2023 QUINQUENNIAL INSPECTION REPORT

CHURCH OF HOLY TRINITY, HARTLEPOOL
(Ref: 2317)

Diocese of Durham
Archdeaconry of Auckland
Deanery of Hartlepool

Prepared by John A. Barnes B.A B. Arch. RIBA  AABC  IHBC  EASA
JABA Architect Ltd
Church View Cottage
Bongate
Appleby
CA16 6UN
T: 07922112886
E: jabaarchitect@gmail.com

Date of Report: July 2023
Date of Inspection and weather conditions:
19th June 2023 : Dry and sunny.

(Date of previous Report: December 2013 by Gary Beckwith)

1. Executive Summary of General Condition
   The church has been well maintained and is in a reasonable condition, though is
   beginning to deteriorate owing to water ingress through the tower roof and flashings,
   leaks in the heating system and rainwater goods, and running water in the boiler room.

2. Previous Report.

   2.1 Work completed since previous report
   1. None advised.
   2. Asbestos survey.

   2.2 Work outstanding from the previous report:
   1. Repair entrance canopy.
   2. Replace felt flat roof.
   3. Replace flashings.
   4. Re-bed ridge tiles.
   5. Repair window grilles.
   6. Redecorate windows and doors.
   7. Create accessible WC.
   8. Clean out gutters and gullies.

   2.3 Log Book was not available for inspection

3. Brief Description of the building
   Completed in 1958 to designs of GE Charlwood of Newcastle, the building has a north-
   south rather than an east-west orientation. For the purpose of this report all directions
   follow normal liturgical convention. It consists of nave and north aisle, polygonal-apsed
   sanctuary, west tower with baptistry, entrance stair, gallery and belfry, with vestries to
   north of sanctuary. There is a WC next to the exits at the northeast and northwest, and
   the main entrance is to the southwest.

   Externally, walls are of red brick with artificial stone door and window surrounds, and
   roofs are covered in equal-length green slates. Internally walls are plastered except for
   brown facing brickwork to the arcade. Floors are in oak parquet and roof soffits are
   painted.

   The Church Hall is located to the north, and the areas between the two buildings are
   secured with tall steel railings.
4. Plan of the church

![Plan of the church](image)

5. Statutory Listing

The church is neither listed nor within a Conservation Area.

6. Maintenance Responsibility

There is no graveyard. The PCC undertakes maintenance of the grass, hedges and trees.

7. Specific Limitations of the Report

*For General Limitations see also Appendix 1; Explanatory Notes*

The inspections were visual and non-destructive. Those parts of the structure which were not exposed or inaccessible have not been inspected and it is not possible to report that any such part of the building is free from defect.

Access was gained from ground level only.

The following parts were inaccessible and excluded from the inspection:
1. Voids beneath the floor.
2. Pipe organ.
Drainage, water and electricity have not been tested.

This report has been prepared for the purpose of the Care of Churches Measure 2020. Contents may be disclosed to other professional advisors but it is not intended as a specification for repair works, and no responsibility is accepted for a third party. When the PCC is ready to proceed with any of the recommended repairs the Inspecting Architect should be asked to prepare a Schedule of Work and a Specification on which DAC consent, and quotations from suitably qualified contractors can be sought.

Where information has been supplied to the Inspector this is assumed to be correct.

8. **Carbon reduction targets**

   The General Synod has committed to a carbon reduction target of Net Zero by 2030 and has issued the ‘Practical Path to Net Zero Carbon’ (PPNZC) to show how this might be achieved. They have created an ‘Energy Footprint Tool’ which can be used to establish the church’s carbon footprint as part of the Online Parish Returns System. By inputting your most recent energy bills you will be able to calculate the amount of carbon produced, and receive helpful tips to reduce carbon omissions.
9. Schedule of Repairs with priority and budget cost.

The following categories denote urgency of work:
A - Urgent, requiring immediate attention
B - Requires attention within 12 months
C - Requires attention within 2 years
D - Requires attention within 5 years
E – Desirable improvement with no timescale
M – Routine maintenance which can be carried out without professional advice or a Faculty.

