Diocese of Durham

St JOHN the Baptist JARROW

(106)

Care of Churches and Ecclesiastical Jurisdiction Measure 1991

QUINQUENNIAL REPORT

on the architect's inspection on

2 July 2018

Sunderland Archdeaconry

Jarrow Deanery

an unlisted building
not in a conservation area

Priest in Charge Revd Gillian Maude

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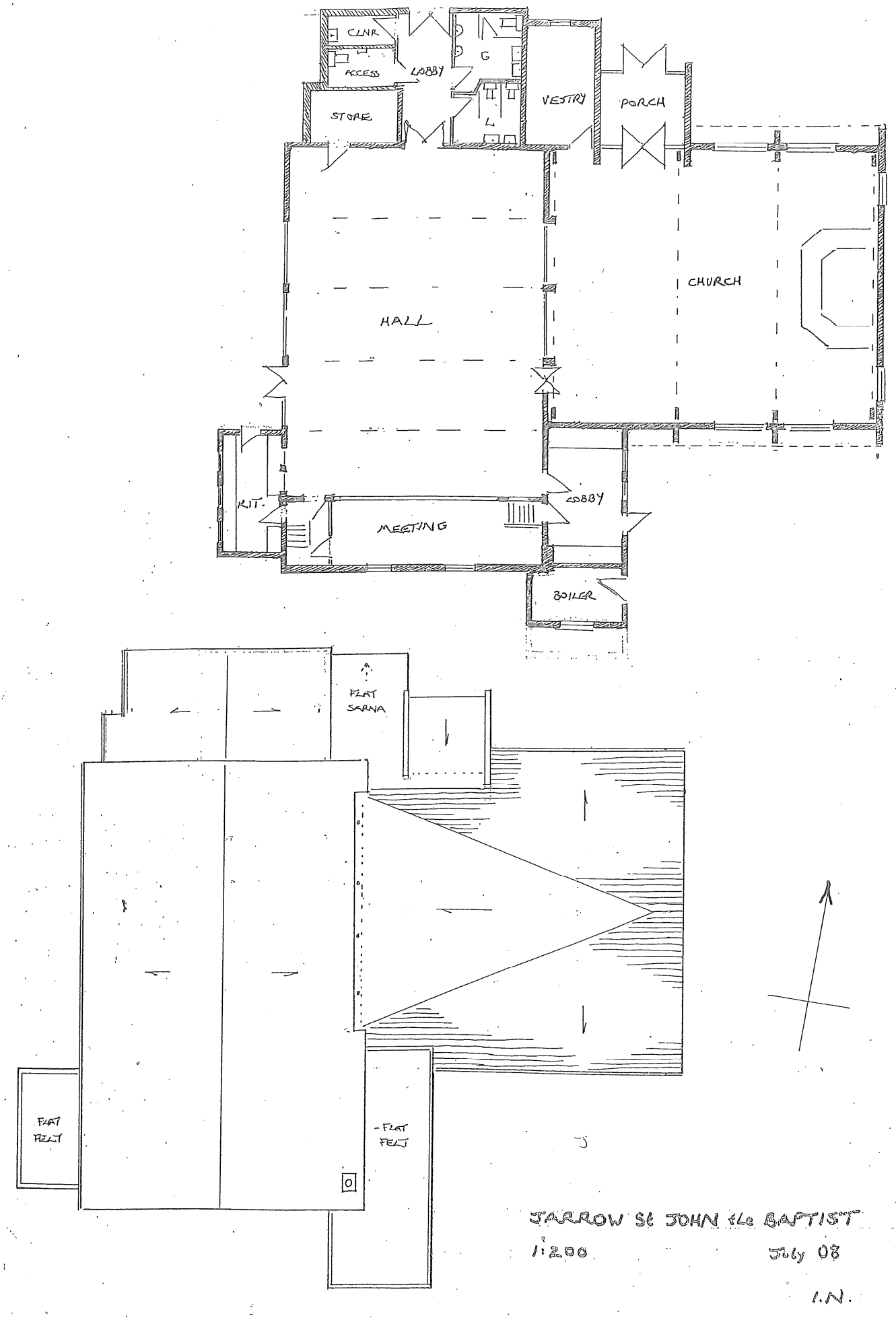
PARKING FOR
CHURCH PATRONS
ONLY



JARROW St JOHN tLe BAPTIST

1:200 July 08

I.N.

PART ONE

1. I have made a thorough general survey of the condition of the church and grounds. The inspection was such as could readily be made from ground level and ladders. I have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and I am therefore unable to report that any such part is free from defect. The chimney flue was not inspected and none of the services were tested. Damp meters were not used.

2. The history of the church is such that asbestos could be present but no material seen is likely to contain asbestos. It appears that a small amount of encapsulated pipe insulation has been removed from the boiler room since the last inspection.
   However this report is an Assessment rather than a Management Survey under the Control of Asbestos at Work Regulations 2012. The PCC may wish to see the guidance on the Church Buildings Council ('ChurchCare') website.
   If a management or demolition survey is required and not previously done, a specialist surveyor should be approached.

