CARLISLE DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

GUIDANCE NOTES FOR THE PREPARATION OF CHURCH QUINQUENNIAL REPORTS

March 2016

INTRODUCTION FOR PCCS

The Quinquennial Report is one of the key documents which assist the Parochial Church Council (PCC) in the care and repair of a church building for which it is legally responsible. It gives a snapshot of the repair needs of the building and lists the repairs required according to their priority and with estimated costs. It is also read by the Diocesan Advisory Committee (DAC), by the archdeacon, and by any grant giving bodies which the PCC approaches.

Each Diocesan synod must establish a scheme for the inspection and a report on its churches by professional advisers approved by the DAC. Commissioning the report every five years (hence the name quinquennial) is a statutory obligation placed on PCCs by the Inspection of Churches Measure 1955 and the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. In exceptional circumstances, the archdeacon can also arrange for an inspection and for the report to cover extra matters of interest beyond the fabric if necessary.

The appointment of a professional adviser is made independently by each PCC. The appointment is always of an individual, not a firm. The DAC, through the Diocesan Secretary, can give advice on the procedure it adopts for approving appointments such as the use of the 'approved list'. It is important that a professional adviser's training and experience in building conservation matches up with the problems presented in looking after the church in question. Professional advisers should be seen as the 'family GP' as far as the care of the church is concerned. Where any problem arises with the fabric, parishes should not hesitate to get in touch.

Fees for the quinquennial report should be agreed between the adviser and the PCC and paid in full by the PCC on completion. The PCC should plan ahead by putting aside money each year to cover them. Fees will vary depending on the size and complexity of the Church. As a very rough guide, the following table sets out the time that the adviser can be expected to take:

	time to survey	*time to prepare the report*
Simple churches	2/3 hours	3/5 hours
Medium sized churches	3/5 hours	5/10 hours
Complex churches	5/8 hours	10/15 hours

These figures are based on advisers coming to the church for the first time but able to refer to a comprehensive previous report and when the PCC has prepared for the inspection as set out in the following section. The time can be considerably longer if the previous report is poor or the preparation has not been done or shorter if the adviser is returning for a second or third time and the preparation is done.

Note that the Quinquennial Report is a *summary report only*. It is restricted to the condition of the building and its defects and is *not* a specification for the execution of any necessary repair work and should not be used as such. The professional adviser is normally willing to advise the PCC on implementing the recommendations and will, if requested under a separate appointment, prepare necessary specifications, seek tenders and oversee the repairs.

The inclusion of an item of work in a Quinquennial Report does not automatically remove the need for a Faculty before it is carried out. However, if certain conditions are met, a Faculty may not be necessary for items of repair. See the DAC's separate guidance on Faculty Applications [provide link].

Although the Inspection of Churches Measure requires the Church to be professionally inspected every five years, Churchwardens are also required by the Care of Churches Measure 1991 to make an annual inspection of the fabric and furnishings of the Church and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This must then be presented with any amendments made by the PCC to the Annual Parochial Church Meeting. Guidance on these inspections and other statutory responsibilities and on maintenance generally are contained on the ChurchCare website – www.churchcare.co.uk.

THE PCC'S WORK IN PREPARING FOR THE QUINQUENNIAL INSPECTION

Before the inspection, it is essential that the PCC has considered the following:

1 Agree access arrangements with the adviser.

The adviser is *not* normally expected to have his or her own ladders but it is good practice to inspect the roofs from eaves level and to get onto all valley gutters and other difficult areas. The adviser *is* expected to be fully mobile. If the right ladders are not available at the church, a builder should be asked to provide them and to provide whatever help the adviser needs to erect them. If access is difficult it may be necessary for safety reasons for the builder or a competent member of the PCC to be on hand to help.
These access arrangements may provide a good opportunity for the gutters to be cleaned but the adviser should not be expected to do this personally.
Parts of the building that are covered, unexposed or inaccessible will not be inspected and the adviser cannot therefore report that any such part is free from defect. The report may include the recommendation that certain areas are opened up for later inspection.

2 Provide all the keys necessary to get into all the rooms in the building.

This includes the Vestry (but not the safe), the Boiler Room and any locked store cupboards.

3 Ensure that bells are down on the day of the inspection

The ringers should be asked in advance to report on any problems with the ring and this information passed to the adviser.

4 Provide a copy of the previous quinquennial report to the adviser

The previous report is a vital document for the adviser and can be a very useful source of information. The full report should be provided, not just the schedule of recommendations. It is a good idea to run though the previous recommendations with the adviser. The adviser must report on whether or not the previous recommendations have been carried out and if, in the opinion of the adviser, they are still relevant they will be included in the current report in updated priority order.

5 Update the Log Book, terrier and inventory and make these available on the day

The Log Book is a particularly useful document for the adviser and for the PCC, and it should be kept up to date. In particular, the adviser's attention should be drawn to any building work that has been carried out since the last inspection – including both alterations and repairs whether or not included in the previous report. A note of this work is part of the report and, in addition to the log book, a separate bullet point list is sometimes the easiest way to communicate it.

6 Provide copies of complementary reports or other relevant information to the adviser

These should include the latest electrical inspection, the latest inspection of the lightning conductor (if any), and any other reports on the services installations. If contractors or other consultants have been asked for reports or estimates on any matter relating to the building or the Churchyard, including the trees, these should also be made available. Inform the adviser if any trees are subject to a Tree Preservation Order.

7 Inform the adviser of any initiatives on energy saving or other environmental issues.

It is normal practice for the adviser to make recommendations on measures to improve the energy efficiency of the building if appropriate and it is useful to know if any other work is being done on this.

