. **Uncompleted**
 - 2 Replace cracked window glass and plaster vent. **Uncompleted**
 - 2 Ease doors. **Completed**
 - 2 Consider mechanical extract fan. **Cannot be established**
- Stores**
- 2 Monitor movement cracks. **Cannot be established**
 - 2 Review roof coverings at abutments for water tightness
- Kitchen**
- 2 Review roof coverings for water tightness. **Completed**
 - 2 Consider need to upgrade doors and hatch : fire safety. **Cannot be established**
 - 2 Consider need for emergency light and heat detector. **Cannot be established**
- Lobby. From link corridor**
- 2 Repair ceiling. **Uncompleted**
 - 2 Consider need to upgrade doors: fire safety. **Cannot be established**
- Boiler room**
- 2 Ease door. **Completed**
 - 2 Consider need to upgrade doors: fire safety. **Cannot be established**
- Heating and Plumbing**
- 2 Ease water stop valves regularly: emergency shut off. **Cannot be established**
 - 2 Check for leaks regularly on water and heating systems. **Cannot be established**
- Electrical**
- 2 Check with Insurers requirements for lightning conductor. **Cannot be established**

Site and Surrounds

- 2/3 Decorate metalwork. **Completed**
- 2/3 Remove all vegetation at south end of Hall. **Part Completed**

Other works carried out since the previous report as listed in Log Book:

2014/15

- December 2014 - Replacement of 1no small window in church following vandalism
- January 2015 - Repainting of male and female WCs in corridor from vestry
- January 2015 - Repair to external fascia board south side between church and church kitchen following storm damage
- February 2015 - Replacement of gas meter serving Hall
- February 2015 - Tree outside office window cut back to prevent blockage of guttering with leaves
- February 2015 - Internal post box fitted in hall to vestry passageway

2019/20

- Partial re-wiring of Hall

2020/21

- Hall Boiler replaced
- Repair of church roof tiling
- External drain cover replaced
- Door to rear vestry repaired - back door down passage
- New lock installed on front church door
- April 2021 - new pads on defibrillator
- May 2021 - Replacement photocopier hire

2021/22

- Repair of part of Hall floor
- Repair of Double doors leading to Hall toilets
- Repair of Hall door leading to garden
- Fitting of Bolts to back of Hall Kitchen to link passage
- Black Box refitted following break-in
- Hall, church roof repaired
- Lock replaced to front door of church
- Repair to vestry passage rear door
- Steps to garden/vestry repainted
- Small trees removed
- Front door surround painted
- Replacement of vestry door following break-in
- Renewal of Hall Lights; £895 , 'Angel View Electrics'
- Outside notice board removed
- Outside notice board replaced (gift)
- Lino replaced/floor screeded at Hall entrance
- Lino replaced at Hall kitchen and at Link Passage - Hall
- New vestry door fitted following break-in
- Replacement of 7no windows in church and 3no sealed units in Hall
- Replacement fascias fitted to Hall exterior
- Rubbish removal - old fascias and lighting; £300
- Painting of link passage from vestry to hall
- Repair of notice board
- Repair to Hall boiler; £96, 'Leak & Test'

2023

- Hall toilets, leak repaired

4.0 BRIEF DESCRIPTION

- 4.1 The church is situated within the suburban Whinbrooke area of Gateshead, some 3.5 miles south of the city centre. The site, on gently sloping ground, sits on the west side of Whinbrooke, within an open grassed area that is maintained by the Local Authority. The church itself is detached with an enclosed garden court containing grass and trees.

The church was built 1960-62, in a 20th century contemporary style to designs by Donald McIntyre (Cordingly and McIntyre) of Durham. Laminated timber portals of seven bays support a steeply pitched pantiled roof with continuous copper covered flat roofs over clerestory windows. Woodblock floors are of solid construction with a wood block finish, while there is a stone flagged surround to the font. A copper clad timber fleche surmounts the roof, containing a chiming bell.

The church building is orientated east west but with the sanctuary at the west end. To the south of the church, and linked to it, stands the parish hall, which was built in 1965 to designs by Ian Curry of Newcastle with minor later additions of 1985-86 that increased the size of the Sacristy and created a Parish Office in the Hall.

The external walls are a combination of brick and exposed aggregate concrete panels, some areas of render and with cast concrete guttering and window surrounds. The east wall is almost entirely of glass set within a timber framework. The internal wall faces are plastered and painted generally. Ceilings are of painted fibreboard.

Accommodation comprises:

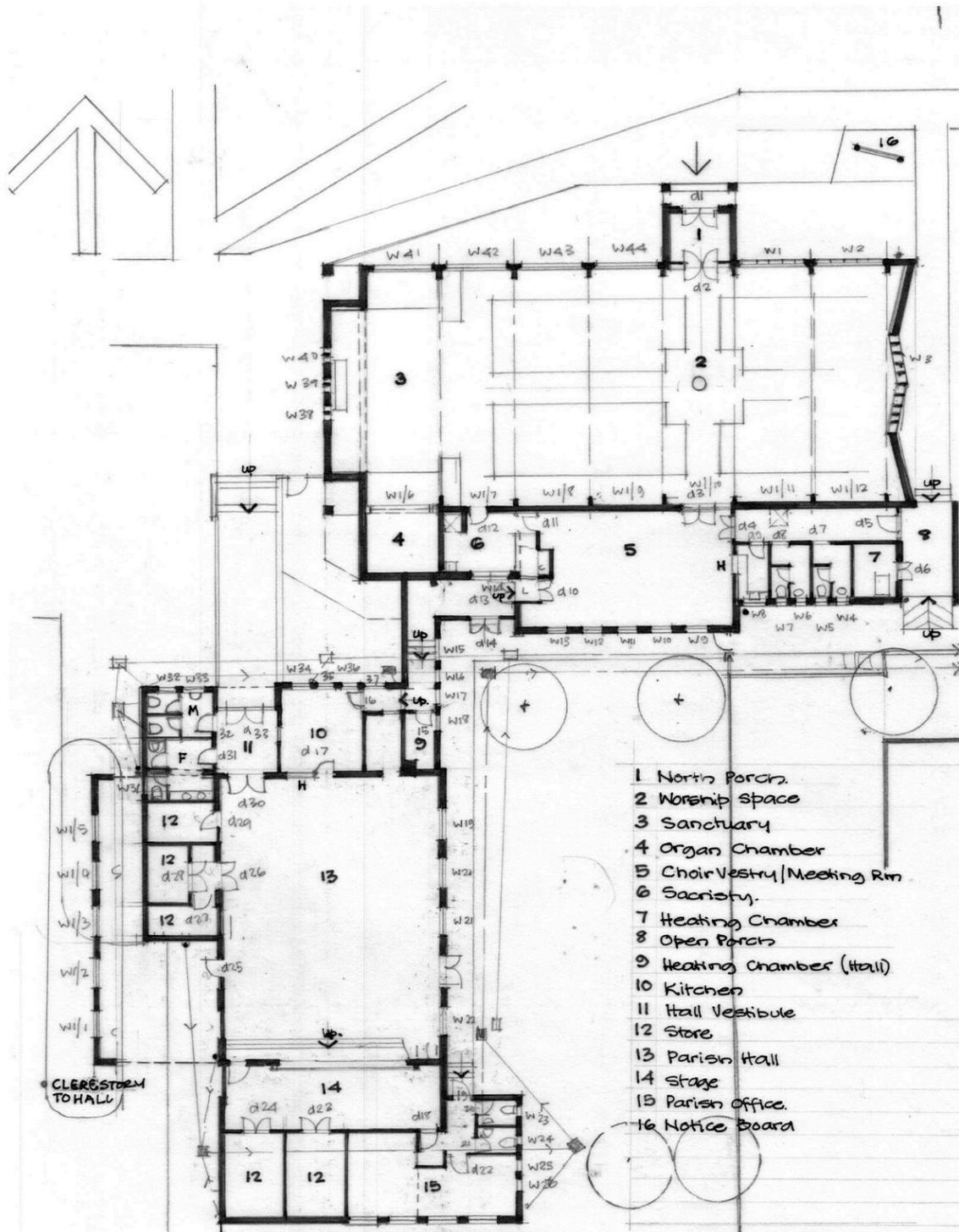
Church

North Porch; Worship Space; Sanctuary; Organ Chamber; Sacristy; Choir Vestry/ Meeting Room; Served; Male and Female Cloakrooms; Heating Chamber; Open Porch east side and access corridor.

Parish Hall

Vestibule – north side with Cloakrooms; Kitchen; Main Hall with Store Rooms; Corridor Link from Church Choir Vestry; Heating Chamber; Stage with Store Rooms; Parish Office; WC's; Rear Lobby and entrance/exit.

5.0 PLAN OF CHURCH



- 1 North Porch.
- 2 Worship Space
- 3 Sanctuary
- 4 Organ Chamber
- 5 Choir Vestry/Meeting Rm.
- 6 Sacristy.
- 7 Heating Chamber
- 8 Open Porch
- 9 Heating Chamber (Hall)
- 10 Kitchen
- 11 Hall Vestibule
- 12 Store
- 13 Parish Hall
- 14 Stage
- 15 Parish Office.
- 16 Notice Board

St Andrew, Leam Lane 1415
 Floor plan
 1:200 app. Jan 2015

6.0 MAINTENANCE

Maintenance of the church and the courtyard garden lies with the PCC. The grassed areas and pathways to the north, east and west of the church lies with the Local Authority.

7.0 LIMITATIONS OF THE REPORT

The inspection of the church was visual and made from ground level. Only selected areas were examined in detail. Parts of the structure which were inaccessible, enclosed or covered were not opened up and therefore I am unable to report that any such part of the building is free from defect. The inspection excluded testing of services and organ. The report is restricted to the general condition of the building and is a summary report only as it is required by the Inspection of Churches Measure. It is not a specification for the execution of the work and must not be used as such.