Please note that the estimates given below are approximate and based upon prices at the time of the Report. Some may be dependent upon further investigation, on who carries out the work, on how much is commissioned at one time, and whether any is done voluntarily. The PCC is advised to have full specifications prepared by the quinquennial architect and to obtain firm quotations from reputable tradesmen familiar with church conservation work.
### 9. EXTERNAL ELEMENTS

#### 9.1 Roofs

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Re-bed ridge tiles</td>
<td>D</td>
<td>800</td>
</tr>
<tr>
<td></td>
<td>Single size Lake District green slates under black terracotta socketed ridge. All intact, though slight change of pitch is visible at nave/north aisle junction, and mortar bedding eroded from ridge tiles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Repair and clip as necessary, check remainder and the condition of soakers.</td>
<td>C(M)</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Loose cover flashing at nave/stair tower abutment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Investigate externally by drone, or when scaffolding is available.</td>
<td>C(M)</td>
<td>?</td>
</tr>
<tr>
<td></td>
<td>Unfinished timber gablets on tower appear to be leaking.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Investigate externally by drone, or when scaffolding is available.</td>
<td>C(M)</td>
<td>?</td>
</tr>
<tr>
<td></td>
<td>Rotting timber barge boards and repaired flashing which appears to have gap to brickwork.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replace barge board.</td>
<td>E</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>
## 5. Aged felted flat roof is in fair condition.

- **Action**: Monitor over QI period
- **Priority**: D(M)
- **Cost £**: -

## 9.2 Rainwater goods and disposal systems

### 1. Grass growing in south gutter.

- **Action**: Clear all gutters.
- **Priority**: A(M)
- **Cost £**: 300

### 2. Gutter sections leaking and severely corroded with gap visible at outlet north side.

- **Action**: Inspect condition of gutters and brackets. Assume replacement of north gutters.
- **Priority**: A(M) Inc.
- **Cost £**: 3000

### 3. Most dognails are severely corroded, bobbins have disintegrated, pipes have slipped and are in a dangerous condition and shoe is missing.

- **Action**: Prepare a detailed report and specification to tender for repairs.
- **Priority**: A(M)
- **Cost £**: 400
<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>North RWP protected with steel sheeting no longer necessary now that a fence has been erected.</td>
<td>Remove protection to access pipework for maintenance.</td>
<td>B</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Gutters and RWP beginning to corrode, timber soffits and fascia peeling.</td>
<td>Prepare and repaint to appropriate specification.</td>
<td>D</td>
<td>3000</td>
<td></td>
</tr>
</tbody>
</table>

**9.3 Parapets, chimneys and verge upstands**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Finial with lightning conductor inaccessible, junction with ridge may be leaking.</td>
<td>Investigate externally by drone, or when scaffolding is available.</td>
<td>C(M)</td>
<td>?</td>
<td></td>
</tr>
</tbody>
</table>

**9.4 Walling and pointing**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sand-faced brickwork in reasonable condition except below DPC where delaminating.</td>
<td>Monitor over QI period.</td>
<td>D(M)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Original mortar eroded on single storey rear lobby</td>
<td>Prepare a specification for repointing tenders.</td>
<td>C</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repoint</td>
<td>D</td>
<td>2000</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Condition</td>
<td>Action</td>
<td>Priority</td>
<td>Cost £</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>----------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Original mortar eroded on upper tower walls especially below belfry string course.</td>
<td>Prepare a specification for repointing tenders.</td>
<td>C Incl.</td>
<td>2400</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repoint</td>
<td>D</td>
<td>2400</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Artificial stone dressings broken and eroded in places.</td>
<td>Prepare specification for repair tenders.</td>
<td>C Incl.</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repair stone dressings.</td>
<td>D</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Projecting entrance canopy cracking and eroding.</td>
<td>Prepare specification to repair and cover.</td>
<td>C</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repair and recover.</td>
<td>D</td>
<td>1500</td>
<td></td>
</tr>
</tbody>
</table>

9.5 External doors

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Entrance and rear oak doors have weathered surface.</td>
<td>Prepare and re-oil. Re-paint ironmongery.</td>
<td>B</td>
<td>500</td>
</tr>
</tbody>
</table>
### West doors

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>West doors have peeling metal sheet finish.</td>
<td>Prepare and re-paint.</td>
<td>B</td>
<td>500</td>
</tr>
</tbody>
</table>

### Boiler door

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Boiler door delaminating after being cut through by plumber. Grilles corroded.</td>
<td>Replace.</td>
<td>D</td>
<td>900</td>
</tr>
</tbody>
</table>