Brief description

3. In about 1958 the new parish built a Hall which was used for worship and hall until 1981 when a Church, Porch and Vestry were attached to its long E side. Church and Hall are linked by folding doors allowing the Hall to be used as overflow space.
   The building is surrounded by flat grass, through paths and a church car park. To S a detached vicarage and garden. To N a large social club car park, partly owned by the parish.

4. The Church plan is nearly square. A tent-like open hipped roof rises from three sides to a short ridge against a tall E gable which is a brick triangle. The roof is separated from the gable by sloping strip windows. Under the high point of the roof and against the brick gable a dais and altar.

5. The rectangular Hall has a shallow pitched roof with N-S ridge. A stage at the S end has been partitioned as a raised Meeting room with storage under. Kitchen, SE lobby and ground level boiler room in two flat roofed offshots. At N the former flat roofed main entry Lobby with wcs was reconstructed in 2004 and extended as Lobby, wcs, accessible wc and stores under a new pitched roof.

6. An internal box gutter and internal drain pipes where the shallow middle Church roof pitch butts to the Hall eave. Steeper N and S Church pitches fall to very low eaves over strip side windows near floor and ground level. A tall monopitch Church N Porch falls inwards to another internal valley gutter.

7. All walls are cavity brick. Church covered in artificial slates except Sarnafil at the flat Vestry, internal Church pitch and gutters. Bitumen felt at other roofs.

Recent structural history

8. An intermittent Log Book has been well kept since 2014. From records and Log:

04	kitchen door and floor renewed, kitchen external door, frame, bottom rail repaired with draught excluders
	new entrance and wcs built N of the Hall
	Lexan protection over all low level church windows
05	rewire of Hall and Meeting room lights and Meeting room sockets with local DB
06	at Church eaves new white upvc fascias, bargeboards and square white rainwater goods
	repair of Church slates and felt at Hall and SE Porch
07	sanctuary and aisle carpets renewed
08	new heating control in boiler house
Oct 14	roof repairs and new down pipes
Jan 15	car park surface repaired
Aug	roof repairs
Sept	external doors at N stained
Oct	roof repairs
Nov 16	SE entry roof refelted
Feb 17	Church roof repaired after vandalism
Jun 18	electrical intake changes – new RCD main switches to DBs 1,2,3, new two way switch fuse, new DB1

Summary of structural condition

9. The building is generally sound and well maintained but slate damage and blockage of internal rainwater pipes continues. The low Church eave slates are fair at present but some damage remains.
   The single ply roofing on the Church hip, box gutter, Porch and Vestry is sound. Most roof felt is sound.

10. Long standing slight movement cracks in the rigid Church floor finish remains.

PART TWO

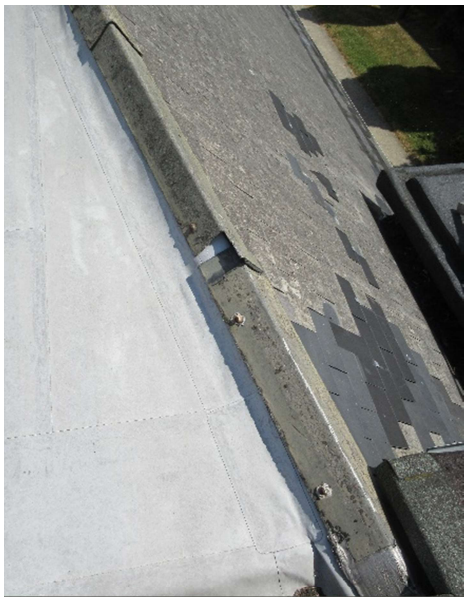
DETAILED DESCRIPTION OF THE EXTERIOR

Roofs

11. The **Church** roof design creates two main risks.
   - the Church and Hall roofs meet at an internal box gutter likely to flood if the outlets block.
   - the Church outer roof slope eaves at chest height are prone to interference and climbing and the slopes are covered in brittle artificial slates with only moderate life.

the hidden Sarnafil coverings on the Church hip and Porch from the Hall roof

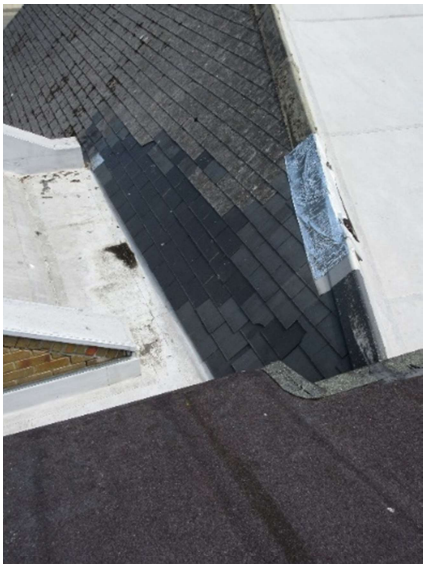
12. From a short E ridge fall two visible side slopes and a shallower hidden hip. Rather crude ridge tiles meant for monopitch roofs cover the hip angles, joined to the ridge with a Sarnafil patch. One hip tile has a broken end. Another broken hip is patched over with flashband, itself repatched and now split.



