Quinquennial Inspections & Reports

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Course Programme

- Introduction
- The Quinquennial Inspection Scheme
- Pre-inspection Considerations
- The Quinquennial Inspection
- The Quinquennial Report
  - What to do after you receive it
  - Following up the recommendations
Why is a Quinquennial Inspection Needed?

- It helps to keep a church in good repair by:
  - Providing an overall condition report of the building and its grounds on a regular basis
  - Giving recommendations of what work needs to be done and when (and how much it will cost)
  - Highlighting areas of concern that may need attention in the future
- It alerts PCCs to their liabilities and obligations such as:
  - Health & Safety, fire and asbestos regulations
  - Access Provision eg. compliance with the Equality Act (2010) and its recommendations
- It is in the Constitution
- It is a requirement of *Ecclesiastical Exemption*
  - The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994
QIs - The Official Stuff

• “...every church in the Diocese shall be inspected at least once every five years ...” (Vol I – Chapter IVA – Part V – Section 24)

• “The PCC shall co-operate with the DBF and the PCC in the quinquennial inspections and shall, under this rule, effect all repairs thereby reasonably advised.” (Vol 2 – Section 2: Part 8 Church Fabric Regulations)

• See also the Parochial Administration Handbook (Vol 1 – Chapter IVC: Parochial Administration)


The Quinquennial Inspection Scheme

• The Churches & Pastoral Committee (CPC) is responsible for assisting parishes to arrange a QI
  – They maintain a list of suitably qualified inspectors
  – They either appoint an inspector for a parish or allow them to select one from the list
  – The CPC negotiates the price of the inspection and pays the inspector when the job is complete
    • Fees usually depend on the size of the church
  – The CPC should also ensure that the reports are completed in a timely fashion and cover all the items asked for in the inspection brief
The Brief to Quinquennial Inspectors

- Each CPC issues guidelines to the QQ inspectors about what is be included in the report such as:
  - Preliminary information eg. date of inspection, who carried it out, weather conditions, etc
  - Limitations of the report eg. areas that were not inspected or certificates that were unavailable
  - Work carried out since the last QQ inspection
  - Comments on the building materials and construction of the church, its general condition and any maintenance issues
    - Areas to be covered are: exterior, interior, services, churchyard & boundary wall, repair recommendations with costings & timescales and any further investigations that are recommended
- The CPC should also advise a submission date for the report, how many copies are required and where they should go eg. PCC, Archdeacon, CPC Secretary, etc.
Pre-Inspection Considerations

- The QI Inspector should be met at the church by at least one of the churchwardens or a member of the fabric committee (if you have one)
- The logbook, terrier and all relevant certificates & reports should be made available to be inspected
  - eg. an electrical inspection report, a boiler inspection report, etc
- Reasonable access to all parts of the church needs to be provided
  - eg. make sure that doors to towers or hatches to the bell chamber are unlocked
- Sound ladders should be available if required
  - And someone to hold the bottom of them
- Very Important: make sure the inspector has left the building before you lock up!
The Inspection

• The inspector will carry out a detailed examination of the church as per their brief
  – They will also need to speak with the churchwarden either before or after the inspection (or both) to:
    • View any certificates or reports asked for in the brief
    • Discuss any issues arising from the report

• Take this opportunity to raise any concerns you may have about the church’s condition prior to the inspection starting
  – The inspector can then take a closer look at any problem areas you have identified

• Each inspector will have their own method of working but may need help with access to various parts of the building

• If you know in advance that you will need the inspection report soon (maybe for a grant application) ask the inspector when it will be ready and tell them why you want it

• Ask the inspector to discuss their findings with the PCC after the report has been completed
The Report

• What should you do when you receive the report?
  – Don’t put it straight in a drawer or the circular filing cabinet!!
• Read it through carefully and have a good architectural dictionary/glossary to hand. Some examples are:
  – “Discovering Church Architecture: A Glossary of Terms” by Mark Child
  – “Recording a Church: An Illustrated glossary” by the Council for British Archaeology
  – “An Encyclopaedia of Architectural Terms” by J S Curl
  – The Pevsner Buildings of Wales books also have a glossary
• Do your own inspection - walk around the church checking each element referred to in the report
• Compare the new report with any previous reports or maintenance logs to track any changes
• Highlight any areas of concern to discuss/investigate further
Format and Contents (as per RB Brief)

1. Preliminary information
2. Main report
3. Detailed comments
4. Recommendations
5. Maintenance
6. Further investigations
7. Explanatory notes, advice, guidance & glossary
8. Copies required
1. Preliminary Information

• Name of church, diocese & archdeaconry
• Name of inspector (practice & contact details)
• Persons present (eg. churchwarden)
• Date of inspection and report
• Date of previous inspection/s
• Weather conditions at time of inspection
• Plan of church
• Brief description of building
  – If this is a first report or after a re-ordering, it should also include an architectural history, construction materials, conservation designations and tree plan
1.0 PRELIMINARY INFORMATION

1.1 GENERAL

Diocese: Swansea and Brecon
Archdeaconry: Gower
Parish: Llandeilo Talybont
Dedication: St Teilo
Ref No: --
RB No: --
Date of inspection: 31 October 2009
Weather at time: Damp after a short period of heavy rain

Architect: [Blank]

1.2 PLANS

A floor plan is contained at the rear of the report.