8 Inform the adviser of any regular maintenance arrangements that are in place.

These arrangements might include the servicing agreements for the heating system and inspection and maintenance of the fire extinguishers.

9 Brief the adviser on any emerging plans for changes to the way the building is used

These may have arisen from the PCC's discussions on Mission Communities and/or the Carlisle Diocesan Buildings Strategy. PCCs are encouraged not to leave this briefing to the time of the Quinquennial Inspection but keep in contact with their adviser and seek advice as early as possible. Remember that the Quinquennial Inspection is a condition survey – a snapshot – but your Architect will be able to help you think ahead.

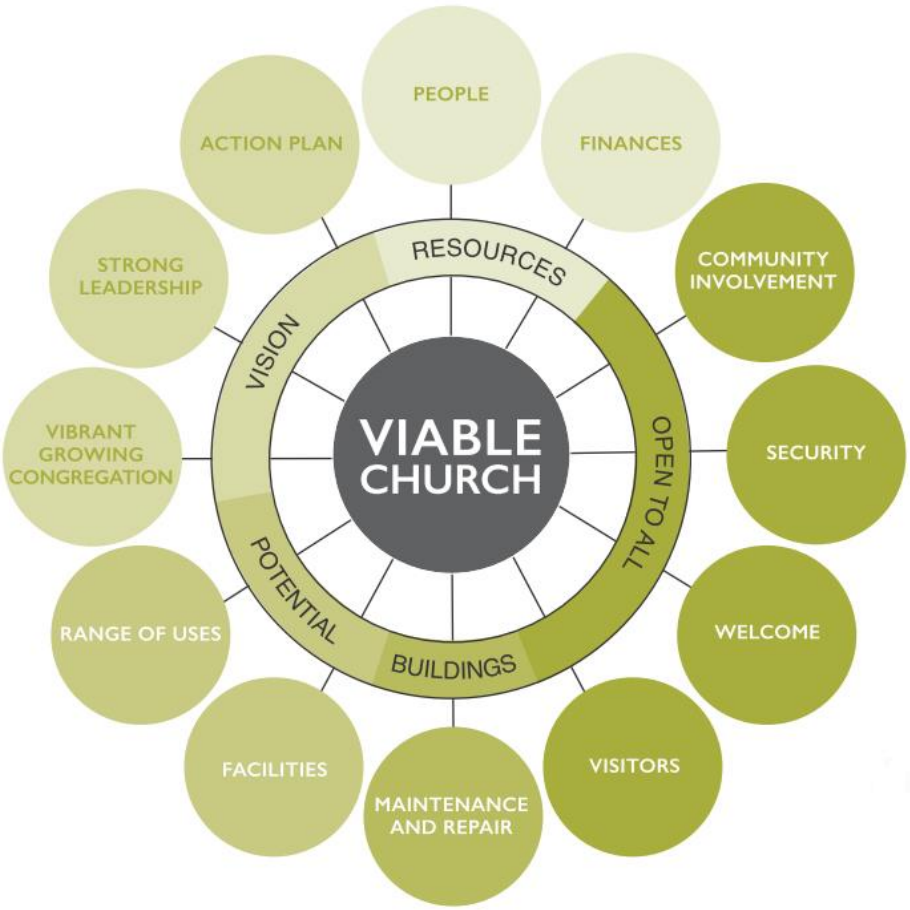
Questions the PCC should consider as they prepare this part of the brief to the Architect should include:

- How much use does the building get at the moment – and what kind of use?
- What are your expectations with regard to temperature and facilities (toilets, kitchen, meeting spaces, diversification)
- What do you think are the expectations and needs of parishioners who do not come to church?
- What buildings does the Mission Community need? What buildings does it already have? How do these two compare?
- How do you envisage future use of the Church building in the Mission Community and local community context?
- Do you already have some plans?

Your Archdeacon and others will be able to support the PCC as it considers these questions,
A really useful "template" for discussion will be the "Sustainability Rosette" developed by the Churches Trust for Cumbria – see below.

The Churches Trust for Cumbria has mapped the key findings from the Survey into a diagram - the "Sustainability Rosette". The concept emerged during the pilot surveys and was progressively refined through the Feedback meetings. It shows that for Churches to be sustainable they need to be reasonably healthy in all the areas shown in the twelve petals.

There is unfortunately no single template for success.



The adviser's response should be given in Section 7 and please note that both the Archdeacon and the DAC will scrutinise copies of the report once complete.

NOTES TO ADVISERS

FORMAT OF THE REPORT

The following notes set out the format in which the quinquennial report should be presented in the Diocese of Carlisle. The report should be illustrated with digital photographs - preferably incorporated within the body of the text - and include a plan of the Church for reference. If the Church is listed a copy of the listing text should be included as an appendix. These texts are available in the National Heritage List for England (historicengland.org.uk).

Note that the format has been changed a little since the previous issue of this guidance. In particular, the 'General Description' has been omitted and instead an 'Executive Summary' has been added – at 1.06. This summary is to identify the key points that arise from the inspection and it will be brought to the attention of the DAC at its meetings.

The terms 'very good', 'good', 'fair', 'poor' and 'very poor' can be used to describe the condition of the various elements. These carry their everyday meanings, but a more specific definition of terms could be added at the adviser's discretion.

Please include any specific recommendations in Section 6 only (or if noted within the report text please ensure that they are repeated in Section 6). The recommendations just need to draw attention to the item – they do not need to be a full specification of the work necessary to put things right. Estimates of cost should be included for each item for general guidance only. Note the 'standard' disclaimer on these estimates set out in the report, but advisers may add further disclaimers if considered necessary.

