

BIDDESTONE St Nicholas



Report on the Quinquennial Survey for the year 2021

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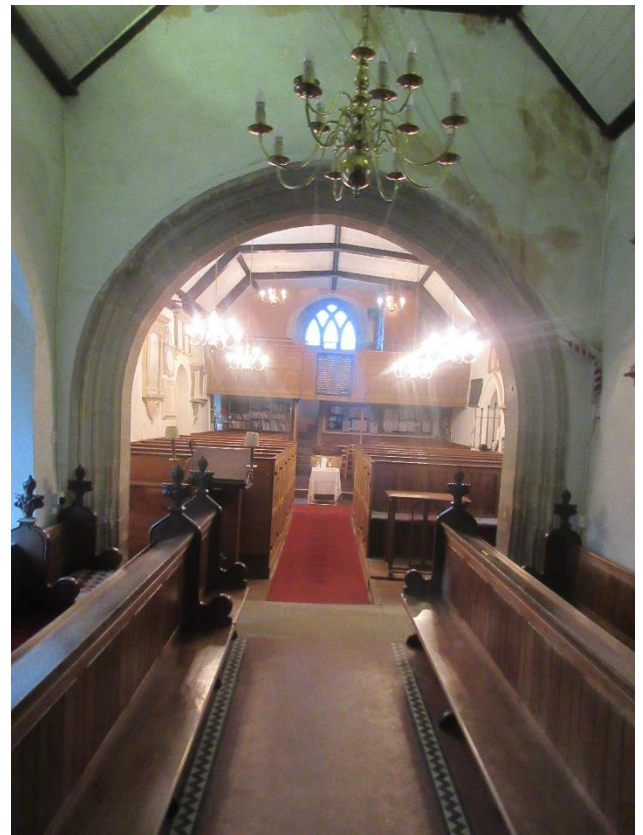
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Inspection of Churches Measure 1955
Quinquennial Inspection Report
Diocese of Bristol

BIDDESTONE St Nicholas

Archdeaconry of Malmesbury
Deanery of Chippenham
Parish of by Brook
Survey by Marcus Chantrey RIBA AABC
Survey date: 18 November 2021
Previous survey by Philip Hughes, March 2015
Churchcode: 605123



Listed Grade I, Wiltshire District Council

Description: The church comprises nave, chancel, sanctuary, and south porch with north vestry and modern kitchen and WC extension. The church is built of local Bath stone under slated roofs laid in diminishing courses with the roofline dominated by a particularly fine bellcote above the chancel arch.

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PART ONE

1. Introduction

- 1.1. This report has been prepared in accordance with the Inspection of Churches Measure 1955 (as amended 1991) and on the instructions of the PCC as represented by Rosemary Warchus.
- 1.2. On Thursday 18 November 2021, I made a thorough general inspection of the church and those parts of the churchyard the Parish are responsible for. No part of the church was opened up for inspection, and the report does not therefore include any part of the building that was covered up, unexposed or inaccessible; and no guarantee can therefore be given of the absence of rot or beetle or any other defect.
- 1.3. In describing the church, this report assumes it to be traditionally orientated.
- 1.4. This document is a report and not a specification. It lists defects found but does not give detailed instructions how to remedy them.
- 1.5. The document follows the order and makes recommendations for the prioritising of works in accordance with the Church Buildings Council's standard. The priority is identified adjacent to each item under consideration as follows:
 - 1 – *Urgent, requiring immediate attention*
 - 2 – *Requires attention within 12 months*
 - 3 – *Requires attention within the next 12-24 months*
 - 4 – *Requires attention within the quinquennial period*
 - 5 – *A desirable improvement with no timescale*
 - M – *Item of routine maintenance*
- 1.6. The repairs recommended in this report will be subject to either List A, List B or Faculty. The PCC should familiarise themselves with the current contents of Lists A and B as amended in April 2020 but guidance on whether particular work is subject to Faculty can be obtained from the DAC office.

2. Limits of Survey

- 2.1. My inspection was visual and made from ground level. A ladder was used to gain access to the nave roof void and to view hidden sections of roof.
- 2.2. No drains were tested and no inspection covers lifted.
- 2.3. This report is based upon a visual inspection of the main electrical switchboard and of certain sections of wiring selected at random, without the use of instruments.
- 2.4. On the day of my inspection the conditions were dry and fair. No rain had occurred prior to the inspection and it therefore was not possible to ascertain the performance or adequacy of the rainwater goods or the below ground drainage to dispose of water.

3. Recent Structural History

- 3.1. The Church Log Book was made available for inspection. I can confirm the following works have been carried out during the course of the quinquennium.
- 3.2.
- Vestry floor repairs.
 - Quinquennial fabric repairs.
 - Repairs to stone roofs.
 - Wall painting investigations.

4. Recommendations for Further Surveys

- 4.1. A brief inspection of the rainwater goods should be undertaken at least twice a year during a period of prolonged rain. The aim of the inspection is simply to see if water is leaking or overflowing from the gutters, gullies or downpipes.
- 4.2. Prepare and maintain an Asbestos Management Plan. This is a requirement of the 2003 Asbestos Regulations.
- 4.3. Conservator Condition Report on the listed churchyard monuments.
- 4.4. The PCC is encouraged to prepare a Statement of Significance for the church if not already done. This Statement should be seen as a 'live' document and will be needed to accompany any Faculty applications that the PCC prepare. A template is available for downloading from the Church of England website: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/statements-significance-and-needs>

5. Summary of Structural Condition

- 5.1. The roofs of the church remain in fair condition. Running repairs should continue to the stone slates and if any rapid deterioration or a pattern of failing fixings is noted then a re-roofing programme may be required.
- 5.2. The rainwater goods around the church are mostly in good order but those which have not been subject to recent repair and redecoration will require attention within the quinquennium.
- 5.3. The below ground rainwater disposal arrangements at the church are unclear and whilst not apparently causing a problem a better understanding would be helpful. If drains are observed blocking up, then further investigations need to be fast-tracked.
- 5.4. Structurally, the church remains in fair condition and for the most part, the stonework and pointing is in good order, but it is noted that some of the walls are pointed with a hard cement which is far from ideal as this traps moisture in the wall causing decorative problems internally.
- 5.5. The windows were generally found in good order but many of the tie bars are ferrous, and some are now quite rusty. Whilst damage to the stonework is not yet taking place, some of this is likely to be imminent. Replacement with non-ferrous bars is recommended.
- 5.6. The churchyard was generally found well maintained but the listed tombs are in poor condition. A programme to conserve and tidy up these listed tombs which contribute so significantly to the character of this very attractive churchyard should be considered. Patch repair to boundary walls is required.
- 5.7. Internally, the church is clearly much loved. The problem of the damp floor in the vestry is caused by an overflowing pipe at the back of the kitchen which needs to be attended to as a priority. Ground levels immediately behind the vestry should additionally be lowered so that they are below floor internal levels. Pew platform decay is serious problem that will need to be addressed. The PCC also need to consider wall painting conservation now that the external wall and roof coverings in this area have been attended to.

6. Description and Historical Summary

- 6.1. The village of Biddestone is located 3 miles west of Chippenham and 2 miles north of Corsham. The church is Grade I listed and situated in the Conservation Area. A number of the churchyard monuments are also listed.
- 6.2. The church comprises nave, chancel, sanctuary, and south porch with north vestry and modern kitchen and WC extension. The church is built of local Bath stone under slated roofs laid in diminishing courses with the roofline dominated by a particularly fine bellcote above the chancel arch.
- 6.3. The listing description is as follows:

Anglican Parish church, C12, C13, C14 and mid-C19. Rubble stone with stone tiled roofs and coped gables. Nave, chancel and south porch with C19 sanctuary and north vestry. Saddlestone to nave west gable, crosses to chancel and sanctuary gables and fine C13 bell-turret to nave east end; stone, cross plan with nook-shafted posts carrying a short C15 octagonal stone spire with drip mould base and moulded cap carrying C20 weathervane. Nave: west window with intersected tracery and hood, C14 restored 1935. South side, C15 cusped 2-light with quatrefoil head, C14 south porch with chamfered 2 order arch and hood over, blocked west side door. Renewed roof timbers. C12 south doorway with 2 columns with carved caps to plain arch framing stone tympanum with cross in beaded circle. Oak plank door with nailhead studs and iron hinges. C15 4-light flat headed window with damaged cusping to lights. Hoodmould with carved square stops. North side, one bead moulded 2-light window, 1730 and c1900 vestry, slate roofed with brick dressings. Chancel: south side, one C14 2-light cusped window with quatrefoil head and C12 single arched light in splayed surround. Similar C12 window to chancel north side and a blocked C13 single light. Sanctuary, C19, has 3-light east window. Small buttresses to nave and chancel east ends. Interior: Nave c1800 box pews and late C18 west gallery with fielded panels to front. C12 font, circular with band of zig-zag ornament. C14 doorway to north vestry. Stained glass of 1938 to north window and c1906 to south 4-light window. C19 wood pulpit. C19 boarding to 5 bay roof. C15 chancel arch, slightly pointed, moulded continuously. Chancel: C19 boarded roof. Sanctuary arch, C19, similar to chancel arch. Sanctuary east window 1905 by Bell of Bristol. Good series of wall plaques from c1695 to c1823 to Mountjoy family in chancel, one of 1734 signed M. Sidnell, one of 1807 signed Brewer of Box. In nave C17, C18 and early C19 plaques. (Pevsner N: Wiltshire 1975, 110-111).

