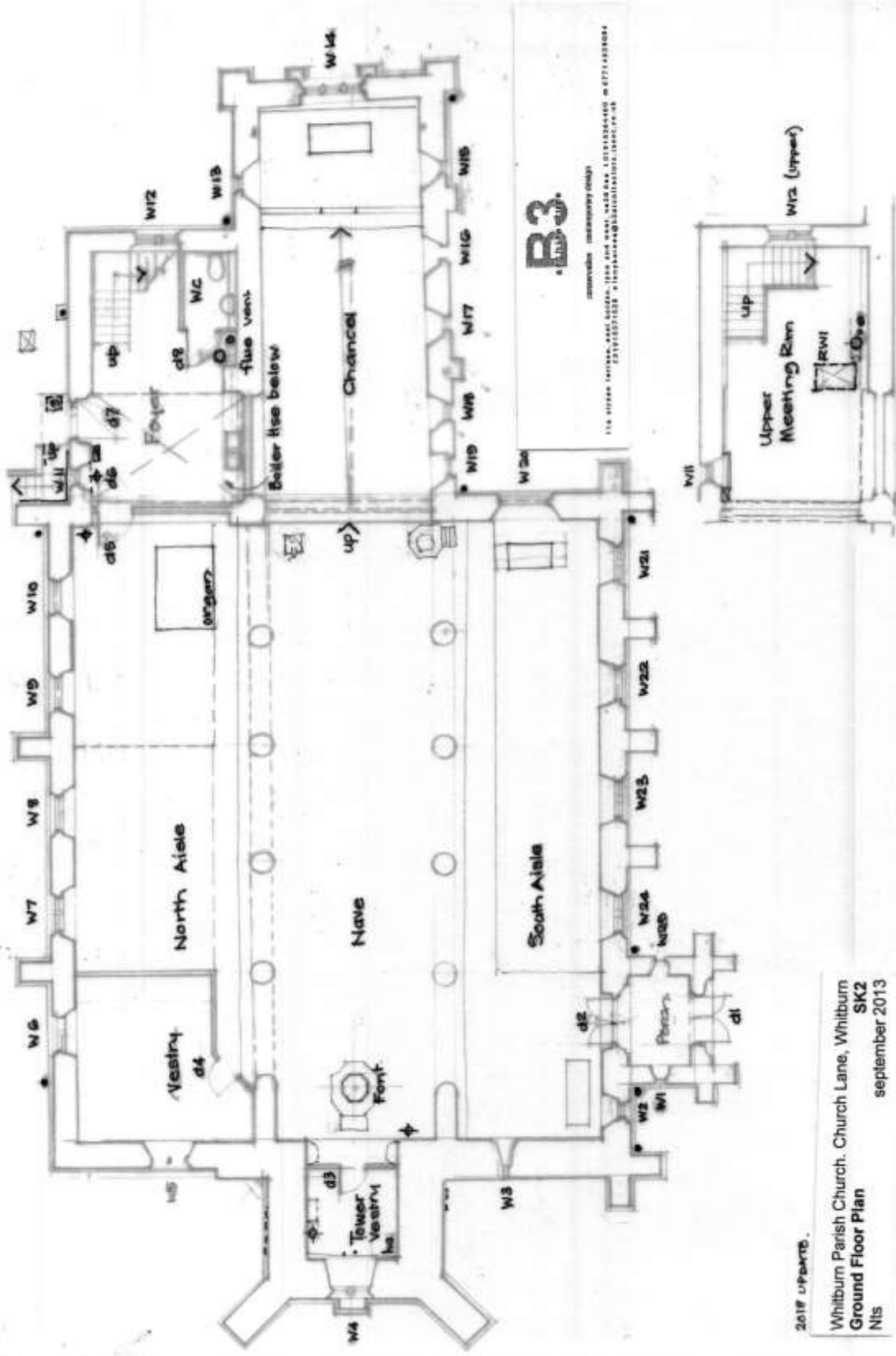




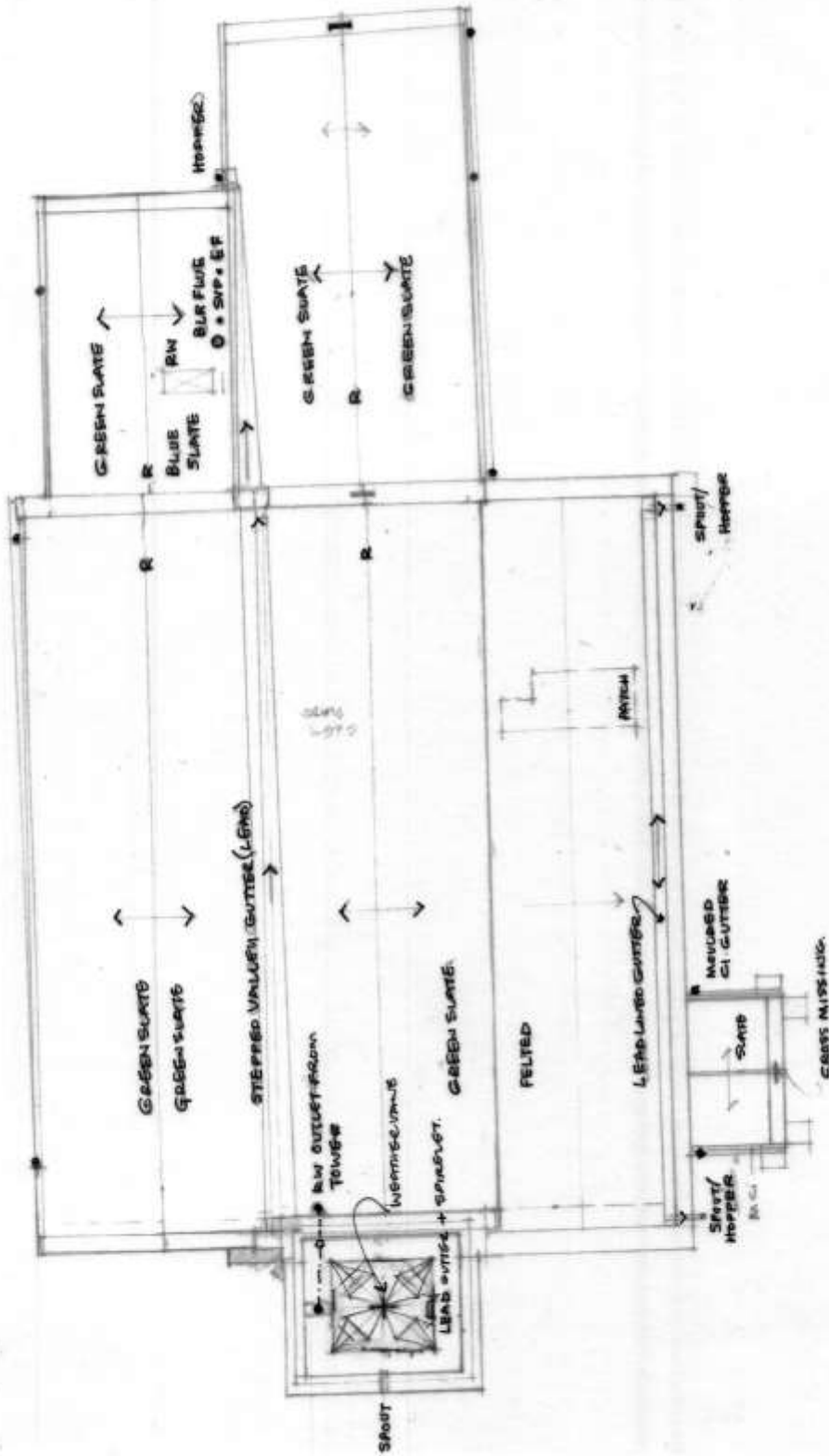
WHITBURN PARISH CHURCH

DIOCESE OF DURHAM

QUINQUENNIAL INSPECTION 2023



2017 update.
 Whitburn Parish Church, Church Lane, Whitburn
 Ground Floor Plan SK2
 NIS
 september 2013



