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CHURCH OF SAINT ANDREW

HAUGHTON-LE-SKERNE

The Diocese of Durham
Listed Building Grade I
Haughton Conservation Area

Inspecting Architect Ulrike Knox RIBA AABC

Report on Quinquennial Inspection 2021

C O N T E N T S

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1. Introduction

This report summarises the findings of an inspection of St Andrew's Church Haughton le Skerne, carried out in July 2021.

This is a summary report only, as is required by the Inspection of Churches Measure 1959 as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. It is not a specification for the execution of the work and must not be used as such.

The Architect is willing to assist the PCC in applying for a faculty, as may be required to comply with regulations. The PCC is reminded that their Minutes must record the fact that an application is being made for a certificate or faculty, and that a copy of that Minute must accompany the application together with a full specification, drawings where applicable, and an estimate of the cost of the work.

LIMITATIONS OF THE REPORT:
No opening up was undertaken. As much of the surface areas as practicable were inspected. Woodwork or other parts of the structure which were covered, unexposed or inaccessible were not inspected and it was not possible to report that any such parts of the structure were free from defect.

The inspection excluded inaccessible roof spaces and outer surfaces of roofs where these were not visible from ground. Chimney flues, underground heating ducts were not inspected nor were inaccessible roofs. Manholes were not raised and none of the services, including drainage, was tested. Damp meters were not used.

The comments in this Report on the heating, electrical, lightning conductor, organ, and bell installations were based upon a visual examination of certain parts of the systems and their general condition only, made without the use of instruments. These installations should be checked, and an independent report commissioned.

Areas which were deemed unsafe, unexposed, or inaccessible were not inspected. We are therefore unable to comment on these parts or certify that any parts are free from defect. This report does not constitute a structural assessment of the property. It does not report on the state of the property in relation to secondary items such as infestation by pests, bats, wildlife, or the presence of asbestos.

THE CHURCH SHOULD NOTE THE FOLLOWING:
If not already in place, the Church is strongly advised to enter into an annual contract with a local builder for the cleaning out of gutters and downpipes twice a year, unless members of the Church can undertake this themselves.

Although it is best practice for the Church to be inspected by an Architect 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 Church memebers 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. Guidance may be had from the Churchcare website on this address: https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings

The Church is reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. It is, of course, important to ensure that the basic sum insured is adequate at inception of index-linking, as this will deal only with future inflation. The Ecclesiastical Insurance Office Limited, which covers the majority of churches in this country, will send its regional surveyors without charge to offer guidance as to the appropriate level of assessment in every case.

FIRE SAFETY ADVICE:
Can be found at https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety

ELECTRICAL INSTALLATION:
The electrical installation should be tested at least every five years in accordance with the recommendations of Churchcare. The inspection and testing should be carried out in accordance with IEE Regulations, and an inspection certificate obtained in every case. The certificate should be kept with the church logbook.

NET ZERO 2030 - HEATING INSTALLATION:
A proper examination and test should be made of the heating system by a qualified engineer each summer before the heating season begins, and the report kept with the Church Logbook. Currently the heating is a wet system heated with gas boilers. When the gas boilers come to the end of their life an assessment of alternative heat sources should be undertaken.

Consideration should be given to switching to a green tariff for all energy if not already undertaken. Proper use of control equipment, such as timers, sensors and thermostats should made to control energy use. Consider switching to LED light sources but note that some LED bulbs do not perform optimally in all fittings and may flicker.

LIGHTNING PROTECTION:
The lightning conductor should be tested at least every five years or more often if required by the building's insurers in accordance with the current British Standard by a competent engineer. The record of the test results and conditions should be kept with the Church Logbook.

ORGAN:
The organ is reported to require refurbishment.

BELLS:
There are three bells which are fixed and chimed (not rung). The bells were overhauled, retuned and fitted with new head stocks in 1990 by Taylors of Loughborough. The installation was not tested or closely inspected. A regular inspection is advised.

CHURCHYARD:
The churchyard closed and is maintained by the local authority. Check regularly for any unstable grave markers.

All large trees should be inspected by an arboriculturist every five years (or as required by the PCC's insurers). Check after stormy weather for damage and deal with any loose limbs.

ASBESTOS:
The Control of Asbestos at Work Regulations 2012 applies refer to
https://www.hse.gov.uk/pubns/books/l143.htm
A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. Further details on making an assessment are available on

https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety
The assessment has not been covered by this report and it is the duty of the Church to ensure that this has been or is carried out.

EQUALITY ACT:
The Church should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at
https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/accessibility

HEALTH AND SAFETY:
Overall responsibility for the health and safety of the church and churchyard lies with the incumbent and Church. 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 Church of the building and churchyard.
https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety

BATS AND OTHER PROTECTED SPECIES:
The Church should be aware of its responsibilities where protected species are present in a church. Guidance can be found at: https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/bats-churches

OPEN AND SUSTAINABLE BUILDINGS:
A quinquennial inspection is a good opportunity for a Church to reflect on the sustainability of the building and its use. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. Further guidance is available on
https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church/practical-path-net-zero-carbon-churches

MAINTENANCE:
The PCC has responsibility of the Church building and the churchyard, being a closed churchyard, is maintained by the Local Authority.

EXECUTIVE SUMMARY:
The overall condition of St Andrew's is generally good and the structure is sound.

Other than day to day maintenance issues, such as clearing of gutters and gullies, some pointing and the main areas of concern relate to maintenance access improvements to the tower and the boiler room. There is however, an ongoing issue with water ingress at high level to the vestry related tp the area of stainless steel roof.

PREVIOUS REPORT:
The previous report was dated 2015 by Ulrike Knox.

BRIEF DESCRIPTION:
This Grade I Listed Church consists of a west tower, a nave without side aisles, a south porch, transepts with no crossing and a chancel with a vestry (with WC) and organ chamber to the north.

The Church has been the subject of an archaeological report carried out by Peter Ryder in 1997. This archaeological report was referred to during the execution of this inspection. The earliest parts of the Church date to the early 12th Century and these are the nave walls and possibly the western part of the

chancel. Constructed in a curious mix of magnesian limestone and sandstone the Church clearly retains much of its early Norman detail despite the robust 1897 pitched roof and early 19th Century crenelated parapets.

The vestry was added to the north of the chancel in 1823 and rebuilt in 1894/95. A gallery was added in 1725 and removed in 1895 when there was a major restoration scheme including the removal of the gallery, the addition of transepts, the addition of the south porch, organ chamber and new vestry, the conversion of the base of the tower to a Baptistry, the construction of a new high pitched roof and the rebuilding of the south porch. In 1933 a WC enclosure was added to the vestry to the north.

Internally the walls to the nave, tower and chancel are plastered and limewashed and those to the transepts are exposed stone. The roofs are panelled timber to both the nave transepts and chancel.

A major feature of this Church is the heavily carved Cosin timberwork fittings and furnishings, including the pulpit, the lectern, altar rail, wall panelling and pews in the nave. Haughton Church is well known for the 17th Century furnishings which, according to records are likely to have been installed in two phases; 1639 and 1662.