- 6.4. Post code: SN14 7DR
- 6.5. Bibliography:
Historic England's Listing Description – www.historicengland.org.uk

PART TWO
Condition of Structure

EXTERIOR

Priority

7. Roof Coverings

Sanctuary

7.1. Both the north and south slopes of the sanctuary roof were observed in good condition with the ridge similarly so.

7.2. Soakers and stepped flashings are present at the sanctuary arch, and these were found in good condition. At the east gable a mortar fillet fills the gap between the upper surface of the tiles and the underside of the coping. Some form of soaker/flashing is present behind, but the detail is unclear. This mortar fillet generally appears to be in good order although at the lower end of the north slope there is the first indication of some slight detachment, and this should ideally be renewed.

4

Chancel

7.3. Both the north and south slopes of the chancel were observed in good condition with no evidence of slipped or missing tiles. The ridge is stone, and whilst there is some erosion there is nothing which compromises weather protection.

7.4. Above the sanctuary arch, a mortar fillet fills the gap between the upper surface of the stone tiles and the underside of the copings. This is in fair order but at the bottom of both slopes there is suggestion of the mortar becoming slightly detached and this needs to be kept under observation. It is assumed that some form of lead soaker or flashing creates an upstand and as such there should be a second line of defence.

4?

7.5. A combination of mortar fillets and stepped lead cover flashings are present at the chancel arch abutment, and these were all observed in good condition but at high level on the south side of the ridge (west end) a section of mortar pointing has worked loose and this needs to be renewed.

2

Nave

7.6. The south slope of the nave was generally observed in good order but a total of four missing stone tiles were observed and these should be reinstated as a priority.

2

7.7. The north slope of the nave roof is slightly harder to inspect with one missing slate in the northwest corner.

2

7.8. The condition of the stone ridge is good but there are open joints between a number of the tiles and locally some of the bedding or pointing mix has fallen. Careful working along the length of the ridge to repoint and consolidate is recommended.

4

7.9. A mortar fillet and soaker is present at the chancel arch abutment and here this recently reworked detail was found in good order.

7.10. At the west gable, a mortar fillet is also present but, in this instance, there are some signs of cracking where the mortar fillet meets the underside of the copings. Some form of lead soaker or flashing may be present although I saw no obvious sign of this from the ground. Without evidence of current water leaks internally, the priority for repairs is not high. Should evidence of damp occur this detail should be attended to.

South Porch

7.11. The south porch roof is similarly covered with diminishing courses of stone tiles. To the west slope one small broken tile is present at the junction with the southern gable and this requires replacement. Meanwhile a further stone slate has slipped and requires refixing. No defects were observed to the east slope which was observed in good condition. **2**

7.12. Soakers and a mortar fillet are present on both slopes and these were observed in good condition. The ridge is stone and as with the nave, open perpend joints are present. A working over to put the ridge back in good condition is recommended. **4**

Vestry

7.13. The vestry roof is slated in Welsh slates. To the east facing slope, 1 no slate has twisted and requires resetting and one cracked slate higher up needs replacement. The west slope of the vestry roof was viewed with the aid of a ladder and here the condition is fair with a couple of slightly twisted slates that require adjustment and one missing slate. **2**

7.14. The valley abutment with the nave wall and nave roof was both observed in good condition, meanwhile the ridge condition is good although there is some pointing loss beneath the ridge tiles, and these should be renewed. **4**

7.15. A lead valley comprising two bays with a relatively shallow step is present between the nave and modern kitchen extension. The valley gutter is full of debris and needs to be cleaned out as a priority. I note that the debris includes a number of pieces of stone tile which confirms some frost damage. Unusually, the valley has been dressed with a protective layer of lead and I wonder is this is to protect the surface from stone slates sliding down the roof? **M**

Kitchen and WC Extension

7.16. The kitchen and WC extension roof is covered with Welsh slates and here both the north and south slopes were observed in fair condition. At the gable, barge boards are present and here redecoration is now required together with the removal of ivy growth which has died off. The north slope and associated lead valley were observed in good condition. **4**

7.17. To the ridge, one section of the mortar bedding has fallen out on the south side, and this requires reinstatement. **4**

8. Rainwater goods and disposal system **Priority**

Generally

8.1. The rainwater goods around the church are mostly cast iron and the majority have recently been subject to a redecoration campaign. Generally, the installation is in good condition.

8.2. The removal of debris from gulleys should be undertaken on a regular basis, and I would also encourage the Parish to undertake a visual inspection of the rainwater goods at least twice a year, and ideally during periods of prolonged rain to establish if there is any overflowing or leaks in the rainwater goods and whether any of the gulleys are backing up. It is not known where any of these gulleys discharge but it is assumed that soakaways exist. If any gullies are observed to not be free-draining then rodding and further investigations will be necessary. **M**

Chancel and sanctuary

- 8.3. The rainwater goods to both the chancel and sanctuary were observed in good condition with no areas of concern.
- Nave
- 8.4. The rainwater good on the south side were found in good condition although it would be beneficial if the downpipe shoe associated with the west end of the nave additionally includes a wall fixing. **5**
- 8.5. The gutter on the north side of the nave discharges onto the vestry roof and here if water is observed overflowing the gutter and saturating the wall then some form of weir arrangement should be introduced. **5**
- 8.6. The downpipe associated with the valley between nave and kitchen extension is in poor decorative order and requires redecoration. **4**
- South Porch
- 8.7. The rainwater goods are in good condition.
- Vestry
- 8.8. To the vestry, the gutter on both the east and west elevations is rusty. Redecoration is required. The exposed rafter feet of the vestry should sensibly be redecorated at the same time as the gutter although the decorative condition is good. **4**
- 8.9. The water from the vestry gutter (east side) discharges into a relatively small water butt. This water butt is fitted with an overflow which is assumed to discharge into the below ground drainage. This arrangement is satisfactory in all but storm conditions when the overflow pipe capacity may be inadequate. The preferred approach would be to modify the downpipe with the introduction of a proper diverter that fills the water butt. **4**
- Kitchen and WC extension
- 8.10. In the northwest corner of the extension the gutter and downpipe are in need of decoration. As with the east elevation, the rainwater disposal arrangements associated with the water butt are not ideal and should be modified with the introduction of a diverter. **4**
- Surface water drainage
- 8.11. A concrete channel runs around the north wall of the church but along this north side it performs no water carrying function. The channel lowers ground levels and assists with preventing vegetation growing up against the wall although maintenance is probably not the easiest given the dry rubble walling that lines the edge of the trench. The occasional stone should be lifted and relaid and where open and damaged sections are present these should be repointed. **4**
- 8.12. At the east end of the sanctuary, two downpipes discharge into this concrete channel but it is not known where the water ultimately discharges to. The unknown rainwater disposal arrangements are not ideal but they do not appear to be causing problems at present. Notwithstanding this, the ideal arrangement would be to install new gullies at the base of both of these downpipes extending to a new soakaway to the east of the church. **5**
- 8.13. The concrete drainage channel continues around the southern side of the church and here vegetation is well established in a few areas. The channel needs clearing and where open joints exist these should be filled to prevent water ingress. All the rainwater from the southern side of the church ultimately discharges at the southern end of the south porch via the two outlets. It is not known where these downpipes **4**

discharge to. Understanding more accurately what happens to this water should be a PCC priority and certainly if water is observed pooling then new drainage provisions should be made. Notwithstanding this, there is no evidence to suggest that the current arrangement is causing any problems.

9. External walls including parapets, upstand walls, finials and crosses Priority

Generally

9.1. The church is built from local oolitic limestone and is predominantly of rubble construction with ashlar dressings and dressed ashlar blocks in localised areas. The pointing to the walls is a combination of lime mortar and inappropriate cement mortars. The areas of cementitious pointing limit the breathability of the walls but until this pointing starts to crack, fail and work loose it is both difficult and can be damaging to remove. However, as soon as the failure commences cementitious pointing should be very carefully removed and the stonework repointed with a softer and breathable lime mortar. Cement pointing externally is also likely to lead to the premature decay of paint and plaster surfaces internally.