1.3 BRIEF DESCRIPTION OF BUILDING

The church was built in 1851 to the design of William Richards of Swansea to replace the medieval church of Llandeilo Talybont.

The church has a simple plan consisting of a chancel, nave and W porch with a tower and spire above.

The original vestry is to the N of the chancel and there is a newly reconstructed boiler house to the S.

The church is very pleasant internally and has a balcony at the rear of the nave with a new vestry under.

The building is traditionally constructed in solid masonry with traditional duo pitch roofs. The tower is topped with a stone broach spire.

The style is Gothic Revival, dated for its time of construction.

The church is not listed.
Window 7:
3 light traceried window with cusped heads incorporating diamond pattern coloured obscured glass. The window is in good condition but there are signs of mould growth and possibly water penetration internally. No external protection.

Window 11:
Single light stained glass depicting St David. The glass is in good condition. Some corrosion to internally fitted saddlebars. Protected with mesh externally.

Window 13:
Single lancet directly glazed with obscure glass. No external protection.

3.1.5 Rainwater goods

All rainwater goods are cast iron half round gutters with round down pipes installed in 2004.

The rainwater goods were in good condition.

There is a downpipe which emerges from the tower on the S elevation and discharges on the ground below. The purpose of the downpipe is not entirely clear but it is assumed that it was installed to catch any penetrating water collecting in the bell chamber.

3.1.6 Surface Water Drainage System

All downpipes discharge into gullies with the exception of rwp 4.

The grating is missing from the gulley to rwp 5 and rwp 6.

The gulley to rwp 3 is newly installed.

Although there is no gulley to rwp 4 it only discharges water collected internally in the tower which is very limited and consequently a gulley and drain is not essential.

There was no sign of standing water at the time of the inspection.

The gullies need to be cleaned and the gratings checked and replaced where necessary.
3.5 **Leadwork**

3.5.1 The lead work at the junction of RS1 with the east parapet is in good condition and dressed underneath the concrete coping. On the west wall there is a cement fillet over the flashing which has cracked.

3.5.2 The lead work at the junction of RS2 with the east parapet is generally in reasonable condition dressed underneath the concrete coping but the concrete is cracked in places and there is evidence of recent lead repairs. The east face of this parapet is severely cracked.

3.5.3 The lead work at the junction of RS2 with the west parapet is generally in good condition. The lead work at the junctions of RS4 & 5 with the south parapet and the south nave wall is generally in good condition.

3.5.4 Lead gutters G9 & G10 appear to be generally in good order.

3.5.5 The lead work at the junction of RS5 with the east and west parapets is generally in good condition.

3.5.6 The lead work at the junctions of RS6 & 7 with the north nave chancel walls is generally in reasonable order as is the lead work at the junction of RS8 with the east nave wall and the east chancel parapet.

3.6 **Rainwater Goods**

3.6.1 As mentioned previously the rainwater goods were overhauled before the last inspection. Rainwater pipes are of circular section. Gutters G1, 3, 4, 6, 7 & 8 are half round section with gutters G2 & 5 are ogee section.

3.6.2 The rainwater installation is in good condition except for a stop end missing on gutter G7. Some redecoration is required.

3.7.0 **Rainwater Drainage**

3.7.1 Rainwater pipes R1 drain into a concrete gully which runs off into the ground at the east end. This is also the case with rainwater pipe R10.
All Saints, Cellan
2. Main Report - Limitations

• The report is restricted to the general condition of the building and its defects

• It is primarily a visual “non destructive” survey
  – ie. normally closed areas (eg. boarded floors, panelling, etc) will not be opened up

• Areas where a restricted inspection was made should also be stated and explained
  – eg. tower (to first floor only with use of ladders)

• Parts or areas not inspected should be stated
  – eg. drains, bell chamber, roof spaces, etc
1.2 Limitations of the Survey

The building was surveyed mainly from ground level, internally and externally. A 6 metre surveying ladder was used in selected areas, but only where this could be deployed safely. It was not possible to examine all of the upper parts of the building. No access was gained to the upper part of the roof, any void above the ceiling, or the upper part of the spire.

The inspection was purely visual and non-destructive, no enclosed spaces, boarded floors, inaccessible roof spaces, hidden timbers, cavities or joints have been opened up for inspection, nor have any floor finishes been lifted, or any fittings moved. No drainage manhole/inspection chamber covers were raised, nor was any underground drainage systematically inspected or tested.

This report is of a general nature, and does not obviate the need for further specialist surveys or reports where appropriate including in the following areas:

- Electrical installation
- Heating installation
- Lightning conductor
- Bell
- Fire precautions/means of escape
- Asbestos material
- Organ

The large church hall to the E of the church is excluded from this survey.