2019 UPDATE

Whitburn Parish Church, Church Lane, Whitburn
SK3
 NIS
 september 2013

B3

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SECTION 1

GENERAL DESCRIPTION

1.1

Location and site

The church is situated in an area of elevated ground to the south of the original centre of Whitburn on the west side of Church Lane – a cul-de-sac connecting Front Street to Cornthwaite Park. Access is from Church Lane, via steps beneath the timber Lych gate, and a gated path some 100m to the north.

It sits within the Whitburn Conservation Area.

There is no car park within the grounds.

There is a part walled churchyard containing many mature trees surrounding the church on all sides. It is closed for burials.

Ordnance Survey map reference NZ 405 616.

Consultation with the Diocesan Archaeological Advisor and Local Authority Archaeologist indicates that the church and its site are of archaeological importance. An Assessment was prepared by Peter Ryder in 1993.

1.2

General description of the church

- No records of dedication survive
- The earliest datable fabric is from the early 13th century, which includes the five bay nave arcades, the chancel and the lower stages of the tower at the west end
- The original building provided a nave, north and south aisles, a chancel and tower
- The upper parts of the tower date from the 15th century
- 1867-8: extensive restoration by architects Austin & Johnson of Newcastle upon Tyne. Complete rebuilding and widening of the aisles, erection of the south porch and vestry range/organ chamber to the north of the chancel, renewal of roofs and floors, replacement of many windows (some may be re-settings of earlier c19th renewals) and refurnishing
- 2001-2: vestry range remodelled internally. Organ chamber and vestry replaced with WC, entrance/meeting space with servery and first floor meeting room/ office.
- The timber partitioning in part of the north aisle to form an open choir vestry is late c20th
- 2003: installation of pipe organ from Rugby School (by Principal Pipe Organs of York) in east bay of north aisle

- 2005: installation of Thomas Denny stained glass in west window of north aisle
- The original walls are a mix of local magnesian limestone and sandstone with sandstone dressings. The inner skin is finished with plaster with dado boarding in the north aisle. The sandstone dressings are exposed in the main.
- The main roofs are of braced timber constructions beneath a covering of Westmorland slate, the flat roof to the south aisle is felted, replacing the original lead coverings. The broached spire is lead covered. There is blue Welsh slate to the south slope of the vestry roof
- The floors are of solid construction with flagged finish with pine pew platforms. The sanctuary floor is solid with a coloured tile finish and pine platforms
- Anti-slip vinyl in utility areas
- Artificial light and power by mains electricity
- There is a broadband link to the upper meeting room
- There is mains water.
- A gas-fired boiler in the basement boiler room supplies hot water to a system of radiators generally and ducted under-floor heating within the nave aisle
- Domestic hot water in the servery and WC is by electric unit heaters
- There is a mains drainage system for foul water and surface water on the north side with a system of soakaways for surface water on the south side. The basement boiler room drainage is connected to mains drainage.

Accommodation comprises

Nave
 Chancel
 South aisle
 South porch
 North aisle, inc choir vestry
 Vicar's vestry (in base of tower)
 North entrance/meeting space/server
 Accessible WC
 Upper meeting room
 Basement boiler room/meters
 Tower

1.3 General Condition

The church is well cared-for and appears in good structural condition – some excellent work has been done. The report is intended to help direct efforts towards an orderly programme of work needed in the foreseeable future.

1.4 Work carried out since last inspection report

Details of principle work:

- Annual clearing gutters/downpipes and gullies
- Minor repairs to roof slating, repointing of water tabling to chancel east end, valley gutter repairs
- Repointing of ridges and removal of vegetation to north chancel valley gutter
- Removal of moss to north slope to Upper Meeting Room
- Masonry repointing to movement crack in vestry north wall and decoration of upper meeting room/office
- Plaster repairs and decoration of the east chancel wall
- Vegetation removed from old Boiler Room steps
- Plaster repairs to ground floor of Tower 2021
- Heating extended into Tower 2021
- Floor cleaned in Tower clock chamber and Woodworm check.
- Lightning conductor inspection/ test/report November 2023
- New boiler installation and annual servicing
- Electrical Test and repairs October 2023
- Fire alarm and smoke alarm testing on weekly basis
- Partial recovering of macadam path to South Entrance.

SECTION 2 SURVEY NOTES

Date of survey 12 December 2018

Town Whitburn

Street Church Lane

Type of premises Church

Date built early c13th with later additions/alterations. Grade II listed

Main structure Single storey load-bearing stone: limestone, magnesian limestone, sandstone-mix with sandstone dressings

Main roofs Church: dual pitched, structural timber with slate coverings

 South aisle: mono pitched, structural timber, stone parapet, felted covering, concealed gutter.

 Tower: stone over 3 levels lead covering and broached Spire

 Generally C.I. profiled rainwater goods

Location Urban setting

 Detached, elevated site, gentle slope north to south

 Walled gardens with trees, railings/stone retaining wall to street elevation

 Closed churchyard. No car park.

Telephone Joanne Glen .Church warden .07367595732

Sketch plans Attached

SECTION 2 INDEX

2.1 Exterior

General description

- 2.1.1 North elevation
- 2.1.2 East elevation
- 2.1.3 South elevation
- 2.1.4 West elevation

2.2 Interior

General description

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- 2.2.2 South aisle
- 2.2.3 Tower vestry
- 2.2.4 Nave
- 2.2.5 North aisle
- 2.2.6 Chancel
- 2.2.7 Old vestry: north entrance, server
- 2.2.8 WC
- 2.2.9 Upper meeting room
- 2.2.10 Tower: clock chamber
- 2.2.11 Tower: middle chamber
- 2.2.12 Tower: bell chamber
- 2.2.13 Boiler room