Gutter hidden under flat roof edge (para 16)

Internal gutter between Church and Hall

Broken tiles at both hips, one patched with flashband



13. The Church's hidden hip and box gutter are covered in Sarnafil pvc membrane over earlier felt. The gutter drains the large hip and part of the Hall through four bottom outlets to two boxed internal pipes.
Most of the silt and plants in the gutter were cleared off at the inspection but two blocked pipes could not be cleared without tools. Full clearance and water testing to manhole is recommended.

Internal gutter between Church and Hall

Plant in a gutter outlet before part clearance at the inspection

14. The steeper N and S Church pitches have artificial fibre-cement slates brought down to low overhanging eaves. To deter climbing bands of the lowest slates and a band up the side of the Porch are covered in non setting anti-climb paint which looks poor. Slate breakages have been repaired and the roof is in fair condition, though some moss in N joints suggest the weathering surfaces hold some damp.

Narrow hidden gutter where the Church S slates butt to the flat roofed SE entry (para 16)

15. At S two slates broken across may leak and three others are part broken.
At N two slates slipped out, three broken.

16. The S slates have a narrow gutter butted against the SE lobby, under its felt overhang. It appears sound though neglected and again contains debris.

17. Where the N slates meet the side of the Porch a thin substitute cover flashing is stuck to the slate and brick surfaces instead of being turned into joints. Its open top edge has been sealed with mastic, part missing.

para 17

para 18

18. The internal gutter between Porch and Nave makes easy access for climbers. Less silt in the gutter than in the past but enough remained at the narrow E outlet for a plant to be well rooted into the silt and under the slates. Plant, a drinking glass and silt removed at the inspection but some stubborn roots remain either in a Sarnafil joint or under the slates. Clearance at least once a year is essential and removal of some slates to remove remaining roots may be needed.
    The plant was not over the reported leak (other side of Porch) but it could have dammed water causing occasional overflow.

19. The predicted life of artificial slates before break down is 30 - 50 years and the Church slates will soon be 40 years old. When the side slopes need recovering a change of material or design to reduce damage and for longer life should be considered. Cutting back the overhangs to raise the eaves may reduce interference but would expose the windows to more damp and damage.
    An alternative to consider would be recovering in a very robust but economical material without scrap value such as stainless steel strip whose life may be 80 years. See paras 115 – 116 and photo at Part 3. Could be combined with some change of slopes to design out the internal gutters and pipes.

20. The pitched **Hall** roof with wide eave and gable overhangs (originally copper covered) has well laid grey mineral felt on woodwool slabs. The ridge and verges have been patched with new upstands around the chimney and the roof is good overall.
    A remaining defect is a missing short length of eave drip over the Church box gutter exposing the timber edging.

Missing felt at drip and plants in the silted box gutter

21. The **Kitchen, SE Lobby and boiler room** offshots have uninsulated felted flat concrete roofs with almost level integral gutters in the overhangs. Both roofs sag slightly, ponding the roofs and gutters. Very small blisters at the Kitchen. No sign of present leaks.

22. Uninsulated **Kitchen** roofs in particular risk condensation. A future improvement would be tapered insulation over the existing felt covered by single ply roofing.

23. The opposite **boiler house and Lobby** roof including integral gutters has been recovered since the last inspection with grey mineral felt to better standard and appears sound.

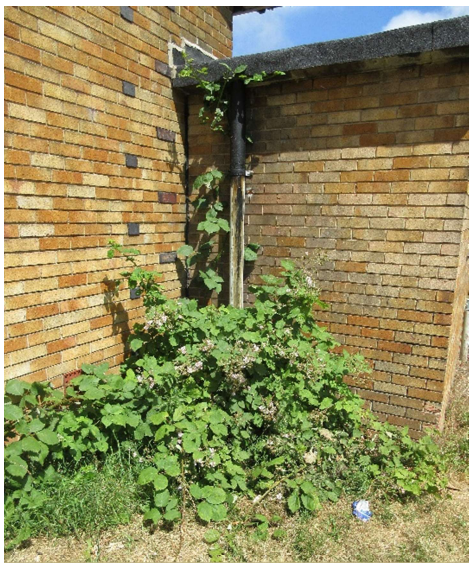
24. The **N entry and wc** roof was rebuilt as pitched and extended in 2004. Sound pitched grey felt matches the Hall.

25. The flat **Vestry** roof deck was renewed in 2004 with replacement of decayed joists. Recovered in Sarnafil continuous with the covering of the **Porch** valley and its steep monopitch and copings. The Sarnafil seems sound. Its shallow integral gutter under the wc roof eave needs clearance.