Sanctuary

9.2. The north, east and southern walls of the sanctuary were all observed in good condition. Dead ivy growth should be carefully picked off the surface of the masonry. At high level the copings and cross were observed in good condition. **M**

Chancel

9.3. The north wall of the chancel and its associated buttress were both observed in good condition, but the pointing is unfortunately probably cementitious. The pointing remains well attached and lichen has toned down the appearance. A couple of open joints at the base of the wall should be repointed. **4**

9.4. The southern wall of the chancel has a slight outward lean and structurally I saw no obvious problems. Again, the pointing is probably cement based but a few areas of this pointing are beginning to deteriorate. Open holes in the pointing will be allowing moisture into the wall from where it will have difficulty escaping. The localised mortar filling of these small holes will help prevent this although ultimately a repointing exercise for this southern wall will be needed in the medium term. The southeast buttress was observed in good condition. **4**
5

9.5. Above the sanctuary arch the copings and the cross were all observed in good condition.

Nave

9.6. The north wall of the nave is now mostly concealed by the vestry and kitchen extension but where visible at the east end, the pointing and masonry condition remains fair but it is noted that cement(?) pointing is again present.

9.7. To the south side of the nave there is a noticeable outward lean close to the junction of the south porch. Recent repairs are stable with no reason to believe there is any deterioration. Again, cement pointing is present.

9.8. To the east end of the nave, the chancel arch coping and upper courses of stonework have been recently rebuilt and here the copings and east facing masonry were all observed in good condition.

- 9.9. The west elevation of the nave has been subject to some localised repointing, and I was pleased to report there is no evidence of new movement in the two years since the work was undertaken. Historic movement associated with the southwest corner of the nave may in part be connected to rainwater disposal arrangements which remain very unclear in this area. As elsewhere, much of the pointing is cementitious and as a consequence there are hairline cracks around the edges of some of the stones which will, on this more exposed position, led to water being forced into the core of the wall from where it has difficulty escaping. Whilst not a priority yet, the full repointing of the west elevation will be required to the medium term. **4/5**
- 9.10. At high level to the west gable, the copings to the south slope were observed in good order but a couple of short lengths of loosening pointing should be attended to. **4**
- 9.11. To the north slope, the copings have been replaced in recent times and for the most part the condition is good although there has been some frost damage to two of the lower coping stones and these need to be kept under observation. Replacement of these two defective stones is likely to be required shortly. **4**
- Kitchen and WC Extension
- 9.12. The modern west facing wall of the WC extension was observed in good order but ivy growth should be discouraged. Particular attention needs to be given to the north wall where maintenance is more challenging and where ground levels appear to be on the slightly high side. **M**
- Vestry
- 9.13. The north and east walls of the vestry were both observed in good order, but there is dead ivy growth on the face of this building and this needs removal. Immediately to the north of the vestry, surface water was noted. **The problem is a leaking pipe associated with the kitchen or WC. This leaking tap/pipe needs prompt attention and it will have been the cause of the decay of the vestry floor.** **M**
1
- 10. Windows** **Priority**
- Generally
- 10.1. None of the windows are fitted with protective guards and whilst vandalism is unlikely to be a problem, flicked stones from trimmers pose a far greater risk. Perhaps consideration could be given to installing guards to the southern nave, the north nave windows and the sanctuary east window. **5**
- 10.2. Ventilation is very important to the church and through the summer months in particular the windows should be opened.
- 10.3. The windows are numbered in accordance with the CVMA numbering system (see Appendix I). The condition of the windows including the stonework and ferramenta is as follows:
- Window I – Chancel east window
- 10.4. Three-light stained glass window. The leading, glass and stonework condition is good. Ferrous tie bars are present and whilst these are slightly rusty they do not appear to be causing damage to the stonework in which they are embedded. Notwithstanding this, the replacement with a non-ferrous equivalent is encouraged. **4/5**
- Window III – Chancel, south window
- 10.5. Single light diamond quarry window including a coat of arms and a casement. The casement has rusted shut and is no longer operational. The leading and glass **4**

condition remains good. Redecoration of the ferramenta is encouraged with the window made operational if not least because this is one of only two opening windows on the south side of the church. The stonework and associated pointing condition is good.

Window sIII – Chancel, south window (west)

- 10.6. Twin-light diamond quarry plain glazed window, incorporating a coats of arms. The main leaded lights are in good condition but the quatrefoil leading at high level is in much poorer condition and now needs to be renewed. Externally, the stonework condition is fair although there is slight spalling and delamination of the central mullion but the mullion is not structurally compromised. The window retains medieval ferramenta as well as more modern tie bars. The tie bars are slightly rusty and redcoration of these or replacement should be considered. **4**

Window sIV – Nave, south window (east)

- 10.7. Four-light stained glass window. The leading and glass condition of this window remains good. Ferrous tie bars are present and these are quite rusty. Positively, I saw no evidence of damage to the stonework but their replacement with a nonferrous equivalent should be undertaken. Externally, the stonework has been much altered with damage to the quatrefoil heads when rectangular heads were introduced. Some of the mortar repairs to the mullions are quite unsympathetic. Notwithstanding this, the masonry condition remains fair. **4**

Window sV – Nave, south window (west)

- 10.8. Twin-light diamond quarry plain glazed windows incorporating an opening casement. The leading and glass condition is good and externally, the stonework condition is similarly good. Positively, the casement was found operational. Decoratively, the condition of this and the associated medieval ironwork remains fair.

Window wI – west window

- 10.9. Three-light diamond quarry plain glazed window incorporating an opening hopper. The hopper was found operational but slightly rusty and would benefit from redcoration together with some perimeter resealing. The leading and glass condition is good. Tie bars are ferrous and slightly rusty and should be considered for replacement. A couple of perimeter quarries are cracked. Externally, the stonework condition remains fair but, I did note a small section of damage to the hoodmould on the north side and some stone decay to the reveal and hoodmould on the south side. **4**

Window nII – Chancel north window

- 10.10. Single light diamond quarry window incorporating an opening casement. The leading and glass condition is good but there are a couple of cracked perimeter quarries to the upper part of the light. The stonework and pointing condition is good. The casement is no longer operational and so easing, adjusting and redcoration is encouraged. I see no urgency to repair the damaged quarries which are unlikely to be letting in water in this very protected position. **4**

Window nIII – Nave north window (Jones and Willis)

- 10.11. Twin-light stained glass window. The leading and glass condition is good. The tie bars are very rusty and beginning to cause damage to the stonework in which they are embedded. Replacement of these tie bars with a non-ferrous equivalent is now required. **4**

Vestry north window

- 10.12. Twin-light timber framed window fitted with internal steel bars and single glazed. Internally, the window is unpainted. Externally, the units are painted and now in poor condition. Redcoration and some putty replacement is now required. To the head **4**

of the window there is a suggestion that the brick arch has dropped very slightly. The careful removal of the vegetation coupled with repointing of this area is recommended.

4

Kitchen window

- 10.13. Twin-light double glazed timber casement window. One of the lights has failed with the consequence that there is condensation - the need for replacement is not urgent. Externally, the window now requires redecoration and one of the timber fillets that secures the glass has decayed and now requires replacement.

4

11. Doors

Priority

Generally

- 11.1. The Parish needs to be aware that all exit doors will form part of the fire strategy for the building and that the opening/unlocking of these doors should be part of a planned strategy which is recorded in the Fire Risk Assessment.

Priest's Door

- 11.2. The door from the vestry into the northern churchyard was opened and found fully operational. Externally, the decorative condition of the door is poor and a repaint is now required.

4

South Door

- 11.3. The main south door of the church was found operational and in good order, but the lack of a thumb latch on the inside face of the door is a little disappointing. Replacement of draught stripping might also be considered.

4
M

- 11.4. Outside, the stonework to the south door is particularly fine and whilst there is a very slight outward lean to the wall, the stone arch and associated columns were all found in good condition and present a very attractive entrance to the church. The only minor consideration could be the mortar filling of two areas of damage to the eastern reveal.

4

12. Bellcote

Priority

Generally

- 12.1. At the east end of the nave above the chancel there is an elaborate octagonal sided bellcote with niches on the north and south sides and a single bell housed in each niche. I understand the bells were rehung in the not-too-distant past with masonry repairs also recently undertaken. Whilst close inspection of the bellcote was not possible, I saw no areas of obvious concern and the pointing and stonework condition is good. At the top of the bellcote, there is a gilded galleon, and this similarly was observed in good condition.