Official Listing:
HAUGHTON GREEN 1. 5195 (West End) Church of St Andrew NZ 3015 4/148 28.4.52. A 2.
Circa 1100, built on site of earlier Saxon church. West tower of 2 stages, aisleless nave and chancel. Restored and largely refenestrated in C15. Transepts, vestry and south porch added 1795. Roughly coursed rubble with freestone quoins. Norman windows remain in chancel south wall and the west and south doorways are Norman with single - nook shafts, simple cushion capitals and heavy impost blocks. Interior has pews, pulpit and lectern dated 1662 but still largely Jacobean in style; and 6 Warder's stalls, with more Gothic decoration, all representing the earlier style of Bishop Cosin's patronage. Church fully wainscoted, having naively applied classical motifs in the chancel. A rough niche to south of chancel arch is plastered and painted in gridiron pattern of carved oak, probably C15. Font cover and 3 restored arches above reredos of carved oak, probably C15.

LISTING GRADE:
Grade I in Haughton-Le-Skerne Conservation Area.

NOTATION OF REPORT:
Against each of the items in the report where some action is required, a letter has been placed indicating the extent of urgency in carry out the work, or indicating the kind of work required, as follows:-

A Items which need urgent attention

B Items which should receive attention within the next twelve months

C Items which should receive attention within the next twenty-four months

D Items which should receive attention within the quinquennium

E A point to note and monitor and/ or a desirable improvement with no timescale

M Routine maintenance

REPORT

2. EXTERIOR

2.1. ROOFS AND RAINWATER DISPOSAL

2.1.1. TOWER ROOF

2.1.1.1. The tower roof is leaded with bays running east and west to lead lined parapet gutters discharging through the north opening. The leadwork was replaced in 1989 and is in good condition.

2.1.1.2. **Condition:**
The parapet is very low and consideration should be made to make access safer, perhaps by installing a mansafe wire.

The lightning conductor is now taken down the downpipes.

2.1.1.3. **Recommendations:**

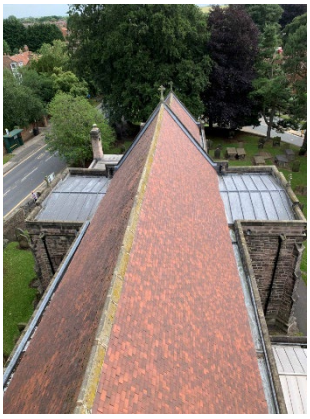
B

- Improve access by installing a mansafe wire to the parapet and renew the seal to the base of the flag pole.

2.1.2. NAVE ROOF

2.1.2.1. Roof in natural clay plain tiles. Renewed in 2012.

2.1.2.2. **Condition:**
All new and in good order

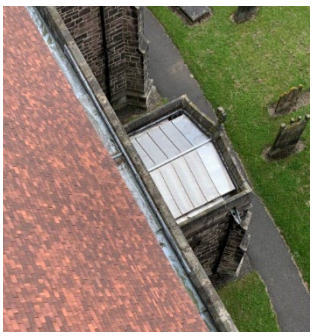


2.1.3. SOUTH PORCH ROOF

2.1.3.1. This is a stainless steel roof which is relatively recent.

2.1.3.2. **Condition:**
Poor flashing details to the west of the south coping.

The cross appears to have a small crack in the base and this should be assessed for stability by a stonemason.



2.1.3.3. **Recommendations:**

C • Stonemason to assess the stability of the cross (due to small crack at the base).

C • Repair flashings to the south coping.

2.1.4. BOILER HOUSE

2.1.4.1. There are steep stone steps leading to the boiler room below ground level.

Within the room there is a hatch leading to the redundant oil tanks.

The heating pipes did not appear to be insulated and the flue should be checked on the asbestos register and management considered.

2.1.4.2. **Recommendations:**

C • Steps to the boiler room need hand rails.

C • Review insulation and flue material.

2.1.5. CHANCEL ROOF

2.1.5.1. The Chancel roof is hung with clay tiles as is the Nave. All new.

The parapet gutters were relined in 1986 and appear to be without defect. The parapet wall coping has been capped with lead to try to stop the dampness problems.

2.1.5.2. **Condition:**
Clear out vegetation from gutters.

2.1.5.3. **Recommendations:**

M
- Vegetation should be cleared from the parapet gutter.

2.1.6. TRANSEPT ROOFS

2.1.6.1. The lead transept roofs were both renewed in 2012.

2.1.6.2. **Condition:**
Good.

2.1.7. VESTRY AND ORGAN LOFT ROOF

2.1.7.1. This area of roof is in stainless steel and relatively recent, dating between 1985 & 1990. There have been reports of occasional leaks through this roof, and when there was extreme snowfall, a leak affected the organ. It was also noted that there is some water ingress to the east corner at mezzanine level over the vestry. This should be monitored, since there is no obvious visual cause other than water ponding and sitting in the gutter.

2.1.7.2. **Condition:**
Although access could not be gained. Attention is needed

2.1.7.3. **Recommendations:**

C
- Monitor the roof at the east corner of the vestry (mezzanine level) for any water ingress. Gutter may require replacement.

M

2.1.8. NORTH NAVE RAINWATER GOODS

2.1.8.1. There are 4 no. downpipes two from the top of the Tower and two from the Nave.

There is a steel hatch way into a void next to one of the downpipes. This was not checked.

2.1.8.2. **Condition:** The eastern most one from the Tower discharges into a gulley which appears to be blocked. This should be rodded out and checked as soon as possible.

There is vegetation at the hopper of the second east.

2.1.8.3. **Recommendations:**

B • The downpipe gulley (most eastern from the Tower) should be rodded out and checked.

B • Clear vegetation from the hopper.

2.2. EXTERNAL WALL SURFACES AND STONEWORK

Starting at the Tower at the west end and working round the building clockwise:

2.2.1. WEST SIDE OF THE TOWER

2.2.1.1. The west side of the Tower is in two stages. An upper stage with a crenelated parapet and a lower stage with a traceried window and a Norman arched western doorway with two circular columns on either side of the doorway.

2.2.1.2. **Lower Stage of the West Side of the Tower:**

Condition:

The wall is rubble with dressed quoins and there are a number of areas of cracking which have been pointed in 2012.

At the top of this stage there is a course of coping stones which do need re-pointing.

Lightning conductor has been relocated inside the downpipes.

On this elevation there are a number of cracks which have been re-pointed and consequently should be monitored.

Around the doorway arch within the recess there is a crack to the right hand side and a ferrous fixing which appears to be the source of some more damage to the stonework below. This should be removed and repaired.

There is a large amount of erosion to the stones to the left and right of the doorway and this has been repaired with cement pointing. It would be advisable to remove the cement pointing and re-point and repair with a lime mortar around the doorway.

There are two security lights which are a little visually obtrusive.

2.2.1.3. **Recommendations:**

C
- Coping stones need repointing.

D
- Monitor the pointed up crack on the right hand side of the recess of the doorway arch.