2.3 Heating installation

2.4 Electrical installation

2.5 Site and external surrounds

2.6 Specialist reports

2.1 EXTERIOR

GENERAL DESCRIPTION

Roofs	<ul style="list-style-type: none">• Dual pitched, timber braced rafters (church)• Dual pitched with timber rafters and ridge beam to ancillary spaces• Flat pitch, timber beams and single purlin with exposed rafters to south aisle
Coverings	<ul style="list-style-type: none">• Westmoreland slate – diminishing courses (Welsh slate to inner slope of vestry) with ridge tiles and stone water tabling• Felted to south aisle• Lead covering to tower roof
Fleche	<ul style="list-style-type: none">• Octagonal broached, braced timbers, lead coverings
Flashings	<ul style="list-style-type: none">• Lead
Gutters, rainwater pipes	<ul style="list-style-type: none">• Cast iron, moulded profile, rectangular fall pipes• Felted concealed gutter to south aisle• Lead valleys to inner slopes
Eaves	<ul style="list-style-type: none">• Projecting eaves stone• Exposed rafter to chancel
External walls	<ul style="list-style-type: none">• Squared rubble limestone + sandstone with sandstone dressings• Chamfered plinth stone• 2 'cross' slabs in south aisle gable
Buttresses	<ul style="list-style-type: none">• Limestone with dressed sandstone caps
Lintels and arches/reveals	<ul style="list-style-type: none">• Dressed sandstone
Pointing	<ul style="list-style-type: none">• Flush including coarse stuff. Some hard cement based ribbon pointing

Window openings	<ul style="list-style-type: none"> • Single lancets, paired with tracery heads and tripartite with tracery • Dressed sandstone heads, some with hood moulds, reveals and cills • Small vesica or almond shaped window in south aisle west gable • Paired openings in belfry with ogee heads and stone mullion with timber louvre infill
Glazing	<ul style="list-style-type: none"> • Stained/clear glass with lead cames • Powder coated wire window guards to most; Polycarbonate sheet to W21
External doors	<ul style="list-style-type: none"> • Vertical pine boarded with decorative 'C' strap work to south door • Plain boarded to north door and boiler room
Frames	<ul style="list-style-type: none"> • Rebated dressed sandstone reveals
Threshold	<ul style="list-style-type: none"> • Stone/hardwood: level access
Lightning conductor	<ul style="list-style-type: none"> • On west elevation of tower
DPC	<ul style="list-style-type: none"> •
Sun dial	<ul style="list-style-type: none"> • Square slate with metal figures on south wall of tower
Weather vane	<ul style="list-style-type: none"> • Cockerel atop decorative ironwork cross on spire

2.1.1 North Elevation

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Roof structure	f (fair)		
Roof coverings	f, some edge damage		
Gutters	f	Clean out and repair any defective joints; ensure gutter sits beneath slate overhang at west end.	2
Rainwater pipes	f Ci rectangular		
External walls	g (good)		
Stonework	f	Monitor fine cracks above north door lhs for further movement	2
Windows	f		
Glazing	f	Replace cracked glass in W7	3
Air vents	f	Ensure floor vents are regularly kept clear of rubbish, leaves, vegetation	1
DPC	f		
Decoration	f		
Spire	f/g	Ensure lead clips are pressed flush to avoid risk of water ingress in severe weather conditions	1

2.1.2 East Elevation

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Roof structure	f		
Roof coverings	f		
Flashings/ abutments	f		
Gutters south porch	f		
Rainwater pipes	f	Clean out / check joints for leaks. Repair any defective joints. Monitor rainwater hopper at junction of old vestry and chancel regularly for blockages	1
External walls	f	Monitor fabric regularly for signs of movement	
Lintels / arches	f	Monitor minor movement in right-hand arch, south aisle W20. Clean moss from hood mould to old vestry window W12	3 2
Stonework	f		
Windows	f	Monitor deterioration of old vestry window tracery stones W12 Point open joint at head of central pilaster.W12 Prepare detailed drawings of window for future repairs before profiles are lost/ W12 Obtain stonemasons report for replacement stones for future reference W12	2 2 3
Glazing	f	Replace cracked glass in trefoil and left leaded light in old vestry window W12	2
Ventilation	f	Ensure chancel roof void vent is clear. Fit stainless steel insect mesh.	2

Replace broken south aisle wall
void vent

Spire f/g

2.1.3 South Elevation

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Roof structure	f (fair) / nvd (no visible defect)		
Roof coverings (slates nave/ chancel and felted south aisle.)	f		
Flashings/ abutments	f		
Parapets/copings	f Some erosion of stone to south aisle, left of porch. Some delamination in chancel arch coping stone. South porch apex cross missing.	Monitor Consider replacing south porch apex cross	3 3
Gutters	f	Clean out south aisle hidden parapet felted gutter and outlets through parapet, checking for damage to linings, repair as necessary. Check gutter backs for corrosion and replace any defective sections.	1 3
Rainwater pipes	f corroded swan neck to porch west side	Repair (temporary measure)/ replace as soon as possible	1
External walls	f Some poor quality ribbon pointing. Foliated cross slab beneath W2 split	Monitor erosion of stone in parapet corbel to lhs of porch replacement/cosmetic surgery. Repoint joint at abutment of south porch and south aisle	3 2
Lintels / arches	f	Remove moss from porch hood mould; rake out/point up inner arch and hood mould at centre	2
Windows	f	Repoint joints in r hand jamb stones W21	2

	Erosion of part hood mould + previous repair to W19	Monitor erosion to hood mould to W19	
Glazing	f	Consider protective powder coated wire guard to W19 as elsewhere,	3
Doors/frames	f	Ease /lubricate outer door hinges on south porch	2
Thresholds	f Level access		
Ventilation	f/p (poor)	Ease opening light in W24	2
Decoration Spire	f f/g		
Weather vane	f/g		

2.1.4 West Elevation

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Roof coverings	f	.	
Gutters	f	Clean out porch gutter.	1
Rain water pipes	f/p porch fall pipe repaired at rest bend	Replace rest bend	2/3
External walls	f movement cracking in mortar joint tower corner buttresses; some eroded pointing in plinth stones	Repair joints to minimise water ingress. Monitor for seasonal changes and advise. Repoint plinth stones.	1 2 2
Glazing	f wired window guards rusting W4 Tower window	Replace with powder coated wire guards to match elsewhere	3
Ventilation	f	Maintain working order	2
Decoration	f		

2.2 INTERIOR

GENERAL DESCRIPTION

- | | |
|-----------------|--|
| Ceilings | <ul style="list-style-type: none">• Painted plaster infill between scissor braced common rafters to nave and north aisle• Shallow pitched roof of 11 bays with painted plaster infill between exposed timber rafters, single purlin and exposed beams to south aisle• Timber boarded panels faceted with chamfered ribs and painted and gilded bosses to chancel• Dual pitched roof to porch with tied rafters, plaster infill |
| Walls | <ul style="list-style-type: none">• 5 bay early English arcades separating nave and aisles, with plain round abacus to stone columns having different neck sizes• Painted plaster walls generally, boarded dado to north aisle and chancel• Painted plaster/plasterboard elsewhere• Expose stonework dressings• Tower of rubble stone with rendered finish |
| Floor | <ul style="list-style-type: none">• Pine pew platforms in nave and aisles on suspended timber floor with stone paving to the passageways and west end. Iron gratings over heating pipes to central passageway• Concrete to east end of north aisle• Marble on stone floor within chancel• Red and black tiles in south porch with entrance matting• Tiling and stone flags to chancel. Sanctuary carpeted over• Vinyl over concrete in north entrance/server area• Carpet to upper meeting room• Tower in 3 levels (clock, intermediate, belfry) all boarded floors on timber beams (steel in belfry) |
| Window openings | <ul style="list-style-type: none">• Plain lancets in chancel• Paired/lights with geometrical tracery heads in old vestry, tower base, north and south aisles• Tripartite in east wall of chancel and south aisle• Timber/aluminium roof window to upper meeting room• Paired openings with stone mullions in belfry, timber louvers and mesh infill• Blocked openings in clock chamber except south, which is glazed in an iron frame. Also narrow slit opening below, again glazed. |
| Glazing | <ul style="list-style-type: none">• Stained/clear glass within lead comes• Frames set directly into stonework |
| Doors | <ul style="list-style-type: none">• Varnished oak board to south porch |

