JUNE 2025
DIOCESE OF EXETER.

PERIODIC INSPECTION OF CHURCH BUILDINGS
UNDER THE INSPECTION OF CHURCHES MEASURE 1955(as amended)

BARNSTAPLE. ARCHDEACONRY
HOLSWORTHY DEANERY

THE PARISH CHURCH OF THE HOLY TRINITY
MILTON DAMEREL

LISTED GRADE.II*

REF: 08/2025/QI.01

INSPECTED BY J.H.CHADBURN



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CHADBURN CONSERVATION ARCHITECT

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To the Priest in Charge, Church Wardens and Members of the Parochial Church Council; the Secretary of DAC and the Archdeacon of the Diocese.

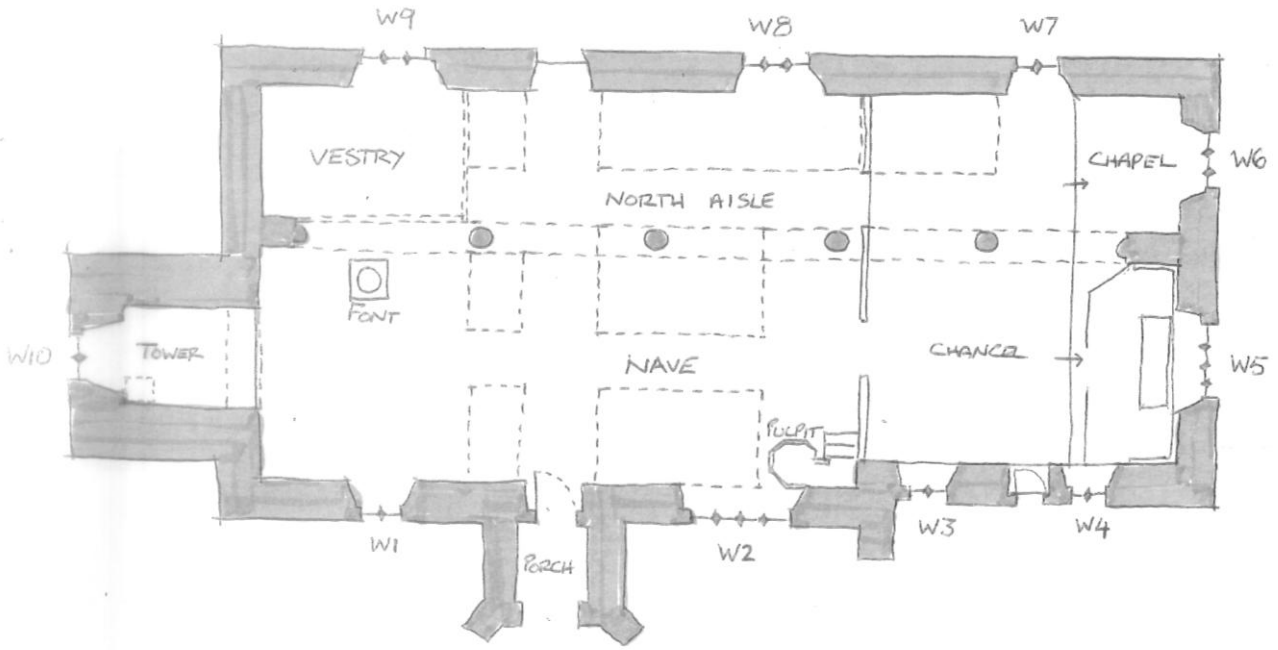
In furtherance of instructions given by you, I have inspected your Church and report as follows:

1.0 PRELIMINARY INFORMATION

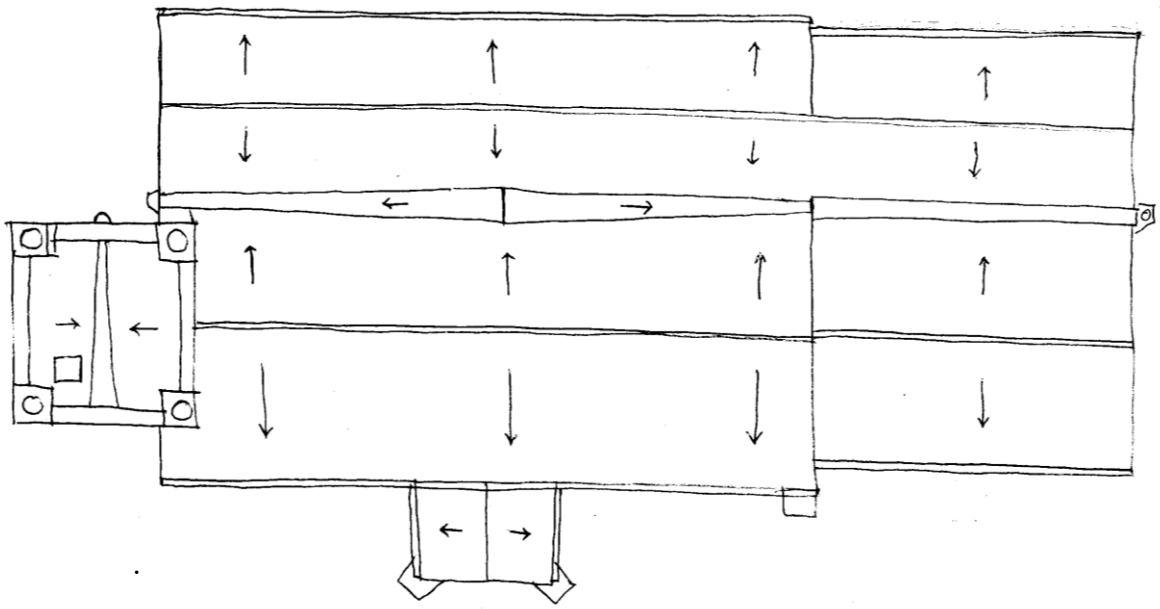
The last inspection was carried out on 25th October 2019 revisit January 2021 for an external inspection.

The current inspection was carried out on 03.04.25
The weather on the day of the survey was dry and sunny

1.1 KEY PLAN



CHADBURN CONSERVATION
2021



1.2 TREES IN CHURCHYARD, TREE PRESERVATION ORDERS, CONSERVATION AREA; NATIONAL PARK; SSSI.
No tree preservation orders in the churchyard. The church is not in a conservation area.

1.2.1 RESPONSIBILITIES:
Chancel with the church commissioners?
The churchyard is open.
Boundary responsibilities are understood.

1.2.2 BRIEF ARCHITECTURAL HISTORY AND LISTING DESCRIPTION (Historic England).

Overview
Heritage Category:
Listed Building
Grade:
II*
List Entry Number:
1162778
Date first listed:
14-Feb-1958
Statutory Address:
CHURCH OF HOLY TRINITY



Details
2/43 Church of Holy Trinity
14.2.58
GV II*

Parish church. Late C13 origins with C14 fabric, remodelled in C16 restored circa 1900 - 1910. Stone rubble walls. Gable-ended slate roof. Plan: nave, north aisle and chapel, west tower and south porch. The oldest feature of the church is the Early English window at the east end of the north chapel. The church was then heavily rebuilt in the Decorated period as can be seen in the nave and chancel. The north aisle is evidently an early C16 structure with a straight joint clearly visiole between it and the chapel. The south porch is probably C16 or C17. The tower was destroyed by lighting in 1879 and for 20 years the church was in ruins but was re-opened in 1904 and the tower partly re-erected in 1892 and rebuilt in 1910 - 11. Exterior: rebuilt 2-stage battlemented west tower with simple 2-light west window and belfry openings. North aisle has 2 tall early C16 3-light granite mullion windows witn segmental heads sandstone 2-centre arched chamfered north doorway. Straight joint visible between north aisle and chapel. Chapel has small 2-light cinquefoiled mullion on north wall. Early English east window to chapel of 3 stepped lights with ogee heads. Fine Decorated east window to chancel with reticulated tracery. Two 2-light Decorated windows with geometrical tracery on south wall of chancel and one towards west end of nave which is a C19 facsimile. Gabled south porch with tall pointed arched doorway which is chamfered. Slate sundial above dated 1808. Interior: porch roof is plastered over. C14 south doorway with 2-centred arch and quarter roll moulding. Massive medieval studded door with elaborate fleur-de-lys hinges. Internal walls are unplastered. 5-cay north arcade - the 2 arches to the cnapel are much lower. Pevsner A-type piers with moulded segmental arches and capitals with high relief carving. The eastern arch has a 4-centred head. Pointed rubble tower arch; no chancel arch. The east and south windows of chapel and chancel have chamfered rear arches. C14 piscina with trefoiled head. Simpler 2-centred piscina in chapel. The roofs are all plastered over - the chancel and nave have just the purlins exposed which have been renewed in the chancel. Those in the nave appear older and it also has a carved wall-plate. The North aisle has chamfered and moulded ribs exposed on its north wall is a carved wall-plate that projects slightly and is supported on carved wood corbels. The roof to the north chapel nas acarved wall plate exposed on its south side and on its collar purlin. The rood beam survives over the chapel and is carved on the east side. Late C17 or early C18 barieytwist altar rails. Later C17 5-sided pulpit with arcaded panels and paired Ionic columns on each corner, carved frieze and dentilled cornice. The steps have been renewed but behind them, against the wall, is a piece of carved wood in 3 panels with lozenge design. Behind the pews at either side the walls are lined with C18 fielded panels which reputedly came from earlier ones. The present seating is very plain and dates from late C19 or early C20. Early C20 rood screen. Apart from towards the rear the nave is floored with medieval Barnstaple tiles, some also in aisle. Octagonal C14 granite front on circular stem. Good plaster royal coat of arms on north wall dated 1664. Source: Beatrix Cresswell - Notes on Devon Churches in the Deanery of Holsworthy.
Listing NGR: SS3845010717