8.0 EXTERIOR

8.1 ROOF COVERINGS

Description

Main church roof dual pitched, structural timber with double roman pantiles. Projecting flat concrete clerestory roofs to north and south generally copper covered but felted replacement to part south roof at west end. Copper covering to shallow pitched concrete Porch roof. Flat roofed concrete with felted coverings to south side ancillary spaces. Flat timber/steel roofs with felted coverings to Hall.



**Pantile and clerestory roofs
north east corner**



Porch roof west elevation



**Missing tiles and flashing
south west corner**



Loose tiles to south flat roof



**Possible leaking roof junction
north east corner**



Hall roof west elevation



Hall fascia north elevation



**Link Corridor roof west
elevation**

Condition

There are missing tiles and lead flashings to the south west corner that appear to be the result of vandalism. Loose tiles to the south side flat roof may be where the original tiles have been deposited. The flat roofed areas are not generally visible from ground level but extensive areas of staining internally indicate past or present leaks. Staining internally indicates problem with junction of clerestory and panelled rods at both north and south elevations east end. An area of felt pin over the eaves fascia to the link corridor west elevation indicates a temporary repair. A section of timber along the eaves to the hall north side again indicates temporary repair.

Category B; Requires attention within the next twelve months

Undertake full inspection of roofs and flashings by reputable roofing company and implement recommendations. Cost Band 2– £2,000-£9,999.

Category E; a desirable improvement with no timescale

Consider re-roofing flat roofed areas with insulation. Cost Band 4 £30,000-£49,999.

8.2 RAINWATER GOODS

Description

Rainwater goods to the church are black painted cast iron gutters and rainwater pipes to the pantiled sections at the eaves. Cast iron rainwater pipes drain hidden gutters to the clerestory and ancillary flat roofs to the south. Felted concealed gutter to Hall with black cast and spoke replacement black UPVC rainwater pipes and hopper heads. Rainwater pipes all drain to gullies or connect directly to drains.



Typical cast iron gutter and rainwater pipe to pantiled roof



Typical cast iron rainwater pipe to flat roof concealed gutter



Typical Hall rainwater pipes and hopper heads



Split cast iron rainwater pipe to Hall



Split cast iron rainwater pipe to Church



Missing hopper head to Hall west elevation

Condition

It was not possible to tell if everything is fully watertight, as it was dry at the time of the inspection. However there are clearly issues with a number of cast iron rainwater pipes that have split. There is a missing hopper head to the Hall.

The cast iron rainwater goods all require redecoration. All fixings and joints should be checked over and re-fixed, caulked as necessary. Particular attention is required to decorating the backs of the pipes, which are easily missed.

Repair Needs, Category A; Urgent, requiring immediate attention

Replace split sections of rainwater pipe and replace missing hopper head Cost Band 1– £0.00-£1,999.

Category B; Requires attention within the next twelve months

Redecorate rainwater goods. Cost Band 1– £0.00-£1,999.

8.3 EAVES, GABLES, FLECHE, CHIMNEYS AND FINIAL

Description

Painted concrete eaves generally to Church flat roofs. Painted timber verge and soffits to east end. Copper cover octagonal fleche to Nave with 12no timber louvres in 4 faces and 4 vertical copper rods in 4 faces and including single bell.with electro/ mechanical operation. Copper finial to west end. White UPVC fascias to Hall. Brickwork chimney to hall Boiler Room.



Concrete eaves



Spalling to concrete eaves



Rotten verge boards east elevation



Fleche



West end finial



Hall UPVC fascias



Meeting Room eaves



**Split to Meeting Room eaves
concrete**

Condition

Timber fascias to east end rotted and in need of replacement. Spalling concrete at eaves to concrete sections in many locations and some actual splitting to Meeting Room eaves. Generally all areas require decoration. Fleche appears generally sound and in good condition when viewed from ground level although some of the timber work has become dislodged. Finial in satisfactory condition. Chimney in satisfactory condition.

Category B; Requires attention within the next twelve months

Replace rotten sections of timber verge and redecorate timber east end verge and soffit. Cost Band 2 £2,000-£9,999.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Repair all sections of spalling and other damaged concrete eaves to church and ancillary roofs and redecorate eaves. Note the repair method for the concrete needs to be carefully specified. Cost Band 2 £2,000-£9,999.

Repair Needs, Category D; Requires attention within the next 5 years

Repair timberwork to Fleche. Cost Band 2 £2,000-£9,999.

8.4 WALLING AND POINTING

Description

Buff multi brickwork laid flemish bond and piers with aggregate panel infill to Church. Rendered east end and meeting room south elevation. Cant tiles over brickwork plinths to base. Cast concrete beneath east window. Brickwork laid stretch bond to Hall with blockwork inner leaf.



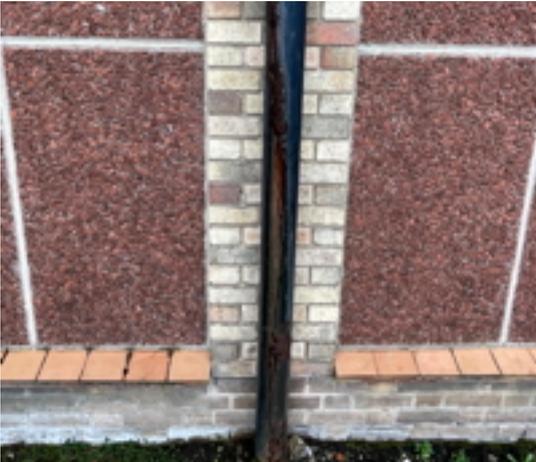
Aggregate panel



Flemish bond brickwork to Church



East end render



Cant tiles to plinth



Stretcher bond brickwork to Hall



Render to Meeting Room

Condition

Overall condition of the external walls remains satisfactory.

The east end render would benefit from redecoration.

Repair Needs, Category D; Requires attention within the next 5 years

Redecorate East End Render. Cost Band 2 £2,000-£9,999.

8.5 WINDOWS AND EXTERNAL DOORS

Description

Clerestory windows are clear glass in metal frames with cast concrete surrounds. West gable lancets are a mixture of clear and stained obscure glass with some lead comes. East end window clear glass with individual stained glass panels with lead comes in stained hardwood frames full height and to a point. Other church windows are metal frames with cast concrete surrounds. Twin hardwood panelled doors to North Porch. Hall windows and doors white UPVC. Roller shutter to Hall North doors. Metal Gates to East Porch.



East Window



West Window



Meeting Room south windows



North Porch doors



Clerestory windows cracked concrete surround



Clerestory windows damaged concrete surround



Hall east windows and door



Hall north windows and doors

Condition

Concrete surrounds split and spalling in several locations.

Metal windows generally in need of decoration.

East window some signs of rot to bottom of timber frames.

White UPVC additions to hall are of very poor specification and should be replaced to improve security.

Broken windows to Hall north elevation. Broken panes to west window.

Ideally the majority of windows would be replaced with double or triple glazed units to reduce heat loss.

Category A, requires immediate attention

Replace broken window panes two Hall with laminated glass and protection. Cost Band 1– £0.00-£1,999

Category B; Requires attention within the next twelve months

Replace doors to hall with ‘secured by design’ quality doors. Cost Band 2 £2,000-£9,999.

Replace broken window panes west window. Cost Band 1– £0.00-£1,999.

Repair rotten sections of timber frames and decorate all timber and metal windows and doors
Cost Band 3– £10,000-£29,999.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Repair all sections of spalling and other damaged concrete eaves to church and ancillary roofs and redecorate eaves. Note that the repair method for the concrete needs to be carefully specified. Cost Band 2 £2,000-£9,999.

Category E; a desirable improvement with no timescale

Consider replacing all windows with triple glazed units. Cost Band 4 £30,000-£49,999.

8.6 BELOW GROUND DRAINAGE

Rainwater pipes and waste pipes discharge over gullies that are connected directly to drains. There are multiple inspection chambers around the site to all elevations (see plan of church: north elevation drains are not shown on plan), and it is assumed that both foul and surface water all connect to drains.



Typical inspection chambers to Courtyard Garden



Inspection chamber North Elevation



Typical blocked gully to Courtyard Garden



Typical blocked gully to Courtyard Garden

Condition

Some gullies partly blocked by leaves but otherwise all appears in satisfactory condition.

Repair Needs, Category A; Urgent, requiring immediate attention

Unblock all gullies. Cost Band 1– £0.00-£1,999

Repair Needs, Category M; Routine Maintenance

Lift all inspection chamber covers and rod and purge system annually. Cost Band 1– £0.00-£1,999

9.0 INTERIOR

9.1 ROOF

Description

Ceilings are of painted fibreboard between laminated timber portals in 7 bays with exposed purlins. Flat roofed concrete to clerestories with exposed roof joists. Timber boarded panels , faceted with chamfered ribs and painted and gilded bosses over font position.



Ceiling looking east



Ceiling looking west



Damage to ceiling east end north elevation



Damage to ceiling east end south elevation

Condition

All appears generally in good condition. East end north and south sides shows signs of water ingress.

Category B; Requires attention within the next twelve months

Undertake full inspection of roofs and flashings by reputable roofing company and implement recommendations. Cost Band 2- £2,000-£9,999.