C
- Remove the cement pointing to the right and left of the doorway and re-point/repair with a lime mortar.

D
- Remove ferrous fixings and repair stone in arch.

E
- Replace light fittings with more visually acceptable alternatives.

2.2.1.4. **Upper Stage of the West Side of Tower:**
Condition:

The central panel of the upper section of the Tower appears to have been previously rebuilt. There is a large crack which has been repaired/ repointed 2012 and runs to the left hand side of this panel and this continues down to the hood mould of the window below.

The string course below the parapet has broken off in places and lamination of the stonework will probably continue and should be monitored.

The parapet from above appeared to be in reasonable condition.

2.2.1.5. **Recommendations:**

<u>Upper Stage of the West Side of Tower:</u>

D
- Lamination of the stonework should be monitored. Repairs should be scheduled for next quinquennium.

2.2.2. <u>TOWER NORTH SIDE</u>

2.2.2.1. **Lower Stage of North Side of Tower:**
Condition:

This is also rubble, and it has had quite a lot of cement strap pointing in the past, although this is desirable to remove, it appears to be in reasonable condition at the moment, though there is a crack to the east of the quoin stones at the corner between the north and west. The coping at the top of this stage though well weathered appears to be in reasonable condition although the pointing should be checked.

2.2.2.2. **Upper Stage of North Side of Tower:**
Apart from some de-lamination of the string course just below the parapet the north face appears to be in reasonable condition. There are three ferrous tie bar ends visible although there doesn't seem to be any run off from them.

2.2.2.3. **Recommendation:**

D
- <u>Lower Stage of North Side of Tower:</u> The pointing at the stage should be checked. Check the pointing at the top of this stage

M
- <u>Upper Stage of North side of Tower:</u> check three ferrous tie bar ends

2.2.3.

NORTH FACE OF NAVE

2.2.3.1. This face is a mixture of rubble and semi dressed stone. One area to the west appears to have been rebuilt quite substantially and a historic crack between it and the body of the Tower is visible. This has been repointed. Along this wall are two square headed traceried windows and between them are the remnants of an old doorway into the Nave which has been blocked up.

2.2.3.2. **Condition:**
Below the western most windows are a number of eroded stones which appear to be suffering because of the very hard cementitious mortar which has been used around them. Some stone replacement should be considered within the quinquennium.

Window guards have been removed and also the fixings.
Along the base of this wall is a loose gravel walkway, make sure this doesn't obscure some of the ventilation holes and grilles which are along the base of the Nave wall. This should be kept away from the vents.

The parapet which runs along the north side of the Nave has recently been pointed at the coping stone level. The rest of the stonework appears to be in reasonable condition although there is some erosion of the stonework at the west end.

2.2.3.3. **Recommendations:**

D M

- Stones should be replaced below the western most windows.
- Check that gravel does not obscure the ventilation holes/grilles along the base of the Nave wall.

2.2.4. **NORTH TRANSEPT**

2.2.4.1. The west face of the transept has a window with two lights.

2.2.4.2. The north face has one window with three lights and tracery above, a 45 degree angled buttress and an orthogonally placed buttress.

2.2.4.3. **Condition:**

On the west face, the hood moulding and reveals appear to be in fine condition but the plinth requires pointing.

The pointing on the north side appears to be rather patchy especially where previous re-pointing has been carried out and it hasn't been sufficiently raked back, consequently the surface pointing is coming away. In the lower areas particularly the plinth areas re-pointing is required as there are numerous open joints.
There is pointing required at plinth level. Guard fixings are redundant.

2.2.4.4. **Recommendations:**

D • West Face of north transept: Pointing required at the plinth level.

D • North Face of north transept: Re-pointing required on the north side, particularly the plinth areas.

2.2.5. NORTH SIDE OF VESTRY

2.2.5.1. **North Wall:**

There is also a small off-shoot building housing the toilet. There is one two light window with square headed tracery top. The window guards have been removed. There is a hatch way covering on the floor.

2.2.5.2. **Condition:**
There are a number of rainwater outlets/ shoes, there are a number of rather ugly plastic downpipes. The design of the area around the gulley ought to be reviewed to avoid dampness to the base of the vestry wall.

2.2.5.3. This wall appears to be in reasonable condition. Also the Chancel wall above. The staining below the window is unsightly.

2.2.5.4. There is clearly dampness at string course level corresponding to dampness within the mezzanine. Check the roof

2.2.5.5. **Recommendations:**

D • The design around the gulley to be reviewed to avoid dampness to the base of vestry wall.

B • Check SS roof – dampness noted to the East of hopper

2.2.6. EAST WALL OF VESTRY

2.2.6.1.

Random coursed stone wall. Includes a three light window with a square head and a flue from the boilers below.

2.2.6.2. **Condition:**
Rusty casement requires repair and redecoration.

2.2.6.3. **Recommendations:**

D

- Repair and redecorate rusty casement.

2.2.7. **NORTH WALL OF CHANCEL**

2.2.7.1. Random coursed stone wall. Including one round headed arched window

2.2.7.2. **Condition:**
No particular defects noted. New guards are stainless steel but fixed into stone.

2.2.8. **EAST END OF CHANCEL**

2.2.8.1. This has a three light lancet window which all appears to be in reasonable condition. New SS guard.

2.2.8.2. **Condition:**
Pointing at the upper areas of the east end of the Chancel is required to the north and south of the lancet window and near the square window above. Also pointing under the coping of the gable. At low levels there are a number of eroded stones which require replacement.

2.2.8.3. **Recommendations:**

C

- Pointing required to the north and south of the lancet window (located at upper areas of the east end of the Chancel) and under the coping of the gable. Eroded stones require replacing at the low levels.

2.2.9. **SOUTH CHANCEL WALL**

2.2.10. This has 3 no. round headed single windows and a square headed two light window.

2.2.11. **Condition:**
Pointing is required towards the east end of this wall below parapet level and this is now causing dampness inside. There are two downpipes with anti-climb spikes on them. The base of the buttress to the east required re-pointing.

There is a concrete panel lying to the base of the wall which appears to be covering an underground void or crypt.

2.2.12. The three windows have discoloured polycarbonate covering which ought to be removed. Condensation has an adverse effect on the stained glass, causing corrosion and deterioration. The polycarbonate should be removed and some alternative inserted.

There is vegetation in the gutter.

2.2.12.1. **Recommendations:**

C • Discoloured polycarbonate covering to be removed from the three windows and an alternative inserted. The window guard should be removed and replaced.

C • Pointing required below the parapet and the base of the buttress.

B • Clear vegetation from gutter.

2.2.13. **EAST FACE OF SOUTH TRANSEPT**

2.2.13.1. There is a two light square headed window on this elevation. And one downpipe. There is a clear structural joint between the Victorian addition and the nave.

2.2.13.2. **Condition:**
The window guards have been removed but fixings need removing too.

The shoes on the downpipes don't appear to be long enough and so the water isn't being directed to the gulley properly. This ought to be rectified.

2.2.13.3. **Recommendations:**

D • Downpipe shoes to be replaced to ensure water is being directed to the gulley.