This survey is a summary report only, as required by the Inspection of Churches Measure; it is not meant to be an exhaustive catalogue of defects. It is not a specification or schedule for the execution of work, and any costs given represent very approximate estimates only. It is strongly advised that the implementation of these recommendations is carried out under the guidance and control of a registered architect or qualified surveyor with training in, and experience of the repair and conservation of churches...
2. Main Report - Works Undertaken

WORK CARRIED OUT SINCE THE LAST QUINQUENNIAL INSPECTION:

i. Roof repairs (Refer to General Condition)

ii. Plastering removed to bare stone in the Nave and North Aisle. (Refer to General Condition)

iii. Boarding refixed to interior of Porch roof.

iv. Spiral staircase cleared of bird debris.

v. Bell specialist had advised on works to allow the bells to be wrung.

vi. Door repaired on notice board.

vii. Some graves had received some attention where health hazard had been identified.


ix. Fire extinguishers serviced annually.
2. Main Report - General Condition

• The general condition of the building should be stated and any areas of concern highlighted – eg. subsidence, damp penetration, etc

**GENERAL CONDITION OF FABRIC**

Since the previous inspection there has been works carried out to the roof. The original re-roofing had taken place in the 1980’s. There had also been a number of leaks and areas of plaster which had been affected due to the poor detailing at the abutments. The original specification was referred to and a number of details had not been installed as specified. This was particularly the case where secret gutters had been specified but were carried out using mortar fillets. The original contractors returned to site and many of the leadwork details around the Tower were improved, including new slates and redressing of flashings at some abutments. At this inspection it was evident that this new work was poor and that cement rich mortars had been used in the pointing. Much of this pointing was lost and it appears that wedges were not installed in the joints. The copings had not been lifted but had been chased so this re-pointing was also failing due to this. The cement had also leached out of the pointing and had stained the lead below.
St John the Baptist, Llanhennock
3. Detailed Comments

• Areas to be covered:
  – Exterior
  – Interior
  – Services
  – Other issues
  – Churchyards, ancillary buildings & structures

• The inspector is asked to record the following for each area of the building: materials, construction, general condition, maintenance issues

• Also where relevant: cleanliness, accessibility, fitness for purposes
External Walls

9.1 The chancel walls have butter pointing of various ages and show clear evidence of earlier render beneath. This is all largely sound and no further work is currently advised. (Photograph 1.6).

9.2 Ivy is beginning to grow along the base of all of the south elevations and should be cut back and treated against regrowth. (Photograph 2.1).

9.3 Various campaigns of butter repointing and remnants of some strap pointing can be seen at the upper levels of the chancel east gable. Repointing is currently of low concern.

9.4 Some window mouldings have open ashlars for example to the south chancel wall. Repointing is desirable but currently of low concern. Soft veins to some mouldings have weathered and should in due course be repaired using soft mortar, to prevent water traps. (Photograph 2.3).

9.5 Fairly recent repointing to the south wall, albeit with recessed joints, is weathering reasonably. A small area of walling to the western end, possibly beneath another leaking gutter joint, should be given attention where mortar has been washed away. Localised repointing to this area is quite urgently required. (Photograph 2.2).

9.6 The area of ground beside the retaining wall to the south nave wall should be cleared of debris and ivy cut back.

9.7 This also applies to the north wall of the chancel and tower. Stones stockpiled here would be better kept away from the church, to keep the feet of the walls dry and to remove opportunities for stone throwing. (Photograph 3.4).

9.8 The north nave wall of uncoursed Sutton or lias stone has been repointed in cement. The stone surfaces are slightly friable but no action is advised at this stage.
INTERIOR WALLS, CEILINGS AND DECORATION

A  NAVE CEILING: plastered barrel vault with moulded eaves timber and ribs dividing the plaster into square panels. A ladder was erected at the four corners of the nave and the timber inspected. There is a small degree of wood boring insect but this is not severe.

B  CHANCEL CEILING: scissor rafter roof with boarding between, dark stained; ladders erected to the east wall on the south and no evidence of woodworm noted. The moulded cornice projects from the wall substantially. Again the timbers are in good order with only minor evidence of wood boring insect. There appears to have been some structural movement to the lower panels which are out of vertical but this appears to be stable.

C  NORTH AISLE CEILING: moulded cornice and ribs, with squarish panels between, the top section flat. Damp staining is becoming more apparent at the west end.

D  VESTRY CEILING: plaster between rafters; plaster showing damp staining or mould, and paint flaking. There is a general rippled effect in the painted finish.