Please also bear in mind that the reports will be read largely by non-professionals seeking guidance on repairs. The text should therefore be clear and action orientated with technical language kept to a minimum. It is helpful if the adviser attends a PCC meeting after the report to answer questions and give advice.

Copies of the report should be sent to:
The PCC, the Incumbent, the Archdeacon, and the Diocesan Secretary

FRONT PAGE – at the adviser's discretion (but perhaps including a photo of the Church)

CONTENTS PAGE

1.0 GENERAL INFORMATION

1.01 Name of Church and Archdeaconry

St ….,
Archdeaconry of ….. (Westmorland and Furness, or Carlisle, or West Cumbria)

1.02 Is the Church Listed and/or in a Conservation Area and/or a National Park

Examples:
a) Listed Grade 1 and located in the Hawkshead Conservation Area and in the Lake District National Park
b) Not listed and not located in a Conservation Area or National Park.

1.03 Name and contact details of adviser (with qualifications)

A N Other (B Arch) RIBA, AABC, etc
Address ……
Telephone ……
Email ……

1.04 Dates of this inspection and previous inspection

This inspection …….
Previous inspection …….

1.05 Weather on day of inspection

Examples:
a) Dry and bright, after showers.
b) Light drizzle, after recent heavy rain.

1.06 Executive Summary

In approximately 200 words, set out a summary of the Church, its general condition and state of maintenance. What are the most important points to arise from the inspection?
Examples:
a) St Peters Church is generally in good condition and well maintained by a dedicated and competent team. It is a much used building located at the heart of the village. The most immediate recommended repair work is the refurbishment of the cast iron eaves gutters and downpipes on all the roof slopes on the North side. The extensive lead roofs are still in fair condition with the exception of the South Aisle which has now degenerated to poor and is currently leaking intermittently. This will be the subject of a grant application for renewal in 2015. Internally, the next planned work – alterations rather than repairs – is the removal of the North Aisle pew platforms following the recent removal of the pews.

b) Holy Trinity Church is generally in fair condition but requires a considerable number of minor repairs and the Nave roof will need to be renewed in, probably, 5 to 10 years. The last electrical inspection indicates a number of Priority 2 items which have not been attended to. The small team is clearly finding the building a challenge to maintain.
There is no water supply at the Church and no toilet or kitchen facilities but the nearby old school building is sometimes used. The building is never locked, even at night and consideration could be given to an automatic timed magnetic locking system.

1.07 Safety aspects of the building

Is the building safe for day to day use?
Examples:
a) The building is safe for day to day use.
b) The building is generally safe but the marble memorial plaque in the South Aisle (the Fletcher family memorial) is loose and should be taken down to Ground level.

1.08 Wheelchair access

Is wheelchair access available to all areas?
Example:
Permanent level access is available through the main Porch but not at the Chancel steps where a temporary ramp is in use. There are two steps at the Lady Chapel where arrangements are in place for volunteers to assist during services.

1.09 Specific limitations of the report

State any specific restrictions regarding access for the inspection. If appropriate, list any inaccessible areas and any important specific items not inspected. Also list any areas where access should be especially arranged or that should be opened up for inspection.

Example:

The inspection was visual, from ground level and readily accessible areas only.

Access was not available to the Bellcote or to the valley between the Nave and North Aisle roofs. An inspection of these areas with safe access should be arranged separately – see recommendations. No areas were opened up and no tests carried out on the services installations.

1.10 Schedule of Works completed since the previous report

List the work carried out since the last inspection – items that were included in the previous report as well as any other additional items. Include items of repair, and alterations.

Example:

The following items from the previous quinquennial report have been carried out:

Location / reference	*Item*
Nave roof	*Slate repairs to the north and south slopes*
Chancel gutter	*Replacement of the south side eaves gutter in new cast iron*
Boiler Room	*New gas fired condensing boiler connected to the existing heating distribution system*

The following additional items have been carried out:

Location / reference	*Item*
Path to West gate	*A new sandstone path laid from the Porch to the west gate*
Vestry chimney	*The chimney has been removed and slated over*

1.11 Work Outstanding from the previous report

Has all the work included in the previous report been carried out? If not, list the outstanding items which are still relevant and include these in the recommendations in updated priority order?

Example:

The following items included in the previous report have not been carried out and where relevant these are included in Section 6 in updated priority order.

Location / reference	*Item*
Porch step	*Relay the sandstone floor to falls to remove step at the external door*
Vestry chimney	*The chimney has not been removed*

1.12 Log Book

Inspect the Log Book and other records kept by the PCC.

Examples:

a) A log book is kept. It is up to date and was inspected.

b) A log book is not kept and it is recommended that one is begun now. It should record all work carried out in the Church. A loose leaf file is probably the best format.