Rainwater System, Drainage

26. At Church white plastic eaves gutters, downpipes to gullies. Gutters at shoulder height easy to clean but vulnerable to damage. S pipe full of debris. N pipe missing.
The Hall plastic gutters are fair but need regular clearance.

27. The pipe and gully in the garden W of the Boiler room are thickly overgrown.



para 27

para 28

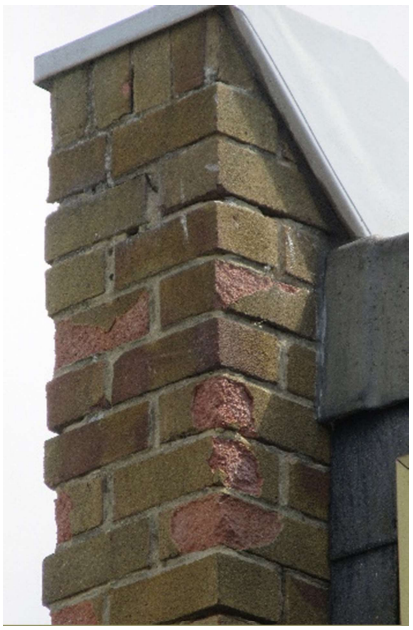
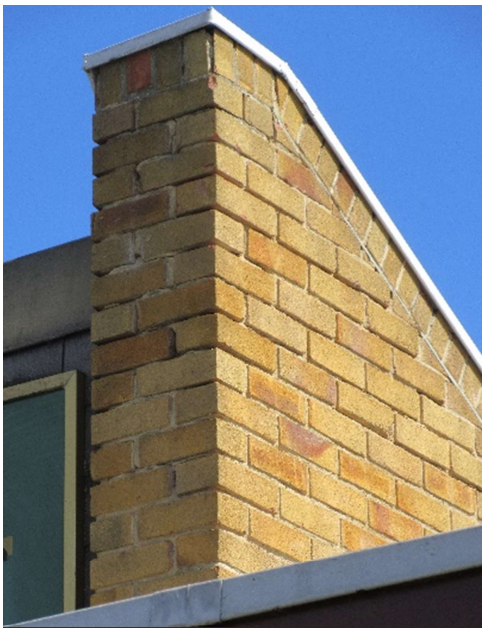
28. The downpipe in the garden S of the Kitchen has been renewed but not connected to the gutter felt so water must spill down the wall and around the outside of the pipe. The corner brickwork remains soaked. Very poor work.

29. The Kitchen sink waste pipe is missing so more soaking of bricks.

30. Cast iron covers on brick manholes, not opened but apparently working well.

Walls, Chimney

31. Cavity facing bricks in mostly good condition. The small amount of Church brickwork is in good condition except at Porch
    - W wall and parapet over the Vestry roof has many open joints
    - the exposed peak of its E wall including its N return has open joints and several spalled bricks (usually caused by frost damage at soaked bricks), have appeared despite the caps being protected with Sarnafil. The added Sarnafil caps have not protected the E bricks enough to stop spalling. Repointing both walls could help to delay brick replacement becoming necessary.


32. At the soaked brickwork S of Kitchen where the rainwater pipe is not connected (para 28) one brick is decayed and plants and moss in the soaking joints need to be raked and repointed.

33. The Chimney brickwork is fair overall. A pointed vertical crack in the centre of the W side is unchanged.

34. The earlier Hall bricks are sound. Minor open joints at the Kitchen and at high level in the Hall S gable.

35. Slate hanging over the Church Porch doors good.

36. A piece of slate wall cladding next to the Hall escape door is missing. Although obscure this looks poor and should be replaced.

Window and Door Openings

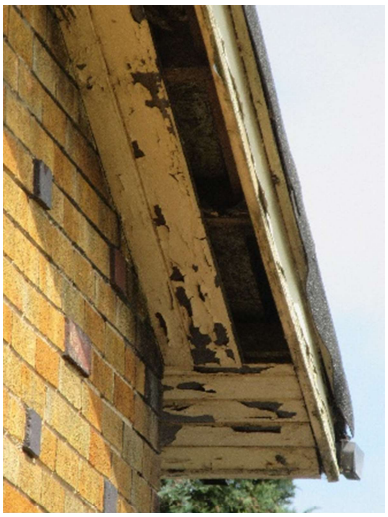
37. The openings are brick or cast stone, all in good condition. Minor cracks each side of the Vestry window could suggest a concealed steel lintel may be corroding and expanding a little.

External Iron and Wood

38. The Church Porch and Hall N entrance hardwood doors have recent stain and are sound.
    The Boiler and SE entry door paint is good but the entry door aluminium handle is loose.
    Both feet of the Boiler door frame remain decayed.
    The remaining doors are sound and well decorated. Draught stripping at Kitchen door.


39. The top bolt at the Hall N doors works well but the bottom has been bent out of its socket.
The W hold open door closer works. The E is disconnected and the loose arm damages the wall plaster.