2.2.14. **SOUTH FACE OF SOUTH TRANSEPT**

2.2.14.1. This has one three light traceried lancet window.

2.2.14.2. **Condition:**
There are cracks to the pointing to the left and right of the window that require re-pointing. Some pointing is also required at plinth level.

2.2.14.3. **Recommendations:**

D
- Pointing required to the left and right of the window and at plinth level.

2.2.15. WEST FACE OF SOUTH TRANSEPT

2.2.15.1. Stone wall as elsewhere.

2.2.15.2. **Condition:**
Some re-pointing is required at parapet level although the rest appears to be fine. The overflows for the downpipes in this corner are working well.

2.2.15.3. **Recommendations:**

D
- Re-pointing required at parapet level.

2.2.16. SOUTH WALL OF NAVE

2.2.16.1. To the east of the south porch there is a three light square headed window and one downpipe. There are also two under floor vents.

2.2.16.2. Masonry bees are evident to the west end of parapet – pointing required.

2.2.16.3. There is substantial decay at low level and also inappropriate cement mortar.

2.2.16.4. **Recommendations:**

D
- Pointing required to the west end of parapet.

D
- Replace eroded stone and repoint around lower levels with lime mortar.

2.2.17. **SOUTH PORCH**

2.2.17.1. Added in 1897 – buttressed and gabled with iron gate.

2.2.17.2. **Condition:**
Cross may have crack at base.
Poor cement pointing. Movement in arch.

2.2.17.3. **Recommendations:**

C
- Check cross base.

D
- Point open joints to hood mould.

2.3. **EAST SIDE OF TOWER**

2.3.1.1. There is one window with louvres in a rubble stone wall.

2.3.1.2. **Condition:**
This was not very visible from the ground but from ground level the window and walling appear to be in reasonable condition. Pointing was carried out in 2012.

2.3.2. **SOUTH SIDE OF TOWER**

2.3.2.1. **Lower stage of South Face:**
Condition:
This is in satisfactory condition.

2.3.2.2. **Upper stage of South Face:**
Condition:
There is one window and a tie bar. All this appears to be fine although some of the coping has eroded.

2.3.2.3. **Recommendations:**

D
- Decorate tie bar

2.4. DOORS

2.4.1.1. There are currently three doors into the building. The west door, south porch door and vestry door all in oak with wrought iron strap hinges.

2.4.1.2. **Condition:**
The south and vestry doors are varnished and are in reasonable condition. The west door is in oak and has been overhauled in 2004. The ironwork will need a thorough rubbing down and decoration.

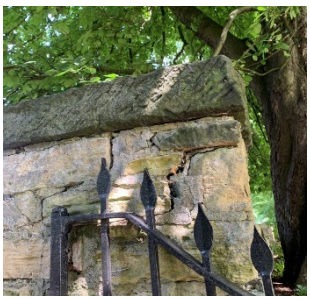
2.4.1.3. **Recommendations:**

D • Ironwork requires rubbing down and decoration.

2.5. CHURCHYARD

2.5.1.1. The churchyard is closed and under the care of the Local Authority. There is a public right of way across the west end of the churchyard from the north to the south.

2.5.1.2. **Condition:**
The churchyard is surrounded to the north, south and east by a low stone wall. In places this is a retaining wall. There are longstanding structural cracks along the south wall which may need addressing Some general maintenance and pointing is required.



2.5.1.3. There is cracking to the north west and east gate piers and some eroding stonework. Some structural attention is required.

2.5.1.4. There are a number of mature trees in the churchyard. These are all protected with tree preservation orders and permission must be sought for any pruning, lopping or felling. To carry out works to the trees without permission may be deemed a criminal offence. The trees were not inspected in detail and it is recommended that a report from a suitably qualified consultant should be obtained at regular intervals.

2.5.1.5. There are a large number of tombstones and chests, some require conservation and they should be regularly checked for stability and brought to the attention of the Local Authority is concerns are raised.

2.5.1.6. **Recommendations:**

D • General maintenance and pointing required to stone wall.

D • Structural attention required to the north west and east gate piers and eroding stonework.

E	• It is recommended that a qualified consultant be hired to inspect and report at regular intervals on the trees in the churchyard. Tree maintenance required however permission must be sought before any pruning, lopping or felling.
M	• It would be a good idea to relocate the masonry bees if possible.
M	• Regular checks required of the stability of the tombstones and chests and the Local Authority notified.

3. Interior

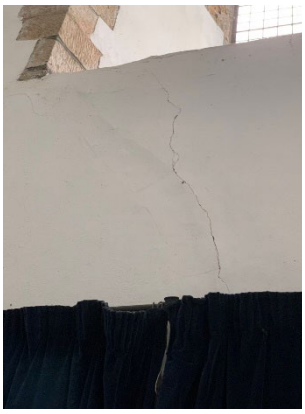
3.1. TOWER

3.1.1. BASE OF TOWER

3.1.1.1. The main west door is one leaf large oak door generally bolted locked from the inside. There is a round headed arch above and a three light window above that. The interior is rendered and painted/lime washed with one oval marble monument to the north. The bottom metre and a half or so is in panelled timber with a painted mahogany effect finish. The floor is carpeted and there is a timber screen between it and the rest of the Nave. In the centre is a font with a font cover suspended from the ceiling. This appears to be early 17th Century as the other Cosin woodwork. The base of the circular font appears to be Frosterley marble.

3.1.1.2. **Condition:**
Above, on the ceiling there is a hatch and three bell pulls come through for the ringing of the bells. Note that there appears to be a spider's nest up in the corner of the ceiling and the west and south walls which should be removed.

A crack runs across the south west corner of the ceiling.



3.1.1.3. There are two cracks from the top of the round headed west doorway arch up towards the sill of the window above. These have appeared since the redecoration and should be investigated.

3.1.1.4. There are also a couple of open joints in the arch from the Tower into the Nave (which is very high and looked at with binoculars). A crack above the arch apex which runs along the junction of the ceiling above and the wall towards the corner, was looked at by a structural engineer in 2011 and relates to external crack which have been pointed up and should be monitored for any evidence of the cracks getting larger.

3.1.1.5. **Recommendations:**

E	• A spider's nest should be removed from the corner of the ceiling and the west and south walls.
C	• Cracks above the doorway arch toward the window sill and above the arch apex should be monitored regularly.
M	• Other cracks should be noted and monitored.
B	• The door to the bell tower is binding badly at the bottom and should be eased.
C	• Access to the upper levels should be improved. Handrail and lighting to spiral stair, step and handrail down to sounding chamber
B	• Repair broken glass to stair window.

3.1.2. **SOUNDING CHAMBER**

3.1.2.1. Interior of tower with stone rubble walls which had previously exhibited cracking.

3.1.2.2. **Condition:**
Tell tales have been removed and walls pointed. Timber is displaying some decay.

3.1.2.3. **Recommendations:**

M
- Keep an eye out for further cracking.

D
- Carry out timber decay survey and treat as necessary.