SECTIONS 2 TO 5 – THE MAIN REPORT TEXT AND PHOTOS

Column for text	*Column for photos with captions*
2.0 EXTERNAL ELEMENTS	
2.01 Roof coverings Take each area of roof in turn and comment on its construction and condition including ridges, hips, valleys, flashings and any special features. *Examples:* *a) Location: Chancel roof* *Construction: Graduated slate with sandstone ridge and projecting eaves* *Condition: Generally good condition but minor slate repairs required* *Recommendation: Carry out slate repairs, incl S side at eaves* *b) Location: Nave Roof* *Construction: Lead sheet with roll joints laid to falls.* *Condition: Poor with many flashband patches. Currently leaking.and should be completely replaced in lead generally to match existing details (additional specification required)*	
2.02 Rainwater goods and disposal systems Take each area in turn and comment on materials, condition and cleanliness, Include parapet wall gutters, cess boxes, chutes etc. Comment on whether adequate. *Examples:* *a) Location: Chancel roof* *Description: Profiled cast iron eaves gutters supported on brackets attached to projecting rafters* *Condition: Generally good condition but some joints are leaking requiring repair and redecoration.* *b) Location: Nave Roof* *Construction: Lead parapet gutters with flashings and lead chutes to rainwater hoppers.* *Condition: Fair condition but the flashings cut into the masonry should be repointed*	
2.03 Drainage below ground Comment on provision and condition of foul drains and rainwater drains. Note whether inspection covers (if any) were lifted. *Examples:* *a) Foul drainage: There is no foul drainage* *Rainwater drainage: Rainwater discharges to open gullies which may be connected to a system of soakaways, although no inspection was made. Rainwater generally drains away well.* *b) Foul drainage: There is a septic tank system which is periodically cleared. It was not inspected in detail but there are no reported problems.* *Rainwater drainage: Rainwater discharges without gullies but appears to drain away except around the Tower where better drainage would be desirable.*	
2.04 Bellcotes, parapets, chimneys, upstand verges Comment on construction and condition of parapets, copings, cappings, finials, crosses flagpoles and the like. *Example:* *Bellcote: There is an ashlar constructed bellcote at the apex of the west gable with an arched opening housing the bell. Next to this is a redundant chimney, also in ashlar sandstone. Both the bellcote and chimney have lead flashings to the main roof, in good condition. The bell is an interesting mediaeval bell of notably slim shape, hung on canons to an iron bar.*	

2.05 Walling Take each area of walling in turn and comment on its construction and condition. Include walling to towers and spires, walls, crossing walls, referring to buttresses and stonework details such as cills, mullions, stringcourses, arches, lintels, carved and moulded features etc. *Example:* *Location: Nave and Chancel* *Description: Roughly coursed squared limestone rubble walling with a projecting plinth and slate quoins. Footing stones are visible on the south side. There are two buttresses to the north wall and one to the west.* *Condition: Generally good condition with no damp visible internally but pointed in cement ribbon pointing.* *Recommendation: In the longer term, hack out and repoint in lime mortar.*	
2.06 External doors, timber porches, canopies Take each door and/or element in turn and comment on materials, construction, external finish and general condition. *Example:* *Main front door: a wide oak double boarded door hung on curving strap hinges which are early medieaval in date, finished in dark preservative stain. In good condition.* *There are painted metal gates at the external entrance to the Porch, recently redecorated and in good condition.* *Dallam Chapel: a small Porch enclosure and an oak door on strap hinges dating from 1868, in good condition but requires decoration* *Levens Chapel: an unused external oak boarded door in fair condition*	
2.07 Windows Take each area or group of windows in turn and comment on the construction and condition of any stonework surrounds and glazing including including leadwork, saddlebars, glazing, condensation trays and external protection. There is no requirement for a full window schedule although notable windows and those with particular issues should be referred to individually. *Examples:* *a) Main east window; C19th 5 light sandstone window with decorated tracery with leaded memorial stained glass. In fair condition but the glazing is bowing in places and should be monitored. Modern stainless steel mesh external protection.* *b) South Aisle: 3 identical C19th sandstone two light windows with trefoils and clear leaded diamond lights. Central window has a cracked sill that requires repair. No external protection.*	
3.0 INTERNAL ELEMENTS	
3.01 Interior of towers, spires Describe and comment on the condition of the tower interior including: the internal walling, the timber floors and supporting structures including beam ends, the louvres and bird mesh screens, access provisions, ladders, trapdoors etc. *Example:* *The tower is accessed through an external door leading up through a tight spiral staircase with windows to light the way. The staircase and the windows all appear in good condition, the staircase itself is dry and clean. The first stage is the clock chamber, which again is clean and dry. Walls are rough sandstone which have been previously over pointed and painted. There are signs of salt damage,*	

particularly around the windows where the stone has become friable, but nothing of concern. The loose masonry would benefit from a brush to remove the debris, then any new loose material can be monitored. One of the windows is left ajar, which is good for ventilation. Windows are plain leaded with attractive original ironmongery. There is ladder access up to the clock mechanism, which is all in very good condition. The structural timbers above, (floor structure of the bell chamber), appear to be water stained indicating water ingress, however these seem to be historic. The bell chamber is accessed on the next stage up the spiral staircase. The bell chamber (also known as a belfry) has a lead lined floor which appears in good condition. The walls appear dry apart from at wall plate level in a couple of locations where there are clearly leaks from the roof above. At the time of inspection there was water visible on the masonry to the south and the north, just below wall plate level, and is showing signs of deterioration due to water damage. The timber boarding above is also heavily water stained indicating water is either backing-up under the slates and soaking the sarking board, or water is getting in high up the roof and tracking down to rest on the base of the boards.	
3.02 Bells and their appurtenances Describe and comment on the condition of the bells and bellframe, headstocks etc, *Example:* *There is a ring of six bells hung in a new galvanised steel bellframe. The bells are regularly rung and in good condition*	
3.03 Clocks and their enclosures Describe and comment on the condition of external enclosures and mechanism and any evidence of routine maintenance. *Example:* *The clock, by Gillet of Croydon, is contained in a boarded and glazed enclosure housed in the lower part of the main Tower interior. The winding mechanism has recently been replaced with an electric system. This was not inspected but was working, including the chiming mechanism. The enclosure should be swept clean regularly to prevent dust and debris building up on the top and finding its way in.*	
3.04 Internal masonry walls, arches, arcade structures Describe and comment on the construction, materials and general condition of these structures. (Finishes are treated under 3.09.) *Examples:* *a) The internal arcades are a distinctive feature of the interior of the Church and date from the 1885 alterations. They are semicircular arches bearing onto round columns, all in structural oak. The columns have egg and dart moulded capitals and the arches have fluted mouldings. The columns continue to the arcade walls over as oak pilasters connected by oak string courses and the oak tie beams to the roof structure are designed as an integral part of the arrangement.* *The Chancel arch is a sandstone semicircular arch bearing onto corbels attractively carved in the form of heads of angels. All is generally in good condition.* *b) There are two main arcades between the Nave and the north and south aisles. The north arcade is C19th consisting of 3 bays with two centred sandstone arches with circular columns and octagonal carved capitals. The sandstone is in an alternate pattern of pink and cream.* *The South arcade is mediaeval dating from the C12th – the*	