	<ul style="list-style-type: none"> • Varnished/painted pine ledged and braced boards – inner south door north entrance, painted to boiler room • Panelled to vestries and north aisle • Painted ply flush door to accessible toilet and server
Seating	<ul style="list-style-type: none"> • Pine pews in nave/south aisle. 4 oak pews to lady altar and oak choir stalls • Loose chairs in north aisle and meeting room
Electrical	<ul style="list-style-type: none"> • Main incoming service underground with distribution board, boiler controls in north entrance • Halogen/tungsten spotlights in nave chancel and aisles • Plain fluorescent surface mounted fittings elsewhere • No emergency lighting • Heat/smoke detector in servery and upper meeting room
Heating	<ul style="list-style-type: none"> • Gas meter and 2 gas fired boilers in basement beneath vestry, panel radiators generally. Piped under-floor system in central part of nave. Boiler flue to roof terminal • Electric water heating in servery and toilet
Sound system	<ul style="list-style-type: none"> • Sound reinforcement by way of speakers and induction loop system
San fittings	<ul style="list-style-type: none"> • Vitreous china wc + whbs • Stainless steel sinks in server
Fire protection	<ul style="list-style-type: none"> • Gen purpose class A powder in old vestry next organ console/electrical switchgear • 9l foam in nave west • 9l water in foyer
Ventilation	<ul style="list-style-type: none"> • Window vents in north aisle/single window hopper south aisle/none in chancel • Roof window + mechanical vent in WC and server • Fixed wall vent for boiler room
Roof windows	<ul style="list-style-type: none"> • Opening double glazed timber/aluminium roof window in upper meeting room
Stairs/steps	<ul style="list-style-type: none"> • 1 chancel step, 1 sanctuary step • Ash stair to upper meeting room with carpeted treads and risers • External stone dog leg steps to basement
Balustrades	<ul style="list-style-type: none"> • Oak altar rail in memory of Charles Girdlestone Hopkinson, rector 1908-1923

Storage cupboards	<ul style="list-style-type: none"> • Painted timber board to server
Altar	<ul style="list-style-type: none"> • Plain design, open frame in oak forward of reredos • Reredos removed and curtained with oak pelmet
Pulpit/lectern	<ul style="list-style-type: none"> • Simple octagonal panelled oak pulpit • Decorative oak pedestal lectern with eagle
Font	<ul style="list-style-type: none"> • Stone with insets/columns of white marble with lead lining
Screens	<ul style="list-style-type: none"> • Tripartite panelled oak screen to tower arch forming vicar's vestry • Stained panelled timber screen in north west corner north nave forming choir vestry • Arcade panelling within arched opening at east end north aisle
Stained glass	<ul style="list-style-type: none"> • All late c19-20th except west window of north aisle: 2005 by Thomas Denny, replacing earlier Victorian glass depicting St Ann and St Elizabeth. • Of note: north aisle from west W6: 1901 St Augustus and St Paulinus
Organ	<ul style="list-style-type: none"> • 1992 by Principal Pipe Organs of York. First as temporary instrument at York Minster, then Rugby School. To Whitburn in 2003.
Clock	<ul style="list-style-type: none"> • Circa 1868 by T Cooke & Sons, York and London: mechanical, within tower, face on north side
Monuments	<ul style="list-style-type: none"> • Early grave marker forming internal lintel of lower window of clock chamber in tower • 3 later mediaeval cross slabs built into external wall of south aisle • Recumbent stone effigy of Michael Matthew d 1689 on tomb chest at west end of south aisle • Marble monument to John Harrison d 1900 by Gaffin of London, east end of south wall of south aisle • C18th ledger slabs in tower floor • First world war memorial west end of north aisle • Sir Hedworth Williamson of Whitburn Hall d1861, west end north aisle
Bells	<ul style="list-style-type: none"> • 2 cast bells circa c14-15th C in oak bell frame built into tower wall, more recent timber headstocks. Ropes attached to clappers run to ground level.

2.2.1 South Porch

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings	f		
Walls	f friable plaster in sw corner and both east and west wall of porch. Vertical crack in plaster to south wall to right of door arch apex and east wall from cill	<ul style="list-style-type: none"> • Ensure guttering watertight • Repair plaster; cut out loose and infill • Monitor 	2
Doors	f some fine open joints in outer door boards	<ul style="list-style-type: none"> • Monitor for seasonal movement • Seal to prevent moisture ingress 	1
Ironmongery	f	<ul style="list-style-type: none"> • Overhaul outer door bolts to south porch 	2
Window openings	f open joints in stonework to west window		
Glazing	f		
Decorations	f	<ul style="list-style-type: none"> • But see walls above • Redecorate south porch 	2
Flooring	f some cracked floor tiles	Monitor for increasing deterioration. And repair as necessary	2
Electrical	f		
Heating	none		
Fire protection	none		
Ventilation	none		

2.2.2 South Aisle

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings Boarded above rafters	f		
Walls	f damaged/friable plasterwork at low level	<ul style="list-style-type: none"> • Check rainwater gullies are always running freely. 	2/3

	either side of south door reveals repaired	<ul style="list-style-type: none"> • See externals 	
	east wall : some paintwork flaking at high level and low level lhs East window	<p>Check roof abutment flashing / copings is sound and external wall 'vent' for possible ingress of water.</p> <p>Possible non breathable paint used on lime plaster</p>	
Woodwork	f		
Doors	f		
Ironmongery	f		
Window openings	f minor spalling of stonework from rusted saddlebars. open joint in arched head stone east window.	Monitor for further change and advise	3
Glazing	f minor damage to vesica (oval window) in west wall		
Decorations	f	<ul style="list-style-type: none"> • Redecorate south wall consequent upon work above using breathable paint 	2 / 3
Flooring	f pew platforms well worn, but appear sound		
Seating	f oak pews		
Electrical	f		
Heating	f leak on radiator 2 nd and 3 rd from left/ rusting pipe work some rust on several radiator s	<ul style="list-style-type: none"> • Rectify leak / clean pipe work 	1
Fire protection 6L Foam Ventilation	Nvd f		

2.2.3 Tower vestry

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings exposed joists and boards	f		
Walls	f watermark at change in plaster type approx. 2m above floor , plaster movement at lh window reveal ,broken, suggesting lack of bond	<ul style="list-style-type: none"> • Consider replacing cement based plaster in lime plaster above 2m. • Consider replacing using lime plaster 	<p>3/4</p> <p>2</p>
Stonework	f minor crack in first reveal to arch	Monitor for any further movement and advise	2/3
Woodwork: oak screen	f/g		
Doors: to tower vestry in screen	f/g		
Ironmongery	f		
Glazing	f		
Decorations	f		
Flooring	f but see walls above stone pavings worn and a little uneven. Damp appearance patchy		
Electrical	f	<ul style="list-style-type: none"> • Check and test circuits 	2
Heating	f 2 panel radiators		
Fire protection	none		