3.1.3. **MAIN BELFRY LEVEL**

3.1.3.1. Within the belfry there is an ancient bell frame with three bells. These bells are fixed and hit with a hammer so that they are chimed and not pealed. It is noted that the belfry roof timbers are perhaps of a late medieval date. They comprise three cambered tie beams, one central and one against north and south walls, carrying a ridge and two purlins. The latter shifted a little from their original positions. Note that towards the south there are some softwood tying timbers at approximately 600mm and 2.5m above the floor. These timbers are approximately 350 x 150m and may be helping to tie the structure together. There are some small cracks to the south west corner.

3.1.3.2. **Condition:**
On the north wall there were cracks which were more apparent towards the floor. All repointed.

3.1.3.3. The flag pole on the tower has relatively recently been replaced in aluminium and its support structure strengthened. In good condition.

Timber support metalwork needs painting.

3.1.3.4. The belfry openings have been fitted with bird mesh which is in good condition.

3.1.3.5. There are signs of furniture beetle attack to the bell frame however from records it appears to have been retreated by Rentokil and this dates to when the bells were restored in 1990. Another report is required now. Note that the iron fixings at the head stocks were recoated and refixed to a new continuous head stock. The bells were overhauled, retuned and fitted with new head stocks in 1990 by Taylors of Loughborough in conjunction with repairs to the bell frame. The beam ends of the main bell frame support structure have been strengthened.

3.1.3.6. It is to be noted that the access stair to the tower is a stone spiral. The central post has in places decayed away in the upper section. It should be noted that if the steps crack at their junction with the outer walls the stairs will become very unstable.

3.1.3.7. **Recommendations:**

D • Timber support metalwork require painting.

D • Report required as to the condition of the bell frame (i.e. any signs of a furniture beetle infestation).

3.1.4. TOWER ROOF STRUCTURE

3.1.4.1. The tower roof structure could not be inspected from close quarters but there was some sign of infestation from furniture beetle. The tower roof was releaded in the mid 1989s and the timber was treated at that time.

3.1.4.2. **Condition:**
The beam ends are exposed adjacent to the access hatch and although decayed the bearing still appears adequate. Another report required.

The tower roof is leaded with bays running east and west to lead lined parapet gutters discharging through the north opening. The lead work was replaced in 1989 and is in good condition. The access trap is heavy but in good condition although around the trap area some vegetation regularly takes hold and this should be kept in check.

3.1.4.3. **Recommendations:**

C • Report required as to the condition of tower roof timbers.

B • Monitor vegetation around trap area and keep in check.

C • Repoint top of stair near hatch.

B • Improve hatch access – very heavy.

B • Provide protection to low parapets.

3.2. NAVE AND TRANSEPTS

3.2.1.1. The main body of the church is well pewed with largely 17th century Cosin timberwork. The walls are rendered and painted and the ceiling is exposed timber panels with a barrel like effect design. The windows are largely clear leaded lights except for the east window of the south transept.

3.2.1.2. **Condition:**
Along the lower areas of the Nave wall behind where the heating pipes run, though generally in good condition, in some places the render is beginning to crack and fall away. The render is particularly affected towards the western end of the south Nave and a little also towards the western end of the north Nave.

3.2.1.3. The plaster work at high level on both the south and north sides of the Nave is in good condition following lime plaster repairs in 2004. The Church was decorated internally in 2004 and in general is in good condition.

3.2.1.4. There is a timber screen leading from the base of the tower to the west end of the Nave. This was adapted using the original Cosin timber work and incorporates glazing which could well be removed and this would improve the overall look of the screen. Wireless aerials etc are located on top of the north side.

3.2.1.5. The exceptional Cosin pews sit on a timber stall riser and the condition of the carving to the pew ends should be regularly monitored for damage.

3.2.1.6. The central aisle is solid and carpeted in good condition.

3.2.1.7. The underside of the nave roof is timber boarded formed into a barrel vaulted shape with the undersides of the structural members visible. All appear to be in good condition from the ground.

3.2.1.8. The transept roofs are cambered beams with purlins supporting boarding.

It should be noted that there are areas of damage to the north transept roof caused by historic leaks, and also some wood boring insect damage. It is understood from records that this is likely to have been treated when the ceilings were cleaned between 2003-2005. This should be monitored for activity.

3.2.1.9. To the south transept east side at wall plate level, there are some stones showing signs of salt efflorescence.

Lighting the ceiling could be improved by directing beams across from opposite sides.

3.2.1.10. To the west end of the ceiling of the Nave, at the junction with the lower wall there is dust and some cobwebs at high level. To be cleaned.

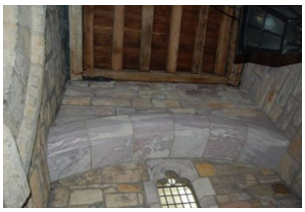
3.2.1.11. **Recommendations:**

D E M M E E

- Render requires attention towards the western end of the South and North Nave.
- Glazing to be removed from the timber screen leading from the base of the tower to the west end of the Nave.
- Regularly monitor the carving to the pew ends for damage.
- Monitor the transept roofs for any leaks or insect infestations.
- Ceiling lighting to be improved by directed the beams to the opposite side.
- Cobwebs and dust to be removed from the junction at the lower wall and west end of the celling.

3.3. SOUTH PORCH

3.3.1.1. The Victorian South Porch is open to the south with gates. This presents level access available into the Church for people in wheelchairs. Over the doorway is an inscription 'this porch was presented by John and Margaret Feetham and dedicated by them in loving memory of their children Marion and Charles AD 1894'. The south wall is in coursed rubble with a dressed sandstone reveal to the opening. The west wall has been in-built using a number of fragments of medieval cross slabs which are an interesting feature in their own right. There is a stone plinth which acts as a seat within the porch. From the south porch into the Nave there is a double oak door with imitation strap hinges and ring latch.



3.3.1.2. **Condition:**
There is stone erosion at the lower levels and generally the porch is rather dirty and does not present a very welcoming approach and should be cleaned.

There is an open joint between the voussoirs of the relieving arch above the window. The east wall is more or less a mirror image of the west wall.

The north wall is the original wall of the Nave which has a Norman arched opening with interesting dentil moulding around the hood mould. Two free columns stand to either side of the doorway. The erosion should be monitored and some stone conservation considered. The cement mortars should be removed and repointed in lime.

3.3.1.3. **Recommendations:**

D • Porch and stone seat plinth requires cleaning. Stones should be repaired at lower levels.

D • Conserve the columns that stand either side of the doorway.

D • Cement mortars should be removed in the south porch and repointed in lime. Stone work required.

3.4. CHANCEL

3.4.1.1. The Chancel as in the nave, has plastered and limewashed walls, solid floor with carpet and stained glass windows to the east, south and north. Its outstanding feature is the 17th century woodwork including panelling and rear choir stalls.

3.4.1.2. **Condition:**
There are some defective areas of decoration on the north wall of the Chancel likely following some damp ingress. Brushing back of any salts should be undertaken. The plaster could then be re-limewashed. Externally ensure gutters and downpipes are clear and pointing carried out to stonework.