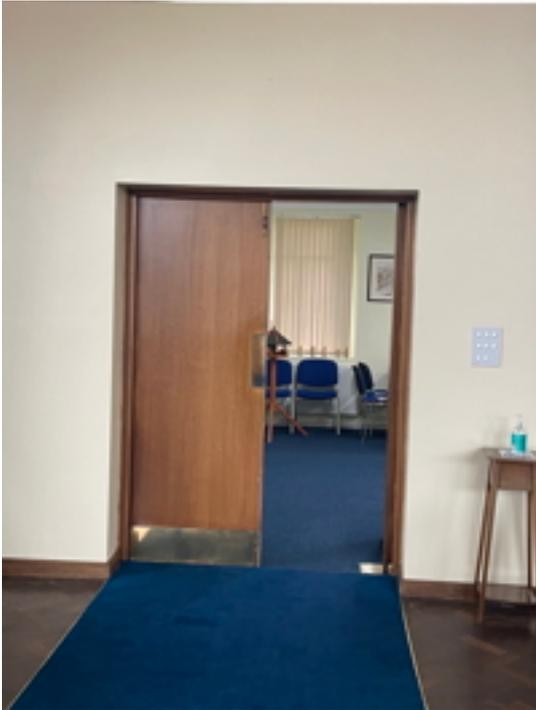
9.2 PANELLING AND DOORS

Description

Flush doors to Sacristy and flush double doors to Meeting Room. Glazed double doors and screen to North Porch.



Sacristy Door



Meeting Room Door



North Porch Doors and Screen

Condition

Doors and screen are all in satisfactory condition.

9.3 FLOORS

Description

Hardwood block flooring to main body of church with polished concrete pavings around font. Carpet to centre aisle and chancel, leading from North Porch and meeting Room doors and to south east corner corner.

Condition

Floors are all in satisfactory condition.



Centre aisle and chancel carpet



Polished concrete flooring around font



Carpeting to south east corner

9.4 INTERNAL WALL FINISHES

Description

Painted plaster walls generally.



Salts to plasterwork north wall east of North Porch



Salts to plasterwork north wall east of North Porch

Condition

Signs of salts to plasterwork on north wall to east of North Porch that coincides with entrance of external rainwater. Plasterwork is in satisfactory condition.

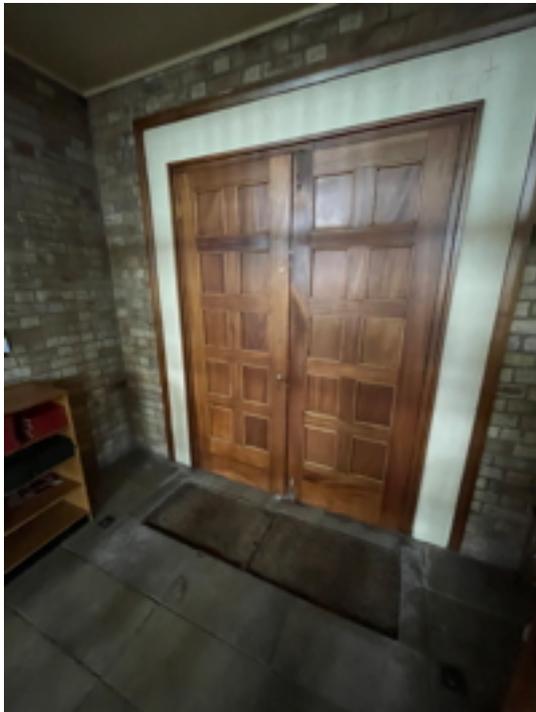
Repair Needs, Category A; Urgent, requiring immediate attention

Repair rainwater pipe to north wall so that water from roof does not drain onto wall as section 9.2. Allow wall to dry (approx 1 year) and redecorate. Cost Band 1 – £0.00-1,999.

9.5 NORTH ENTRANCE PORCH

Description

Exposed brickwork walls. Painted fibreboard ceiling. The porch floor is polished concrete pavings.



North Porch looking north west



North Porch looking east

Condition

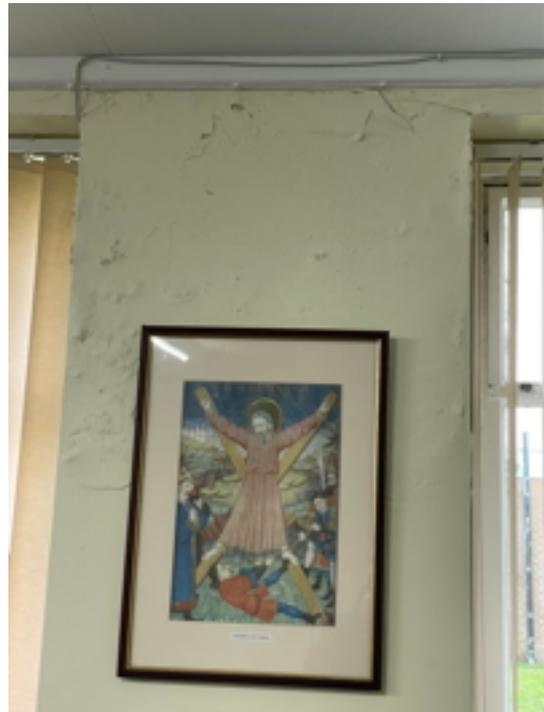
The North Porch is all in satisfactory condition.

9.6 CHOIR VESTRY/MEETING ROOM

Painted plastered walls. Painted fibre board ceiling. Carpeted floor. Painted flush doors.



Choir Vestry/Meeting Room looking east



Choir Vestry/Meeting Room salts south wall west end

Condition

The Choir Vestry/Meeting Room is generally in satisfactory condition. However there are salts to plasterwork on south wall west end.

Category B; Requires attention within the next twelve months

Inspect roof as item 9.1 and repair as necessary. Allow wall to dry (approx 1 years) if repairs are necessary and redecorate. Cost Band 1 – £0.00-1,999.



Choir Vestry/Meeting Room salts south wall west end

9.7 SACRISTY

Description

Painted plastered walls. Painted fibre board ceiling. The Sacristy floor is wood block in herringbone pattern. Painted flush doors. Contains the safe and sound system controls. Washbasin to south west corner



Sacristy looking east



Sacristy washbasin



Cabling running across floor



Cabling running across floor

Condition

The Vicar's Vestry is generally in satisfactory condition. However the cabling that runs across the floor is an obvious trip hazard.

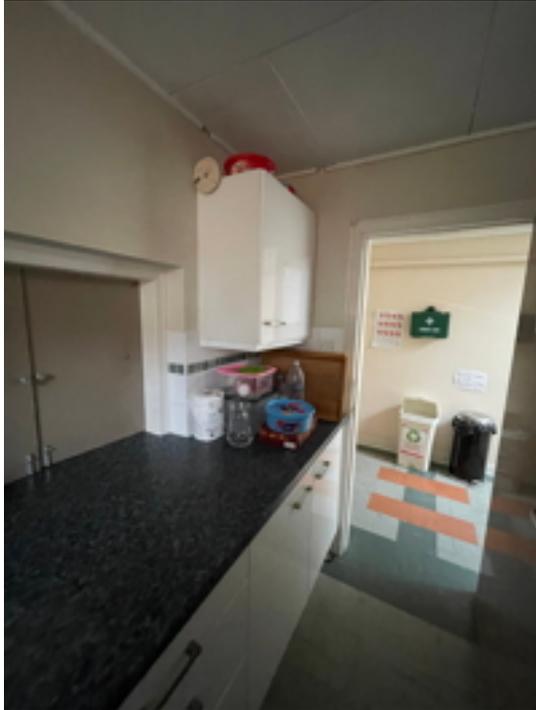
Repair Needs, Category A; Urgent, requiring immediate attention

Install additional socket as necessary to remove cabling across floor. Cost Band 1 – £0.00-1,999.

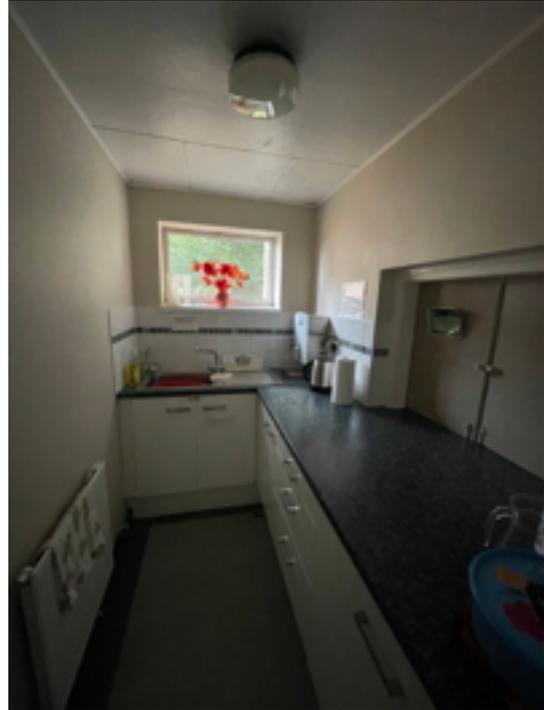
9.8 MEETING ROOM KITCHEN

Description

Painted plastered walls. Painted fibre board ceiling. The Meeting Room Kitchen floor is vinyl over concrete. Painted flush doors. Hatch to Choir Vestry/Meeting Room. An array of base unit and single wall unit with single sink and drainer below window. Lincat hot water boiler to west wall.



Meeting Room Kitchen looking north



Meeting Room Kitchen looking south

Condition

The Meeting Room Kitchen is generally in satisfactory condition.

9.9 CHURCH MALE WC

Painted plastered walls. Painted fibre board ceiling. The Male WC floor is vinyl over concrete. Painted flush doors. Single cubicle with WC and separate washbasin.

Condition

The Male WC does not provide an accessible WC or baby change facilities.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Consider scheme to install a suitable Access WC including baby change facilities. Cost Band 2 – £2,000.00-9,999.