E  ACCESS: The ladder was erected to wallplate level in the following locations:

F  NAVE, SW CORNER: there is some suggestion of decay at the end of the wallplate at the junction with the W wall and loss of moulded timber to the end of the brace where the plaster has been removed. There is a deep crack within the W wall where the plaster has been removed, part of which appears to be making good using bricks at high level. Where the external abutment detail has been failing it would appear that water has passed through this crack into the wall at lower levels. Looking at the remains of the render it appears to have
3. Detailed Comments - Services

• A general inspection of services is required
  – eg. Gas, water, and electricity supply

• Electrical systems
  – A full electrical inspection is required every 5 years
  – Some dioceses or the inspector will organise this – others will require the PCC to do it
  – A copy of the last report/certificate should accompany the QQ report

• Heating systems
  – Boiler, flue, fuel storage, safety, insulation and efficiency to be considered/inspected
  – PCCs should have an annual maintenance contract
  – A copy of the last report/certificate should accompany the QQ report
3.9.3 Heating

The church is understood to now be heated much more consistently than it was when we last inspected; this will undoubtedly help conserve the fabric. A church of this size and mass ideally requires, throughout most of the year, some form of gentle background heating, both to conserve its fabric, and to provide the basis for meeting contemporary expectations of comfort. Such background heating could then be augmented when the church was in use by the full use of the system. Background heating of such a large space and structure sounds prohibitively expensive, but modern developments in boiler efficiency, control systems, and perhaps eventually sustainable energy sources are likely to offer increasingly sensible solutions, once the initial capital outlay for the installation has been found. The PCC might consider such an initiative in the long term.

The present heating consists of a low pressure hot water cast iron radiators, possibly augmented by in-floor heating grilles, and an electric fire for the organist. The oil fired open flue boiler is sited in a boiler room below ground level at the W end of the church, accessed by external steps, with a steel oil tank close to the S boundary to the W of the church. The boiler has been changed since the last inspection: an older boiler stands in the boiler room. Care should be taken before dispensing with this to establish whether it contains asbestos.

Large diameter iron pipes circulate the hot water around the church to suitably sized, and attractive column radiators.
3. Detailed Comments – Other Issues

- Fire safety
  - eg. Fire fighting equipment and smoke alarms

- Lightning protections systems (LPS)
  - Lightning conductors
    - Should be tested on a regular basis
    - Last report should be attached to the QQ report
  - Surge protection

- Security installations
  - eg. intruder alarms, lead theft protection, etc

- Health & safety
  - Presence of asbestos, risk assessments, etc

- Access provision
  - Access audit & compliance with the Equality Act (2010) and its recommendations

- Presence of Bats

- Archaeological Considerations
3.22.0 Services

3.22.1 Heating is by wallplate mounted radiant heaters. There are four in the nave and two in the chancel. They appear to be physically in reasonable condition but see note below regarding testing.

3.22.2 Lighting is by pendant lights from the Arts and Crafts restoration of the late 19th/20th Century. There is an external light above the south porch door and a pendant in the porch. There are five pendants in the nave and two spot lights in the chancel with a pendant in the vestry. These appear to be in physically good condition but the porch bulb needs replacing and the level of illumination is poor.

3.22.3 There are no sanitary fittings or foul drainage.

3.22.4 The church has electricity mains supply only – No gas or water

3.22.5 I have not seen an electrical test report

OTHER ISSUES

3.23.0 Fire Fighting

3.23.1 The church has two means of escape at diagonally opposite ends of the church. It is a small church and in a single space any developing fire will be detected quickly.

3.23.2 There are two fire extinguishers adjacent to door D1 at the time of my inspection. They have not been inspected since 2002, they obviously need testing now and every year. It would be advisable to take up a lease with a reputable supplier who would do annual testing within the agreement.

3.23.3 There is no lightning conductor and consequently no test report.
3.10.4 Asbestos

The Control of Asbestos at Work Regulations 2002 requires the PCC to keep a register of any asbestos material on this site, with a statement of how they are managing it. It is suggested that a copy of this register is included with the Health and Safety File for the church (see above).

The Quinquennial survey reported on here is a general survey and should not be relied upon as an exhaustive survey in respect of asbestos material, although if suspected asbestos material is found it is reported on. To be certain of meeting its responsibilities under the Act the PCC may wish to consider commissioning an asbestos audit from one of the consultants who specialise in this work. Such an audit should also include a proposed management strategy for the PCC to consider formally adopting, and acting upon. Possible asbestos material noted was:
- Asbestos cement roof to boiler house
- possible asbestos in/on old boiler
- possibility that the replica parquet flooring in the vestry may contain a proportion of asbestos, which was sometimes used in thermoplastic tiles and other man-made flooring products from the middle years of the Twentieth Century;

There is also always the possibility of asbestos being found in the following materials/areas, although it cannot be confirmed that this is the case in this instance. Enquiries may need to be made regarding past work: sampling or a second opinion from a specialist surveyor may then be indicated:
- within some older electrical fittings (none specifically identified)
- within older organs/harmoniums
- within old heating ducts in floors etc
- at wall heads etc where debris from any past asbestos-cement roofing slates may have been left
- any boxed and enclosed areas which were not accessed and surveyed

asbestos materials (eg asbestos-cement sheeting, broken up) buried within the churchyard, especially at boundaries

The removal of any asbestos material should be undertaken in a safe way following established safety procedures including the use of appropriate personal protective clothing, approved containment and transportation techniques, and safe disposal at a licensed site. Detailed specification of this work is beyond the scope of this report, and should be subject to obtaining and acting on specialised advice.