13. Churchyard	Priority
<u>Generally</u>	
13.1. The church is surrounded by a relatively small very characterful churchyard which includes a large number of headstones and monuments, a number of which are listed. The church is approached through a gate in the southern boundary with a path directly up to the south door.	
<u>Monuments, tombs and vaults</u>	
13.2. The churchyard contains a multitude of memorial type. A few of the large headstones lean or have rotated but this does not mean that they are unsafe and I was not aware of any monuments at imminent risk of toppling. Indeed, the modern grave markers are often less stable than the older and larger headstones. The responsibility for caring for each memorial lies with the heirs of the deceased but the Parish also need to regularly inspect monuments and tombs for their safety as the PCC are responsible for the Health and Safety of all visitors to their churchyard.	M
13.3. Ivy and other vegetation growth should be discouraged from the surface of monuments and memorials, etc. The following listed monuments were inspected.	M
13.4. An unidentified tomb 3m east of the south porch. (List Entry No 317112). The monument appears stable, but vegetation has caused serious damage in the past forcing the side plinth panels to move outwards. As a consequence open joints are present and these open joints have the remains of dead woody growth visible. Notwithstanding this, the monument remains stable, but repairs are encouraged and as a minimum, the local repointing of joints is required but dismantling and reconstruction may be more appropriate. The advice of a conservator via the preparation of a conservation report should be sought.	4
13.5. The Edwards chest tomb about 14m south of nave. (List Entry No 317113). Despite some slight settlement, the tomb remains in fair condition although there are a few open joints where vegetation is trying to become established. Open joints should be repointed.	4
13.6. Unidentified tomb about 5m south of the porch. (List Entry No 317107). The monument has suffered slight settlement but remains stable. A fracture is present in the capital in the southwest corner with damage and stone loss on the southeast corner. The damage is a result of ironwork. Locally, open joints are present. The advice of a stone conservator should be sought. The removal of the ironwork is required together with some localised repointing.	4
13.7. Chest tomb about 15m south of west end of church. (List Entry 317108). The monument remains stable and generally in good condition but there are a few open joints. Ivy growth on the north side should be discouraged.	4
13.8. Young chest tomb about 18m south of the west end of the church. (List Entry 317109). This unusually square chest tomb remains in fair condition and I was pleased to see ivy growth has been removed. A few open joints are present. Whilst the monument leans I have no reason to believe it is unstable.	4
13.9. Allborn chest tomb, about 19m (or 90m) south of the west end of the church. (List Entry 317110). Damage to the corner of the panels has occurred as a result of iron cramp decay with only one capital remaining. The monument leans slightly but remains stable. Open joints will need to be repointed. The advice of a conservator should be sought.	4

- 13.10. Unidentified chest tomb at southwest angle of the churchyard. (List Entry 317111). The monument condition remains fair. Ivy is starting to become re-established and should be discouraged. Open joints should be repointed. **M**
4
- 13.11. The PCC are encouraged to seek advice from a stone conservator for the preparation of a Condition Report on all of the listed monuments within the churchyard. **4**
- Boundary walls, railings, banks, hedges and fencing including gates and lichgates
- 13.12. The southern boundary wall of the churchyard is a retaining structure and here the general condition of the wall remains fair, although there is considerable pointing loss. I am pleased to report very little evidence of vegetation. Notwithstanding this, the presence of cement pointing in the wall is far from ideal and in the long term a repointing programme will become necessary. There is an area of concern at the far east end where the wall has a very slight outward lean and here there is a suggestion of some movement but it is not known if this is active. Repointing of this corner will assist with monitoring. Open joints are present in various sections of the southern boundary coping and repointing these is recommended. No section of the coping has split and this is sliding outwards and is potentially hazardous although it appears to be fairly secure. **This stone should be removed and then pinned and refixed as a priority.** **4**
4
1/2
- 13.13. Towards the western end of this southern wall there is a pair of gate piers with iron overthrow. The overthrow condition remains fair. The gates were found fully operational but during the course of the quinquennium, redecoration is probably required. **4**
- 13.14. The west boundary wall is shared with adjacent neighbours and comprises a dry stone wall. Soft vegetation is established in some sections of the wall and whilst I did not venture on to the neighbour's land, I saw no obvious areas of concern but where woody vegetation is becoming established, these should be carefully removed. Localised patch repair of the wall will be required. **M**
4
- 13.15. Ivy is established over the boundary wall on the northwest corner of the churchyard and here the PCC are encouraged to work with the neighbour to cut back and discourage ivy growth. **M**
- 13.16. To the north of the church, ivy can be seen to have been well established over the dry stone wall in the past and it was pleasing to see ivy clearance. Further cutting out of dead wood may be possible but care has to be taken not to destabilise the wall such that the wall becomes dangerous. Localised repair of the wall will probably be necessary together with the reintroduction of a mortar capping. **4**
- 13.17. In the northeast corner of the churchyard the drystone walling continues although this wall is shared with a different neighbour. Despite some of the capping stones being a little loose the wall remains structurally sound. Along the eastern boundary a drystone wall is shared with different neighbours. Whilst sections of this wall could not be easily viewed I have no reason to believe there are any serious problems.
- Paths and access issues, hardstanding areas and parking
- 13.18. The church is approached up a synthetic rubber path. The path was observed in good condition with a handrail assisting with access.

Trees and planting

13.19. All trees are protected by virtue of being located within the churchyard, but in addition individual trees can have a Tree Preservation Order (TPO) applied to them by the Local Authority.

13.20. There is a particularly fine line of yew trees along the southern side of the churchyard and these were all observed in good condition. The holly tree in the southwest corner of the churchyard diminishes the presence of the large yew in the southwest corner and some pruning or even removal could be considered. This needs to be done as part of an holistic appraisal of the churchyard trees.

5

13.21. Mature birch, maple and sycamore trees are present in the eastern part of this churchyard and here the condition remains good, but the PCC need to be aware of encroachment around the sanctuary as maintaining good airflow around the building is important whilst minimising opportunities for squirrels to jump across to the church roof where they can cause damage. Pruning will shortly be required.

M

Nature conservation

13.22. Developing a maintenance strategy for the churchyard is advocated and the Parish is encouraged to prepare a Churchyard Management Plan to assist with this. The plan should identify the importance of various trees and could include opportunities for increased nature conservation. The churchyard is a particularly attractive churchyard and I note reference on the south porch wall to the conservation programme and the range of wildflowers that have been recorded within the churchyard. The Parish is referred to the website: www.caringforgodsacre.org.uk where guidance can be found on many aspects of churchyard conservation.

INTERIOR

- 14. Roof structures, ceiling voids and ceilings** Priority
- Sanctuary
- 14.1. The sanctuary ceiling is painted and boarded. The condition remains good with no evidence of water ingress. There will be a small roof space above the ceiling but I am not aware of any access.
- Chancel
- 14.2. The chancel ceiling is painted and boarded. As with the sanctuary, the stained moulded purlins and decorative ribs create a panelled effect. The paint surface is now a little mildew covered and either a clean or redecoration could be considered. An access hatch is present at the west end of the roof space and this provides access into what must be a very low height space which may interconnect with the sanctuary. Unfortunately I did not have a ladder long enough for me to open the hatch, but the assumption is that no insulation is present. The introduction of insulation should be considered if there is increased use of the church coupled with longer periods of heating. **4/5**
- Nave
- 14.3. The nave ceiling comprises four primary trusses which have been overlaid with timber. Spanning between the trusses are a series of painted softwood boards. As elsewhere the general condition of the ceiling structure appears good, but surfaces are quite mildewy and repainting could be considered. There is access into the roof space at the west end. **4/5**
- 14.4. The roof space was viewed from the entrance hatch but not entered. The roof comprises four primary trusses, each fitted with steel ties installed immediately above the ceiling plane. These ties are slightly rusty, but I have no reason to believe they are causing any problems. Twin purlins run across the length of the roof and these support oak rafters with softwood battens above. The majority of the roof has been under felted which suggests there has been water or snow ingress which would not be surprising given the stone slating above, but I was not aware of water ingress at the time of my inspection. The felting has fallen away in a couple of places, and refixing is encouraged. An inspection of the roof void during heavy rain would be beneficial. **2**
- 14.5. There is no insulation in the roof void and whilst the sloped section of the ceiling cannot be insulated without stripping the roof, the upper section could be considered for some insulation particularly if the church is heated more regularly than just once a week. **5**
- 14.6. Whilst there is beetle attack to some of the sapwood associated with the roof structures, I saw no areas of serious concern, but close inspection was not undertaken. The installation of an access walkway is recommended for a number of reasons but in addition, it would be good to know how the ceiling joists are secured as these may be spike nailed. Any access deck would need to be simply supported between the trusses. **5**
- 14.7. Structurally the chancel arch masonry appears in good condition. At the west end of the roof space, the west wall is in poorer condition with various long-standing hairline cracks and some localised bulging. I have no reason to believe any of this is new but during future roofing repair works, masonry repairs and consolidation will need to be undertaken. **4**