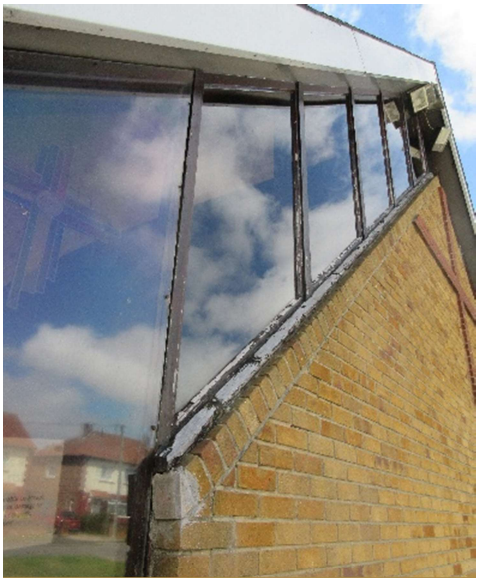
40. The upvc Church eave and gable fascias look smart.
The Hall fascias and soffit boards at the gables are painted timber. At the S gable two boards are missing.
Otherwise sound but paint poor.
At Hall N entry bargeboard some loss of paint.

41. The Vestry timber roof fascia, exposed window cill and top frame are well stained.

42. The Hall windows and escape doors are double glazed upvc in good condition.

43. Timber window frames at the Vestry and the Church gable and sides. At E gable replacement cills at the short full length windows. Polycarbonate protects the decoration at the windows under the eaves and at part of the gable windows. Gable window stain remains poor.




44. Rust at the steel gate to the car park at N.

DETAILED DESCRIPTION OF THE INTERIOR

Roof structure

45. In Church timber cased (steel?) purlins on four parallel but different height laminated softwood portal frames, simply bolted together. As the hip lowers the tops of the frames are flattened into long horizontals which have deflected naturally but appear sound.

46. At Hall light steel tube lattice portal frames, timber purlins and a painted exposed woodwool slab roof deck, all appearing sound. Trussed rafters at the N extension, partly over an original concrete flat roof, with access hatch in the furniture store.

47. Concealed flat joists at the Vestry. The other offshots have flat concrete roofs.

Ceilings

48. At Church pale varnished softwood boards at roof level. Small scorches caused by former spotlights.

49. The N Lobby, Vestry, wcs and stores have good painted plaster. Most extension plaster is fixed to trussed rafters, part is fixed under retained concrete roofs. The N extension and Vestry ceilings were insulated.

50. In Church Porch suspended mineral tiles, one displaced.
The Meeting room on the stage has mineral tiles laid over exposed softwood joists. Three still damaged by water from a former roof or tank leak, look poor and lose heat.

51. The Kitchen roof slab is lined with sound interlocking white upvc slats, silicon sealed to the wall tiles.

52. The exposed concrete roof slab over the SE Lobby and Store is painted. Some paint and concrete damage at the top of the SW cupboard wall next to the Boiler room suggests either an old roof leak or blockage of the gutter outlet (para 27).

Plaster, Decoration

53. In Church mixed exposed brick, rough cast plaster and varnished wood, all in good condition but a water mark under the N end of the valley gutter shared with the Hall shows overflow.
In Porch good rough cast plaster.

54. The unplastered brick walls of the Hall, Meeting room and SE Lobby are painted in generally good condition. However the Hall N gable peak paint has black mould down to eaves and heating pipe level. Below that level faint water marks suggest water runs down the wall. Mould and streaks suggest condensation rather than leaking roof or brickwork. No change since last inspection so the condensation may have stopped. The mould is unsightly but not damaging.

55. The Hall walls are cavity brick with no known insulation. Above eave level water vapour from Hall users and perhaps the Kitchen meets cold N gable brick above the extension. Any chance to reduce vapour from the Kitchen should be taken. Adding cavity insulation throughout the Hall would save energy and cut condensation. Alternatively or in addition an insulated wall lining at least at the gable peak would reduce heat loss and prevent further mould.

56. The Vestry, Meeting room, N Lobby, stores and wcs all have painted plaster in good condition except some blistered paint at the Vestry W wall just L of the built-in cupboard, worst at top. No damage in the Ladies on the other side of the wall. The damage is under the silted gutter (para 25).

57. Kitchen fully tiled with slight mould on some grouting.
The N wcs and Cleaner's store external walls have insulated dry lining in good condition.

58. The SE Store partition is unpainted inside and has no cover mould at the door frame.

Partitions, Doors

59. Slight horizontal plaster crack over the accessible wc door.

60. The internal flush doors are sound, some painted, some lacquered veneer. Two multi-leaf tracked doors between Church and Hall, lockable but keys missing.
Brass hardware and kickplates at the N entry. A Vestry door floor bolt.

61. Large glazed hardwood doors at Church Porch with double acting closer hinges.

Ventilation, Glazing, Protection

62. Four low level airbricks in the Hall S gable to ventilate under former stage.

63. The Church had good cross ventilation by the working low side hopper windows but the added protection blocks the air and it is said the Church can be stuffy. If the protection must stay it could be refixed on ventilating brackets or drilled for ventilation.