3.4.1.3. The timber work of the panelling, altar and choir stalls are all in very good condition. The timberwork is an outstanding feature of the church and maintenance should be a priority.

3.4.1.4. Reveal and head of north window is also slightly damaged. This should be brushed back and refinished.

3.4.1.5. **Recommendations:**

D • Stains on the north wall need to be brushed back and the plaster re-limewashed.

B • Gutters and downpipes need to be cleared and pointing replaced to stonework.

M • Regular maintenance of timberwork to be a priority.

3.5. VESTRY

3.5.1.1. The vestry has had a small mezzanine added for storage. This is accessed using a timber staircase, all in good condition.

3.5.1.2. **Condition:**
It was noted that there is some water ingress to the north. The gutter holds water and replacement and re-levelling should be undertaken. Check for timber decay to structure.
The stainless steel roof above does not appear to have any other obvious defects, although it is possible that the leak was due to unusually deep and persistent snow coverage over the winter and is not normal. This should be monitored.

3.5.1.3. Recommendations:

D
- Steel roof to be monitored for leaks. Replacement of guttering and re levelling should be undertaken.

C
- Check timber structure for decay.

3.6. FLOORS

3.6.1.1. Generally the floors are solid with timber stallrisers in the areas of the nave pews and Choir stalls. The solid floors are fully carpeted and therefore were not inspected in detail.

3.6.1.2. The new dais is constructed in timber and carpeted. There is a ramp.

3.6.1.3. No major defects were noted to the floors.

3.7. DECORATIONS

3.7.1.1. The church was decorated internally in 2004 and the Chancel again in 2012, and is generally in very good condition. The exception is in the chancel to the upper area of the north wall (already noted) and a smaller area to the south chancel.

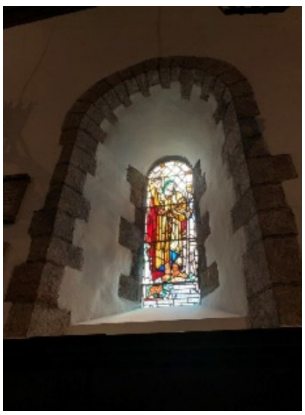
3.8. GLAZING

3.8.1.1. The condition of the leaded stained and clear glazed windows is generally good.

3.8.1.2. **Condition:**
Most of the larger windows are fitted with bottom hinged opening lights. These appear to be in reasonable working order, but not tested. The ironwork requires rubbing down and redecorating at regular intervals to avoid corrosion.

3.8.1.3. The majority of the windows were fitted with ferrous window guards, some have polycarbonate and these are described more fully in previously.

3.8.1.4. The three round headed windows to the south chancel and south transept are fitted with polycarbonate. This causes increased humidity and ultimately corrosion of the surface of the stained and painted glass. It is recommended that the polycarbonate is removed, and if protection is required, then to consider powder coated stainless steel guards.



3.8.1.5. **Recommendation:**

D • Hopperheads: Ironwork requires rubbing down and redecorating.

D • South Chancel: Both the polycarbonate and the rusty window guards require removing (replacing them with powder coated stainless steel guards).

3.9. FURNISHINGS AND FITTINGS

3.9.1.1. **Pews:**

The nave is largely pewed with exceptional seventeenth century carved oak box pews. These were commissioned by Cosin and likely to have been installed in 1639. There is a detailed report on their condition, carried out by Mr Rupert McBain held in the files of the church. The history has been researched by Peter Ryder.

There are signs of some old furniture beetle attack, but this has been treated and the timberwork is regularly monitored and re-treated as necessary. It is essential that a proactive system of checking and regular repair is undertaken and it is recommended that a regular maintenance contract is taken out with a suitable craftsman.

3.9.1.2. **Choir Stalls:**

The choir stalls are of oak and are also in good order.

3.9.1.3. **Panelling:**
There is oak panelling around the majority of the walls, it is particularly fine at the east end, within the sanctuary which includes an aumbry. All contemporary with the pews. There is a piscina to the south side.

3.9.1.4. **Altar and Reredos:**
The altar is also oak seventeenth century, but it is covered by a frontal. The reredos has been altered, and also houses a projector.

3.9.1.5. **Chairs:**
There are two seventeenth century style chairs in the sanctuary which appear to be in good condition.

3.9.1.6. **Pulpit and reader's desk:**
These are elevated and have canopies over, and are beautifully decorated. Although altered in the nineteenth century, they are good examples of seventeenth century carved oak furniture. These are likely to have been installed in 1662, in the second phase of woodwork installation instigated by Cosin.

3.9.1.7. **Oak Chest:**
It had been noted that it had suffered furniture beetle attack in the past but had been treated.

3.9.1.8. **Font Cover:**
Seventeenth century oak carved font cover in good condition, over a sandstone and Frosterly marble font. The chain should be checked regularly, particularly if it is moved.

3.9.1.9. **Hatchments:**
There are two hatchments on the north wall of the nave, in good condition.

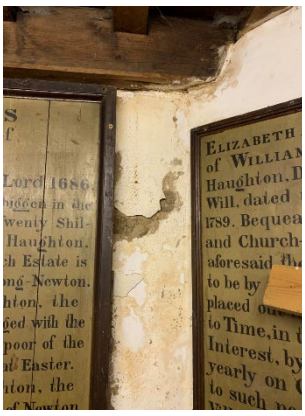
3.9.1.10. **Rood:**
There is a timber rood within the chancel arch. Appears to be in reasonable condition.

3.9.1.11. **Monuments:**
There are four marble wall monuments in the chancel. There is one sandstone and marble tablet at the base of the tower. These all appear to be in good condition, but the fixings were not checked.

3.9.1.12. There are numerous cross slab fragments and these are displayed in the old south doorway and window reveals and in the south porch. A report on the cross slabs is available from the church files, by Peter Ryder.

3.9.1.13. **Benefactor's Boards:**

Within the mezzanine area of the vestry are two benefactor's boards. They are painted on board with a timber frame. They are of significant local interest and are vulnerable to the occasional water ingress in this area. These should be checked for damage regularly and moved to a safer place if possible.



3.9.1.14. **Recommendation:**

M D

- **<u>Font Cover:</u>** The chain should be checked regularly, particularly if it is moved.
- **<u>Benefactor's Board:</u>** This should be checked for damage regularly and moved to a safer place.

M	•	**Pews and Choir Stalls.** Recommend a regular maintenance contract is taken out to monitor the timberworks.

3.10. ORGAN

3.10.1.1. The organ is reported to require refurbishment.

3.11. SERVICES

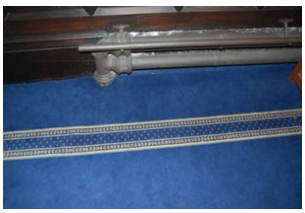
3.11.1. HEATING

3.11.1.1. The heating is by means of a gas fired boiler situated in the boiler room underneath the vestry. The boiler is Hamworthy and it is regularly serviced.
Access to this is down a flight of external stone steps.