earliest standing fabric in the building - and consists of circular columns with one octagonal and one square capital and square profiled two centred arches, also in pink and cream sandstone. The western square capital has undercut carving and the eastern respond is also attractively carved. There have been a number of poor repairs in hard cement mortar. There are drip moulds with headstops to the arches on the aisle side. All is generally in good condition but there are cracks at the apex of some of the south aisle arches which should be monitored.	
3.05 Roof structures and ceilings (including voids) Take each area in turn and describe and comment on the materials and general condition of all exposed elements including trusses, purlins, braces, rafters, fixing methods etc. Comment on the general condition of any voids (if accessible) including signs of water penetration, structural failure, rot and insect attack. *Example* *Nave: the roof is supported on simple arched oak brackets located at regular spacings relating to the windows with metal tie rods connected at eaves level at each alternate position. The ceiling is formed on the roof slope by the underside of the oak structure comprising purlins, ridge, rafters and sarking boards.* *Chancel and Transept: a similar construction to the Nave, but the brackets here are attractively carved into the form of angels.* *The roof structure appears from ground level to be in good condition*	
3.06 Upper floors, balconies, access stairways Describe and comment on the condition of any upper floors structures and balconies, stairways and balustrades *Example* *The structure of the balconies is a series of timber triangular trusses bearing onto the external walls and the internal arcade of columns. These carry longitudinal beams which in turn carry the tiered seating. The structure is accessible from the south eastern corner. There is evidence of considerable repairs to the structure including remedial metal straps to tie the floor to the columns and defrassing of worm eaten timber. The structure is generally in good condition but should continue to be monitored regularly.* *The organ console access stair and ladder climbs past the balconies from the Clergy Vestry and is in good condition, but because of the layout and height, special care must be taken using it.* *The wide timber stairs in the Tower which lead to the balconies and the stone spiral access stair are in good condition*. *Emergency means of escape from the balconies is via the staircases from the Tower only (there is no alternative).* *The open grilles in the floor of the Tower that ventilated the boiler room below have been sealed to provide fire resistance to the Boiler Room. This protects the means of escape from the balcony which runs through this space and allows the limited use of the balcony for public performances. Possible additional staircases at the east end are currently (2014) under consideration to improve the use of the balconies but no specific proposals have yet been put forward.*	
3.07 Internal doors and ironmongery, partitions, screens and paneling Describe and comment on the general condition of all internal doors and ironmongery, screens, paneling etc.	

Example *There is extensive oak paneling around the organ and in the Chancel and an oak partition to the Clergy Vestry below the organ, all in good condition.* *There is oak dado paneling at the sides and rear of the Nave and dado paneling in the Vestibule and at low level in the Choir Vestry, all generally in good condition.* *The internal doors are as follows:* *Vestry/South Aisle - an oak panelled door, ply lined on the Vestry side and fitted with security locks, all in good condition* *Vestry/Chancel - oak panelled with security lock, in good condition* *Vestry/Choir Vestry - oak panelled door with glazed panels and a glazed fanlight over, both fitted with security grilles, in fair condition.* *Vestibule/Nave - 3 half glazed doors with panes over. The central panel has been reconfigured to reveal the carved fanlight, all in good condition.* *Gallery doors – newly restored painted panelled doors now over boarded to provide half hour fire rating with a felt lining to the gallery side, in good condition.* *Boiler room - an oak panelled door, now fitted on the inner side with fire proofing and a door closer to give half hour fire resistance to the boiler room, all in good condition.* *Wardens Vestry - an oak paneled door, in good condition*	
3.08 Ground floor structures, timber floors. pew platforms Describe and comment on the materials and general condition of ground floor structures, timber platforms and pew platforms *Example – The ground floor structure in the Nave comprises stone flagged central and side aisles and the areas below the pews are raised softwood boarding with oak skirtings. The floors are generally in good condition although there is no evidence of ventilation of the main pew platforms. The aisles have modern carpet, renewed in 2008, and the pew platforms are unfinished.* *An area at the west end was opened up in 2008 by the removal of pews and the mosaic font steps and platform. The new floor comprises a concrete slab with timber battens and floor boarding incorporating thermal insulation. Pipe ducts in the floor carry the heating pipes.* *The Sanctuary has a stepped raised area of polished limestone and the floor in Chancel is covered with modern carpet, in good condition. There are heating ducts with cast iron floor grilles running across the Sanctuary.* *At the north side of the Chancel the raised floor creates an unprotected drop of about 750mm to the adjacent Lady Chapel. This is not dangerous provided care is taken, but in due course some protection would be desirable. In this location it would need to be designed very carefully.* *The Clergy Vestry has softwood boarding in good condition (there have been repairs to loose floorboards here) and the floor is ventilated by grilles on the south elevation.* *The Vestibule has sandstone flags with cast iron floor heating grilles, all relaid in 2008.*	
3.09 Internal finishes Describe and comment on the materials and condition of wall and ceiling finishes noting any dampness, areas of decayed plaster and other defects. *Example:* *The internal wall finishes are generally plastered and painted. In the Chancel the plaster is scored to imitate ashlar blocks. The decorations are in fair condition – there*	