15.	Walls	Priority
15.1.	The walls of the church are plastered and painted with stonework exposed at the chancel arch and sanctuary arch.	
15.2.	<u>Sanctuary</u> Within the sanctuary, the wall plaster decorative condition remains mostly good but there are a few areas of minor damage at low level. To the sanctuary arch, the masonry remains stable, but I did note the presence of an open joint at the head of the arch. Positively, there is no evidence of this open joint in the plaster surfaces on either side of the arch which suggests this has been stable for a long period. Careful filling of this open joint is recommended. An iron pin in the centre of the arch would benefit from careful extraction.	4
15.3.	<u>Chancel</u> Within the chancel, the wall surfaces are all similarly plastered and painted. Generally, the east, south and north wall surfaces were all found in good order with some localised plaster loss at low level no doubt as a result of damp caused by the cement pointing outside. At high level above the chancel arch, unsympathetic, possibly gypsum plaster (?) repairs have been undertaken and these patches remain unpainted. Redecoration of this surface could be considered but if gypsum is confirmed then these should be replaced with lime prior to redecoration.	4
15.4.	To the chancel arch itself, the arch masonry remains stable with no cracking to the stonework. The occasional redundant iron fixing is present in the masonry and these could benefit from extraction and making good. Evidence of wall decoration is present on the plaster around the arch and this has been subject to an assessment and the preparation of a Condition Report by Perry Lithgow in August 2018. Cross reference should be made to this report. The presence of cementitious skim is noted and this may well be present on other wall surfaces.	
15.5.	The walls of the nave are similarly plastered and limewashed. At low level, the majority are concealed with vertical panelling associated with the pews. The southeast corner has some areas of peeling plaster and paint as a result of high ground levels and cement pointing outside. Making good could be considered. Some redecoration around some of the monuments on the south wall, together with the removal of the occasional redundant electrical wiring fixing would improve the general presentation. A couple of sections of loose plaster in the vicinity of window sV should be repaired.	4 4
15.6.	Localised cracking in the plaster surfaces in the southwest corner of the church all indicate a history of settlement in the area although I am not of the opinion that the cracking is active. At high level, the west wall of the church has been replastered and would benefit now from redecoration, although it should be noted that gypsum plaster is far less breathable than lime plaster and if gypsum plaster is confirmed then it should be replaced. The north wall by comparison is generally in better condition.	4
16.	Porches	Priority
16.1.	<u>South Porch</u> The south porch roof comprises collared softwood rafters with softwood boarding above. I have no reason to believe the roof structure is anything other than in fair condition.	

- 16.2. The walls of the porch are all stonework and have been ribbon pointed probably using a lime mortar. The condition of the walls is good, but I did note the presence of pecking on the surface of some of the stone which suggests the walls were once plastered.
- 16.3. Benches are present along both walls and these were found in good condition. Green algae staining is present in a couple of areas at low level which suggests damp ground conditions and/or poor ventilation. The floor of the porch comprises a combination of lias and oolitic limestone slab. The floor condition is good. A few open joints would benefit from being repointed. **4**
- 16.4. The porch is lit by a single steel lantern which is quite rusty and needs either cleaning up or replacement. **4**
- 17. Partitions, screens, panelling, doors** Priority
- 17.1. There is a gallery at the west end of the nave and this is supported on a pair of cast iron painted columns whose condition appears good although the base of the columns is concealed. The gallery balustrade height is generous and my overall impression is the gallery is in good order. A section of floor boarding is slightly damaged and here a small repair is recommended. **4**
- 17.2. An assessment of the loading capacity of the gallery has probably never been undertaken and the PCC should be careful not to overload the gallery. Should more than a dozen people need to use the gallery at one time then advice of a structural engineer should be sought to assess what a reasonable maximum number of persons is.
- 17.3. The stair up to the gallery is oak and was found in good order. There are a couple of small areas of damage in the panels to the gallery front and here specialist repairs could be considered. **5**
- 17.4. The ceiling to the underside of the gallery is plastered and painted and observed in good order with no signs of cracking.
- 18. Floors and platforms** Priority
- 18.1. The main circulation spaces in the nave are carpet covered, as such the stone floor below this is concealed. The presence of a plastic membrane under the carpet does not help with breathability of the floor and this has resulted in some salt staining. The condition of the floor surfaces beneath the carpet are uncertain and in some areas the stone is quite worn. The carpet makes the floor surface more forgiving, but some stone repair cannot be ruled out as being necessary.
- 18.2. At the west end of the church there is a single step up beside the font to what is assumed to be a timber platform which is carpet covered. It is difficult to comment on the condition of this platform, but the floor is slightly springy in the southwest corner which suggests decay to the boarding and joist structure below. The floor on the north side is felt to be in better condition. Opening up will establish the condition of the boarding with some repairs likely. The platform may sit above a stone floor, but its condition is unknown. **4**
- 18.3. The pews are all constructed on softwood pew platforms with a shallow step up from the nave aisle. The condition of these platforms varies but it is clear that a section of the floor has dropped in the northeast corner of the nave with the consequence that the pulpit has similarly dropped. Further investigation is required around the base of the **4**

pulpit to establish the cause of the problems. The assumption is that the pulpit will need to be dismantled and rebuilt.

- 18.4. Midway along the south wall, the floorboards can be seen to have dropped by approaching an inch as evidenced by the gap under the wainscotting. One section of the floor here is particularly springy and repairs are without doubt required to the floor structure below. A similar situation was observed on the north side of the nave. **4**
- 18.5. The lack of ventilation to pew platforms is a likely factor in the floor's decay and the introduction of some ventilation in the side panels of the pew platforms is recommended together with vents in the upper surface of the platforms close to the wall. **4**
- 18.6. There is a single step up into the chancel and here the remnants of a copper pipe is fixed to the chancel step. This copper pipe can almost certainly now be carefully removed. **4**
- 18.7. The chancel floor is tiled and for the most part tiling was found in good condition but there are a couple of small areas of minor damage which would benefit from repair. The herringbone floor to the choir stalls either side of the chancel were found in good order. **4**
- 18.8. There are two steps up into the sanctuary and here the stone steps and the mosaic tiled floor to the sanctuary were observed in fair condition.

19. Monuments and memorials Priority

- 19.1. The church contains an interesting collection of monuments and I believe these were subject to a survey inspection in the not-too-distant past. My general observation is that I found no evidence of monuments that appear to be at risk of detachment or which would need further investigation but it is noted that the iron cramps to the monument to Thomas Wildfier are very rusty and probably propagating a crack on the lower corner. These cramps should be cut out and replaced before a section of this monument detaches. **4**

20. Toilets, kitchen, vestries, meetings rooms Priority

Kitchen

- 20.1. There is a modern kitchen installed in the extension and here the wall and ceiling surfaces are all plastered and painted and observed in good condition. The floor is covered with ceramic tiles and the condition is similarly good. Cupboards and a sink are present along the north wall. I observed no problems with the drainage. It is not known if the extract fan is operational. The space is lit by a single fluorescent tube and there is an electric wall mounted heater on the wall. The heater wire is a little longer than it needs to be, and an electrician should reduce this to a more appropriate length. **2**

WC

- 20.2. The church includes a fair-sized WC but it is probably slight smaller than the minimum desirable to be categorised as 'accessible'. The walls, floor and ceiling were all observed in good order but the skirting board is badly decayed and needs to be replaced. The problems probably relate to the overflow pipe outside and the excessively damp conditions this is causing. The space is lit by a single bayonet bulb and I was pleased to find the extract fan working at the time of my inspection. The door was found fully operational. **2**