Male WC

9.10 CHURCH FEMALE WC

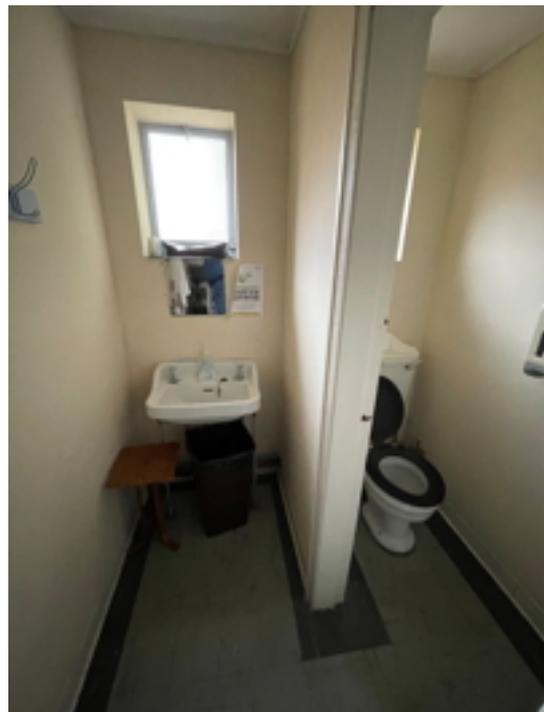
Painted plastered walls. Painted fibre board ceiling. The Female WC floor is vinyl over concrete. Painted flush doors. Single cubicle with WC and separate washbasin.

Condition

The Female WC does not provide an accessible WC or baby change facilities.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Consider scheme to install an suitable Access WC including baby change facilities. Cost Band 2 – £2,000.00-9,999.



Female WC

9.11 EAST CORRIDOR

Description

Painted plastered walls. Painted fibre board ceiling. The East Corridor floor is vinyl over concrete. Painted flush doors. Domed plastic rooflight.



East Corridor looking east



East Corridor rooflight



East Corridor east entrance doors



East Corridor staining to ceiling

Condition

The Meeting Room Kitchen is generally in satisfactory condition with the exception of the ceiling where there is evidence of water ingress around the rooflight and above the east doors.

Category C; Requires attention within the next 2 years

Inspect roof as item 9.1 and repair as necessary, then redecorate. Cost Band 1 – £0.00-1,999.

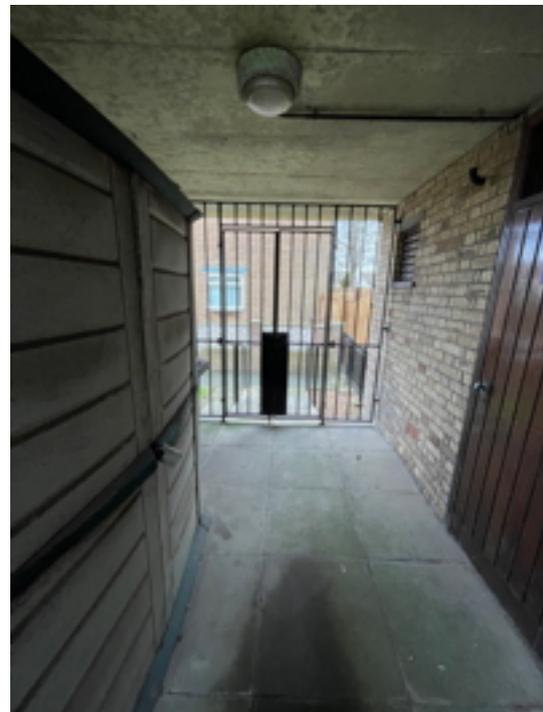
9.12 EAST OPEN PORCH

Description

Exposed brickwork walls. Exposed concrete flat ceiling. concrete paving floats to floor. North and south entrances are secured with full height metal gates and screen. South entrance provides disabled access to the Church via a ramp. There is plastics' storage unit to the east wall.



East Open Porch looking north



East Open Porch looking south



East Corridor Doors



Heating Chamber Door

Condition

The East Open Porch is in satisfactory condition noting that disabled access and fire safety are dealt with in later sections

9.13 CHURCH HEATING CHAMBER

Painted, brickwork walls. Concrete ceiling. Access is down 4 steps. Concrete floor. varnished timber door. The Valliant wall mounted boilers. The incoming gas and electric services and in the Church Heating Chamber.



Boilers to Heating Chamber



Gas meter to Heating Chamber



Electric supply to Heating Chamber



Heating Chamber steps

Condition

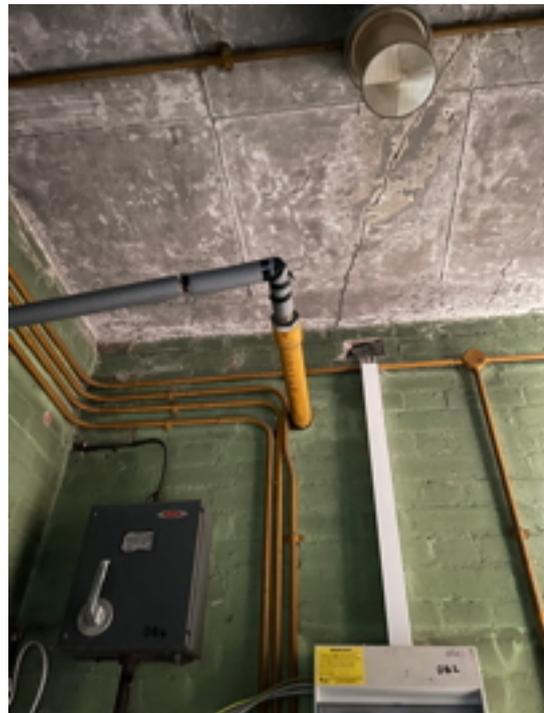
The steps have no handrail. There is some cracking to the concrete ceiling/roof.

Category B; Requires attention within the next twelve months

Inspect roof as item 9.1 and repair as necessary. Cost Band 1 – £0.00-1,999.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Inspect concrete ceiling/roof as part of concrete repairs noted in section 9.3. Cost Band 2 – £2,000.00-9,999.



Heating Chamber ceiling

9.14 CHURCH/HALL LINK CORRIDOR

Generally painted plastered walls but with a section of facing brickwork where it abuts the original church. Painted, plastered ceiling. Carpeted floors. UPVC doors and windows, Painted flush doors. Two sections of steps lead up from Church to Hall.



Link corridor looking west lower section



Link corridor looking south



Link corridor looking west upper section

Condition

The Hall Link Lobby is in generally satisfactory condition.

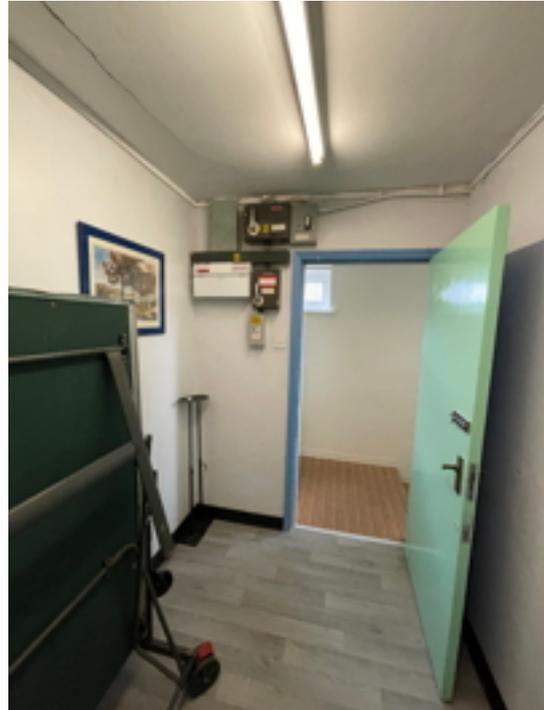
9.15 LINK CORRIDOR/HALL LOBBY

Description

Painted, plastered walls and ceiling. Vinyl flooring. Painted flush doors. Electrics at high level to north wall.



Link corridor/Hall Lobby looking south



Link corridor/Hall Lobby looking north

Condition

The Link Corridor/Hall Lobby would benefit from redecoration. There is a large crack and warping to the ceiling probably caused by water ingress. A table tennis table is stored in the Lobby and would be better kept in the extensive store areas provided. The electrics should be boxed in to prevent tampering.

Repair Needs, Category B; Requires attention within the next 12 months

Box in electrics. Cost Band 1 – £0.00-1,999.

Remove table tennis table to stores. Cost Band 1 – £0.00-1,999.

Repair Needs, Category D; Requires attention within the next 5 years

Redecorate Link Corridor/Hall Lobby including repair to cracked ceiling. Cost Band 1 – £0.00-1,999.

9.16 HALL

Description

Generally painted plastered walls. Painted blockwork walls to stage area south end. Painted fibre board ceiling. Generally woodblock flooring and stained timber floor boards to stage. Painted flush doors. White UPVC doors and windows to external openings.



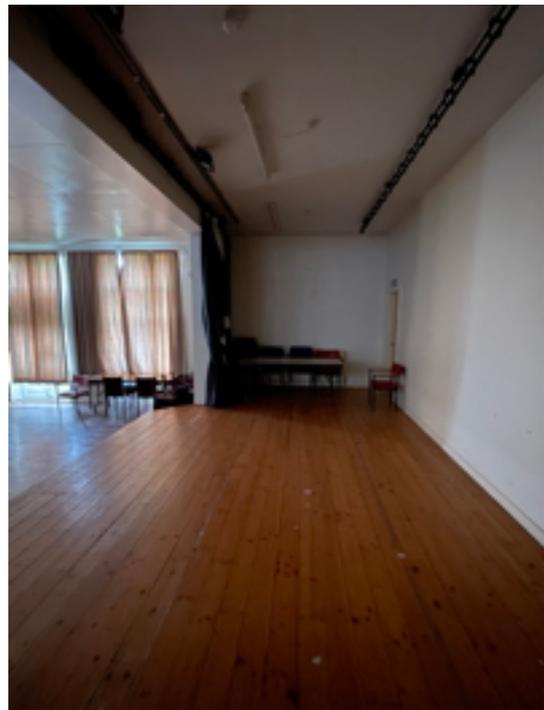
Hall looking south



Hall looking west



Hall stage looking west



Hall stage looking east

Condition

The Hall appears to be shabby and would benefit from redecoration. External doors should be replaced as noted in section 9.5. Some ceiling boards stained and warped, probably caused through water ingress.