### Windows

#### 9.6 Windows

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Windows are protected behind galvanised grilles. Glass and other debris after panes replaced.</td>
<td>Remove grille to clear out.</td>
<td>B</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Broken pane to vestry.</td>
<td>Remove grille and repair.</td>
<td>B</td>
<td>200</td>
</tr>
<tr>
<td>Reference</td>
<td>Condition</td>
<td>Action</td>
<td>Priority</td>
<td>Cost£</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>3.</td>
<td>Timber frames peeling and metal frames corroding behind grilles.</td>
<td>Remove grilles, prepare and re-paint, re-fix grilles.</td>
<td>C</td>
<td>7000</td>
</tr>
<tr>
<td>4.</td>
<td>Some grille fixings are damaging cills.</td>
<td>Adjust when removed for painting.</td>
<td>C</td>
<td>Incl.</td>
</tr>
<tr>
<td>5.</td>
<td>Many grilles have rusting or missing fixings.</td>
<td>Replace during re-fixing using stainless steel screws.</td>
<td>C</td>
<td>Incl.</td>
</tr>
</tbody>
</table>

9.7 Below ground drainage

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost£</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>West gully has broken grille and is blocked.</td>
<td>Clear and replace grille.</td>
<td>A(M)</td>
<td>100</td>
</tr>
<tr>
<td>Reference</td>
<td>Condition</td>
<td>Action</td>
<td>Priority</td>
<td>Cost£</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>2.</td>
<td>Southeast gully surround broken, absence of shoe causes water to run to ground.</td>
<td>Cut out and repair several concrete surrounds.</td>
<td>A</td>
<td>200</td>
</tr>
<tr>
<td>3.</td>
<td>Hole adjacent east manhole has signs of rat activity.</td>
<td>Re-set cover and frame over repaired brickwork.</td>
<td>A</td>
<td>300</td>
</tr>
<tr>
<td>Reference</td>
<td>Condition</td>
<td>Action</td>
<td>Priority</td>
<td>Cost £</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>10. INTERNAL ELEMENTS</td>
<td>10.1 Tower</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2 Clocks, bells and frame</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>3No. bells by Mears of London dated 1963, appear serviceable though ironwork is corroding.</td>
<td>Prepare and re-paint ironwork.</td>
<td>D</td>
<td>£300</td>
</tr>
<tr>
<td>2.</td>
<td>12No. louvres internally boarded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.3 Roof and ceiling voids and ventilation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>No ceiling voids except for store over the vestry passage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.4 Bats</td>
<td>None present</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.5 Roof structures and ceilings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Condition</td>
<td>Action</td>
<td>Priority</td>
<td>Cost £</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Gallery ceiling is water damaged.</td>
<td>Monitor over quinquennial period.</td>
<td>D(M)</td>
<td>-</td>
</tr>
</tbody>
</table>

**10.6 Upper floors, balconies and access stairways**

1. Open stair up to belfry.

2. Gallery has raked floor with pews, used as storage.

**10.7 Ground floor and timber platforms**

1. Flat oak parquet flooring mainly re-finished and in excellent condition except for loose blocks and a leak beneath valve. Monitor over quinquennial period. D(M)  

2. Vinyl-covered concrete, painted concrete, and flags to ancillary areas in good condition.
### 10.8 Partitions, screens and internal doors

1. **Internal brick partitions in good condition except for water damage to WC.**
   - Investigate cause and prepare a specification to tender.  
   - Repair.
   - **Priority:** A(M)  
   - **Cost:** £200

2. **Internal oak doors in good condition.**

### 10.9 Internal wall finishes

1. **All plaster painted and in good condition, except for a leak over tower gallery arch and a leak below tower cistern.**
   - Investigate cause.
   - Repair
   - **Priority:** B(M)  
   - **Cost:** Incl.
   - **Replace cistern.**
   - **Priority:** A  
   - **Cost:** £300

### 10.11 Vestries meeting rooms, WCs and kitchens

1. **Clergy, Choir and Servers’ vestries in reasonable condition.**
10.12 Fittings, fixtures, furniture and moveable articles

1. Oak pews, pulpit, lectern, altar rail and altar candlesticks are all in good condition.

10.13 Organ

1. Organ pipes on gallery.

2. Oak clad electric organ console in chancel (Vincent of Sunderland) said to function satisfactorily.

3. Small Technics electric piano not used.
### 10.14 Disabled Access

1. Level access through railing gate and rear west doors with a combination lock.  
<table>
<thead>
<tr>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of assistance as and when required.</td>
<td></td>
<td></td>
<td><img src="image1.png" alt="Disabled Access" /></td>
</tr>
</tbody>
</table>