2.2.4 Nave

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings	f painted plaster .flaking paint adj tower wall	Check tower rainwater pipe discharges onto nave roof away from wall	2
Walls	f south arcade out of plumb. No recent movement noticeable	• Monitor	3
	Paintwork blistering north side above arch 5 and water staining in sloping soffit above	Check valley gutter above	2
Woodwork	f worn pew platforms		
Doors: to tower vestry in screen	f		
Ironmongery	f		
Glazing	none		
Decorations	f/g but see walls above		
Flooring	f stone pavings worn and a little uneven. Some aisle stones replaced.		
Electrical: internal floodlights at eaves	f	• Check and test circuits	2
Heating	f floor grilles (Walker and Emty. Ncle)uneven	• Pack and level with neoprene	2
Fire protection	f powder 2kg serviced 6/23		

2.2.5 North aisle

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings	f Some flaking paintwork between arch 3/4		
Walls	f small areas of damp plaster/flaking paintwork at high level left hand side east arch and arch 5 as Nave; also low level at chancel arch and sw corner adj Tower	<ul style="list-style-type: none"> • Check water table pointing/roof covering damage/gutter blockages/gable stonework pointing for tell-tale signs of water ingress • Effect any repairs required, allow plaster/wall to dry before plaster repair and decoration 	1 / 2
	watermark in plasterwork on west wall some 50mm above previous pencil mark	Monitor for change	
Woodwork	f dado boarding		
	f panelled screen to choir vestry with door, Door		
Doors	f		
Ironmongery	f		
Window openings	f cracked stone mullion/ reveal w 8/9 owing to gradual expansion / corrosion of metal glazing bar supporting window glass	Monitor for further movement and advise	3
Glazing	f	<ul style="list-style-type: none"> • Repair cracked glass W7 	2
Decorations	f		
Flooring	f		
Electrical: internal floodlights at eaves	nvd		

Heating: panel radiators	nvd not on		
Fire protection	f 2kg CO2 serviced 6/23		
Ventilation	f/p quatrefoil opening lights W5,6,7 not operational	• Consider overhauling	3
Pulpit and Lectern	f/g		

2.2.6 Chancel

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings Panel vault Boarded with ribs and bosses	f		
Walls	F East wall is very vulnerable to severe weather damage repaired plasterwork at high level east wall; following water tabling repairs. Water damage still visible, but possibly wall is still drying out/ lime plaster / non breathable paint not used.	Re Check water tabling , high level masonry / pointing and flashings Monitor for any further in crease in disfiguring and advise	3
	also at north side at mid point	<ul style="list-style-type: none"> • check rainwater discharge pipe/gutter/gulley are free of leaks/blockages. • Allow to dry , • Consider small area of stone cleaning 	1 / 2
Woodwork Oak altar rail, oak dado panelling	f		

Ironmongery	f		
Windows	f		
Glazing	f	W13 north wall bowed, with some cracked glass	Monitor for any further deterioration 3
		W14 Evidence of some condensation at low level on east window glass.	Monitor for any erosion of patched cill stone and advise. 3
		W15 Historical crack above lancet	
Decorations	f (see Walls above)		
Flooring	f	tiles pitted, some loose. Stone margin some erosion.	<ul style="list-style-type: none"> • Level stone flags and re-bed loose tiles 2
		Some settlement at south wall not recent	<ul style="list-style-type: none"> • Monitor 3
Electrical: 6 no.internal floodlights at eaves	nvd		
Heating	nvd		
Seating: oak stalls and clergy desk	f		

2.2.7 Old Vestry: North Entrance, Served

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings	f/g some shrinkage to plasterboard edge	<ul style="list-style-type: none"> • Fill any excessive cracks during quinquennium 	3
Walls	f Some friable plaster at low level north wall	<ul style="list-style-type: none"> • Monitor for change 	3

		below window. ? drying out of damp stonework (see externals) Some minor cracking in plasterwork around wall light		
Woodwork	f			
Doors	f			
Ironmongery	F	WC door handle surface corrosion		
Window opening	f	W11 adjacent north door, arch displaced. No recent movement.	<ul style="list-style-type: none"> • Monitor for change 	3
Decorations	f			
Flooring	f			
Electrical: wall mounted fittings; distribution board on north wall +fire alarm panel church light switching.	f		<ul style="list-style-type: none"> • Check and test, inc smoke alarm • Consider emergency lighting 	1 3
Heating: panel radiators; Vaillant Ecotec Plus wall mounted boiler, original boiler flue from below to above, south wall.	nvd not on	Some corrosion at joints in boiler flue. ? Condensation ?	Arrange for Heating engineer to inspect at annual service	2
Fire protection: portable foam spray + smoke detector	nvd inspection 6/23			
Ventilation	Non at this level.	Roof window at upper level		
Kitchen units	f			
Stair Ash staircase	nvd	open to upper level		

2.2.8 WC, internal

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings	f minor shrinkage in board joints	<ul style="list-style-type: none"> • Fill and decorate 	3
Walls	F Friable plaster/ blistering paint at sw corner	<p>Ensure external rainwater gulley is kept clear. Remove blistering paint and friable plaster and allow plaster to dry out</p>	2
Woodwork	f		
Door: flush painted	f		
Ironmongery	f moisture affecting finish		
Sanitary ware	f		
Decorations	f		
Flooring: vinyl sheet over concrete	f		
Electrical: wall mounted fluorescent/ electric water heater (Redring Powerstream)	f	<ul style="list-style-type: none"> • Check and test system • Consider emergency alarm 	1
Heating:	none	<ul style="list-style-type: none"> • Consider panel heater to minimise condensation 	3
Ventilation: extract fan on light switch ducted to roof	f	<p>Clean fan to ensure efficient operation</p>	2

2.2.9 Upper meeting room

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings: plaster panels between scissor-trussed rafters with raised ties	f some shrinkage cracks at board edges		
Walls	f evidence of water ingress at high level on west wall , inner slope	<ul style="list-style-type: none"> • Check abutment flashing against north aisle • Ensure all sound before decorating , then Monitor for re occurrence 	1 / 2
	vertical crack in plaster work mid north wall above north door, coinciding with recent wall repair externally..	<ul style="list-style-type: none"> • Fill joints and • Monitor for further movement 	2
Woodwork	.. g		
Doors:	none – open to below		
Window W11 Roof window	f cracked glass g		
Glazing	g		
Decorations	f		
Flooring: carpet over boards	g . Historical water stain beneath flue		
Electrical: wall mounted D type fluorescents	g	<ul style="list-style-type: none"> • Consider emergency light 	2
Heating/ plumbing: panel radiators	nvd		
Fire protection. 2kgCo2 + 6L Foam	nvd serviced 6/23		
Staircase: timber ash	g		