Repair Needs, Category D; Requires attention within the next 5 years

Redecorate Hall including repairs to ceiling. Cost Band 2 – £2,000.00-9,999.

9.17 HALL KITCHEN

Description

Painted plastered walls with tiling to approx 1500mm. Vinyl flooring. Painted fibre board ceiling. Painted flush doors and hatch to main Hall. White UPVC windows to external openings. A range off wall and base unit with sink and drainer and hand wash basin. Gas cooker, fridge/freezer, microwave to worktop,



Hall Kitchen looking west



Hall Kitchen looking east

Condition

The Hall Kitchen would benefit from redecoration. One window broken. Fridge freezer blocks door to Main Hall Entrance Lobby.

Category A, requires immediate attention

Replace broken window pane with laminated glass as item 9.5. Cost Band 1– £0.00-£1,999.
Rearrange Kitchen to unblock doorway. Cost Band 1– £0.00-£1,999.

Repair Needs, Category D; Requires attention within the next 5 years

Redecorate Hall Kitchen. Cost Band 1 – £0.00-1,999.

9.18 HALL ENTRANCE LOBBY

Description

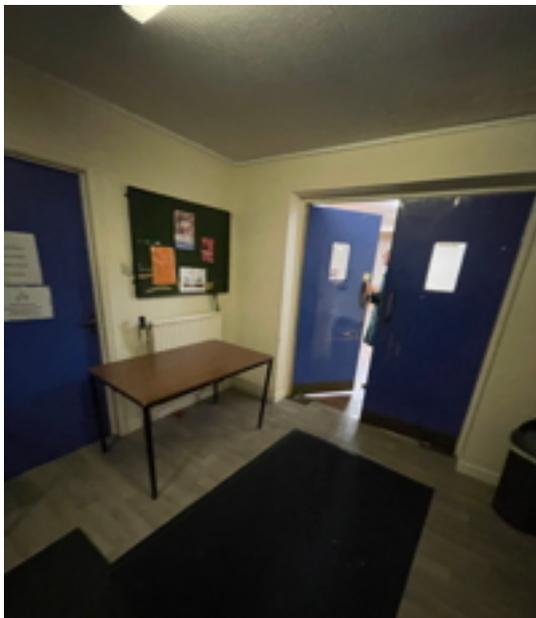
Painted plastered walls. Vinyl flooring with ribbed entrance matting. Painted fibre board ceiling. Painted flush doors generally. Glazed doors to entrance with wired glass. External roller shutter.



Hall Entrance Lobby looking north west



Hall Entrance Lobby looking north east



Hall Entrance Lobby looking south east

Condition

The Hall Entrance Lobby would benefit from redecoration.

Repair Needs, Category D; Requires attention within the next 5 years

Redecorate Hall Entrance Lobby. Cost Band 1 – £0.00-1,999.

9.19 HALL MALE WCs

Painted plastered walls with splashback to sink. Painted fibre board ceiling. Vinyl flooring with painted tiled skirting. Painted flush doors. Two cubicles with WC and separate single washbasin. White UPVC windows



Hall Male WCs looking west



Hall Male WCs looking north

Condition

The Male WC does not provide an accessible WC nor baby-change facilities. One window is broken.

Category A, requires immediate attention

Replace broken window pane with laminated glass as item 9.5. Cost Band 1– £0.00-£1,999.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Consider scheme to install a suitable Access WC including baby-change facilities. Cost Band 2 – £2,000.00-9,999.

9.20 HALL FEMALE WCs

Painted plastered walls with splashback to sink. Painted fibre board ceiling. Vinyl flooring with painted tiled skirting. Painted flush doors. Two cubicles with WC and separate twin washbasins. White UPVC windows.



Hall Female WCs looking south



Hall Female WCs looking west

Condition

The Female WC does not provide an accessible WC nor inbuilt baby-change facilities. One window is broken.

Category A, requires immediate attention

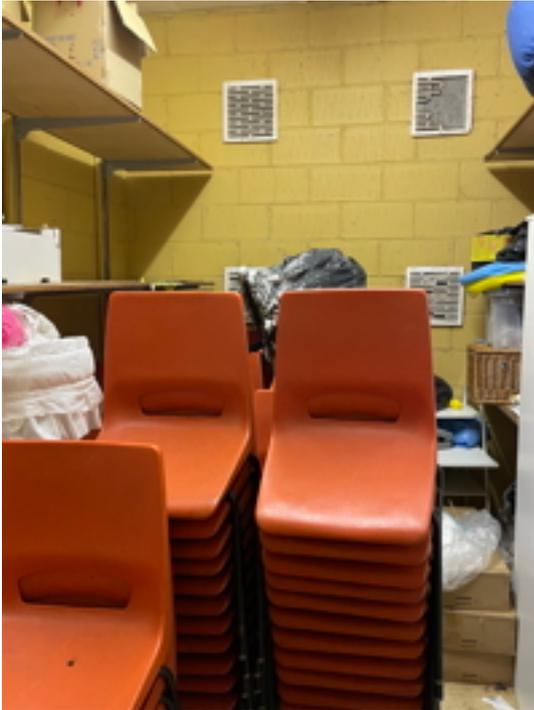
Replace broken window pane with laminated glass as item 9.5. Cost Band 1– £0.00-£1,999.

Repair Needs, Category C; Requires attention within the next 18 to 24 Months

Consider scheme to install a suitable Access WC including baby-change facilities. Cost Band 2 – £2,000.00-9,999.

9.21 HALL STORES

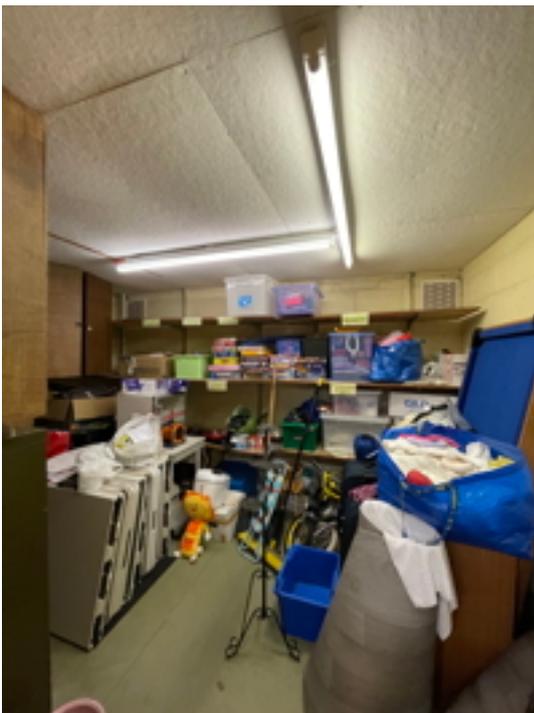
There are five Stores to the Hall. Three are accessed from the west side of the Main Hall. Two are accessed from the stage area to the south. A mixture of painted blockwork walls and painted plaster walls. Fibreboard ceilings, some painted some unfinished. Flooring a mixture of unfinished timber boards and vinyl flooring. Painted flush doors.



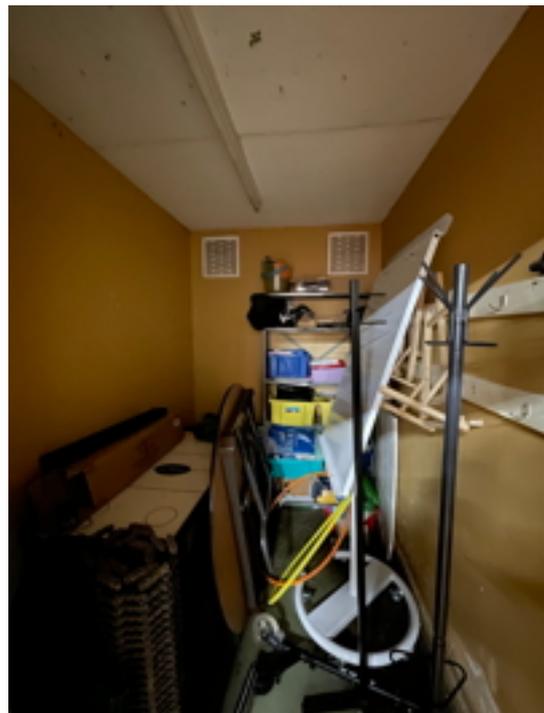
Stage Area Store



Cracking to Stage Area Store Blockwork



Hall Area Store



Hall Area Store

Condition

Satisfactory for Stores generally. Some cracking to exposed blockwork.

Repair Needs, Category M; Routine Maintenance

Monitor cracking to blockwork and advise if any movement. Cost Band 1– £0.00-£1,999.

9.22 OFFICE

Painted plastered walls and ceiling. Carpeted flooring over suspended timber floor. Painted flush doors. White UPVC windows.