It was “The Control of Asbestos Regulations 2006” when this report was compiled which applies to all non-domestic buildings. It is now “The Control of Asbestos Regulations 2012”.

http://www.hse.gov.uk/asbestos/regulations.htm
vi) Presence of Bats

- Wildlife – The PCC confirmed that bats have been using the Church. However it is possible they are gaining access through the roof. The situation should be monitored. The PCC are reminded that there is a legal requirement, if any significant works are being planned which could disturb bats, for specialist surveys to be undertaken and a licence obtained prior to the work being carried out.

vii) Archaeological Considerations

- Church Fabric – None.
- Churchyard – Probably none, but the Diocese might require an archaeological watching brief for any excavations (e.g. introduction of drainage).

3.10.2.3 Access within the church

Once within the church, a number of steps and level changes are encountered including between the nave and chancel, and between the chancel (and Trinity Chapel) and the S porch. There is a further step up into the sanctuary. There are perhaps options for overcoming these; however, the development of these lie beyond the scope of this report.

3.10.2.4 Visual and hearing disabilities; learning difficulties

The DDA addresses all disabilities, challenging building owners and managers to look beyond wheelchair users who represent only a fraction of the users of a building that have disabilities. There is scope for making the church easier to use for those with visual impairments. Greater contrast between surfaces, especially at steps, seats etc could be introduced and in particular improvements in lighting (discussed elsewhere in this report) could help in this direction. An induction loop system for those with hearing aids could be fitted.

Measures towards accommodating users with learning difficulties in a public building and place of worship are difficult to write about briefly, and arguably beyond the scope of this report. The PCC should be aware however of the wide scope of the DDA and carefully take its requirements into account in planning any changes to the church.
3. Detailed Comments - Churchyard

• Inspectors are asked to comment on churchyards, ancillary buildings and structures such as:
  – The condition of the churchyard
  – Any buildings or ruins within it, noting any designations or scheduled monuments
  – Monuments, tombs and vaults
  – Boundary walls, lychgate and fencing
  – Paths, steps and hardstanding areas
  – Trees and shrubs
3.5 CHURCHYARD

3.5.1 General Condition

The church is set within an extensive churchyard which is also a burial ground.

The site is bounded by a lane to the N and residential properties to the E, S and W. The churchyard is roughly rectangular in shape.

The churchyard is well looked after and contains a considerable number of graves as well as a Garden of Remembrance. The churchyard is an active burial ground.

There is a single skin blockwork shed with a padlocked metal door on the W boundary. The shed has a flat roof consisting of asbestos cement sheeting which has been roughly repaired.

3.5.2 Monuments and Tombs

There are a very considerable number of gravestones in the churchyard. Most are in good condition. There has however been a partial collapse of the top of a tomb adjacent to the E end of the church.

3.5.3 Boundaries and Gates

Access is gained by a metal gate and adjoining stile on the N boundary. The gate is in good condition.

N boundary wall:
Random rubble stone walls retaining approximately 9000 mm. Rebuilt adjacent to gate and stile. In fair to good condition but needs repointing and ivy growth removed.
4. Recommendations

- Probably the most important part of the report!
- Inspectors are asked to list repairs in order of priority under the following headings:
  - Works requiring immediate attention
  - Essential works within next 18 months
  - Essential works within next 5 years
  - Desirable works (eg. repairs, renewals or improvements) but not necessarily within the next 5 years
  - Works required to improve access to the church
  - Suggested works to improve energy efficiency
### PART THREE
Recommendations in Order of Priority

Nb. Please note that costs are for works as briefly described, without specification or detailed investigation. Costs are estimates only and exclude professional fees, contractor's preliminaries and VAT.

#### 27 **Items For Immediate Attention**

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost (£)</th>
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<tbody>
<tr>
<td>27.1</td>
<td>Repair the very small number of damaged roofings slates.</td>
<td>300.00</td>
</tr>
<tr>
<td>27.2</td>
<td>Repair leaking vestry gutter. Repair door at threshold, if water penetration persists.</td>
<td>300.00</td>
</tr>
<tr>
<td>27.3</td>
<td>Uncover gratings and clear drains if necessary to porch.</td>
<td>D.I.Y.</td>
</tr>
<tr>
<td>27.4</td>
<td>Clear ivy and debris from base of retaining wall to the south nave and to the north wall of the chancel. Relocate the stone stockpiles.</td>
<td>D.I.Y.</td>
</tr>
<tr>
<td>27.5</td>
<td>Clear tower roof of debris, dress back flashings and laps. Investigate and attend to causes of leaks.</td>
<td>D.I.Y.</td>
</tr>
<tr>
<td>27.6</td>
<td>Secure collapsing board and check fixings of other boards to chancel ceiling.</td>
<td>500.00</td>
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#### 28 **Items For Attention Within The Quinquennium**