2.2.10 Tower, clock chamber (ladder access)

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceilings: exposed boards/joists and steel beams circa 1968	g	<ul style="list-style-type: none"> • Consider painting steelwork for rust protection 	3
Walls: thin render over rubble stone	f render lifting in places old movement cracks in east and west walls	<ul style="list-style-type: none"> • Remove loose render and brush clean exposed work • Monitor for any further movement 	3
Woodwork	f recently treated	<ul style="list-style-type: none"> • Monitor for recurring woodworm 	
Hatch in floor	f	<ul style="list-style-type: none"> • Overhaul/ease hinges 	1
Ironmongery	p	<ul style="list-style-type: none"> • Provide friction stay and pull to hatch for safer access, together with grab handrails/bars and safety guard rail 	1
Window openings	f		
Glazing: W1/1, W1/2 south wall	f cracked W1/1 lower window south wall; broken glass in W1/2	<ul style="list-style-type: none"> • Replace glass • Refurbish iron frame and replace broken panes 	3 2
Decorations	p		
Flooring: timber boarding	g	Clean floor of any detritus to maintain boarding annually and prevent build up	2
Electrical: bulkhead fitting	f	<ul style="list-style-type: none"> • Check and test • Consider power supply for easier maintenance at this level 	2 3
Clock casing	f	<ul style="list-style-type: none"> • Clean at least annually 	3

Drainage: upvc pipe	f	Inspect tower roof outlet pipe monthly for leaks; consider rodding point where pipe passes through east wall	2
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2.2.11 Tower, middle chamber (ladder access)

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceiling: timber boards/steel joists	g	<ul style="list-style-type: none"> Consider painting steelwork for rust protection 	3
Walls: thin render over rubble stone	f render lifting in places old movement cracks in north and south walls	<ul style="list-style-type: none"> Remove loose render and brush clean exposed work Monitor for any further movement 	3
Woodwork	f recently treated	<ul style="list-style-type: none"> Monitor for recurring woodworm 	3
Flooring: timber boarding	g	<ul style="list-style-type: none"> Clean floor removing detritus regularly 	2
Electrical: bulkhead fitting	f	<ul style="list-style-type: none"> Check and test Consider power supply for easier maintenance at this level 	2 3
Drainage	f	<ul style="list-style-type: none"> Inspect tower roof outlet pipe monthly for leaks 	2

2.2.12 Tower, bell chamber (ladder access)

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Ceiling	none		

Exposed spire structure	f	<ul style="list-style-type: none"> • Consider painting steelwork for rust protection 	3
Walls: thin render over rubble stone	f	<ul style="list-style-type: none"> • Remove loose render and brush clean exposed work • Monitor for any further movement 	3
Woodwork	f		
Flooring: timber boarding	g?? Seen from below	<ul style="list-style-type: none"> • Clean floor removing detritus, inc nesting material 	1
Door	f	<ul style="list-style-type: none"> • Ease regularly 	
Window openings: W3/1, W3/2, W3/3, W3/4	f		
Glazing: none – paired timber louvres	f/p	<ul style="list-style-type: none"> • Provide immediate blocking to prevent bird access • Replace mesh screens in stainless steel to save repair and decoration, and fit screens with turn buckles to allow access to louvers for maintenance • Refurbish louvres 	1 2 2
Decorations	p	<ul style="list-style-type: none"> • Decorate louvres with preservative/stain • Decorate door within quinquennium 	2 3
Ladder/steps	f		
Electrical: bulkhead fitting	p	<ul style="list-style-type: none"> • Provide light source (bulk head fittings) • Consider power supply for easier maintenance at this level 	2 3
Drainage	f	<ul style="list-style-type: none"> • Inspect monthly for signs of leakage at upvc/lead outlet junction 	2
Bell stock/bells	f	<ul style="list-style-type: none"> • Obtain bell hangers report and advice on routine maintenance 	3

2.2.13 Boiler room

Basement below old vestry. External access steps.

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Steps	f/p worn stones, moss/algae/plant growth present	<ul style="list-style-type: none"> • Remove vegetation on regular basis 	2
Ceiling: brick vault	f thin render flaking		
Walls: stone + brick	f some water ingress from retaining wall at base of steps		
Organ blower enclosure timber	f	<ul style="list-style-type: none"> • Remove timber enclosure (and redundant blower) – fire safety 	2
Flooring: concrete	f	<ul style="list-style-type: none"> • Remove all debris (safety) to allow water to escape to gulley 	2
Door	f/p	<ul style="list-style-type: none"> • Adjust/ease Overhaul / replace hinges 	2
Gate	F	<ul style="list-style-type: none"> • 	
Ironmongery	f/p	<ul style="list-style-type: none"> • Consider replacement 	2
Electrical: incoming service/main switch on wall	f	<ul style="list-style-type: none"> • Consider socket outlet for ease of maintenance • Consider emergency light • and smoke detector 	3
Heating	Redundant Replaced by wall mounted boiler in Kitchen	<ul style="list-style-type: none"> • Remove redundant boilers and associated pipework/ electrical fittings 	3
Fire protection	P no portable appliances.	<ul style="list-style-type: none"> • 	
Decoration	f/p	<ul style="list-style-type: none"> • Paint iron gate and door 	2
Ventilation: wall vent	f		
Gulley sump:,	f	<ul style="list-style-type: none"> • Ensure regularly cleared out to avoid blockages/ possible flooding 	2

2.3 HEATING/PLUMBING

ITEM	CONDITION	WORK REQUIRED	PRIORITY
System: <ul style="list-style-type: none"> • gas fired/steel/iron pipes and radiators, with under floor heating to nave passageway; • zoned; • meter (gas) at base of external steps 	f note leak on radiator in south aisle	<ul style="list-style-type: none"> • Check and test by Gas safe registered plumber/heating engineer, as part of annual agreement 	2
Boiler: gas Wall mounted Vaillant Ecotec Plus in Kitchen serves main church heating	f	<ul style="list-style-type: none"> • Check and test by Gas safe registered plumber/heating engineer, as part of annual agreement 	2
Mains water: incoming service from external stop cock	Not inspected	<ul style="list-style-type: none"> • Check regularly stop cock valves to ensure easy action in event of emergencies 	2

2.4 ELECTRICAL

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Installation	f	<ul style="list-style-type: none"> • Check and test by NICEIC electrical engineer 	1
<ul style="list-style-type: none"> • Main fuses • Earthing • Wiring • Switching • Light fittings • Power circuits • Special lighting • External lighting 			
PA system	nvd		
Induction loop	nvd		
Lightning conductor: tower west wall	nvd	<ul style="list-style-type: none"> • Check and test • Decorate protective sleeve 	3