Office looking east



Office looking west

Condition

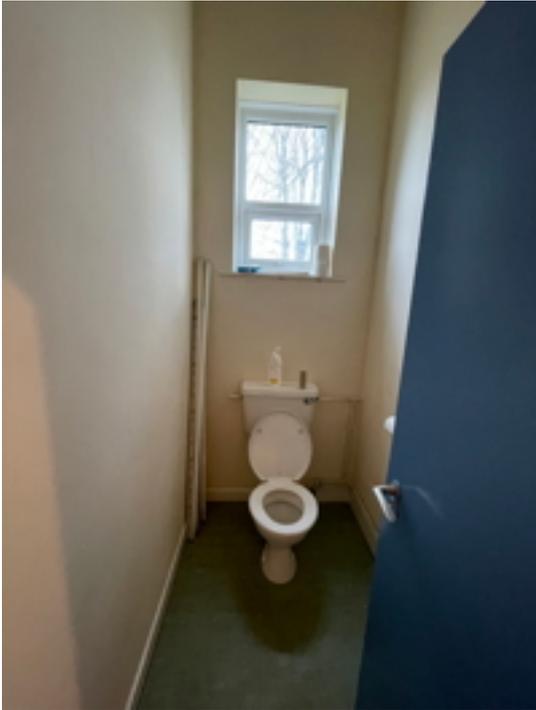
The Office is satisfactory.

9.23 OFFICE AREA WCS

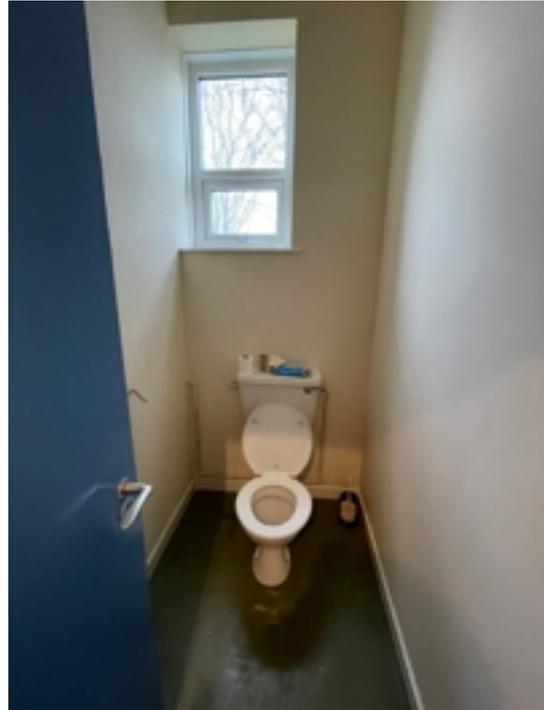
Painted plastered walls and ceiling. Vinyl flooring over suspended timber floor. Painted flush doors. White UPVC windows.

Condition

The Office WCs are satisfactory.



Office WC 1



Office WC 2

9.24 OFFICE AREA ENTRANCE LOBBY

Painted plastered walls and ceiling. Carpeted flooring over suspended timber floor. Painted flush doors. White UPVC external door.



Office Area Entrance Lobby looking north

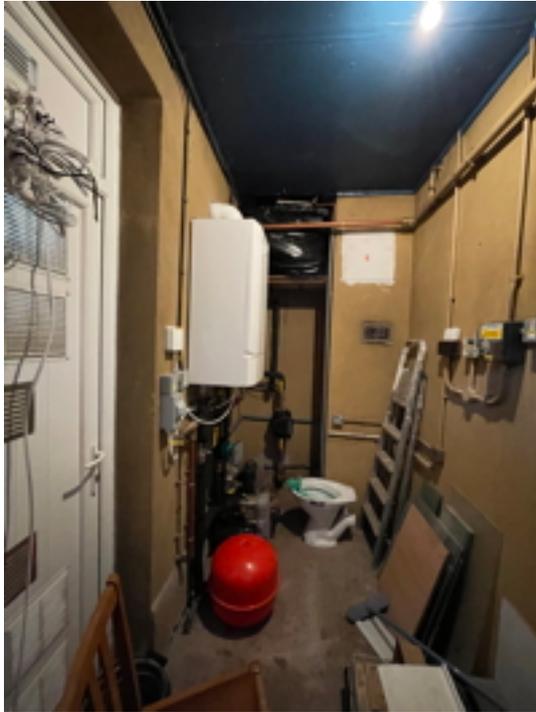
Condition

The Office Area Entrance Lobby is satisfactory.

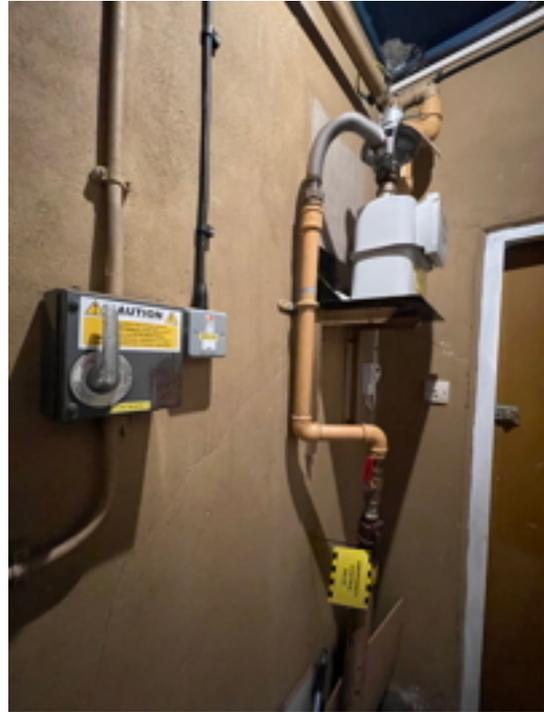
9.25 HALL BOILER ROOM

Description

A mixture of painted plastered and rendered walls. Painted plastered ceiling. Concrete door..



Hall Boiler Room looking south



Hall Boiler Room looking north

Painted flush door. White UPVC external door with louvres. Wall mounted gas boiler with flue through east wall, Chimney now redundant. Gas meter at high level.

Condition

Generally satisfactory for use. Louvres now probably now redundant as boiler should be room sealed. There was a noticeable smell of gas that was notified at the time of the survey to the Priest-in-Charge for immediate action.

Repair Needs, Category A; Urgent, requiring immediate attention

Locate source of gas leak and repair. Cost Band 1– £0.00-£1,999.

Category E; a desirable improvement with no timescale

Replace external UPVC door. Cost Band 1– £0.00-£1,999.

9.26 FIXTURES, FITTINGS, FURNITURE AND MOVEABLE ARTICLES

Description

Loose pews of timber and metal

Oak altar rails to west end with oak altar

Freestanding oak cupboards in nave

Plain oak paired lecterns to west end against north and south walls. Twin freestanding lecterns to west end

Circular foot in stone on pedestal with base dated 1960 with timber cover

Oak Altar to east end

Assorted loose chairs and other furniture

Upright piano situated in front of organ



Pews



West end Altar and rails



West end north side lecterns and assorted furniture



West end south side lecterns and assorted furniture



Font



East End Altar



**Assorted chairs and other furniture
east end south side**

Condition

All are in satisfactory condition.

9.27 ORGAN

Description

Organ is situated to the south west end of the nave within a recess. Built by Harrison and Harrison of Durham, the organ was built in 1906 for West Walbottle Methodist church and moved to St Andrew's in 1961. It was rebuilt by Blackett and Howden in 1961/1962.

There was no Organ Tuner's Book visible. Further details at <https://www.npor.org.uk/survey/N15070>.



Condition

Believed to be in working order.

Category B; Requires attention within the next twelve months

Supply Organ Tuner's Book if none already available. Cost Band 1– £0.00-£1,999.

10.0 CHURCH ENVIRONS

10.1 BOUNDARY FENCES AND GATES

Description

Close boarded fencing to Courtyard south and east boundaries. Black painted metal gates and railing to set elevation south side. Brickwork with timber panels above south boundary east end. All other boundaries are open.



Fencing south boundary



Fencing east boundary



Railings and gate east elevation

Condition

All generally in satisfactory condition. Expect some areas of rotten fencing to Courtyard Garden south end.

Category B, Requires attention within the next twelve months

Repair rotten fence sections. Cost Band 1– £0.00-£1,999.

10.2 NOTICEBOARD

Description

To north east corner of the church.



Noticeboard

Condition

The Noticeboard is in satisfactory condition but currently contains very little information.

10.3 PATHS AND LANDSCAPING

Description

Concrete flagged pathways to north, east and south elevations of church. Flagged concrete pathway with steps leads up the Main Hall doorway. Concrete flagged pathways with steps lead around south side of church and east side of Hall. All landscaping is generally grass. small section of gravel to church south west corner. Overground passageway to south elevation of Hall.



Northern pathway looking east



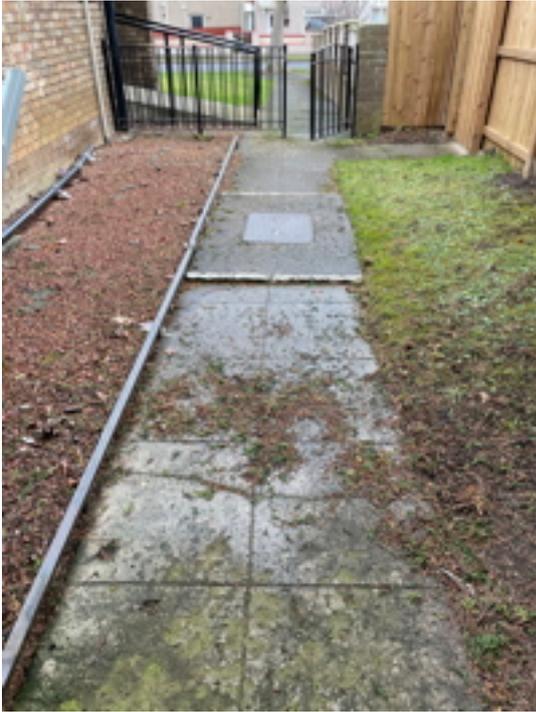
Northern pathway looking west



Courtyard western pathway



Courtyard western pathway steps at north west corner



Courtyard northern pathway



Hall south elevation overgrown



Main hall entrance path and steps



Main hall north elevation east end gravel

Condition

All is generally in satisfactory condition. Some uneven flags to north elevation pathway and some edge kerbs leaning. Some leaves and moss to courtyard paving. Missing paving flag to Hall entrance pathway steps.