64. The Church glass is toughened and polysulphide pointed into stained softwood frames. The original E gable glass is slightly tinted to reduce glare. Any replacement should match. The gable corner glass extends to floor level and is protected outside.

65. The upvc Hall and Meeting room windows have sufficient lockable opening lights but the Hall casements are too high for easy use, which may contribute to the condensation.

66. Lexan polycarbonate fanlight over the N entry doors.

67. The Vestry window is overglazed in reinforced fibreglass and fixed shut. A high level airbrick may give enough ventilation.

68. At the Kitchen a three speed extract hood, window extract fan and three locking side opening casements. The wcs have ducted extracts controlled by the light switches with overrun timers. The wcs and cleaner's store also have high level airbricks with controls inside which are best left part open.

Floors, Rails

69. In the Church, church Porch and Vestry concrete floor slabs are covered by 'Granwood' composition blocks bedded in mortar. The blocks are well sealed and mostly in good condition. A large Porch mat.

70. The rigid floor slab and Granwood blocks are rigidly stuck together so it is good practice to include movement strips in such blocks over any duct or other concrete joint which may move with time or heat. The Church floor includes covered concrete ducts for heating pipes with continuous blocks cover the ducts. There are movement joints close to some ducts.

71. In 1994 Granwood returned to investigate cracking by opening small areas. They found that the movement joints between blocks do not coincide with the ducts, which run near the floor perimeter. They laid new blocks along the worst breakdowns and filled lesser cracks hoping that such limited work might be enough if the concrete movement had stopped.

72. Since 1994 the cracking has steadily returned around all of the N, W and S sides of the Church and towards some of the convector heaters. Some edges at open cracks are broken, especially in the middle of the W side where people enter. Generally the cracking is merely unsightly but the open edges will worsen.

73. Cutting new movement joints carefully positioned over each side of the ducts in strips of replacement blocks may prevent future cracking. This will need removal of areas of blocks to trace the ducts fully.

74. The Hall and SE Lobby floors are hardwood blocks, some slightly loose.

75. Carpet at Meeting room and steps up at each end. Clean off carpet on solid in N entrance Lobby. Vinyl sheet in Kitchen, Cleaner store, N store and wcs. All sound.

76. The two communion rails are heavy angled hardwood on steel legs dropped into five sockets in the carpeted dais. Slightly loose in their sockets.

Furnishings, Organ

77. Light oak veneered pedestal altar. Sculpted metal tabernacle and lamp holder. Hanging on sanctuary wall. Stools at altar.

78. Very plain movable box font on black tubular legs and similar Paschal candle holder. Hardwood chairs with bar connectors and loose individual frontals. All in matching dark stain.

79. Electronic two manual Viscount organ of 1988 and two bulky black speakers.

80. In Hall wooden and metal trestle tables and stacking chairs of different ages. More recent matching furniture in the Meeting room.

81. White fitted Kitchen with good post formed worktops, fridge, freezer, catering gas cooker with six burners, two ovens. Two stainless sinks and drainers. Loose section of worktop used for hot pans.

Heating

82. Meter, Clyde Combustions gas boiler dated 1981 and stainless insulated flue in boiler room ventilated by a louvre door. Missing bottom louvres are boarded over.
A mortar joint at the bottom of the flue has been paint sealed over.
Painted brick boiler room with concrete roof and floor. A clear out would be useful.

83. The boiler said to function well but by the age of its design it must be inefficient, sending up the chimney more of the heat in the gas burned than a modern boiler would. The heating as a whole is reported aging and in need of replacement. Perhaps the heating and permanent solution to the floor cracking (paras 70-73) should be considered together.

84. Pumped circulation pipes in the boiler room including some in the draught from the door louvres are uninsulated which must waste heat. Lagging should be added.

85. The system is split between Church and Hall, controlled by thermostats, a dual 7 day timer and motorised valves. Four fan convectors in Church fed from buried ducts (paras 70 - 73). Steel panel radiators in Vestry, Porch and wcs. Column radiators in the Hall, Kitchen, Meeting room and N and SE Lobbies. Steel heating pipes pass around the Hall at high and low levels. Feed and expansion tank over the Meeting room.

86. A loose bottled gas supplementary heater in the Meeting Room should be used as little as possible. Such heaters release large amounts of water vapour and can cause damaging condensation in structures or on finishes. The gaps in the Meeting Room ceiling must make condensation in the woodwool roof slabs a certainty, perhaps leading to rot.

Electrical

87. The installation was adapted as the building was extended. Intake at the N entry with two meters and isolator labelled 'Church'. A distribution board for Hall and wcs with RCDs. A main switch in the Vestry. A sub switch and DB in the Kitchen. A DB in Meeting room.