is some local staining due to damp, particularly in window reveals. Some remedial work related to this is reported to have been done in 2005 and areas have been redecorated with Keim paint. This is peeling and bubbling in places, particularly on the south wall of the Chancel. This, and the internal finishes and decorations generally throughout should be monitored for the time being.	
3.10 Fittings, fixtures, furniture and movable articles Describe and comment on the condition of all significant fittings, fixtures and movable articles. *Example:* *There are the following fixtures and fittings, in good condition unless noted* *Main Altar - A simple oak paneled table* *Reredos - Attractive Victorian carved oak reredos and adjacent paneling* *Communion rail - An oak rail with pierced timber support* *Pulpit - An elaborate carved Jacobean oak enclosure on a simple sandstone base* *Lectern - A simple pierced oak lectern in use and a carved eagle on a classical column stored to one side* *Sanctuary furniture - Two oak kneelers - one with classical decoration, 2 upholstered oak chairs, a lockable oak storage chest* *Choir pews - Oak pews with pierced paneling and carved ends incl Vicar's stall* *Nave pews - Square oak pews with pierced end panels, each a different design.* *Rear row incorporates timber paneling to the Tower wall* *North Chapel pews - Simple oak pews with carved ends. The finials are loose.* *Font in Baptistry - octagonal sandstone with granite & freestone columns & oak lid* *Font in Tower arch - disused medieval font with damaged rim* *Font on steps - octagonal sandstone bowl on single shaft support with an oak lid* *Nave furniture - Miscellaneous modern display tables and book shelves* *Atkinson Room furniture - modern metal framed upholstered stacking chairs, TV and video recorder* *Vestry - an elaborately carved bench, a freestanding safe*	
3.11 Toilets and kitchens Comment on the facilities and their general condition and fitness for purpose. *Example:* *There is a length of modern fitted kitchen worktop and a range of units on the east wall of the Atkinson Room. These incorporate a stainless steel sink and modern water heaters, including a plumbed-in water boiler for hot drinks.* *There is a modern toilet housed in an extension to the south west Porch. This includes a low level modern WC and a small handbasin with an electrical water heater and wall mounted hot air hand drier. All in good condition.* *In the Vestry is a small handbasin with an electric water heater, in good condition.*	
3.12 Organs and other instruments Briefly describe the instruments and their general condition (a detailed survey is not required). *Example:* *The organ pipework is located on the balcony at the west end and the console is near the Choir pews in the South Aisle adjacent to the Chancel. It was not inspected but is reported to be in good working condition and it is serviced and tuned every six months.*	

3.13 Monuments, tombs, plaques etc Briefly describe the monuments and plaques and their general condition (a detailed survey is not required). *Example:* *There are many interesting memorials and tombs, all generally in good condition.* *In the Chancel is the tomb of 14th Baron William - founder of collegiate Church and 16th Baron his grandson John.* *There are many monuments and plaques mounted on the walls. Most are in good condition, but the monument to Rawlinson has a cracked corbel and, following advice received, should be monitored for the time being.* *In the Sandys Chapel there is a table tomb of the father of Edwin Sandys, Archbishop of York and another of Colonel Thomas Myles Sandys.* *One plaque commemorates Revd Thomas Bowman, headmaster of Hawkshead school, who taught Wordsworth*	
4.0 SERVICES	
4.01 Services installations generally Note the basis on which the inspection has been carried out - ie whether it is a visual inspection only or whether any tests have been carried out. *Example:* *The services installations were not tested but inspected visually only.*	
4.02 Heating Source Comment on the type of boiler or other equipment installed, the position of any meter or storage tank and controls. Include a comment on its age, apparent condition and the existence of maintenance agreements if any (PCC to advise). *Example:* *The 2 gas fired boilers located in the Boiler room below the Meeting Room were installed in 2001. They discharge via flues enclosed in the existing sandstone chimney. The system is controlled by a computerised system with a manual override. The boilers appear to be in good condition and are regularly serviced.*	
4.03 Heating Distribution Comment on the type of heating distribution system including pipework and radiators. Comment on its age and apparent condition. *Example:* *The heating distribution pipework comprises large diameter steel pipes and column radiators. The pipes are exposed in the Nave on the line of the Nave Arcades and in this location they are an integral part of the pew seating arrangement. When hot they were a potential danger to children and a newly installed control system allows the temperature to be reduced manually before services for safety. Similar large diameter distribution pipes also run along the external walls to the north and south and feed steel column radiators located at the western end of the Nave and Aisles and in the Lady Chapel, Chancel, South Porch, Meeting Room and Vestry. There is an additional separate system of electrical convector heaters in the Meeting Room which are controlled by a separate wall mounted themostat, allowing some independent use of this room. There is a freestanding electrical convector heater in the South Vestry. All is generally in good condition.*	
4.04 Electrical installation The following general note (adjusted as applicable) should be included in all reports: The electrical installation should be tested at least every five years by a registered NICEIC electrician or other	