2.5 SITE AND EXTERNAL SURROUNDS

ITEM	CONDITION	WORK REQUIRED	PRIORITY
Basement area access to boiler room	f steps well worn and slippery in wet weather; metal guarding serviceable, Handrail now fitted	<ul style="list-style-type: none"> • Clear sump/drainage gully and remove algae, vegetation from steps 	1
Trees and hedges	f	<ul style="list-style-type: none"> • Continue regular inspections by qualified arborist; implement recommendations • Consider reducing canopy to ash tree on sw corner of tower to minimise rainwater runoff soaking walling • Consider reducing canopy to trees on north side to minimise leaf build up in north aisle guttering • Consider reducing canopy to tree overhanging west boundary in sw corner to minimise risk of damage to adjoining property 	3
External steps: on main access and 'through the wall' access to cemetery	f	<ul style="list-style-type: none"> • Remove any algae, vegetation from treads on regular basis 	3
Open area	f well cared for		
Lych gate: oak framed with hipped roof + scallop tiles	f decay in right hand footing forming water trap	<ul style="list-style-type: none"> • Repair timber footing 	2
Paths/hard standing	f generally in good order following repairs. Some verge settlement/ damage on north path roadside		
Gates:			
<ul style="list-style-type: none"> • Oak panelled to Lych gate 	f	<ul style="list-style-type: none"> • Ease and oil; • Paint metalwork on Lych gate 	2
<ul style="list-style-type: none"> • North gate: recently 	f decayed post base		1 / 2

<p>treated softwood gate to northeast path on original posts bolted to walling</p>	<p>adjacent low stone retaining wall cracked</p>	<ul style="list-style-type: none"> • Remove decayed timber at post base and treat end grain (will allow water runoff from path) • Paint strap work 	<p>2</p>
<ul style="list-style-type: none"> • North wall: pair of timber boarded gates open into churchyard from adjacent property 	<p>p</p>	<p>Repair crack in lime mortar to minimise water ingress and</p> <p>Monitor for further movement and advise</p>	<p>3</p> <p>3</p>
<p>Boundary walls: magnesium rubble limestone generally + brickwork to north east boundary</p>	<p>f</p> <p>areas of stone walling will require close attention, particularly west wall + repointing coping stones to avoid deterioration of the general fabric</p>	<ul style="list-style-type: none"> • Consider blocking opening, • Paint doors 	<p>2</p>
	<p>NB: movement gap between stone gate pillar and north wall at north east corner</p>	<ul style="list-style-type: none"> • Remove all signs of seedlings/vegetation growing in crevices • Repair and generally replace re-bed coping stones to protect walling below and • Stem/repoint selected areas particularly coping stones ,to minimise water ingress and plant growth (some rebuilding may become necessary in order to remove vegetation 	<p>2</p> <p>2</p> <p>2</p>
<p>Course limestone retaining wall with dressed sandstone coping and railings to Church Lane</p>	<p>f</p>	<ul style="list-style-type: none"> • Repair sections of wall abutting west boundary (holes) by qualified stone mason • Obtain inspection report/quotation from qualified stone masons for all stone walling 	<p>2</p>
		<ul style="list-style-type: none"> • Monitor retaining wall for signs of further outward movement, particularly at north east corner. No apparent change from previous Quinquennial Inspection 	<p>3</p>
<p>Railings: 2-bar railings (sq) with fleur-de-lis standards, set in</p>	<p>f</p> <p>one section has bottom rail missing</p>		

sandstone
copings

Notice board	f	• Review Structural timber frame	3
Grass areas	g well maintained	•	
Manholes	f	• Flush out periodically	2
Surface water drainage	f	• Regularly flush out rainwater gullies to remove silt and debris	2
Lighting enclosures: 3 stone/concrete enclosures adjacent to tower	f	• Consider restoration of fittings and/or remove rubbish and fit fine gauge mesh	3
Lighting posts, main path	f	• Check/replace faulty lamps	2
Headstones	f	• Review condition monthly	2

Identified stones that appeared unstable have been made safe.

2.6 SPECIALIST REPORTS

ITEM	WORK REQUIRED	PRIORITY
Heating/plumbing	Obtain annual service inspection report	2
Electrical	Obtain inspection report	3
Lightning conductor	Obtain report	2
Trees	Obtain arborist report	2
Stone walling	Obtain mason's report	2
Headstone stability	Obtain report update record/ implement necessary work	1
Bells/headstock	Obtain report	2

SECTION 3 APPENDICES

3.1 SCOPE OF THE REPORT

This report is based on the findings of a purely visual inspection such as can be made at ground floor and/or other floor levels, and from other readily accessible positions, or from ladders and any readily accessible roofs, galleries or staging.

Parts of the structure which are inaccessible, closed or covered, such as boarded floors, roof spaces, or hidden timbers at wall heads, or other locations which have not been opened up for inspection are excluded, unless otherwise stated in the report. The inspection may reveal that further or more detailed investigations are necessary.

Such woodwork or other parts of the structure which are covered, unexposed or inaccessible have not been inspected and therefore it is not possible to report that any such part of the property is free from defect.

Where it is suggested that some parts of the building are kept under observation, this is intended to be for the attention and guidance of the PCC and also for the future inspection of the property.

3.2 FORM OF THE REPORT

i. GENERAL

This report is a **Summary Report** as required by the Inspection of Churches Measure.

One copy of the report should be kept with the **Church Log Book** for future reference.

Professional Advice should be obtained in determining appropriate repair work and the preparation of appropriate documentation for implementation. The Architect will be willing to assist the PCC in these matters.

The conservation and repair of churches is a quite specialised field of work: care and skill are necessary to ensure that repairs are technically and aesthetically the best that can be achieved. To this end and to avoid wasting money, a fully detailed specification with appropriate drawn information should be provided, to enable best-informed estimates to be obtained. The work should only be entrusted to suitably-qualified contractors/tradespeople, under guidance from a suitably qualified professional.

Early discussion with the Archdeacon will confirm the correct and up-to-date procedures to be followed with regard to Faculties and Approvals.

ii. PRIORITIES

Where work has been specified as being necessary in the preceding pages, a code number from **1 – 4** has been inserted indicating the degree of urgency of the relevant works as follows:

- 1 requires immediate attention
- 2 should be dealt with within the next 12 months
- 3 advisable to be completed before the next quinquennial
- 4 ultimately desirable, but not at present essential

3.3 ELECTRICAL INSTALLATION

The report on the electrical installation is based upon a visual inspection of the main switchboard and of certain sections of the wiring at random and without the use of instruments.

Any electrical installation should be tested every quinquennium, and **IMMEDIATELY** if not done within the last 5 years, by a competent and registered NICEIC electrician.

A **Resistance and Earth Continuity Test** should be obtained on all circuits and the report kept with the **Log Book**.

The electrical installation should be installed and maintained in accordance with

- the current edition of the **IEE Regulations**
- **The Lighting and Wiring of Churches** (a Council for the Care of Churches publication)

3.4 LIGHTNING CONDUCTORS

Any lightning conductor should be tested every 5 years (in addition to any work recommended in this report) in accordance with the current British Standards, and carried out by a reputable firm recommended by the National Federation of Master Steeplejacks and Lightning Conductor Engineers.

3.5 HEATING INSTALLATION

The comments made in this report are based on a visual superficial examination of the system and its general condition.

A **full examination and test** should be carried out by a reputable qualified heating engineer as part of an **Annual Inspection and Maintenance Contract**, ideally in the summer months.

Details of the report from such a test should be kept with the **Log Book**.

3.6 FIRE PRECAUTIONS

The PCC is advised that the Fire Insurance cover should be annually reviewed.

The local **Fire Prevention Office/Ecclesiastical Insurance Group** should be consulted with regard to the recommended fire precaution measures for the building.

At least 2 general purpose extinguishers should be provided plus additional special extinguishers for

- Organ
- Boiler house

3.7 SECURITY

As thefts from churches are becoming more prevalent, it is important that all artefacts in the premises are recorded, photographed, and if possible security marked.