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost (£)</th>
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<tbody>
<tr>
<td>28.1</td>
<td>Investigate and agree course of action to be taken to address long term water penetration at nave roof abutment with tower. Investigate and consider works to other parapet abutments at the same time. Carry out localised repointing and if necessary rebedding to and around coping stones. Inspect adjacent purlins and roof timbers, to all of these areas.</td>
<td>4000.00</td>
</tr>
<tr>
<td>28.2</td>
<td>Locally repoint areas of walling with open joints for example to western end of south nave wall.</td>
<td>2000.00</td>
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<tr>
<td>28.3</td>
<td>Remove woody vegetation from tower and locally repoint.</td>
<td>3000.00</td>
</tr>
<tr>
<td>28.4</td>
<td>Renew missing weatherboard to west door of tower. Redeck the ironmongery.</td>
<td>500.00</td>
</tr>
<tr>
<td>28.5</td>
<td>Investigate ongoing water penetration to south wall of tower, adjacent to disused flue. Provide cross ventilation to the ringing chamber.</td>
<td>1000.00</td>
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<tr>
<td>28.6</td>
<td>Secure the loose carpet on the steps leading up to the altar.</td>
<td>100.00</td>
</tr>
<tr>
<td>28.7</td>
<td>Investigate ongoing water penetration at north west corner and opening up of joints to the tower parapets and walls at high level and advise on long term action.</td>
<td>500.00</td>
</tr>
<tr>
<td>28.8</td>
<td>Clear nest behind the leaded light to the vice window.</td>
<td>250.00</td>
</tr>
<tr>
<td>28.9</td>
<td>Repair pew platforms to south, increasing cross ventilation and building timbers onto apcs wherever possible. Test and provide cross ventilation to all other pew platforms.</td>
<td>6000.00</td>
</tr>
<tr>
<td>28.10</td>
<td>Commission a condition survey of all wall monuments and carry out urgently recommended repairs.</td>
<td>Survey 2500.00</td>
</tr>
<tr>
<td>28.11</td>
<td>Repair paving adjacent to north porch door, to reduce trip hazards.</td>
<td>400.00</td>
</tr>
<tr>
<td>28.12</td>
<td>When a builder is next on site, inspect the chancel arch and east chancel gable crosses and tower pinnacles.</td>
<td>800.00</td>
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#### 29 **Clean bell chamber louvres of nesting material. Use the opportunity to inspect the louvres.**

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<tr>
<td>29.1</td>
<td>Renew haunching to all roof abutments with parapet and tower walls, including vestry. Adjust leadwork to suit.</td>
<td>5000.00</td>
</tr>
<tr>
<td>29.2</td>
<td>Overhaul, repair and redecorate rainwater goods including gutter brackets.</td>
<td>6000.00</td>
</tr>
<tr>
<td>29.3</td>
<td>Repoint vestry walls, in particular copings and wall tops.</td>
<td>1000.00</td>
</tr>
<tr>
<td>29.4</td>
<td>Repair fractured carved boss, to westernmost north nave window.</td>
<td>700.00</td>
</tr>
<tr>
<td>29.5</td>
<td>Locally repoint open ashlar joints locally, throughout church.</td>
<td>2000.00</td>
</tr>
<tr>
<td>29.6</td>
<td>Commence a programme of replacement of rusted steel and Perspex window guards, commencing with the easternmost south nave and east chancel window.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>29.7</td>
<td>Redeck steelwork including joist hangers to tower roof and bell chamber floor, bell frame and bell fittings.</td>
<td>3000.00</td>
</tr>
<tr>
<td>29.8</td>
<td>Clean bell chamber louvres of nesting material. Use the opportunity to inspect the louvres.</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>29.9</td>
<td>Increase cross ventilation to tower interiors and voids behind panelling and floors.</td>
<td>£2,000.00</td>
</tr>
<tr>
<td>29.10</td>
<td>Repair collapsing vault adjacent to footpath, to north of chancel.</td>
<td>£700.00</td>
</tr>
<tr>
<td>29.11</td>
<td>Repoint steps leading up to vestry door.</td>
<td>£200.00</td>
</tr>
<tr>
<td>29.12</td>
<td>Reset ledger stones in Sanctuary, to remove trip hazards.</td>
<td>£500.00</td>
</tr>
<tr>
<td>29.13</td>
<td>Carry out localised repair to low retaining wall to the west of the tower.</td>
<td>£1,500.00</td>
</tr>
<tr>
<td>29.14</td>
<td>Commence a regime of ivy clearance and repair to all churchyard walls, commencing with the repair and of stonework around the north west gate and bulging walls which abut the road to the north.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>29.15</td>
<td>Overhaul, repair and redecorate east and north west gates.</td>
<td>£800.00</td>
</tr>
<tr>
<td>29.16</td>
<td>Repoint the east chancel wall.</td>
<td>£4,000.00</td>
</tr>
<tr>
<td>29.17</td>
<td>Increase natural cross ventilation to nave and chancel.</td>
<td>£1,000.00</td>
</tr>
<tr>
<td>29.18</td>
<td>Grout voids to and repoint preaching cross.</td>
<td>£1,500.00</td>
</tr>
</tbody>
</table>