- 20.3. Immediately outside the WC there is a small lobby area and again here the skirting boards are decayed with the plaster beads rusty which also suggests very damp conditions. **2**
- Vestry
- 20.4. The vestry ceiling comprises stained collared softwood rafters with stained softwood boarding above. The roof structure as a whole is in good condition, but the ceiling would benefit from a clean.
- 20.5. The walls of the vestry are plastered and painted with wainscott panelling at low level. The upper part of the decorative condition of the walls is mostly good bar a few small areas of peeling paint. At low level the walls are panelled and as such I cannot comment on the condition as most areas are concealed. The floor has recently been relaid with oak boards. My concerns relate to problems with the overflow from the kitchen and this has been the cause of the damp which probably caused the previous floor to decay. The priority must be to sort out this overflow otherwise the new floor will suffer the same fate. **1**
- 20.6. The door into the vestry was found in good working order meanwhile, a steel gate provides an additional level of security.
- 20.7. The vestry is heated by a single electric wall heater and lit by a pair of spotlights and a single pendant bulb.
- 20.8. An aluminium ladder provides access into a storage space above the roof of the kitchen. There are a couple of stain marks in the plastered ceiling which confirms some water ingress.
- 21. Furniture, fittings and moveable articles** Priority
- 21.1. The church is pewed with a series of box pews which are softwood and grained. The panelling have moved over the years and in places there are generous gaps between panels and in other places the doors bind. Repairs to the floors where decayed may help stabilise and overcome some of these problems. Floor repairs should be undertaken before any repairs or easing is undertaken to the box pews. **4**
- 21.2. The rear of the church has a particularly fine Norman tub font with wooden lid. The lid has some minor damage to the button on the top as well as the odd small piece of missing detail around its sides. Otherwise the font's condition remains good. **4**
- 21.3. The pulpit has previously been noted as being in poor condition with the floor having dropped considerably. The pulpit requires dismantling and rebuilding. **4**
- 21.4. Poppy head oak pews are present in the choir stalls, and these were found in good condition. The altar rail was similarly found stable and operational although some form of brass edge to the hinge has probably been lost and could be reinstated.
- 22. Organ** Priority
- 22.1. A small pipe organ is present on the gallery at the west end of the church, and I understand the instrument continues to be regularly played and is in fair condition. The instrument should continue to be serviced and additionally the electric organ blower should be examined at regular intervals by a qualified electrician. **M**

- 23. Electrical Installation** Priority
- 23.1. The electrical installation must be fully tested and inspected every five years. The report, which includes a certificate should be undertaken by a registered NICEIC, NAPIT or ECA (non-domestic) contractor and should be carried out in accordance with IET Regulations (BS 7671). The certificate should be held in the church log. Resistance and continuity tests should be obtained on all circuits. The switchgear in the church should be labelled to show the date of the most recent inspection and the date of the recommended future inspection. Urgent and unsatisfactory items should be attended to very promptly. The incoming mains electric supply is mounted at high level on the northwest corner of the nave. At high level in the southwest corner of the vestry, the main distribution board is located, and I was pleased to see modern distribution boards with some RCD protection. **M**
- 23.2. Where the church has a public entertainment licence the Church Buildings Council recommend testing every three years. It is also recommended by the HSE that there is an inspection (but not a test) carried out every year. Any noticeable deterioration or damage to wiring or fittings should be promptly investigated. Where emergency lighting exists this should be subject to regular testing and inspection. **M**
- 23.3. Parishes are required to undertake periodic Portable Appliance Testing (PAT) of unfixed electrical equipment. The inspection frequency depends on the nature of the fitting. Parishioners should refer to the Health and Safety Executive's guidance 'Maintaining portable electrical equipment in offices and other low-risk environments' for advice. **M**
- 23.4. The last electrical test certificate was made available, and I confirm this was undertaken in May 2018. The conclusion was that the installation was satisfactory, but the installation is now quite old. A rewire is probably not too far off. Various C2 and C3 items were identified, and it is not known to what extent these were rectified. Priority items must be attended to although it is also noted that the next inspection will be required shortly. **2**
- 23.5. The main body of the church is lit by a series of brass chandeliers with additional lighting provided by uplighters mounted at cornice level. The lighting in the chancel and sanctuary is much poorer and consideration could be given to some additional lighting to provide a liturgical hierarchy to the church.
- 24. Heating Installation including insulation** Priority
- 24.1. The church is heated by a series of timber electric panels which are installed to the front of the box pews. This unusual arrangement is quite a clever way of heating the worshippers and I was pleased to find the choir and clergy have similar panels in the choir area. These electric heaters should be subject to periodic testing.
- 25. Audio visual and sound systems** Priority
- 25.1. A sound system is present inside the church together with a hearing loop although it is not known how well this is working. Speakers are mounted at cornice level.
- 26. Water supply, harvesting and conservation** Priority
- 26.1. Health and Safety legislation requires any standpipes in the churchyard to be fitted with a non-return valve to avoid contamination of the water supply. **M**

27. Sustainability and Renewable energy Priority

27.1. The quinquennial inspection is a good opportunity for the 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 environmental issues at both local and global levels. The PCC are encouraged to explore the EcoChurch website, register and to conduct their own Eco Survey audit – <https://ecochurch.arocha.org.uk>.

28. Bats Priority

28.1. The Church is reminded bats are a species protected by European law and any work in or around potential habitation areas may require an emergence survey, a mitigation strategy and possibly a Licence from Natural England. Work is likely to be restricted to certain times of the year depending on the location and nature of the work proposed. Well in advance of works being planned, it is recommended that a bat survey is commissioned to understand and minimise the risk.

29. Lightning Conductor Priority

29.1. No lightning conductor is present on the church. An assessment of the church's vulnerability to a lightning strike is suggested. Cross reference to BS EN 62305 should be made. The risk assessment should consider:

4

- R₁ - Risk of loss of human life
- R₂ - Risk of loss of service to the public
- R₃ - Risk of loss of cultural heritage
- R₄ - Risk of loss of economic value.

Historic England provide guidance on installing lightning conductors and reference should be made to this document.

30. Fire Precautions Priority

30.1. The Fire Regulatory Reform (Fire Safety) Order 2005 places responsibilities on the occupiers of church premises. Under the Regulations, the main features include the appointment of the 'responsible person' whose tasks include:

- Undertaking of a 'suitable and sufficient' Risk Assessment;
- Appointing one or more competent persons to assist the 'responsible person';
- Ensuring that the premises are equipped with appropriate fire-fighting equipment, detectors and alarms;
- Ensuring provisions are made relating to emergency routes, emergency illumination and exit signs;
- Establishing procedures to be followed in the event of serious and imminent danger;

- Ensuring any facilities, equipment and devices are maintained in efficient working order.

It should be highlighted that the Regulations do **not** require all churches to install firefighting equipment, exit signs and emergency lighting. Through the Risk Assessment, appropriate measures can be identified and actions taken. The PCC should ensure that a review of fire safety precautions is undertaken. The church's insurers can provide further guidance on this matter.

- 30.2. It is essential that the fire extinguishers are serviced every year by a FETA or BAFE registered firm. It is recommended that the extinguishers are also checked regularly to see if they have been used or damaged, and to ensure that they have not been moved from where they should be kept. The clergy, the churchwardens, PCC members, staff and others should all know where the extinguishers are and how to use them. NB Dry powder extinguishers should not be kept in the church due the damage they can cause.

31. The Equality Act

Priority

- 31.1. The Equality Act (2010) makes it unlawful to discriminate against disabled persons in connection with employment, the provision of goods, facilities and services or the management of premises. The Act requires that churches, as with other 'service providers', should have considered and provided appropriate and reasonable means to ensure equal access by the disabled to the church. Clear and developed policies and practices for dealing with a whole range of disabled persons, whether church members, visitors or employees should be developed. The Act covers many forms of disability such as sensory, mobility, manual dexterity, hearing, sight and speech impairments and learning difficulties. The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. The preparation of an Access Plan and Access Audit should be undertaken if not already prepared.

32. Asbestos

Priority

- 32.1. The Control of Asbestos Regulations 2012 require that building owners make suitable and sufficient assessment as to whether asbestos is, or is liable, to be present in their building. The building owner is required to make themselves aware of any risk of the presence of asbestos in its many forms in their buildings and this requires the PCC to maintain a register that documents any areas where asbestos may be present, or is known to be present together, with an assessment of the degree of risk attached to the installation. If the presence of asbestos is suspected then an analysis of any suspect material may be required. The assessment has not been covered by this report and it is the legal duty of the PCC to ensure that this has been, or is carried out. Asbestos is likely to be present in association with heating installations, organ blowers, over pipework as insulation, in some roofing materials as well as other areas.
- 32.2. I am not aware of an Asbestos Management Plan being in place for the church and if this is confirmed then this should be something that the Parish needs to attend to promptly. The Parish is encouraged to pool resources with other churches in the Parish/Benefice to minimise costs. **2**
- 32.3. The register is intended to, serve as a Health and Safety document for occupants and any Contractors and professionals working in the church, to bring to their attention the likely risks of the presence of the material. This document has to be made available in

advance of any building work so that Contractors can make the appropriate safety provision. It should be noted that not all materials containing asbestos need to be removed, providing that their presence is noted so that appropriate safety measures can be deployed in the event of any work taking place. Where asbestos is found the PCC has a duty to prepare a Management Plan that sets out in detail how the risks from these materials will be managed. Once prepared, a 'competent person' will need to periodically monitor and review the plan. The HSE publish guidance on this matter.