suitably qualified consultant, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the Church Log Book. The quinquennial inspection will normally only be based on a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments. Describe the location and apparent condition of incoming mains, meters and distribution boards, Note when last inspected by an NICEIC registered contractor. *Example:* *The incoming main runs into the Meeting Room to a high level meter cupboard which also houses the main fuse board. Where visible, the wiring throughout generally runs on the surface or in tubular metal conduit and appears to be in good condition. The last NICEIC inspection was in 2010 and is now due.* *There are the following light fittings, in good condition unless noted (although this is not a complete schedule)* *Chancel - 2 chandeliers, 4 high level floodlights* *Nave - 8 chandeliers, 2 wall lights, spot over lectern* *Lady Chapel - 2 chandeliers, 2 vertical fluorescents* *South Aisle - 8 chandeliers* *North Aisle - 3 chandeliers, floodlight near organ* *Meeting Room - 2 modern pendant double fluorescents* *Vestry - 1 surface mounted bulkhead in each space* *There are a number of 13 amp switched socket outlets throughout the Church, in good condition.*	
4.05 Water installation Note the location of the incoming main and the provision of a stop tap. *Example:* *The water main enters the Kitchen in the Church Centre at the west end where there is a stop tap under the sink. Hot water in the kitchen is provided by means of a separate local gas fired water heater located over the sink and there is a separate heater to provide boiling water for teas and coffee, all in serviceable condition.*	
4.06 Sound system Describe the provision and condition of sound systems, loop systems, and the like and note whether maintained under a maintenance agreement. (PCC to advise) *Example:* *There is a modern sound system with speakers and microphones, including a roving mike, all in good condition. There is also a loop system in working order. The systems are regularly maintained.*	
4.07 Lightning conductor The following general note (adjusted as applicable) should be included in all reports: The lightning conductor should be tested at regular intervals by a properly qualified contractor and the earthing results kept with the Church Log Book. Check the frequency of tests required by the insurers (possibly every two years). Describe the lightning conductor *Example:* *A lightning conductor runs down the west wall and connects to the Bell Tower. The cable appears well attached but this was not tested or inspected at close quarters.*	
4.08 Fire precautions The following general note (adjusted as applicable) should be included in all reports: A minimum of two water type fire extinguishers (sited	

adjacent to each exit) should be provided and in addition special extinguishers for the organ and boiler house. Large Churches will require more extinguishers and, as a general rule, one water extinguisher should be provided for every 250 sq m of floor area. All extinguishers should be inspected annually by a competent engineer to ensure that they are in good working order. Further advice can be obtained from the fire prevention officer of the local fire brigade and from insurers. A summary of their recommendations is as follows: *General areas Water (one for every 250 square metres)* *Organ CO2* *Solid fuel boiler Water* *Gas fired boiler Dry Powder* *Oil fired boiler Foam (or dry powder if the electricity supply cannot be isolated)* Note the number, position and types of fire extinguishers. and when these were regularly inspected (PCC to advise) *Example:* *The following fire extinguishers are provided, last inspected and tested in July 2009:* *Meeting Room 9 litre water type* *Lady Chapel 9 litre water type* *Sanctuary CO2 type* *South Vestry 9 litre water type* *Kitchen fire blanket and powder type*	
4.09 Ventilation Comment on the provisions for natural and mechanical ventilation *Example:* *Natural ventilation in the Nave could be provided by the existing proprietary ventilators in the external walls which are controlled by dampers operated by levers. However, the ventilators are blocked deliberately to prevent draughts. These could be restored to seal properly and be available to provide controllable ventilation.* *Mechanical ventilation is provided in the toilet.*	
4.10 Asbestos Note whether any known asbestos is present – sheeting, pipe lagging etc and advise on specialist inspections if in doubt. *Examples:* *a) From the limited visual inspection undertaken as part of this survey, there appears to be no obvious presence of asbestos, although a specialist survey would be necessary to confirm this.* *b) It is noted that a full asbestos survey was carried out in 2009 and a note of the presence of asbestos has been posted on pipework in the basement.*	
5.0 CURTILAGE	
5.01 Churchyard Describe and comment on the general condition of the grassed and planted areas. *Example:* *There is a large churchyard surrounding the church and internments continue in the extension to the north west. It is laid to grass and is generally well kept. Scandal Beck skirts the churchyard to the east and there is a road to the west. At the south west corner there is a raised area behind a low stone retaining wall which is the designated area for cremated remains. There is a small tarmac car park outside the main gates shared with the adjoining school.*	
5.02 Ruins Inspect and comment on any ruin in the Churchyard, noting any known to be designated as being of outstanding	

architectural, artistic, historical or archaeological value. (PCC to advise) *Examples:* *a) The ruins of a Gilbertine Priory lie adjacent to the Church to the north. The ruins have been restored are in generally good physical condition. They have been the subject of archaeological research and the history is well recorded. An archaeological investigation was undertaken in 2004 prior to the 2005 renovations. The upkeep of the ruins falls to the Parish Council who presumably inspect them from time to time. There are some loose stones which should, in due course, be re-bedded using lime based mortar and vegetation should be carefully removed. This could be brought to the attention of the Parish Council.* *b) There are no ruins.*	
5.03 Monuments, tombs and vaults Describe and comment on the general condition, making reference to any obvious defects. *Example:* *There are many headstones and table tombs in the original Churchyard around the Church, mostly in good condition but several are leaning. There is a red sandstone war memorial of 1914-18 war near the north west gate. This has been restored and is in good condition. There is a sundial dated 1693 to the North and a steel flagpole near the north east corner.*	
5.04 Boundary walls, lychgates, gates, fences, hedges Briefly describe in general terms the materials and condition of all these elements. *Example:* *The north and east boundaries are formed by Market House and other buildings. The boundary wall to north east is a high stone retaining wall, in good condition. At the north east corner is a metal gate and a steep flight of stone steps down to the village. There is a stone wall along Old Grammar School yard, topped with iron railings, in good condition. At the Grammar School entrance there are metal gates with a removable post to allow vehicular access. There is a steep drop to the ground level outside the Churchyard generally to the north east and consideration should be given to providing protective railings or similar for safety.* *Along the east side of the Churchyard, the boundary is a stone wall in fair condition - part close to a sycamore tree is in need of rebuilding.* *The boundary walls to the Churchyard extension to the south and west are stone walls with iron railings, in fair condition but in need of decoration. There are double gates at the far south west corner which are in need of repair including the bottom bolt.* *The west boundary is formed partly by a stone wall with railings and partly by a Beech hedge.* *The wall to the north west is a drystone wall forming the boundary to the adjacent house, now in good condition. There is a Lychgate dating from 1912 at the main path to the village with an adjacent stile. It has an oak frame on a sandstone base and a slate roof, generally in fair condition but an oak sill is in need of repair and the whole should be redecorated with Cuprinol or similar. Consideration should also be given to the long term future of this Lychgate which is not in frequent use before any repairs are carried out.*	
5.05 Trees and shrubs List any particularly important trees in the Churchyard including any subject to tree preservation orders (PCC to advise) but note that there is no requirement to list all the	