**30 Desirable Improvements**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.1</td>
<td>Regild the clock face, when scaffold access is next provided, subject to Town Council agreement.</td>
</tr>
<tr>
<td>30.2</td>
<td>Repair internal plaster and limewash finishes to the Chancel west wall of the nave and base of tower, following external repairs.</td>
</tr>
</tbody>
</table>
5. Maintenance

• This part of the report should give recommendations for an appropriate maintenance strategy or schedule for the ongoing care of the church, churchyard and its contents

• Wide diversity of advice given by inspectors
  – eg. nonexistent, brief or thorough!

• Do not rely on the QI report for this advice
  – Should have your own plan and implement it
  – Keep a maintenance logbook to track inspections and work carried out by yourself and the inspector
  – SPAB Faith in Maintenance Checklist is a good starting point
5.0 Maintenance

5.1 Obtain a copy of SPAB recommendations for Maintenance of Churches from Silian Church and instigate a maintenance plan.

5.2 Contact Cadw regarding annual spring clean grants for churches.

6.0 Further Inspections

6.1 Electrical Test
6.2 Close inspection of bell and its support.

5. Maintenance

a) **General** – Serious problems can develop between quinquennial inspections, particularly if minor defects are left unattended. Churchwardens are required by the **Care of Churches and Ecclesiastical Jurisdiction Measure 1991** to make an annual inspection of the fabric and furnishings for the Church and to prepare a report for consideration by the PCC.

One of the main causes of damage is blocked gutters and downpipes. The PCC are strongly advised to enter into a contract with a local builder for the cleaning out of these if they are not able to do this themselves.

b) **Regular Maintenance Items**

i) Grass – Cutting as required.
ii) Trees and Shrubs – Cutting back as required.
iii) Drains – Clearing at least once a year.
iv) Gutters and Downpipes – Checking and clearing at least twice a year.
v) Heating Apparatus – Checking once a year.
vi) Electrical Testing – Once every five years.
vii) Portable Electrical Appliances – Annual safety check.
viii) Fire Extinguishers – To be checked annually.
ix) Glass and Pavings – Cleaning on a regular basis.
x) Debris and Excessive Plant Growth – To be kept clear of the structures.
xi) Monuments – Check for stability (annually).
xii) Log Book – Updating at least once a year.
xiii) Lightning Conductor – Visual inspection once a year for physical damage.

No longer available
Church Fabric Regulations

(Constitution Vol 2 – Section 2 – Part 8)

4.

The churchwardens shall report in writing annually to both the Parochial Church Council and the archdeacon, by completing the form prescribed by the Representative Body, on:

(a) the state of repair of all churches in the parish and their contents and any outstanding work which they consider to be necessary to maintain them in good repair and condition; and,

(b) the extent of the insurance which covers the churches and their contents together with any advice and communications received from the insurer.
2.04 External Walls
Check that all air bricks are clear
Are there any particular new cracks to note, in walls, lintels, cills etc.
Ensure that ivy is kept down
Check condition of pointing
Check that chimney stack seems sound
Ensure that no rubbish is piled against walls
Ensure that ground level is kept below damp proof course or internal floor level

2.05 External Doors and Windows
Check on the condition of all porches, canopies and other features
Examine all external doors, door frames, surrounds etc. for deterioration.
Examine all window surrounds, frames, cills window guards

2.06 External Metalwork, Woodwork and Paintwork
Check for signs of rusting or corrosion that might need attention
Check for timber that may have been warped or rotted and which may need repair or preservation treatment
Examine paintwork, particularly on exposed sides and establish what repainted ought to be done and when

3.0 ADVICE ON VARIOUS MAINTENANCE ITEMS
3.01 Tools
It is sensible to keep a small supply of essential tools and maintenance materials readily available for urgent or minor repairs.

3.02 Rubbish
Accumulation of rubbish (inside and outside of the building) can often be harmful - harbouring insects and vermin, causing dampness, and blocking escape routes. Have a regular spring clean, clear dead flowers, clean the remains of the last jumble sale, and store properly the accumulations of junk.

3.03 Cracks
Cracks can occur for a variety of reasons, for example for shrinkage, settlement, or differential movement. The diagnosis of cracks is an expert job and any structural or developing cracks should be reported to the architect. However it is useful to know whether cracks are extending or moving and this implies observing and recording. The length of a crack can be discreetly marked (and dated) with a pencil and "tell tales" can be fitted if it seems that a crack is opening or moving.
Special attention is needed in mining areas or other hazardous locations and a system of monitoring and control may need to be established with the Architect.

3.04 Rising Damp
Where there is a damp course it is important to see that it is not bridged. Do not allow soil, rubbish, or snow to be piled against walls. Make sure that soil, lawns and paving are at least 150mm below the damp proof course. Where there is no damp proof course try to keep the levels at least 150mm below the ground floor level. Do not allow new pavings to be laid higher level.
A number of specialist firms install patent damp proofing systems but no damp course should be installed without independent expert advice of the Architect.