### 10.15 Cellar

1. Cellar accessed through an internal hinged metal cover and steel ladder.

2. Floor saturated.  
<table>
<thead>
<tr>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigate cause of leaks including condensate and overflows from boilers, magnetic filter and sub-floor drain.</td>
<td>A(M)</td>
<td>?</td>
<td><img src="image2.png" alt="Cellar" /></td>
</tr>
</tbody>
</table>
### 11. SERVICES

#### 11.1 Electrical Installation

1. 415V underground supply to cupboard in southwest corner of nave with rubbish accumulation.  
   - **Action:** Remove rubbish.  
   - **Priority:** A(M)  

   - **Action:** Commission a test.  
   - **Priority:** A(M)  
   - **Cost:** £400

3. Lighting is mainly original fittings; cellar light does not work.  
   - **Action:** Replace bulbs with low-energy when necessary.  
   - **Priority:** C(M)  

#### 11.2 Water installation

1. Supply in lead to stopcock in kitchen.  
   - **Action:** Consider replacement to lead-free pipes.  
   - **Priority:** D  
   - **Cost:** ?
2. Supply routes to vestries and other WC not known.  
   Investigate routes.  
   D  
   100

11.3 Gas installation

1. Gas meter in cellar serves 2No. boilers adjacent.

11.4 Oil installation – none present.

11.5 Heating installation

1. Pair of *Keston* balance flue boilers have high level abs plastic flues and fresh air inlets in door head. No service record.  
   Commission service of boilers and magnetic filter.  
   A(M)  
   300

2. Medium and small bore steel pipes serve cast iron radiators. Leaking valve on southwest corner of nave is damaging flooring.  
   Check system for leaks and repair as necessary. Drain down system when not in use for long periods.  
   A(M)  
   ?

3. Corroded galvanised header tank in belfry is leaking.  
   Replace with an insulated tank,  
   A(M)  
   300
<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost£</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Ariston electric water heater boiler services</td>
<td>Tea Point.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11.6 Insulation and air leakage.

1. No insulation seen.

2. Air leakage low due to lobbied doors, fixed lights and solid floors. Draught seal entrance doors. D ?

11.7 Sound system

1. Sound system not used.

2. Hearing loop present.

11.8 Fire precautions

1. 2Kg CO₂ on stair.

2. 6L water at each end of worship area.

3. Fire blanket next to organ.

4. Last inspection 03/23.

5. Only 2No. means of escape at west end as northeast door padlocked externally.
### 11.9 Lightning protection

1. Conductor runs from top of cross finial down south side of nave. Lower section protected following theft.

2. No test certificate. **Commission test.**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.9</td>
<td></td>
<td></td>
<td>A(M)</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

### 11.10 Asbestos

1. An asbestos report has identified several low risk items such as vinyl tiles.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.10</td>
<td></td>
<td>Check survey report prior to undertaking any internal repairs/improvements.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. CHURCHYARD

12.1 Buildings within the curtilage – Church Hall excluded form survey

12.2 Ruins maintained by the PCC - none

12.3 Monuments, tombs and vaults - none

12.4 Boundary walls, railings, fencing, hedging and gates

1. West, east and south and have low brick walls, low steel railings and gates; all in reasonable condition with neatly trimmed cotoneaster hedge behind.

   Re-paint ironwork. D 1000

2. Steel security railings to north and east of church, painted green. Pair of gates with combination locks; good condition.

12.5 Hardstanding areas

1. Concrete paving with steps adjacent main entrance generally in good condition, though uneven and rocking owing to settlement, causing a trip hazard.