M

32.4. In addition, the PCC need to be aware that a 'Demolitions and Refurbishment survey will be required in advance of refurbishment or renovation works.

33. Health and Safety

Priority

33.1. The overall health and safety responsibility relating to the church and churchyard lies with the incumbent and the 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.

33.2. The Parish is advised that their building is a 'Place of Work' as far as the current legislation is concerned and as such the Health & Safety Legislation applies. The main aim is to prevent harm to employees, volunteers, members and the public. The following is known to apply to churches:

- Health & Safety at Work Act 1974: Section 2. General Duties of Employers to Employees, which also includes volunteers.
- Work Place (Health and safety welfare) Regulations 1992
- Management Regulations 1999, covering management responsibilities with regard to risk assessments.
- Working from Height Regulations 2005
- Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR)

33.3. If the building is insured through EIG, the organisation publishes a valuable set of guidance notes to assist PCCs in making assessments of the risks in various areas. It is important that the risks are identified by the PCC and appropriate action taken.

33.4. The PCC is encouraged to obtain drawings from the utility companies showing the location of water, drainage, gas, electricity and telecoms on and around church land. In many instances, these plans are available free of charge upon request. These plans should be kept with the Church Log and should be made available to Contractors working on the church or in the churchyard.

34. Maintenance

Priority

34.1. It is recommended that every PCC draws up a maintenance plan to assist with the planning of cyclical and long-term work. The PCC are strongly advised to enter into an annual contract with a local builder for the cleaning-out of gutters and downpipes twice a year and to prepare a yearly maintenance plan to assist with this. The development of a 10-year plan for larger projects/capital costs is encouraged.

M

34.2. Although the Measure requires the church to be inspected every five years, it should be realised that serious trouble may develop in between these surveys if minor defects are left unattended. It is strongly recommended that the churchwardens should make, or cause to be made, a careful inspection of the fabric at least once a year, and

arrange for immediate attention to such minor matters as displaced slates and leaking pipes.

34.3. The PCC is advised to seek advice from the church inspector on problems with the building. b2 architects is willing to advise the PCC on implementing the recommendations and will if so requested, prepare a specification, seek tenders, and oversee the repairs.

34.4. The PCC should be aware that where any works involve more than one contractor (eg a scaffolder and stonemason; or an electrician and a plaster or other combination) then there is a requirement under the CDM Regulations 2015 to appoint a Principal Designer. The HSE (Health & Safety Executive) provides guidance for clients on this. Should the PCC not make the Principal Designer appointment the default position is that they take on the Principal Designer role.

35. Insurance

35.1. The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. It is important to ensure that the basic sum insured is adequate at inception and index-linked, as this should deal with future inflation. Contact should be made with the insurance company to ensure that cover is adequate. The Ecclesiastical Insurance Office plc, which covers the majority of churches in this country, will send its regional surveyors to offer guidance if required.

35.2. **Advice on all of the above items can be found on the Church of England website – www.churchofengland.org**

PART THREE

Recommendations in Order of Priority - see also notes below.

		Routine M & R	Cost Band
36.	Items for Immediate Attention – Priority 1		
36.1.	Fix leaking pipe. Items 9.13 & 20.15.	*	1
36.2.	Remove loose boundary stone to prevent a fall. Item 13.12.	*	1
37.	Items for Attention within Twelve Months – Priority 2		
37.1.	Prepare/Maintain an Asbestos Management Plan. Items 4.2 & 32.2.	*	1
37.2.	Priority roof repairs. Items 7.5, 7.6; 7.7; 7.11; 7.13 & 14.4.	*	1
37.3.	Priority misc works. Item 20.1; 20.2 & 20.3.	*	1
37.4.	5-yearly electrical test. Item 23.4.		1
38.	Items for Attention within 12-24 Months – Priority 3		
39.	Items for Attention within the Quinquennial period – Priority 4		
39.1.	Condition report on churchyard monuments. Items 4.3 & 3.11.		1
39.2.	Roof repairs. Items 7.2; 7.4; 7.8; 7.12; 7.14; 7.16 & 7.17.	*	1
39.3.	Overhaul, repair and decorate rainwater goods. Items 8.6; 8.8; 8.9; 8.10 & 8.11.	*	2
39.4.	Stone repairs and repointing. Item 8.13; 9.3; 9.4; 9.9; 9.10; 9.11; 10.6; 10.7; 10.12; 11.4; 14.7; 15.2 & 16.3.		2
39.5.	Window repairs. Items 10.4; 10.5; 10.6; 10.7; 10.9; 10.10; 10.11; 10.12 & 10.13.		2
39.6.	Decorations. Item 11.3 & 13.13.		1
39.7.	Ironwork. Item 11.4.		1
39.8.	Monument repairs. Items 13.4; 13.5; 13.6; 13.7; 13.8; 13.9 & 13.10.		2
39.9.	Boundary wall repairs. Items 13.12; 13.14 & 13.16.	*	2
39.10.	Plaster repairs and redecoration. Items 14.2; 14.3; 15.3; 15.5 & 15.6.		2
39.11.	Misc works. Item 16.4 & 18.6.		1
39.12.	Flooring repairs. Items 17.1; 18.2; 18.3; 18.4; 18.5 & 18.7.	*	2
39.13.	Gallery balustrade repairs. Item 17.3.		2
39.14.	Conservator monument repairs. Item 19.1.		1
39.15.	Specialist joinery repairs. Item 21.1; 21.2 & 21.3.		2
39.16.	Lightning conductor assessment. Item 29.1.		
40.	Desirable Improvements (with no timescale) – Priority 5		
40.1.	Gutter and downpipe modifications. Items 8.4 & 8.5.	*	1
40.2.	Below ground drainage improvements. Item 8.12.		3
40.3.	Removal of cement pointing. Items 9.4 & 9.9.		3
40.4.	Install window guards. Item 10.1.		2
40.5.	Consider holly tree removal. Item 13.20.		1
40.6.	Roof insulation. Item 14.5.		2
40.7.	Roof access deck. Item 14.6.		2

41.	Items of Routine Maintenance – Priority M	Approx Cost
41.1.	Routine inspections of the rainwater goods during periods of heavy rain.	Self help
41.2.	Twice yearly inspection and clearance of all gullies, gutters and sumps.	£500
41.3.	Undertake the 5-yearly electrical test.	£450
41.4.	Regular testing of fire extinguishers.	£150
41.5.	Regular PAT testing of loose electrical items.	£150
41.6.	Lightly oil door hinges and locks.	Self help
41.7.	Ensure serviceability of opening windows.	Self help
41.8.	Service the organ.	£300
41.9.	Clean and polish the furniture.	Self help
41.10.	Check stability of headstones.	Self help
41.11.	Check trees for damage after storms.	Self help
41.12.	Remove ivy growth from buildings, walls, trees and tombs.	Self help
41.13.	Remove vegetation from paths.	Self help

NOTES

Lists A & B

From 1st April 2020, the amended new Faculty Jurisdiction Rules 2019 will come into operation. The new List A and List B works are more extensive and do not require the PCC to obtain a Faculty for maintenance and some fabric works. These lists continue to replace the De Minimis and Minor Works lists that some Dioceses previously adopted.

List A describes 'Matters' which may be undertaken without the need Faculty or consultation but these works must strictly adhere to the 'Specified Conditions' relating to each relevant matter. The PCC need to satisfy themselves that the conditions have been met.

List B describes Matters which may be undertaken without Faculty if the Archdeacon has been consulted and given notice in writing that the matter may be undertaken. The Archdeacon is likely to have to contact the DAC and details of Materials and Workmanship are likely to be required. 'Specified Conditions' must also be met.

For the avoidance of doubt, the Archdeacon or the Diocesan Secretary should be consulted. Full details of the amended Lists A and B can be found on the Churchcare and Diocesan websites.

Costs - £

Cost bands for items of work have been given to assist with project planning. The cost bands are in accordance with CBC guidance and are as follows:

- Band 1 - £0 - £1,999
- Band 2 - £2,000 - £9,999
- Band 3 - £10,000 - £29,999
- Band 4 - £30,000 - £49,999
- Band 5 - £50,000 - £249,999
- Band 6 - £250,000 +

In considering costs, it needs to be noted that individuals and small companies with low overheads will be considerably cheaper than larger companies. The timing and scale of packages of work will also vary the cost. For larger items of work the scope of the work is unknown and preliminary investigations may reveal the project to be simpler or more complex than first impressions give.