3.05 Timber Decay
Dry rot and wet rot both flourish in damp unventilated conditions. Make sure that air bricks and vent grilles are kept clear and that water cannot run into them. Keep ventilation holes in panelling and floors clear of dust and other blockages. Any signs of fungal growth should be reported immediately to the Architect.
Woodworm and death watch beetle (and other insect) leave flight holes and dust, indicating their attack on timber. Any beetles or dust should be noted and the position marked.
6. Further Investigations

• This section should list further detailed investigations that are recommended
• These could include:
  – Electrical system
  – Heating system
  – Fire protection system
  – Asbestos inspection
  – Bat survey
  – Lightning protection system
  – Bell and tower
  – Clock
  – Organ
  – Burglar alarms
This report is of a general nature, and does not obviate the need for further specialist surveys or reports where appropriate including in the following areas:

- Electrical installation
- Heating installation
- Lightning conductor
- Bell
- Fire precautions/means of escape
- Asbestos material
- Organ

3 Recommendations for Further Surveys

3.1 Longstanding water penetration through the tower roof, walls and nave roof abutments has been substantially addressed by recent and extensive repairs. Further opening up and assessment of the causes of the remaining water penetration are required.

3.2 South pew platforms are very bouncy. Investigation and repair is required. Cross ventilation should be increased to pew platforms and dado panelling. Other pew platforms should be carefully inspected and tested for flex.

3.3 Unless this has been recently carried out, a condition survey of the wall monuments and associated urgent repairs should be carried out by an experienced conservator.

3.4 Asbestos

3.4.1 The Control of Asbestos Regulations 2006 require that building owners make suitable and sufficient assessment as to whether asbestos is, or is liable to be present in the building. The building owner must make themselves aware of any risk of the presence of asbestos in its many forms in their buildings, and this requires at least that the owner keep a register of any areas where asbestos may be present, or is known to be present, with an assessment of the degree of risk attached to the installation. If the presence of asbestos is suspected, then it may be appropriate to engage a suitably qualified surveyor to prepare an audit of the buildings, which would include an analysis of any suspect material.

3.4.2 In the first instance the Parish should prepare their own schedule or register of the likely occurrence of asbestos or asbestos related materials in the church. It is likely to be present in association with heating installations and over pipework as insulation; and Bituminous based materials such as some roofing felts may contain asbestos.

3.4.3 The register will, and is intended to, serve as a Health and Safety document for any contractors working in the church, to bring to their attention the likely risks of the presence of the material, so that the contractors are able to make the appropriate safety provision. It should be noted that not all materials containing asbestos need to be removed, providing that their presence is noted so that appropriate safety measures can be deployed in the event of any work taking place.
7. Explanatory Notes, Advice, Guidance & Glossary

• Not often seen in QI reports!
  – Most inspectors give some form of advice and guidance in the main part of the report itself eg. in the Recommendations section
• Have your own church/architectural glossary to hand when reading the report
• Check any conservation terms or practices referred to eg. at SPAB’s Faith in Maintenance or The Church of England Church Care websites

7. Explanatory Notes, Advice, Guidance and Glossary

a) Insurance – The PCC are recommended to regularly review the insurance cover of the Church to ensure that adequate cover is maintained against inflation of building costs. The Ecclesiastical Insurance Group will be able to advise on suitable cover.

b) Conclusion

This Church has been kept in reasonable condition. However, most of the problems present at the last inspection have not been addressed and deterioration (e.g. window frames) is evident. Hopefully the PCC will be able to progress some work before the next inspection.

I would be happy to come and discuss the report with the PCC if they require. There would be no charge for this visit.
Things to Look Out For

• The inspection itself is paid for by the Diocesan Office but check with your inspector regarding other associated expenses eg. free phone advice but expenses may be charged for a site visit.

• Reference to legislation that only applies to England
  – Lots of inspectors work across the border

• Reference to legislation that is out of date or has been superseded by a newer version

• A church is classed as a non-domestic building for most Health & Safety legislation
  – This is why it is advisable for PCCs to get regular checks of electrical systems, asbestos surveys, fire apparatus, etc.
What to do Next

• Do you agree/disagree with the findings?
• Discuss the report with all members of the PCC/Fabric Committee
• Ask your inspector to clarify any items in the report that you are unsure of
• Discuss areas of concern with the inspector and the DAC Secretary/Church Buildings Officer, CPC, Archdeacon or Diocesan Office
  – Work with all parties to implement a suitable repair and maintenance plan
Heritage and Conservation Resources

http://www.churchinwales.org.uk/structure/representative-body/church-heritage-and-conservation-resources/
Any Questions?

To download copies of this presentation and to get further information on looking after your church go to:

http://www.churchinwales.org.uk/structure/representative-body/church-heritage-and-conservation-resources/

contact: tinaandrew@churchinwales.org.uk