88. No report with the Log Book except a June 2018 certificate for new equipment at intakes – new RCD main switches to DBs 1,2,3, new two way switch fuse, new DB1.
This suggests a recent periodic system test (see Addendum), report not seen, may have been done. If not, it appears time to have the whole building retested and any significant defects addressed.

89. Concealed wiring but visible cables are pvc/pvc. All parts have 13A switched sockets.

90. Church lighting is six clusters of four 12v spots low on the roof boards (one not working on N side), six varied spots and floods on the portal near the altar (S side not working) and a warm colour flood over the altar (not working). Two fluorescent tubes at the back of church and a floor light in the dais uplighting the brick E wall and hanging (one side not working). The combined effect has some pleasing sparkle but some glare. Four large eyeball downlights in the church Porch. Most lights are low enough for easy maintenance but some are short life.

91. Low energy ceiling or wall lights in the N stores, N Lobby and wcs (linked to fans).

92. In Hall single fluorescent tubes along the eaves which seem adequate and spread light over the roof. Three in the Meeting room, two in the Kitchen. In the SE Lobby exposed plastic conduits under the concrete. In the Vestry two fluorescents with diffusers.

93. Three large down floods on gable as security lights for the car parking, switched in Church.

94. Automatic hand dryers in the wcs, found switched off at isolators.

95. Sound installation includes radio microphones, an induction loop, two big speakers in the Hall and a door bell.

Lightning Conductor

96. None

Fire Precautions

97. Reasonable escape from Church (one wide double door to outside and doors to the Hall).
Good double doors from Hall to garden with panic bars and escape from the Hall in two other directions.
Emergency lights in the Hall.
No closer on door Hall/Kitchen and the Kitchen hatch is timber roller slats only so there is very limited fire separation.

98. The Kitchen outside escape door is well secured with a mortice deadlock and two mortice bolts. A key left in the deadlock. Mortice keys not visible. Some risk of lost keys or panic in real emergency.

99. Extinguishers all marked serviced March 2018 :

Kitchen	2 kg CO_2 and fire blanket.
Hall	6 litre foam
Church porch	6 litre foam
Boiler room	6 kg powder
SE lobby	3 litre water
Meeting	3 litre water

In case of proposal to change note the insurer EIG advises dry powder extinguishers should be confined to boiler rooms and kitchens because discharge (including accidental and malicious) in church risks serious damage to organs and delicate surfaces due to the powder being corrosive.

100. A Fire Risk Assessment reported done by the former Archdeacon should be in the Log Book.

Water and Sanitary facilities

101. In Kitchen stainless sinks and a wash basin with cold and hot (at one sink only) from a wall gas instantaneous heater with wall flue.

102. In the refitted access wc, cleaners' store, gents and ladies percussion basin taps and hot from shared underbasin instantaneous electric heaters. Two urinals. Two ladies wcs and basins.

Access and use by people with disabilities

103. Good level approach from pavement and car parking and level doors through the N Lobby and Porch to the Hall and Church.
An accessible wc with baby changing shelf. Audible alarm and reset at the accessible wc.

104. Single steps to the SE Lobby door and at the Hall escape doors. If the water bar at the church Porch is difficult for some users it could be changed to a different threshold.

Security

105. Five lever mortice deadlocks at the SE door and N Hall Lobby pair of doors with espagnolette bolt. If the N doors need to be locked while the building is occupied a thumbturn or panic pad could be added.

106. The Church Porch door mortice deadlock is unmarked and of unknown quality.

107. The panic bars at the Hall escape doors lock well but added security catches must be opened when the Hall is occupied. The Kitchen outer door has a mortice deadlock and two mortice bolts.

108. A floor safe in the Vestry and intruder alarm at Hall, N Lobby and SE door.

Grounds, boundaries, signs, paths, trees

109. Flat mown grass with tarmac paths and shrubs. Two small conifers by the vicarage fence. Part of the W side has been fenced off with painted steel railings for security. Timber fencing facing the vicarage, hedging at W and a low brick wall and gate into the car park (part owned by the church) facing the club.

110. Some concrete flags in the path around the Porch side are uneven enough to be a public trip hazard.

111. More tree planting could give the grounds and the area more character, despite the difficulty of protecting young trees. The local authority might advise and offer money.

112. A good name board over the Porch doors.
A good recent free-standing public sign in stained softwood on steel angle legs.

Archaeology

113. The local authority archaeologist indicates that the church site is not of archaeological importance.

General comments

114. The parish is to be commended for its continued care of the building.

115. When the artificial slates have to be replaced a change to say tough stainless steel could transform the church from a building with defensive deterrent paint into a confident and smart focus for the community. The pitched steel would be slippery, difficult to climb and impossible to break. See photo below. Stainless could form its own neat ridges and be embellished with a stainless finial (cross?) to raise the appearance of the whole building. The same could be used on the Porch and Porch valley. Cost would be between new artificial and natural slates.

116. Such a roof change might be combined with small changes of pitch to take away the hidden internal gutter and its internal outlets which are prone to blockage.