3.11.1.2. **Condition:**
The boiler room enclosure has a concrete roof and stone walls with a brick division wall between the old oil storage tank area.
A handrail should be provided to the steps down.

3.11.1.3. The boiler is connected to a small chimney stack by a relatively recent flue. Check for asbestos. The boiler was converted from oil to gas some time ago and the oil tank is still underground with its redundant pipework. It would be preferable to remove it.

3.11.1.4. Heating throughout the church is by means of large bore hot water pipes running around the perimeter of the building. They appear to be in reasonable condition and to function acceptably well, although at the east end the heating level could be improved. There are also a number of panel radiators. It was noted that a lot of air gets into the system. Some areas are very corroded.



3.11.1.5. **Recommendation:**

D • A handrail should be provided on external stone steps.

D • The redundant boiler pipework should be removed and corroded pipes repaired. Heating equipment is generally considered a risk area for asbestos. As always, check your asbestos register.

D • Radiators should be frequently checked for air.

3.11.2. ELECTRICAL INSTALLATION

3.11.2.1. The church was comprehensively rewired in 2004. Report will be appended.

3.11.3. LIGHTING

3.11.3.1. The installation is largely dimmable halogen, an upgrade to LED is under discussion.

3.11.4. LIGHTNING CONDUCTOR

3.11.4.1. The lightening conductor was upgraded before the last quinquennium and has been recently repaired and tested.

3.11.5. FIRE PRECAUTIONS

3.11.5.1. There does not appear to be a comprehensive fire detection system, but there are suitable fire extinguishers distributed about the building. It is noted that following the devastating fire at Brancepeth Church, where all of the Cosin woodwork was destroyed, it would be very wise to invest in a fire detection system.

3.11.5.2. **Recommendation:**

D • Invest in a fire detection system.

3.11.6. **SECURITY**

3.11.6.1. The external doors are reasonably well protected. Some of the windows have guards.

3.11.6.2. The downpipes are painted in anti-climb paint and fitted with anti-climb spikes in addition. The elevations of the building are fairly well exposed and visible from the highway.

3.11.6.3. Within the building, the aumbry is fitted with an electronic door contact.

3.11.6.4. There is an infrared beam protecting the access to the chancel from the vestry. These should be checked regularly.

3.11.6.5. **Recommendation:**

M

- Regular checks of the infrared beam protecting the access to the chancel is recommended.

3.11.7. **FACILITIES AND DISABLED ACCESS**

3.11.7.1. There is one WC with a wash hand basin off the vestry. It is small and not fully accessible. Consideration should be given to improve access to the toilet. There is a further basin in the vestry which is not in use: however steps from the church prevent access

There is a WC in the hall, but that is quite far away and not ideal.

3.11.7.2. The main west door entrance has a small threshold which hampers access to a small degree. The south porch entrance is entirely level. There is now also access to the chancel area, as there is a ramp to the dais and the dais is flush with the chancel step.

3.11.7.3. The pathways around the church are tarmac and mainly level and as such easy to negotiate.

3.11.7.4. A new sound reinforcement system was installed in 2004.

3.11.7.5. **Recommendations:**

D

- Improved access to the toilet to be considered.

4. Summaries

The following gives outline costs only and must only be used in the most general terms. An accurate estimate can be obtained by specifying the works and either obtaining a pre-tender estimate from a cost consultant or getting competitive quotes. Do not rely on these figures.

The report provides a broad indication of likely costs in the following bands:

Cost Band
1 – £0-1,999;
2 – £2,000-9,999;
3 – £10-29,999;
4 – 30,000-£49,999;
5 – £50,000-249,999;
6 - £250,000 or more

4.1 ATTENTION WITHIN NEXT TWELVE MONTHS – CATEGORY B

ITEM	Comment	Broad Budget Costs £
2.1.1.3	Improve access by installing a mansafe wire to the tower parapet and renew the seal to the base of the flag pole.	2
2.1.8.3	The downpipe gulley (most eastern from the Tower) should be rodded out and checked	1
2.1.8.3	North nave - Clear vegetation from the hopper.	1
2.2.5.5	Vestry - Check SS roof – dampness noted to the East of hopper	1
2.2.12.1	South chancel - Clear vegetation from gutter.	1
3.1.1.5	The door to the bell tower is binding badly at the bottom and should be eased.	1
3.1.1.5	Repair broken glass to tower stair window.	1
3.1.4.3	Tower roof - Monitor vegetation around hatch area and keep in check.	1
3.1.4.3	Tower roof - Improve hatch access – very heavy.	2
3.1.4.3	Provide protection to low parapets.	Inc. above 2.1.1.3
3.4.1.5	Chancel - Gutters and downpipes need to be cleared and pointing replaced to stonework.	1

4.2		ATTENTION WITHIN NEXT TWENTY FOUR MONTHS – CATEGORY C		
		ITEM	**Comment**	**Broad Budget Costs £**
		2.1.3.3	South porch - Stonemason to assess the stability of the cross (due to small crack at the base).	1
		2.1.3.3	South porch - Repair flashings to the south coping.	1
		2.1.4.2	Steps to the boiler room need hand rails.	2
		2.1.4.2	Boiler house - Review insulation and flue material.	1
		2.1.7.3	Monitor the roof at the east corner of the vestry (mezzanine level) for any water ingress.	1
		2.2.1.3	Tower - Coping stones need repointing.	2
		2.2.1.3	Remove the cement pointing to the right and left of the west doorway and re-point/repair with a lime mortar.	1
		2.2.8.3	Chancel - Pointing required to the north and south of the lancet window (located at upper areas of the east end of the Chancel) and under the coping of the gable. Eroded stones require replacing at the low levels.	2
		2.2.12.1	Discoloured polycarbonate covering to be removed from the three windows to south chancel and an alternative inserted. The window guard should be removed and replaced.	2
		2.2.12.1	South chancel - Pointing required below the parapet and the base of the buttress.	2
		2.2.17.3	South porch - Check cross base.	Incl. above
		3.1.1.5	Base of tower - Cracks above the doorway arch toward the window sill and above the arch apex should continue to be monitored by a structural engineer.	1
		3.1.1.5	Access to the upper levels should be improved. Handrail and lighting to spiral stair, step and handrail down to sounding chamber	2
		3.1.4.3	Report required as to the condition of tower roof timbers.	2
		3.1.4.3	Repoint top of stair near hatch.	1
		3.5.1.3	Check timber structure for decay.	2

