

Diocese of Durham

ROWLANDS GILL St BARNABAS
(22A)

Care of Churches and Ecclesiastical Jurisdiction Measure 1991

QUINQUENNIAL REPORT

on the architect's inspection on

15 May 2018

Archdeaconry Sunderland

Deanery Gateshead West

an unlisted building

not in a conservation area

Incumbent Revd John Barron



IAN NESS

ARCHITECT

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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. None of the services were tested. Damp meters were not used.
2. No access to the Tower roof at this inspection.
3. The event ‘asbestos survey May 2014’ is noted in the Log Book but no report was in the Log or available at the inspection. Following the survey the Boiler room ceiling was removed so it can be inferred that only that ceiling was identified as a risk.
 Other materials seen which might contain asbestos are the lower Hall ceiling and vinyl floor tiles. Not known whether either were sampled and excluded in the May 2014 Survey. But if they contain asbestos both are in a form which would be very low risk unless the material is cut.
 It would be helpful to the parish to have the Survey or the resulting management plan kept with the Log Book for future need.

Brief description

4. The main axis is NW-SE. For simplicity this report adopts orientations as if it is N-S.
5. On a cross roads in the centre of Rowlands Gill, close to two sides of a rectangular site. Built in 1956 by Taylor and Son architects of Newcastle, replacing a tin church on the same site. Brick and tile.
 A roughly square Nave with high ridged open roof on concrete portal frames and purlins. The Chancel is in a square open Tower which is pierced by a broad semi-circular Chancel arch. Long beams each side of the Tower open into lean-to extensions making the Chancel the same width as the Nave. High level windows at three sides of the Tower.
6. W of the middle Nave bay a small flat roofed Baptistery recess.

7. Along the E side of the Nave a flat roofed entrance lobby, store, flower sink, wc, Boiler room and passage to the Vestries which are in a pitched roof offshot E of the Tower.
8. In about 1982 a steel and timber stair and S balcony were added for an organ and some seating.
9. 1971 the roof was extended almost to the S boundary in matching materials to make a two storey Hall extension. The lower Hall can be opened to the Nave through new bi-fold glazed doors.
At ground floor a large flat roofed E kitchen.
The smaller upper Hall is partly in the roof space with a large flat roofed 'dormer' W extension and an external steel fire escape. An E offshot contains the stair, wcs and stores.
10. The fabric remains as built to the standards of the time, that is uninsulated roofs, plastered cavity brickwork and solid floors with single glazed steel framed windows. The building is not easy to heat.
11. The unusual orientation and the extension covering the S gable of the church allow little direct light and sun into church. In contrast large S gable windows brighten both Halls.
12. The church is being shared with a local Roman Catholic congregation.

Recent structural history

13. The Log Book shows main work since 2003:

- | | |
|----|---|
| 05 | flat roof at church entrance recovered in fibreglass |
| 06 | accessible wc installed in space off lower Hall
elm tree at E corner cut down
steel fire escape repainted |
| 07 | cherry tree removed from near entrance |
| 09 | flat roofs at Kitchen and Boiler room recovered in fibreglass
Church and lower Hall heating replaced |
| 10 | pipework in upper hall replaced, three new convectors in lower Hall
glassfibre roof over upper Hall dormer |
| 13 | Church wc ceiling replastered
Further Hall roof repairs, gutters cleared |
| 14 | Hall boiler 'burst'
Asbestos survey, boiler room ceiling removed and changed to fire retardant
Church office painted
Hall boiler and pipework replaced |
| 15 | Church decorated with minor lighting changes |
| 17 | Baptistery roof repaired
Security cameras fitted, glass replaced in Church lobby doors
Upper Hall escape door repaired to close better
Church carpets replaced, wood block floor sanded and sealed
Roof tile repairs at Church W side (decayed battens and subsided tiles replaced)
Bell fixings repaired and clapper reattached |
| 18 | Upper Hall lights replaced and repair of heating pipe leak in corner |

Summary of structural condition

14. The fabric is mostly sound though in need of further upgrading.

PART TWO

DETAILED DESCRIPTION OF THE EXTERIOR

Roofs

15. Tower roof a pyramid with interlocking roll clay tiles with metal cross at the peak and wide stepped gutter inside a deep parapet (no access at this inspection). 2009 repairs included relaying most gutter boards and bearers to better falls and drips. Since the last inspection most of the gutter lead lining was stolen and replaced in dark grey Sarnafil carried on ply up the insides of the parapets and over their copings. The gutter lining was carried over remaining lead in the two N outlet chutes.