PART THREE

RECOMMENDATIONS in order of priority

For immediate action

Clear internal gutters and pipes from main box gutter	13, 16, 18, 25, 53, 56
Repair broken slates at Church	15
Connect Kitchen gutter to its pipe	28
Fit a new Kitchen waste pipe to gully	29
Refix door handle at SE entry	38
Repair one door closer at Hall N entry	39
Lag hot pipes in boiler room	84
Renew failed lamps	90
Relevel concrete flag path along N side	110

For completion within 18 months

Replace broken Church hip tiles, fit better flashing at side of Porch	12, 17
Rake and point all open joints in Porch walls and at Kitchen	31, 32
Replace decayed door frame at Boiler house	38
Restain the windows at Church E gable	43
Strip and paint the gate in the N boundary wall	44
If not done, obtain a new periodic electrical installation test report	88 and Addendum

For completion within five years

Replace missing soffit boards at S end of Hall	40
Repaint Hall fascias and soffits	40

Desirable improvements

Change the Church side roof material	14- 16, 19, 115, 116 and photo below
Replace missing slate cladding W side of Hall	36
Replace damaged ceiling tiles in Meeting Room	50, 86
Wash and repaint inner N wall of Hall	54
At Church floor trace ducts and insert working movement joints in strips of new floor blocks, perhaps with improved heating	69 – 73, 83

Recommendations on Maintenance and Care

Clear all silt and plants from roofs, gutters, pipes and gullies at least once a year 11, 13, 16, 18, 25 – 27, 53, 56

EXAMPLE OF STAINLESS STEEL ROOFING ON CHURCHES.
During laying on a shallow pitched roof. Stainless at the steeper roofs at St John would look similar.

ADDENDUM to the SURVEY REPORT
Required under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991

PURPOSE OF REPORT This is a general report only, as is required by the Measure. It is **not** a specification for execution of repairs and must not be used as such. The parish is reminded that it will be necessary to obtain either the Archdeacon's permission or a Faculty if it is intended to make repairs for which an architect's specification should be sought. The PCC minutes must record that an application is being made for permission or faculty and a copy of that minute must accompany the application together with a full specification, drawing where appropriate and an estimate of the cost of the work. In any application for grant aid a full specification is always required.

LOGBOOK The parish has a duty under Canon F13(4) to keep a Log Book recording all work carried out on the building. I commend this practice to the PCC. Not only does it help the inspecting architect but it can prove a valuable aid to the parish.

MAINTENANCE Continual vigilance to guard against blockages in gutters and the rainwater system as a whole is needed. Every parish must find for itself a reliable procedure to ensure that gutters, ground gutters, gullies and drains are kept clean. It might be:
maintenance under contract by a local builder or handyman or
maintenance by church working party
Whatever system is adopted the problem remains to remember when to organise the work. Gutters and pipes should be checked at least twice a year. If the Log Book is used as a check list of action every year and kept as an up to date record this will itself act as a reminder.

HEATING INSTALLATION A proper examination and test should be made by a qualified engineer annually **and a written report obtained for the log book**

ELECTRICAL The installation should be tested every five years and immediately if not done within the last five years by a competent electrical engineer, that is a certificate holder of the National Inspection Council of Electrical Installation Contracting (NICEIC), a member of the Electrical Contractors Association (ECA) or of the National Association of Professional Inspectors and Testers (NAPIT) and a resistance and earth continuity test should be obtained on all circuits. **The test report should be kept with the Log Book**. The present report is based on a visual inspection of the main switchboard and certain random sections of the wiring without the use of instruments.
To check registration with NICEIC and ECA see www.electricalsafetyregister.com

LIGHTNING CONDUCTOR Any lightning conductor should be tested by a competent electrical engineer every five years (in addition to any recommendation in this report) in accordance with the British Standard Code of Practice. Records of the results and condition should be kept with the Log Book. Note that there is no general requirement for a Lightning Conductor.

CHURCH WARDENS' INSPECTION Although the Measure requires the church to be inspected every five years serious trouble may develop in between these surveys if minor defects are left unattended. It is recommended that the wardens should make or have made a careful inspection of the fabric at least once a year and arrange immediate attention to such matters as displaced slates and leaking pipes.

PEOPLE WITH DISABILITIES 'One of the striking characteristics of the Gospel narratives is Jesus' concern for people with disabilities but sadly the Church has, in the past, given little attention to their needs. The design of our buildings has often proved a barrier to those who attend church services' (Chairman of the Church Buildings Council). The PCC are reminded that the Disability Discrimination Act 1995 places a duty on churches to review all practices and facilities and to take all reasonable steps to avoid discrimination against people with disabilities caused by physical features, bearing in mind the limitations often found in historic buildings
Useful advice and audit sheets are to be found in 'Widening the Eye of the Needle' published by the Church Buildings Council 1999 £10.95.

INSURANCE The PCC is advised that insurance cover should be reviewed annually to take account of any rise in the cost of rebuilding.