4.3		ATTENTION WITHIN THE NEXT FIVE YEARS – CATEGORY D		
		ITEM	**COMMENT**	**Broad Budget Costs**
		2.2.1.3	West door - Monitor the pointed up crack on the right hand side of the recess of the doorway arch.	1
		2.2.1.3	West door - Remove ferrous fixings and repair stone in arch.	2
		2.2.1.5	Upper Stage of the West Side of Tower: Lamination of the stonework should be monitored. Repairs should be scheduled for next quinquennium.	2
		2.2.2.3	Lower Stage of North Side of Tower: The pointing at the stage should be checked. Check the pointing at the string course of this stage	2
		2.2.3.3	North nave - Stones should be replaced below the western most windows.	2
		2.2.4.4	West Face of north transept: Pointing required at the plinth level.	1
		2.2.4.4	North Face of north transept: Re-pointing required on the north side, particularly the plinth areas.	1
		2.2.5.5	The design around the gulley to be reviewed to avoid dampness to the base of vestry wall.	1
		2.2.6.3	East vestry - Repair and redecorate rusty casement.	1
		2.2.13.3	Downpipe shoes to be replaced to ensure water is being directed to the gulley.	1
		2.2.14.3	South S Transept - Pointing required to the left and right of the window and at plinth level.	1
		2.2.15.3	West S Transept - Re-pointing required at parapet level.	2
		2.2.16.4	South Nave - Pointing required to the west end of parapet.	1
		2.2.16.4	South Nave - Replace eroded stone and repoint around lower levels with lime mortar.	2
		2.2.17.3	South porch - Point open joints to hood mould.	1
		2.3.2.3	South Tower - Decorate tie bar	1

		2.4.1.3	West door - Ironwork requires rubbing down and decoration.	1
		2.5.1.6	Churchyard wall - General maintenance and pointing required to stone wall.	1
		2.5.1.6	Structural attention required to the north west and east gate piers and eroding stonework.	1
		3.1.2.3	Sounding chamber - Carry out timber decay survey and treat as necessary.	1
		3.1.3.7	Belfry - Timber support metalwork requires painting.	2
		3.1.3.7	Report required as to the condition of the bell frame (i.e. any signs of a furniture beetle infestation).	1
		3.2.1.11	Render requires attention towards the western end of the South and North Nave.	2
		3.3.1.3	Porch and stone seat plinth requires cleaning. Stones should be repaired at lower levels.	1
		3.3.1.3	South porch - Conserve the columns that stand either side of the doorway.	2
		3.3.1.3	Cement mortars should be removed in the south porch and repointed in lime. Stonework required.	Incl. above
		3.4.1.5	Chancel - Stains on the north wall need to be brushed back and the plaster re-limewashed.	2
		3.5.1.3	Steel roof to be monitored for leaks. Replacement of guttering and re levelling should be undertaken.	1
		3.8.1.5	Hopper: Ironwork requires rubbing down and redecorating.	1
		3.8.1.5	South Chancel: Both the polycarbonate and the rusty window guards require removing (replacing them with powder coated stainless steel guards).	Incl. above
		3.9.1.14	Benefactor's Board: This should be checked for damage regularly and moved to a safer place.	1
		3.11.1.5	A handrail should be provided on external stone steps.	Incl. above
		3.11.1.5	The redundant boiler pipework should be removed and corroded pipes repaired. Heating equipment is generally considered a risk area for asbestos. As always, check your asbestos register.	1

		3.11.1.5	Radiators should be frequently checked for air.	1
		3.11.5.2	Invest in a fire detection system.	1
		3.11.7.5	Improved access to the toilet to be considered.	1
5.4		**DESIRABLE/ NOTABLE – CATEGORY E**		
		ITEM	**COMMENT**	**Broad Budget Costs**
		2.2.1.3	Replace light fittings with more visually acceptable alternatives.	3
		2.5.1.6	It is recommended that a qualified consultant be hired to inspect and report at regular intervals on the trees in the churchyard. Tree maintenance required however permission must be sought before any pruning, lopping or felling.	2
		3.1.1.5	A spider's nest should be removed from the corner of the ceiling and the west and south walls.	1
		3.2.1.11	Glazing to be removed from the timber screen leading from the base of the tower to the west end of the Nave.	2
		3.2.1.11	Ceiling lighting to be improved by directing the beams to the opposite side.	1
		3.2.1.11	Cobwebs and dust to be removed from the junction at the lower wall and west end of the celling.	1
5.5		**ROUTINE MAINTENANCE – CATEGORY M**		
		ITEM	**COMMENT**	**Broad Budget Costs**
		2.1.5.3	Vegetation should be cleared from the parapet gutter.	1
		2.1.7.3	Gutter may require replacement.	2
		2.2.2.3	Upper Stage of North side of Tower: check three ferrous tie bar ends	1

		2.2.3.3	Check that gravel does not obscure the ventilation holes/grilles along the base of the Nave wall.	1
		2.5.1.6	It would be a good idea to relocate the masonry bees if possible.	1
		2.5.1.6	Regular checks required of the stability of the tombstones and chests and the Local Authority notified.	1
		3.1.1.5	Other cracks should be noted and monitored.	1
		3.1.2.3	Keep an eye out for further cracking.	1
		3.2.1.11	Regularly monitor the carving to the pew ends for damage.	1
		3.2.1.11	Monitor the transept roofs for any leaks or insect infestations.	1
		3.4.1.5	Regular maintenance of timberwork to be a priority.	1
		3.9.1.14	Font Cover: The chain should be checked regularly, particularly if it is moved.	1
		3.9.1.14	Pews and Choir Stalls. Recommend a regular maintenance contract is taken out to monitor the timberworks.	1
		3.11.6.5	Regular checks of the infrared beam protecting the access to the chancel is recommended.	1

APPENDIX A: Plan of Church

APPENDIX B: Maintenance Plan

MAINTENANCE
The following list gives an indication of the time of year when certain jobs should be done:

SPRING / EARLY SUMMER
Make full inspection of the church for annual meeting
Check church inventory and update log book
Sweep out any high-level spaces. Check for bats and report any finds to the nature conservancy agency
Cut any ivy starting to grow up walls and poison
Spray around the base of the walls to discourage weed growth
Check heating apparatus and clean flues
Arrange for routine servicing of heating equipment
Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser
Check all ventilators in the floor and elsewhere and clean out as necessary
Spring clean the church

SUMMER
Cut any church grass
Cut ivy growth and spray again
Re-check heating installation before autumn and test run
Arrange for any external painting required

AUTUMN
Check gutters, downpipes, gullies, roofs etc. after leaf fall
Rod out any drain runs to ensure water clears easily, especially under pavements
Inspect roofs with binoculars from ground level, counting number of slipped slates etc. for repair
Clean rubbish from ventilation holes inside and out
Check heating installation, lagging to hot water pipes etc. and repair as necessary

WINTER
Check roof spaces and under floors for vermin and poison
Check under gutters after cold spells for signs of leaking roofs
Bleed radiators and undertake routine maintenance to heating systems
Check temperature in different areas of the building to ensure even temperature throughout and note any discrepancies

ANNUALLY
Arrange for servicing of fire extinguishers
Check condition of outside walls, windows, steps and any other areas likely to be a hazard to people entering the building
Check the extent of any insurance cover and update as necessary

EVERY 5 YEARS
Arrange for Quinquennial Inspection
Arrange for the testing of the electrical systems
Arrange for the testing of any lightning protection

APPENDIX C: Electrical Report

APPENDIX D: Lightning Conductor Report

APPENDIX E: Work Carried Out Since Last Inspection