16. The church pitched roofs have tiles slightly sprocketed at the overhanging eaves. Round ridge and hip tiles. The verges are mortared and the valleys lead lined except where substitute fitted at E after theft. Apron and abutment flashings where roofs meet the Tower lead except flashband at the W Nave slope. Reinforced felt underlay seen at the only accessible loft (Vestries) assumed used generally.
17. The older church tiles are reddish brown with minor spalling and much moss in the joints. A few replacements. Broken rolls at a few tiles have been patched with flashband (self adhesive foil tape), now itself mossy.



18. On the E side some tiles are spalling and one cut tile at the Vestry valleys has slipped exposing interlocks under. Two flashband patches on the Vestry valley lead. The W side is fair but three broken tile rolls remain patched with flashband and one tile is decayed. The lead cover flashing at the abutment to the Tower has been changed to short life flashband. Ivy on parts of the hidden W wall needs to be controlled to stop it reaching the roof tiles, where it would cause damage and leakage.



19. The Nave SW corner (accessible from the fire escape) has a poor detail where the higher Hall dormer abuts the church roof. A short verge, fascia and bearer timbers have been recovered in flashband which is beginning to peel and fail again. Lead cladding would be desirable but interference from the escape is too easy. New battens and an end tile with slate undercloak OR tiles with dry verge lapped over a new upvc fascia might be a permanent solution.



2013

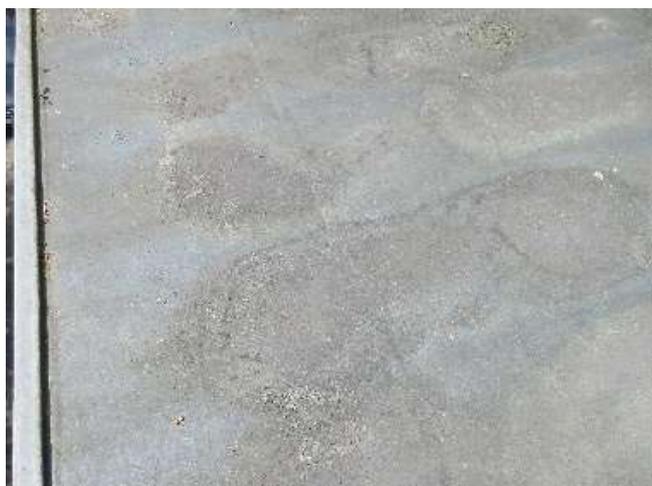


2018

20. The Hall tiles are black in better condition with little moss. Some black and red replacements one of whose rolls is decaying. 12 glass tiles over the upper wcs and stair. Wire clipped bottom course of tiles over the flat roofed dormer. At the E offshoot a rubber valley lining at N, lead at S. Felt underlay visible at the offshoot is sound except a large hole over the gents wc.



21. The large 'dormer' along the upper Hall W side, formerly felted, is now covered with fibreglass, over a timber deck. No apparent insulation over the deck ('warm deck') and no alternative ventilation of the voids between joists ('cold deck') either of which might prevent condensation in the roof structure. Extensive ponding especially at the deck inserts in the former rooflights. Other parts of the deck feel soft. There are buckets under the N end of the dormer and reports of occasional leaks after rain. Water marks on the ceiling around the former rooflights and on their bellied infillings just under the deck (para 62).



22. There are no visible defects in the fibreglass though any pinhole would be very hard to see in the dirt in the dried ponds. Another possible cause of the marks and drips is *condensation* of internal water vapour on the undersides of the cold deck, likely to have no ceiling insulation at all at the former rooflights. In either case the problem is likely to be solved by stripping down to the joists, laying new joists across the rooflights for stronger support, firrings for better fall, new stouter deck, vapour barrier, at least 100mm insulation foam and top membrane (Sarnafil or similar).

23. Recent flat Sarnafil on the W baptistery extension with upstand against the Nave, appears good.
24. Church entrance flat roof is glass reinforced plastic to slight fall, with lead cover flashings against Nave. An integral gutter along the outer edge with two sumps which were again part blocked and cleared at the inspection. The gutter and sumps should be cleared more regularly. A leaking small hole in the lead pipe from the sump into the top of the S rainwater pipe. The corner by the Hall is raised above the general level. Its high GRP upstands are mortar pointed at the top. The GRP seems sound though some ponding.