Repair Needs, Category A; Urgent, requiring immediate attention

Replace missing flag to Hall Entrance pathway steps. Cost Band 1– £0.00-£1,999.

Category B, Requires attention within the next twelve months

Level flags to northern pathway. Remove moss and leaves from Courtyard pathways. Remove undergrowth to Hall southern boundary. Cost Band 1– £0.00-£1,999.

10.4 TREES

Description

There are three large deciduous trees to the south end of the Courtyard garden. There are three large conifers to the south elevation of the Church



Deciduous trees to south boundary



Conifer to courtyard garden north west corner.



Conifer to courtyard garden north east corner.

Condition

The trees generally all appear to be in satisfactory condition. The trees should all be inspected by a qualified tree surgeon every five years, and pruned in accordance with their recommendations. The trees along the south side of the church are getting rather large and almost touching the church in places.

Repair Needs, Category M; Routine Maintenance

Maintain the trees generally with regular pruning as advised by qualified tree surgeon and arrange tree survey on a 5 yearly basis by qualified tree surgeon. Cost Band 1– £0.00-£1,999.

11.0 SERVICE INSTALLATIONS AND OTHER MATTERS

11.1 HEATING

Description

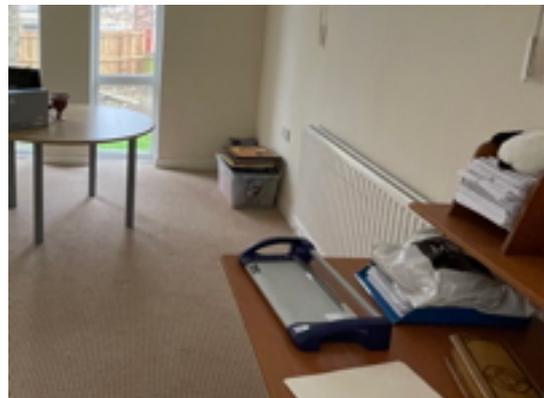
The main church heating comprises three Vaillant wall-hung boilers in the Church Heating chamber serving the church. These were last noted in the log book as being serviced in August 2014. The boiler feeds a series of cast iron radiators and pressed steel radiators generally around the perimeter of the building. The boiler provides hot water to the WCs and to Church Kitchen.

The Hall heating comprises a wall-hung boiler in the Hall Boiler Room. It was last noted in the log book as having been serviced in August 2014. The boiler feeds a series of pressed steel radiators around the perimeter of the building with convectors to the main hall.

The church gas meter is in Church heating Chamber. The Hall gas meter is in the Hall Boiler Room.



Typical Church Radiator



Typical Hall Radiator

Condition

There was a smell of gas in the Hall Boiler Room as previously noted in section 10.24. There is no record of the boilers having been recently serviced.

Repair Needs, Category A; Urgent, requiring immediate attention

Locate source of gas leak and repair. Cost Band 1– £0.00-£1,999.

Repair Needs; Category M, Routine Maintenance

Heating system must be tested immediately and then every 12 months and a copy of the test certificate kept with the Log Book. Cost Band 1– £0.00-£1,999.

11.2 ELECTRICAL INSTALLATION

Description

The electrical supply comes in to the Church Heating Chamber for the Church . There appears to be a second supply in the hall with a Consumer Unit in the MainHall/Link Corridor Lobby.

Wiring is generally concealed with white plastic sockets.

In the church there are pendant and spot lights. There are fluorescent type, and compact fluorescent type lights, to other areas.

There is an emergency lighting system.



Typical church pendant light



Church west end spotlights

Condition

According to the Log Book there is no record of an electrical test being undertaken in the last 5 years. It is therefore overdue. There is no record of the fire detection system having been tested in the Log Book.

Repair Needs, Category A; Urgent, requiring immediate attention

Electrical system must be tested immediately and then every five years and a copy of the test certificate kept with the Log Book. Cost Band 1– £0.00-£1,999.

Repair Needs, Category M; Routine Maintenance

Have fire detection system serviced on an annual basis. Cost Band 1– £0.00-£1,999.

11.3 INSULATION AND AIR LEAKAGE

Description

It is not apparent that there is any insulation to the building. The North Porch provides a draught lobby.

The building does not appear unduly draughty.

Repair Needs, Category E; a desirable improvement with no timescale

To conserve energy and reduce energy bills, consider whether insulation could be provided and/or upgraded (eg triple-glazed windows; roof insulation below roofing felt; external insulation and render system to Church Hall; warm roof with insulation to Hall).

11.4 WATER SUPPLY

Description

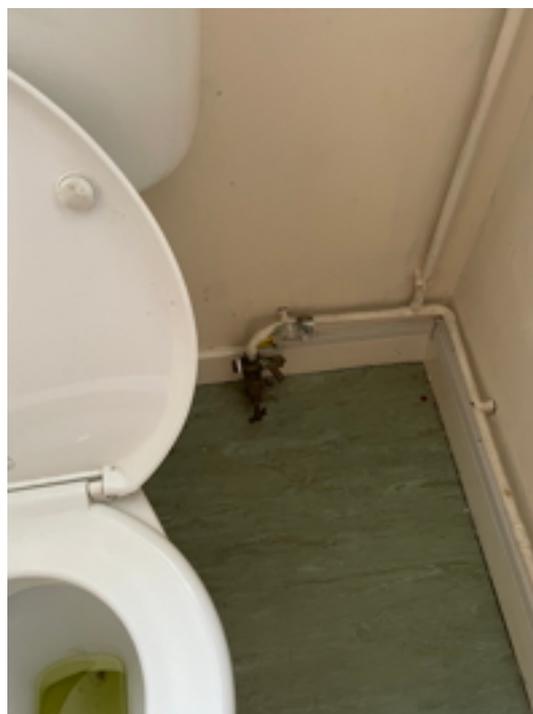
There is an incoming mains supply in the Office WCs presumed to be for the Hall. The incoming supply for the church was not located.

Condition

All appears to be in working order.

Repair Needs, Category A; Urgent, requiring immediate attention

Locate existing stopcock for church and confirm stopcock position for Hall



Hall water entry position

11.5 SOUND SYSTEM AND HEARING LOOP AND VISUAL DISPLAY

There is a Sound System in the church with moveable lectern microphones, facilities for radio microphones, a Hearing Loop and a control system in the Sacristy with ceiling mounted speakers.

Condition

All appear to be in working order.

11.6 FIRE PROTECTION

Description

Fire protection is provided by fire extinguishers which were last noted (on an extinguisher in the church)as being serviced during March 2022. There is however no record of servicing in the Log Book. There is an emergency lighting system to the Hall, but no record of servicing in the Log Book.

A secondary means of escape to the outside is provided from the church through the Meeting Room and then to the Open Porch on the east elevation. The Hall has alternative exiting to the east and west elevations.

There is no lightning conductor.

Condition

All appears to be in working order.

Repair Needs, Category A; Urgent, requiring immediate attention

A fire risk assessment should be carried out - or an existing fire risk assessment updated annually - to check and confirm that means of escape routes are safe. It should particularly note the two Kitchens and it should assess their impact on the means of escape. It should also assess whether a lightning conductor should be installed. Resources are available at <https://www.ecclesiastical.com/risk-management/church-fire-risk-assessment/>. Cost Band 1– £0.00-£1,999

A door giving egress to the Church must be fitted with a lock that can be opened from the inside without the use of a key. Cost Band 1– £0.00-£1,999

Fire extinguishers and emergency lighting must be serviced immediately if not done within the last 12 months. A record must be kept in the Log Book.

11.7 SECURITY

The locks to church all appear satisfactory from a security point of view. Safe in Sacristy. Camera system provided with cameras mostly around the enclosed courtyard area. Some anti climb features fitted to Hall.

The hall and church flat roofs and the west window and hall windows are subject to extensive vandalism. There is theft noted in the Log Book.

Repair Needs, Category B, Requires attention within the next 12 months.

Consider a strategy to combat vandalism (including considering whether hidden cameras provide any deterrent or whether they should be more apparent). Cost Band 1– £0.00-£1,999



Concealed security camera

11.8 ACCESS AND USE BY PEOPLE WITH DISABILITIES

Description

Permanent level access is provided to the Church via the Open Porch on the east elevation. There is no level access to the Hall. There are no Access WC facilities available in the church or Hall. A hearing loop system is provided. The artificial lighting is satisfactory in the church so that those who are visually impaired should not experience too much difficulty in this area. The lighting generally in the Hall areas is poor. The internal decor to the building generally provides reasonably contrasting colours which is helpful for the visually impaired. Large print copies of service sheets and hymn books where used should be provided for the visually impaired.



East Open Porch level access

Condition

All appears to be satisfactory except for the lack of wheelchair access and accessible WCs. It is noted that Open Porch is locked during services for security reasons and therefore that there is no alternative means of escape with level access if the Open Porch is not available. The ramp provided is relatively steep and does not provide Inclusive access. It is noted that the paving around the north porch could easily be raised to give Inclusive Level Access to the main entrance to the Church.

Repair Needs, Category C; Requires attention within the next 2 years

Consider a scheme to provide Accessible WCs as items 10.9, 10.10, 10.20 and 10.21.

Consider a scheme to provide Inclusive Level Access to the Church.

Consider a scheme to provide Inclusive Level Access to the Hall.

12.0 SUMMARY OF REPAIRS

Repair Needs, Category A; Urgent, requiring immediate attention

Replace split sections of rainwater pipe and replace missing hopper head.

Replace broken window panes two Hall with laminated glass and protection.

Unblock all gullies.

Repair rainwater pipe to north wall so that water from roof does not drain onto wall as section 9.2. Allow wall to dry (approx 1 year) and redecorate.