The local **Crime Prevention Officer** and **Ecclesiastical Insurance Group** should be consulted.

All external doors should be fitted with good quality locks.

3.8 REGULAR MAINTENANCE BETWEEN QUINQUENNIALS

Regular inspection and correct maintenance of the church fabric is extremely important to minimise costly repairs and combat vandalism by improving the appearance of the church.

Water ingress prevention, and good drainage particularly, are imperative to good housekeeping. The church is advised to enter into an arrangement with a local contractor to clean out gutters, downpipes and drainage gullies at least once, if not twice, a year.

3.9 BELLS AND CLOCKS

Bells, their frames and supports are often not easily accessible but do need to be inspected and maintained by a suitably qualified bell hanger on a regular basis.

Clocks should also be inspected and maintained on a regular basis but preferably by the makers' appointed engineers.

3.10 ORGAN

The church is advised to enter into an annual contract with a specialist for tuning and maintaining the organ, particularly where the instrument is of historical or musical interest.

3.11 PROTECTION OF BATS

The **Wildlife and Countryside Act 1981** introduced legislation to protect bats. Inform **English Nature** if bats are discovered in the church.

3.12 TREES

The church is responsible for caring for all trees within the churchyard. The church is advised to obtain a report on their condition from a registered arboriculturalist and keep it updated regularly.

Seek consent from the Archdeacon for any work to the trees. Some may have preservation orders placed upon them. Any work to preserved trees or trees within a conservation area must also have the approval of the Local Authority.

3.13 EQUALITY ACT 2010

All churches should be compliant with the relevant parts of this Act, although in some listed buildings this may not always be possible.

Churches must have taken all reasonable steps to make the building accessible to all. 'Reasonable steps' will vary from church to church, but are judged upon existing facilities and the amount of money it would take to make them inclusive to all users.

To identify what needs action, consider undertaking an Access Audit of the church and its grounds. Examples of access audit formats can be found on the internet.

SECTION 4 SUMMARY OF WORK

To be read in conjunction with Section 2 detail

4.1 North Elevation

- 1 Replace/ reset slipped slates, including inner slopes, ensuring all abutment flashings and watertables are sound
- 1 Clean out and repair gutters, including lead lined valley gutters
- 1 Ensure floor and air vents are clear

4.2 East Elevation

- 1 Repoint ridge and copings to south porch
- 1 Repoint tower rainwater outlet
- 1 Remove vegetation from nave gable above chancel roof and repoint stonework
- 2 Remove moss from hood mould W12 (old vestry window), repoint junction and open joint at head of central pilaster. Replace cracked glass in trefoil and in left lancet
- 2 Attend to roof/ wall void vent to chancel and south aisle gables
- 3 Prepare detailed record of W12

4.3 South Elevation

- 1 Clean out gutters
- 2 Repoint masonry joints at south porch abutment and jamb stones W21
- 2 Ease D1 and W24, decorate D1, W24 vent hopper
- 3 Monitor parapet stone erosion, notify any major changes

4.4 West Elevation

- 1 Replace slipped slate to south porch
- 2 Repair buttress mortar joints to minimise water ingress
- 2 Repoint plinth stones
- 3 Replace wire window guard

4.5 South Porch

- 2 Repair perished plasterwork internally when thoroughly dry and redecorate (see gutter/ fall pipe repairs)

4.6 South Aisle

- 1 Repair radiator leaks (on south wall)
- 2 Redecorate repaired plasterwork at south door
- 2 Overhaul ventilation hopper in W24(see external .south elevation)

4.7 Tower Vestry

- 2 Remove all loose plasterwork to window reveal , establish cause and Replaster
- 3 Consider removing old cementitious plaster at high level (above 2 meter line)
And replaster in lime plaster

4.8 Nave

- 2 Repair perished plasterwork adjacent chancel arch
- 2 Pack/level uneven floor grilles
- 3 Monitor south arcade alignment for signs of movement

4.9 North Aisle

- 2 Repair perished plasterwork at high and low level on east wall following external abutment/ gutter repairs
- 2 Repair cracked glass W7
- 2/3 Overhaul window vents

4.10 Chancel

- 2 Repair perished plasterwork on north side chancel arch, following valley gutter and water table repairs
- 2 Level stone flags and re-bed loose tiles
- 3 Consider removing all cementitious plasterwork from east wall and replastering in lime plaster

4.11 Old Vestry

- 1 Check and test smoke alarm
- 2 Consider emergency lighting

4.12 WC

- 1 Consider emergency alarm
- 2 Replace friable plaster on east wall, following overhaul of rainwater system incl gulley externally
- 2 Overhaul extract fan
- 3 Consider panel heater to reduce condensation

4.13 Upper Meeting Room

- 2 Repair perished plaster on west and southwest corner following repair to external abutment flashing
- 2 Consider emergency lighting

4.14 Tower Clock Chamber

- 1 Overhaul access hatch, provide friction stay, grab handles and safety guard rail
- 2 Overhaul windows
- 3 Consider power supply for ease of maintenance
- 3 Remove loose render and brush clean
- 3 Monitor rainwater pipe for leaks

4.15 Tower Middle Chamber

- 2 Clean floor
- 3 Consider power supply for ease of maintenance
- 3 Remove loose render and brush clean
- 3 Monitor rainwater pipe for signs of leaks
- 3 Monitor old movement cracks
- 3 Monitor for recurring woodworm signs

4.16 Tower Bell Chamber

- 1 Clean floor
- 1 Block opening to prevent pigeons/other birds roosting and nesting

- 2 Replace mesh screens to louvres
- 2 Overhaul louvres
- 2 Provide lighting point(s)
- 3 Remove loose render and brush clean
- 3 Consider power supply for ease of maintenance
- 3 Monitor rainwater pipe for signs of leaks
- 3 Monitor old movement cracks
- 3 Monitor for recurring woodworm signs

4.17 Boiler Room

- 1 Remove vegetation from steps

- 2 Remove redundant timber organ blower enclosure and other debris
- 2 Overhaul gas meter enclosure

- 2 Overhaul door and metal gate

- 3 Consider upgrading lighting and provide socket outlet for ease of maintenance.
Seek advice on replacing trunking affected by corrosion
- 3 Ensure gulley is kept clear

4.18 Heating and Plumbing

- 2 Obtain annual service inspection report, obtain advice on cause of corrosion in flue joints . implement repairs

- 2 Check stop valves regularly to ensure easy action in event of emergencies

4.19 Electrical

- 1 Obtain inspection report and implement .

- 1 Obtain test notice on earth protection/lightning conductor as part of inspection

4.20 Site and Externals

- 1 Remove vegetation from steps to boiler room
- 1 Monitor stability of headstones

- 2 Repair lych gate footing
- 2 Adjust post to north gate

- 2 Obtain stone masonry report and overhaul sections of boundary walling, incl low retaining wall at north gate
- 2 Obtain updated arborists report for consideration, particularly canopy reduction of trees overhanging north elevation and south west boundary

- 3 Monitor base support of Notice board. Repair likely within Quinquennium

- 4 Consider restoration of external lighting enclosures