25. The Boiler room and Kitchen flat roofs also changed from felt to glass reinforced plastic with very slight falls, seems sound. Its lap over an upstand edge at the earlier flat roof has lifted but may not leak. Ponded at the N end around two disused tall metal flues with collars sealed down. Its two internal outlets were both unblocked at the inspection.



26. The flat roof returns S of the offshot roof over a lobby and at slightly higher level over the Hall NE corner. A brick parapet was reduced and the glass reinforced plastic carried up and over the brickwork. Appears sound.

Rainwater System, Drainage

27. Most gutters are level cast iron ogee pattern on rafter straps with swan neck pipes (to pass the wide ply eave soffits) and round eared cast iron pipes to shoes and gullies. Most gutters at least part blocked by leaves and silt. Most are rusting and need cleaning and painting.
28. Straight pipes from the church flat roof eave (one iron with bandaged crack at bottom, one plastic). Internal down pipes at the flat roof at Hall and Boiler room with cage over Boiler room to keep leaves out, cleared at the inspection. In the Boiler room the internal down pipe is rusted cast iron with a broken socket but does not seem to leak.



29. Tower two high outlets have hoppers and long pipes sound but very rusty especially at pipe backs, although held well off walls so not hard to paint.
30. Vestry N gutter choked.
31. Nave E pipes now white aluminium with shoes over the entry flat roof. W Nave gutter S end (by the escape stair) now has a shaped wooden plug with silicon rubber sealant which may serve for a time.
32. Baptistery plastic half round gutter and pipe complete.
33. The 'dormer' flat roof over the upper Hall drains to a rusty gutter at its N end. A pipe and shoe drain onto the Nave tiles.
34. Many gullies are overgrown and prone to blockage (including both Tower, Vestry N and Baptistery).
35. Screw down manhole cover in the Boiler room. Manhole covers not lifted but there is no sign the drains do not run well.

Walls, Window and Door Openings

36. Cavity walls faced with good yellow brick, stretcher bond. Inner leaf unknown but almost certainly brick or clinker block and uninsulated. Damp proof course over slight plinth. Recessed pointing sound. A little pointing damage where leaks have been repaired. Scattered open vertical joints at the Vestry gable.
37. Tower thick stone copings on brick parapets. Covered in the recent repairs but joints outside copings still open.

38. Attractive tile corbels at the gable eaves. Segmental tile arches at the main door openings and round arches at the narrow windows and the large upper Hall window. Running brick over steel lintels at the Kitchen S end. Brick on edge at the long lower Hall window. Tile cills generally good but one broken at lower Hall.
39. At the E end a short parapet wall formerly very decayed was reduced and capped with roof membrane, a much sounder arrangement. Three bricks with damaged faces remain exposed and seem unchanged.



40. Many saplings grow from the base of the W walls which if left may cause future damage. The narrow strip along the W side of the church and Hall needs to be cleared of self seeds and ivy every few years.

Bell

41. A single bell in a steel frame on hardwood legs stands by its own weight in the Tower parapet gutter with a rope through a raised collar in the gutter. Working order.



External Iron and Wood

42. Church entry doors pair rebated flush ply dark stained with cut outs for cast glass in cross shapes. Vestry similar single, gloss painted. Hall entry doors a pair gloss painted glazed rebated. The outer doors are well fitting but lack draught strips.
43. A timber framed batten door from the S lobby between Kitchen and Hall, with escape bar, sound. The pair of lower Hall escape doors are steel faced with an escape bar.

44. The large flush escape door from the upper Hall is tight to the frame which having no drip mould and being nearly flush with the brick face will tend to make the door and frame swell in damp weather. The door works stiffly. The frame needs paint and the hinges oil.



45. Eave fascia paint becoming poor. A white painted fascia at the upper Hall dormer needs paint. Most external metalwork well painted but paint lacking at some steel windows and putty. Extensive rust at escape stair from upper Hall.

46. One arm of the metal cross on the Tower pyramid roof is missing.



DETAILED DESCRIPTION OF THE INTERIOR

Roof timbers

47. The Tower roof structure is concealed above an inaccessible high ceiling hatch but known to be timber rafters and hips. Most rafter feet checked for rot at the recent roof repairs and found undamaged. Some gutter bearers replaced.

Tower side lean-tos concealed but likely to be simple timber rafters.

48. In Nave an exposed ridge and three concrete purlins each side with assumed concealed timber rafters.

49. The Vestries have softwood rafters propped from a partition. Concealed flat joists at the flat roofs except concrete at the Boiler house.