Install additional socket as necessary to remove cabling across floor.

Locate source of gas leak to hall Boiler Room and repair.

Replace missing flag to Hall Entrance pathway steps.

Heating system must be tested immediately and then every 12 months and a copy of the test certificate kept with the Log Book.

Electrical system must be tested immediately and then every five years and a copy of the test certificate kept with the Log Book.

Locate existing stopcock for church and confirm stopcock position for Hall.

A fire risk assessment should be carried out - or an existing fire risk assessment updated annually - to check and confirm that means of escape routes are safe. It should particularly note the two Kitchens and it should assess their impact on the means of escape. It should also assess whether a lightning conductor should be installed. Resources are available at <https://www.ecclesiastical.com/risk-management/church-fire-risk-assessment/>.

A door giving egress to the Church must be fitted with a lock that can be opened from the inside without the use of a key. Cost Band 1- £0.00-£1,999

Fire extinguishers and emergency lighting must be serviced immediately if not done within the last 12 months. A record must be kept in the Log Book.

Category B; Requires attention within the next twelve months

Undertake full inspection of roofs and flashings by reputable roofing company and implement recommendations.

Redecorate rainwater goods.

Replace rotten sections of timber verge and redecorate timber east end verge and soffit.

Replace doors to hall with 'secured by design' quality doors.

Replace broken window panes west window with protection.

Repair rotten sections of timber frames and decorate all timber and metal windows and doors.

Inspect roof as item 9.1 and repair as necessary. Allow wall(Meeting Room/Choir Vestry) to dry (approx 1 years) if repairs are necessary and redecorate.

Box in electrics to Link Corridor/Hall Lobby.

Remove table tennis table to stores.

Supply Organ Tuner's Book if none already available.

Repair rotten fence sections.

Level flags to northern pathway. Remove moss and leaves from Courtyard pathways.

Remove undergrowth to Hall southern boundary.

Consider a strategy to combat vandalism (including considering whether hidden cameras provide any deterrent or whether they should be more apparent).

Category C; Requires attention within the next 2 years

Repair all sections of spalling and other damaged concrete eaves to church and ancillary roofs and redecorate eaves. Note the repair method for the concrete needs to be carefully specified.

Consider scheme to install a suitable Access WC including baby change facilities to Church Male and Female WCs.

Inspect roof as item 9.1 and repair as necessary, then redecorate East Corridor ceiling.

Inspect concrete ceiling/roof to Church Heating Chamber as part of concrete repairs noted in section 9.3.

Consider scheme to install a suitable Access WC including baby-change facilities to Hall Male and Female WCs.

Consider a scheme to provide Inclusive Level Access to the Church

Consider a scheme to provide Inclusive Level Access to the Hall

Repair Needs, Category D; Requires attention within the next 5 years

Repair timberwork to Fleche.

Redecorate East End Render.

Redecorate Link Corridor/Hall Lobby including repair to cracked ceiling.

Redecorate Hall including repairs to ceiling.

Category E; a desirable improvement with no timescale

Consider re-roofing flat roofed areas with insulation.

Consider replacing all windows with triple glazed units.

Replace external UPVC door to Hall Boiler Room.

To conserve energy and reduce energy bills, consider whether insulation could be provided and/or upgraded (eg triple-glazed windows; roof insulation below roofing felt; external insulation and render system to Church Hall; warm roof with insulation to Hall)

Repair Needs, Category M; Routine Maintenance

Lift all inspection chamber covers and rod and purge system annually.

Monitor cracking to blockwork in Hall Stores and advise if any movement.

Maintain the trees generally with regular pruning as advised by qualified tree surgeon and arrange tree survey on a 5 yearly basis by qualified tree surgeon.

Heating system must be tested immediately and then every 12 months and a copy of the test certificate kept with the Log Book.

Electrical system must be tested immediately and then every five years and a copy of the test certificate kept with the Log Book.

Have fire detection system serviced on an annual basis.

13.0 ROUTINE MAINTENANCE PLAN

General maintenance should be carried out on a seasonal basis following the list below. Further advice is available in *SPAB Property Maintenance Guide* at http://old-iwight.onthewight.com/living_here/planning/images/2SPABMaintenanceGuide.pdf.

13.1 RAINWATER GOODS AND DRAINS

Gutters and Downpipes

Clear away leaves and debris regularly
Consider fitting bird/leaf guards.

Gullies

Clean gullies regularly and remove any silt and debris.
Clear any blockages using drain rods.
Empty any silt traps every three months.

Soakaways

Check for silting or contamination every few months or so.
Remove any silt deposits when the soakaway chamber is empty.

13.2 ROOFS

Natural Slate

Record the location of slipped slates and tiles before having them replaced.

Ridges

Use mastic or repair tapes as an emergency measure until a proper repair can be carried out.
Consider having heating tapes fitted in inaccessible gutters.

Roof Valleys and Parapet Gutters

Clear debris from roof valleys and parapet gutters at least twice a year.
Clear away snow from parapet and valley gutters in the winter.

Flashings

Remove leaves and other debris that has become trapped underneath duckboards.

Bellcote

Consider commissioning a steeplejack to inspect the bell tower once every five years.

13.3 WALLS

Structural Issues

Note down the position of any existing cracks, bulges or other such defects in your logbook. Take advice from your architect or surveyor about whether monitoring is required.

Report significant changes in any cracks to your architect or surveyor.

Masonry

Clean gullies regularly and remove any silt and debris
Clear any blockages using drain rods
Empty any silt traps every three months

Timber

Ensure that the integrity of paint finishes is maintained by repainting external timberwork every few years

Plants

Clear away plant growth from around the building
Consider removing ivy and other climbing plants

Ground levels, Air bricks and Ventilators

Clean air bricks or ventilators if necessary
Consider fitting fine mesh behind the ventilator to exclude rodents and insects

13.4 DOORS AND WINDOWS**Doors**

Lubricate door ironmongery
Check the security of any locks

Timber Windows

Ensure that the integrity of paint finishes is maintained by repainting timber windows every few years
Make sure that windows can be opened easily so that the building can be ventilated
Lubricate window ironmongery
Check the security of any locks

Metal Windows

Ensure that the integrity of paint finishes is maintained by repainting metal windows every few years
Make sure that windows can be opened easily so that the building can be ventilated
Lubricate window ironmongery
Check the security of any locks

Leaded Windows

Make sure that windows can be opened easily so that the building can be ventilated
Clear away any dirt from condensation drainage channels

Ferramenta

Check for silting or contamination every few months or so
Remove any silt deposits when the soakaway chamber is empty

External Joinery

Ensure that the integrity of paint finishes is maintained by repainting external joinery every few years

13.5 INSIDE THE BUILDING**Bells and Bell Frames**

Consider preparing and implementing a maintenance plan for the bell and bell frame

Ceilings

Consider carrying out an inspection of the roof covering if you observe any new stains

Internal Walls

Identify and address the cause of any dampness indicated by patches of staining or peeling paint

Open windows and doors on dry days during the summer months, to allow water vapour to escape

Organs

Consider keeping a Tuner's Logbook.

13.6 SERVICES**Plumbing**

Fix dripping taps and leaks immediately to prevent moisture seeping into nearby timber or masonry and causing decay

Electrical Systems

Commission an electrical inspection by a qualified person at least once every five years

Heating Systems

Shut down the heating system once a year and have the boiler serviced

Fire Safety

Test and clean smoke alarms regularly

Arrange for fire extinguishers to receive an annual maintenance check and service

Consider having your lightning conductor system tested at least once every five years

14.0 ADVICE TO THE PCC

- 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 ongoing 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 will (with the exception of some minor maintenance items) be subject to the faculty jurisdiction. Guidance on whether any particular work is subject to faculty can be obtained from the DAC.
- **Fire Safety Advice** can be found at <http://www.ecclesiastical.com/churchmatters/churchguidance/fireguidance/index.aspx>
- **Electrical Installation**
Any electrical installation should be tested at least once every five years, in accordance with the recommendations of the Church Buildings Council. Inspection and testing should be carried out in accordance with IEE Regulations, Guidance Note No. 3, with an inspection certificate obtained in every case. The certificate should be kept with the Church Log Book. For further details please see <https://www.ecclesiastical.com/risk-management/church-electrical-wiring/>.
- **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.
- **Lightning Protection**
Any lightning conductor should be tested at least once every five years, in accordance with the current British Standard by a competent engineer. A record of the test results and conditions should be kept with the Church Log Book.
- **Asbestos**
A suitable and sufficient assessment should be made as to whether asbestos is, or is liable to be, present in the premises. Further details on asbestos are available at <https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety>. Such an 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.
- **Equality Act 2010**
The PCC should ensure that they have understood their responsibilities under the The Equality Act 2010. Further details and guidance are available at <http://www.churchcare.co.uk/churches/guidance-advice/making-changes-to-your-building/detailed-advice/disabled-access>
- **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.

- **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 at <http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/bats>.

Trees, Bells and Organs

The Church Building Council has prepared the following factsheets:

Trees

<https://d3hgrrlq6yacptf.cloudfront.net/5fbc2ba5a8086/content/pages/documents/eafeb641c40a88e3e20e70d2e2d254c9a6f6ac28.pdf>

Bells

<https://d3hgrrlq6yacptf.cloudfront.net/5fbc2ba5a8086/content/pages/documents/5d956a7eef3eb6e41cfed5690363b0b16d63935e.pdf>

Organs

<https://d3hgrrlq6yacptf.cloudfront.net/5fbc2ba5a8086/content/pages/documents/ab01e8a6f0f019e8282fcc2f09aa7b7ab16a9b23.pdf>

- **Sustainable buildings**

A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability of their 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 at <http://www.churchcare.co.uk/shrinking-the-footprint>.