Costs exclude VAT, and statutory and professional fees although this VAT may be reclaimable through the Listed Places of Worship Scheme www.lpwscheme.org.uk.

This is a summary report only, as 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.

SIGNED
benjamin + beauchamp architects ltd

Dated.....

APPENDIX 1 – Glossary of Architectural and Technical Terms

Aisle	Part of a church alongside the nave or choir divided from it by an arcade.
Apse	A polygonal or semi-circular plan to the sanctuary.
Arcade	A series of arches and supporting columns.
Arris	Sharp edge produced from the meeting of two edges.
Ashlar	Masonry of squared blocks with dressed faces and laid in horizontal courses.
Aumbry	Wall cupboard for sacred vessels.
Bargeboard	Timber boarding on the gable end of the roof.
Barrel vault	Internal shape of a simple semicircular shaped roof.
Batter	Deliberate inclination of a wall face.
Battlement	A parapet with alternating raised portions (merlons) and spaces (embrasures). Also called crenellation.
Belfry	The chamber, or stage of a tower in which the bells are hung.
Bellcote	Housing for bells on a roof or gable.
Bell fleche	Slender spire usually of wood containing bell(s).
Bell louvres	Horizontal slates in the window type openings within a bell chamber.
Bench	Open seat, sometimes with a carved bench end.
Boss	An ornamental carving at the intersection of ribs in a ceiling or vault.
Brace	A subsidiary timber providing stiffness to a frame.
Brattishing	A decorative cresting to the top of a cornice or screen.
Broaches	Sloping half pyramids adapting an octagonal spire to a square tower.
Buttress	Projecting masonry or brickwork built against a wall for additional strength.
Capital	The head of a column.
Cementitious	Made of or containing cement.
Chamfer	The surface made when a square edge is cut away at an angle.
Chancel	The part of the east end of the church containing the altar and reserved for the clergy and choir.
Choir	Part of the church, usually within the chancel, where divine service is sung.
Ciborium	1. A receptacle used to hold the eucharist. 2. A canopy over the altar.
Cinquefoil	A leaf shaped curve of 5 parts within an arch, window head etc.
Clerestory	Windows located above the arcade.
Communion rail	Low rail around an altar.
Coping	A capping or covering, usually of masonry, to the top of a wall.
Corbel	A projecting block of stone or timber, usually supporting a beam.
Cornice	A projecting moulding along the top of a wall.
Credence	A shelf or table beside the piscina for the sacramental elements.
Crenellation	See battlement.
Crossing	Central space at the junction of nave, chancel and transepts.
Cruciform	In the form of a cross.
Cusps	Projecting points between foils in gothic tracery.
CVMA	A window numbering system to identify window locations. The numbering starts at the east end of the church and then works round the south and north sides. An example is shown below:

Dado	The lower part of an interior wall, sometimes panelled.
DPC	Damp Proof Course.
DPM	Damp Proof Membrane
Dressings	Worked stones, with smooth or moulded finish, used round angels or openings in masonry.
Drip	A projecting stone etc from which water drips clear of the face of a building.
Dripstone	See hoodmould.
Easter sepulchre	A decorated recess in the north wall of a chancel used in celebration of the Easter liturgy.
Eaves	Overhanging edge of a roof.
Elevation	Face of a building.
Fascia	Horizontal section usually at the junction of a wall and the lower edge of the roof.
Ferramenta	Metal framing to which window glazing is fixed.
Finial	Ornament at the top of a gable, pinnacle etc.
Flashing	A strip of metal used to seal junctions of roofs with adjacent construction.
Flaunching	Mortar shaped to shed water.
Frontal	Covering for the front of an altar.
Gable	Upper, usually triangular, part of a wall at the end of a pitched roof.
Gargoyle	Projecting rainwater spout, sometimes decorated.
Haunching	A sloping fillet of mortar.
Hip	The external angle formed by the intersection of two roof slopes.
Hoodmould	Projecting moulding above a door or window opening.
Hopper	A box collecting water at the top of a rainwater pipe. - An inward opening ventilator in a window.
Hunky-punk	A Somerset term for a grotesque which often has the appearance of a gargoyle but which is purely decorative.
Jamb	The side of a doorway, window or arch.
Joist	Horizontal timber supporting a floor, ceiling or flat roof.
Kneeler	Block of stone at the foot of a gable slope supporting the coping stones.

Lancet	A tall narrow single light window, usually with a pointed head.
Leading	Strips of lead between individual pieces of glass in a leaded window.
Ledger	Floor slab monument.
Light	A single window opening or compartment of a window between mullions.
Lintel	A beam over an opening.
Louvres	Angled boards or slates in a belfry opening.
Lychgate	Roofed gateway at a churchyard entrance, providing resting place for a coffin.
Merlon	See battlement.
MICC	Mineral Insulated Copper Clad cable.
Moulding	The shaping of a continuous strip of wood or masonry.
Mullion	A vertical member, in wood or stone, dividing a window or other opening into individual lights.
Nave	The body of a church, west of the chancel or crossing.
Newel	Central post to a staircase.
Nosing	Projecting edge of the tread of a stair.
Obelisk	A free standing tapering stone pillar of square or rectangular cross section.
Ogee	A double curve with convex and concave section, occurring in arches, window and door heads and rainwater gutters.
Parapet	A low wall usually concealing a roof or gutter.
Parclose	A screen enclosing a chapel.
Pew	Enclosed fixed wooden seat.
Pier	A solid masonry support, pillar of square section or masonry between doors and windows.
Pilaster	A shallow pier or square section column projecting from the face of a wall.
Pinnacle	A small pointed turret on a tower, buttress etc.
Piscina	A stone basin with a drain, in a niche near the altar for washing the sacred vessels.
Pointing	Exposed mortar in joints in masonry and brickwork.
Purlin	A horizontal roof timber, usually supporting rafters and spanning between walls and/or trusses.
Quarry	A small diamond shaped or rectangular piece of glass in a leaded window.
Quatrefoil	A leaf shaped curve of 4 parts within an arch, window head etc.
Quoins	Dressed stones at the corners of a building.
Rafter	Sloping roof timbers supporting laths or battens to the roof coverings.
Relieving arch	A rough arch positioned in a wall above a door or window opening to relieve it of structural loading.
Rendering	A coating of mortar on a wall face.
Reredos	A decorated wall or screen behind an altar.
Reveal	The side of a door or window opening or recess.
Rib	A curved member or projecting moulding on the underside of a vault or ceiling.
Ridge roll	Lead dressed capping to the top of a pitched roof.
Ring Chamber	The chamber or stage of a tower where the bell ringers stand.

Rood	A crucifix over the entrance to the chancel, usually supported on a rood screen.
Rood stair	A staircase formerly providing access to the rood loft on top of the rood screen.
Rubble	Rough unsquared stones used for walling.
Saddle bar	Horizontal metal bar to which window glazing is attached.
Sanctuary	Area around the main altar.
Sarking	Boards or felt over which roof slating or tiling is laid.
Sedilia	Stone seats for clergy in the south wall of chancel.
Shake	A natural cleft or fissure (in timber).
Soaker	A strip of metal interleaved with roofing slates or tiles at junctions with walls etc.
Soffit	Underside of a building element.
Spandrel	Triangular area in an arch window or doorway.
Squint	An oblique opening through a wall giving a view of the altar.
Stoup	Stone basin for holy water.
Swan neck	A curved section of rainwater pipe connecting to the gutter.
Tie Bar	Horizontal metal bar to which window glazing is attached.
Tingle	A metal clip used to secure a roofing slate or tile.
Tomb chest	Stone monument in the form of a chest.
Tracery	Ornamental stonework in the upper part of a window, screen etc.
Transept	Arm of a cruciform church plan projecting at right angles to the nave.
Transom	Horizontal bar of wood or stone in a window, panel etc.
Tread	Horizontal surface of a step.
Trefoil	A leaf shaped curve of 3 parts within an arch, window head etc.
Truss	Timber framing, spanning between walls, usually part of a roof structure.
Turret	Small tower attached to a building.
Two centred	A pointed arch shape formed from the intersection of two curves.
Valley	The internal angle formed by the intersection of two roof slopes.
Verge	Junction at the edge of a roof and the wall below.
Vice	Small turning stair within the masonry of a wall or tower.
Vousoir	Wedge shaped stone forming part of an arch.
Wagon roof	A roof structure of closely spaced rafters and arch braces with the internal appearance of the canvas cover to a wagon.
Wallplate	A horizontal timber on the top of a wall, to which a roof structure is fixed.