50. Upper Hall roof all concealed above flat and sloping ceilings without hatches. The roof over the landing, upper stores and wcs is coupled timber rafters accessible by small hatch. No defect visible from the hatch.

Ceilings

51. **Tower** flat painted plaster with high hatch. Lean-to sides sloping plaster. All appears sound.

52. In **Nave** sloping painted large softboard tiles seem sound but two over pulpit and one close to the organ are part loose. The softboard is nominal insulation only. In **Baptistry** sound flat painted plaster.

53. **Vestries** have sound plaster on softwood joists with thin insulation quilt over part only. Adding thicker quilt throughout for economy and comfort would be easy.

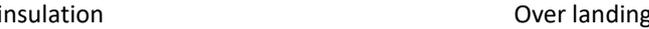




Over Vestry



no ceiling insulation



Over landing

54. The ceiling of the external recess at the church entrance is dirty with flaking paint.
55. At the **store off the passage** painted plaster is merely a skim under softboard. Softboard is not suitable for plaster skim. The flower room has unknown painted boards with cover strips.
56. Church **passage** painted plaster and expanded polystyrene tiles, assumed stuck to plaster. Access we has good painted plaster.
57. Concealment of the present conduited surface wiring under the flat roofs and addition of insulation (avoiding condensation risk) would be an improvement.
58. **Kitchen** flat painted plaster seems sound but some cracking and flaking. Likely to be uninsulated so future recovering of the flat roof with insulation OVER the existing roof is the best option.
59. **Hall inner lobby** textured mineral tiles, mostly sound, in a concealed grid. Outer lobby now mineral boards, needing filling of fixings and around large heating pipes and painting.
60. In the **lower Hall** large mineral tiles in a grid suspended from the concrete beam and block floor just above. Some tiles missing, water damaged or with broken edges but most sound. General replacement for appearance (with thin recessed lights?) would be an improvement.
61. The **upper landing** sound flat plaster has no insulation, which could be simply added between the joists. The sloping plaster in the **stores and wcs** each side is also uninsulated but no access to the voids. Insulation could be added as a new thermal lining under the sloping plaster or under the roof tiles if the roof is opened.
62. **Upper Hall** minor cracks in the ceiling plaster under the flat 'dormer' roof. Water marks in and around three of the four wells at the former rooflights. Most ceiling inserts at the former rooflights are bowed as if affected by water. Buckets on the floor under the dormer NE corner show present drips (para 21).



63. All ceilings can be assumed uninsulated apart from the minimal quilt noted at the Vestries.

Chancel Arch, Partitions, Doors

64. A wide masonry arch, fully plastered with a scotia mould on the Chancel side and roll moulds on the Nave side.
65. All partitions sound plastered masonry.
66. All doors are sound glossed flush ply. Good quality bronze lever or knob handles but some lever springs are weak. Aluminium handles at the Hall.
67. In the wide opening between Nave and Hall new bi-fold oak doors, part narrow gap double glazed. Bottom track makes minor hazard despite oak ramps both sides. Limited sound separation.



68. Doors to Hall pair georgian wired glazed with overhead closers, good condition.

Plaster, Decoration

69. The wall plaster is painted and seems sound apart from
- minor damp damage at low level by the Choir Vestry outside door hinge
 - minor making good needed at heating pipe alterations
 - in upper Hall paint needed at plaster patching under a new convector
70. The only adornment is a plain wooden cross on the Chancel N wall.

Ventilation

71. All Nave and lower Chancel steel windows are bottom hung hoppers opening in. Some not fully closable and all poorly sealed against draughts. The windows in three sides of the Tower are fixed but one each side has a plastic vent through the glass, perhaps for candle smoke. Together these openings may be excessive ventilation.
72. Similar hoppers at the Vestries, lobby, flower space and church wc, mostly fixed shut.
73. The Kitchen (where ventilation is most needed) has one jammed and one opening hopper, the rest fixed. A large extract fan through the fixed E window.
74. The lower Hall has large high level top hung lights. Upper Hall has a single opening hopper vent.
75. The accessible wc has a wall fan linked to the light with overrun timer, found turned off at the inspection.
76. The upper Office, wcs and stores have permanent plaster grills in their ceilings connected to ply ducting and a common fan in the roof void (controlled by an indicator switch on the landing) but no visible roof outlet – a puzzle.
77. Air bricks for permanent room ventilation at low level in the Pantry and high and low level in the Boiler room.