trees. Advise on the need for specialist consultation if considered necessary. *Example:* *There are 2 cherry trees and a large rhododendron to the north and 2 large Yews outside the gates near the Grammar School. To the south are a Cypress and large Magnolia and on the steep bank is a Cypress, Cherries, a Whitebeam and Yew. In the south east corner is a large Sycamore. All the trees appear to be in good condition.*	
5.06 Hardstanding areas Describe and comment on the general condition of paths, pavings, hardstandings, steps, car parking areas and the like. *Example:* *There are good asphalt paths throughout the Churchyard with steps to the Churchyard extension, all generally in good condition.* *There is a level area used for Churchyard waste to the SE of the Church close to the gates to the Grammar School yard.*	
5.07 Buildings within the curtilage Describe and comment on buildings and other site features not mentioned above. If the buildings are large a separate report may be needed. *Example:* *There is a stone built coke house on the southern boundary. It is a simple rectangular plan with a dual pitch slate roof with interlocking clay ridge tiles. There is a single opening boarded shut and access to the interior was not possible at the inspection.* *The building is now in fair condition. However, there is an area of loose masonry at the ridge on the south side and the gable rafters are rotten. The north gable bows in due partly to the pressure of headstones leaning on it. Further repairs are desirable and the condition should be monitored in the meantime.*	
5.08 Notice Boards Describe and comment on location, type and condition. *Example:* *There are 2 freestanding, glazed noticeboards near the Lychgate, in fair condition but in need of decoration. The condition should be monitored.*	

6.0 RECOMMENDATIONS FOR REPAIR / RENOVATION

NOTE TO PCCS - This list of recommendations is intended to draw attention to the items only – the notes are *not* a specification for the execution of any necessary repair work and should not be used as such. The adviser will be willing to advise the PCC on implementing the recommendations and will, if requested under a separate appointment, prepare necessary specifications, seek tenders and oversee the repairs.
The estimates given are approximate. The final costs may depend on what may be required after further investigation and also depend on who does the work and whether any is done voluntarily. The PCC is advised to obtain approximate estimates from tradesmen before deciding whether to carry out any item and to have specifications prepared and to obtain firm quotations where appropriate. Some items may be eligible for grant aid.

Example:

6.01 Urgent Works requiring immediate action

No recommendations

6.02 Works recommended to be carried out during the next 12 months

Location / reference	*Item*	*Budget cost*
Slate roofs	*Remove vegetation and replace slipped & cracked slates*	*300*
Bellcote	*Arrange high level inspection of bell turret and turret flashings*	*50*

6.03 Works recommended to be carried out during the next 2 years

Location / reference	*Item*	*Budget cost*
Nave S side window	*Seal glazing around openable hopper*	*100*
Vestry door	*Treat woodworm with Cuprinol 5 star or equal*	*50*

6.04 Works recommended to be carried out during the next 5 years

Location / reference	*Item*	*Budget cost*
Openable hoppers	*Overhaul, prepare and decorate the ventilation hoppers*	*500*

6.05 Works recommended for consideration in the longer term

Location / reference	*Item*	*Budget cost*
Locking system	*Consider a timed magnetic locking system for security*	*tba*
Ashes memorial	*Consider a memorial stone to mark the area for internment of ashes*	*tba*

6.06 Works recommended to improve the energy efficiency of the structure and services

Location / reference	*Item*	*Budget cost*
Central heating	*Consider central heating system to replace the electrical systems*	*tba*

6.07 Works recommended to improve disabled access and facilities

Location / reference	*Item*	*Budget cost*
Level access at Porch	*Relay path levels to provide stepless access at the main entrance*	*1,500*

6.08 Items to monitor during the next 5 years

Location / reference	*Item*
Ceiling below bellcote	*Monitor apparent damp incursion along west wall at high level*
Leaded lights S Aisle	*Monitor bowing of the leaded lights in the S Aisle*

6.09 Ongoing maintenance items

Location / reference	*Item*	*Budget cost*
Gutters and gullies	*Clear out gutters and gullies twice a year – set up a regular arrangement with a local contractor*	*50*

6.10 Tests on services systems

Location / reference	*Item*	*Budget cost*
Electrical systems	*Arrange for a periodic inspection & test in 2017 to be carried out by an NICEIC registered contractor*	*400*
Lightning conductor	*Arrange for a test of the continuity & earthing of lightning conductor to be carried out by a qualified contractor*	*200*

7.0 Comments on the way the building is used in response to the PCCs briefing

7.01 Comment on PCC briefing about the future of the Church in a Mission Community context
7.02 How flexible / adaptable do think this building is / could be