   Re-set several flags. D 600
<table>
<thead>
<tr>
<th>Reference</th>
<th>Condition</th>
<th>Action</th>
<th>Priority</th>
<th>Cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Raised manhole covers and broken concrete in north yard form a trip hazard.</td>
<td>Lower brick course and make up surface to level surface.</td>
<td>D</td>
<td>300</td>
</tr>
<tr>
<td>3.</td>
<td>Broken concrete infill to flag edges.</td>
<td>Remove loose and replace flush.</td>
<td>E</td>
<td>200</td>
</tr>
<tr>
<td>4.</td>
<td>Overgrown subterranean yard to cellar has concrete floor with debris and vegetation. Water drains back into cellar.</td>
<td>Clear vegetation and cut concrete to drain yard.</td>
<td>B(M)</td>
<td>300</td>
</tr>
<tr>
<td>5.</td>
<td>Galvanised grille over cellar yard has loose clamps which encourage unwanted entry.</td>
<td>Loosen and then re-tighten clamps.</td>
<td>A(M)</td>
<td>40</td>
</tr>
</tbody>
</table>
12.6 Grassed areas
   1. All grass kept short and tidy.

12.7 Notice Board
   1. Large wall mounted notice board.

13. TREES

13.1 Identification of trees with preservation orders - none

13.2 General health of trees and safety concerns
   1. 6No. Semi-mature birch at west end of church, in good condition.
   2. 3No. elder in hedge to south, 1No. to west.

13.3 Impact of trees on nearby walls and buildings - none
Appendix 1: Explanatory Notes for PCCs

a) The need for a Faculty
The inclusion of an item of work in a Quinquennial Report does not remove the need to seek permission before it is carried out. A Faculty or Archdeacon’s consent will normally be required (with the exception of some minor maintenance items).

b) General limitations of the Quinquennial Report
The Quinquennial Report is a summary report only as required by the Inspection of Churches Measure. It is restricted to the condition of the building and its defects and is not a specification for the execution of any necessary repair work and should not be used as such. The Professional Adviser is normally willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.

Woodwork or other parts of the building that are covered, unexposed or inaccessible will not normally be inspected in a Quinquennial Inspection. The Adviser cannot therefore report that any such part is free from defect. The report may include the recommendation that certain areas are opened up for inspection.

Further specific limitations on access etc. may be noted in the Report text.

c) Annual Inspections by the Church Wardens
Although the Inspection of Churches Measure requires the Church to be inspected every five years, it should be realised that serious trouble may develop in between surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches Measure 2018 to make an annual inspection of the fabric and furnishings of the Church and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. Guidance on these inspections and statutory responsibilities can be found on the Churchcare website.

d) Rainwater gutters and downpipes
One of the most common causes of damage in Churches is the blockage of the rainwater gutters and downpipes. The PCC are strongly advised to either clean out gutters and downpipes at least once a year, or enter into a contract with a local builder for the cleaning.

e) Insurance cover
The PCC are reminded that insurance cover should be index linked so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate.

f) Electrical installation
Any electrical equipment should be tested at least once every quinquennium in accordance with IEE Regulations, and a resistance and earth continuity test should be obtained on all circuits. The engineer’s test report should be kept with the Church Log Book. Inspections carried out by the Professional Adviser will normally be based on a visual inspection of the main switchboard and certain sections of the wiring selected at random, without the use of instruments.
g) Lightning conductor

Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer and the record of the test results and condition should be kept with the Church Log Book.

h) Heating installation

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

j) Fire extinguishers

A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided and in addition special extinguishers for the organ and boiler house. Large Churches will require more extinguishers and, as a general rule, one water extinguisher should be provided for every 250 square metres of floor area. All extinguishers should be inspected annually by a competent engineer to ensure that they are in good working order. Further advice can be obtained from the fire prevention officer of the local fire brigade and from insurers. A summary of the recommendations is as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of extinguisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>General areas</td>
<td>Water (one per 250m²)</td>
</tr>
<tr>
<td>Organ</td>
<td>CO₂</td>
</tr>
<tr>
<td>Boiler House</td>
<td></td>
</tr>
<tr>
<td>Solid fuel boiler</td>
<td>Water</td>
</tr>
<tr>
<td>Gas fired boiler</td>
<td>Dry powder</td>
</tr>
<tr>
<td>Oil boiler</td>
<td>Foam (or dry powder if electricity on)</td>
</tr>
</tbody>
</table>

Further advice is available on the Churchcare website.

k) Asbestos

It is a duty of the PCC to ensure that an assessment is made of the church to establish whether asbestos is, or is liable to be present. Further advice is available on the Churchcare website.

l) Equality Act

The PCC should understand their responsibilities under the Equality Act 2010. Further advice is available on the Churchcare website.

m) Protected species

The PCC should be aware of their responsibility where bats and other protected species are present in the church buildings. Further advice is available on the Churchcare website.