78. The only suspended floor needing ventilation is the lower Hall which seems well provided with air bricks IF the air bricks at the solid floor Kitchen connect by ducts to the Hall floor void. A broken Kitchen airbrick has been mortar patched, part missing which could attract vermin. Under the fire escape stair the ground level and plants have risen too close to the two (or three?) vents. The air brick under the escape doors is mostly blocked by the paving.



Glazing, Protection

79. All glass is single float puttied into painted steel frames which seem sound. Clear except cast or stippolyte obscure at the church lobby, Vestries, wcs, Hall entry, Kitchen, Boiler, lower Hall and landing. Dirt inside some church windows. No protection. Window pole in Chancel.

Floors, Rails, Gallery, Stairs

80. Chancel floor including its two step dais has fitted carpet on vinyl tiles on solid. Nave floor herringbone hardwood block on solid.
81. Stair to balcony is carpeted. Pitch pine balustrade. Balcony has diagonal boards with pieces of loose carpet.
82. In the lower Hall good sprung suspended hardwood.
In Kitchen, access wc and the Hall lobby welded safety vinyl on solid floors.
83. At the Vestries, flower, passage, wcs, stair and first floor vinyl tiles (para 3) on concrete. Tiles good except one holed in Vestry and some broken edges at the upper Hall and its steps.
Matwell in passage. Loose mats over tiles at the Hall lobby.
84. The upper Hall and room floors are concrete beam and block on cased steel beams running E-W.

Furnishings, Organ

85. Light oak furnishings generally including an unusual 'boat' section altar, low rails tall candlesticks and an elegant lectern.
A second older oak open table pattern altar with frontals as a Chapel at one side of the Chancel.
86. An unfixed oak pulpit. A cast stone font with rather loose cross on the oak cover.



87. Good comfortable pews by Thompson of Kilburn screwed down to the floor.
88. Pipe organ in a simple oak veneered case. Organ tuned and used.

Heating

89. Gas entry and meter in the Pantry backing onto the Boiler house. Two gas wall boilers and balanced wall flues. Pressurised circuits so remaining feed and expansion tank over the landing seems redundant. Separate zones for Church and Hall each with 7 day multi-period timers in the Boiler room. Froststat.
90. Waste of energy due to incomplete lagging of heating circuits in the ventilated Boiler room and uninsulated plastic heating pipes in cold ceiling voids over the Vestries. There may be more.



91. No thermostat (except in upper Hall) so depends on guess about when timer needs to be set. Timer not always reliable. Heating reported effective overall.
92. In church, lobby and Vestries new steel panel convactor radiators and surface pipes. Two convectors in church.
93. Twin panel radiators in the lower Hall, under the kitchen worktop and at landing. Panels in the Hall lobby and the accessible wc (with supplementary wall electric blower heater).
94. In upper Hall one old fan convector concealed in a store and one recent wall mounted convector. Nil in upper wcs and Office.
95. Heating now said to adequate. However the building and pipework in cold voids is almost entirely uninsulated so energy and money is being wasted.
96. The large SW facing hidden roof slope may have potential for income from photovoltaic panels.

Electrical

97. A periodic electrical system test report January 2014 reported overall condition 'unsatisfactory' due to 12 non-urgent items needing remedial work. No recorded improvements since. However a sticker at the distribution board notes an inspection June 2014 so remedial work may have been done. In any case a fresh test will be due early 2019.
98. Single phase supply earthed to the incoming main in the accessible wc. Fuse, modern distribution board with RC circuit breakers.
A submain to an old DB in the boiler house with mixed MICC and pvc/pvc cables.
99. Chancel two halogen floods, slow to run up and light cold white. Now with two pairs of spots with warmer light with good emphasis at cross and altar.
Two surface metal and one plastic 13A socket.
All wired in surface MICC on the ceilings and walls.



100. In Nave four halogen floods and two over the organ. Slow run up and light cold white. Light rather flat and some glare looking E. Inflexible for liturgy such as Maundy Thursday and Easter. Four graceful glass pendant shades remain in the vestry loft.
101. In church lobby, store and wc exposed low energy lamps in batten holders with intrusive wiring in surface plastic trunking.
102. In the Vestries surface metal switches and sockets with minitrunking on the walls. Concealed wiring to pendant lights.
103. At Kitchen some recessed 13A sockets with concealed wiring. Further surface sockets and cooker outlet surface wired in minitrunking.
104. Halls have exposed fluorescents tubes (two not working at lower Hall) with concealed wiring and recessed plastic switches. Recessed plastic 13A sockets.
105. Emergency lights at Halls and landing, accessible wc and exits, not tested.
106. Floods outside Hall and Vestry doors controlled by PIR.
107. Sound system and loop installed 2006.

Lightning Conductor

108. None.

Fire Precautions

109. Extinguishers all last serviced April 2018:

Balcony/organ	2 kg CO ₂
Landing	6 litre foam
Upper exit door	6 litre foam
Kitchen	2 kg powder
Lower hall exit	6 litre foam

and Chancel 6 litre foam marked last serviced March 2017.

In case of proposal to change note the insurer EIG advises dry powder extinguishers should remain 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.

110. Working panic bars at the S escape door (lobby between Kitchen and Hall), the pair lower Hall doors and at the upper Hall escape door. Good provision of escape doors, emergency lights and fire detectors including smoke detector at landing.

Water and Sanitary facilities

111. At the church lobby a unisex wc and two basins with cold water only. Cold only at basins in the Vestry, two upper wcs and at the Belfast flower/cleaner sink.

Well fitted accessible wc off the lower Hall with cold spray tap and wall electric heater over.

112. Hot and cold at Kitchen stainless sink from electric storage heater over. Cold only at Kitchen wash basin.

Access and use by people with disabilities

113. Access from pavement is level then up two low steps into the Church lobby. An alternative for wheelchairs is the path sloped up into the Hall then either back into the church lobby or through the Hall into Church with all worshippers.

114. All level in church except the altar dais and the balcony. A short pew has been positioned to make an accompanied wheelchair space. An induction loop.

115. Wide door at well equipped access wc with alarm and reset to the current standard but seems not to work. Baby changing shelf. No access for the disabled to the upper Hall and rooms as is reasonable.

Security

116. Mortice deadlocks and shootbolts at the entry doors. The windows would be the weak point to a determined intruder but the building is overlooked and reasonably secure. Very large floor safes in the flower space and Vestry.

Grounds, boundaries, signs, paths, trees

117. A level corner site, mainly lawned and well maintained. Tarmac and concrete flag paths in good condition.

A cherry tree and yew by the Hall door may become a risk to the building if they grow. Conifers and shrubs growing at the site corner could tend to hide the building in time.

118. A timber paling fence on timber posts of varied age, some decaying.



119. A good metal sign in the names of both St Barnabas and St Joseph. The corner sign paint is now poor and has to compete with many objects on the pavement.



120. A pair of steel gates in brick piers with flat stone caps. One pier has been rebuilt. The other is poorly bedded and pointed and the top gate hinge is loose so the gate drags on the path. At least part needs to be taken down and rebuilt.

Archaeology

121. Consultation with the local authority archaeologist indicates that the church and its site are not of archaeological importance.

General comments

122. The church was well built and is stable and generally sound. The parish should be commended for its improvements.

123. More work is needed at the roofs. More regular clearance of rainwater disposal and painting of gutters and pipes is needed.

124. Every opportunity to reduce heat loss should be taken. Ceiling insulation and lagging of hot pipes in cold voids would be very cheap.

PART THREE

RECOMMENDATIONS in order of priority

For immediate action

Replace at least four failed roof tiles at W side of Nave	17, 18
Clean and paint cast iron gutters and pipes	27, 29, 33
Clear all rainwater gullies	34
Replace the cross on the Tower roof	46
Clear subfloor air bricks at W side of Hall	78
Check alarm at accessible wc	115

For completion within 18 months

Remove ivy from Church W wall	18
Permanently improve Nave roof SW corner	19
Remake the flat roof of the upper Hall dormer and its ceilings	21, 22, 62
Paint dormer fascia and frame of its escape door	44, 45
Obtain a Periodic Electrical test report	97 and Addendum
Take down and rebuild part of one gate pier	120

For completion within five years

Remove saplings from narrow ground W of Church and Hall	40
Derust, prepare and paint the steel escape stair	45

Desirable improvements

Refix loose ceiling tiles in church	52
Spread 250 thick quilt over all accessible ceilings and lag heating pipes in cold voids	53, 61, 90, 95, 124
Renew lower Hall ceiling and lights	60
Make good plaster and paint where needed	69
Renew broken air brick outside Kitchen	78
Renew broken vinyl floor tiles at steps and upper Hall	3, 83
Reconsider sign at street corner	119

Recommendations on Maintenance and Care

Keep all building reports with the Log Book	3
Clear flat roofs, gutters, pipes and gullies at least once a year	24, 25, 27, 28, 30, 34 and Addendum

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.