Sources

Books and journals
Cresswell, B F, Notes on Devon Churches in the Deanery of Holsworthy

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MILTON DAMEREL MILTON DAMEREL SS 31 SE

2/44 Downing headstone approximately 5 - metres south of Church of Holy Trinity GV II

Headstone. Slate. To William Downing died 1784. 2 parallel arches to head with carved decoration in each and around the edge.
Listing NGR: SS3844510699

MILTON DAMEREL MILTON DAMEREL SS 31 SE

2/46 Pair of Reed headstones - approximately 7 metres south of chancel of Church of Holy Trinity GV II

Pair of headstones. Slate. To Bryant Reed died 1770 and Agnes Reed died 1768. The left-hand one has a crude skull carved in its head witn an hourglass to the right. The right-hand headstone has a winged angel's head at the top with an inscribed arch above and another angel's head to each side.
Listing NGR: SS3847310689

MILTON DAMEREL MILTON DAMEREL SS 31 SE

2/47 Churchyard wall and lych-gate to - west of Church of Holy Trinity

GV II

Churchyard wall and lych-gate. Probably late C19. Rubble walls with slate capping. Gaoled slate roof to lych-gate which is very simple with square opening and wrought iron gates.
Listing NGR: SS3841010697

1.2.3 MATERIALS USED IN CONSTRUCTION

Walling of local stone, including shillette and semi-metamorphic stone in a random rubble arrangement. Roof finishes are sized slate with lead valley gutters and flashings. Roof structures are mainly oak with plaster panelling between the ribs. Tile floors with timber pew platforms.

1.2.4 SEATING CAPACITY, SITE ACCESS, PROVISION FOR DISABLED PEOPLE, PARKING FACTILITIES

Seating capacity 120

Access from public highway is up a path to the west gate. Tarmac paths through churchyard to south door.

Access for disabled people to the building is relatively easy. There is a small step at the south door.

There is parking for worshipers along the highway for perhaps 6 cars.

2.0 MAIN REPORT

SCOPE OF THE REPORT
The inspection of the Church has been made visually and such as can be made from ground level, ladders and any accessible roofs etc. Opening up of enclosed spaces is excluded, even if further inspection of these spaces may be recommended. The report is restricted to the general condition of the building and its defects. Only selected areas have been examined in detail.

This inspection does not include an assessment under the Control of Asbestos at Work Regulations 2002. The Diocese can give advice on this matter.

The PCC and the churchwardens are strongly advised to study the 1991 measure and code of practice which set out more fully the duties of the churchwarden and incumbent in relation to the care of the church and its contents. The Church House Bookshop, Great Smith Street, London. SW1P 3BN Tel: – 020 7898 1300

The 1991 measure requires the church wardens to maintain a terrier and inventory and a logbook, noting all alterations additions and repairs. These documents should be made available and to the inspecting architect at the time of the inspection. The logbook should include information regarding inspections and reports, tests on installations, notes of repairs carried out, including dates and costs etc. The Terrier and inventory (in a single binder titled as the 'Church property register') is available from the church house bookshop which also publishes loose leaf forms of the church logbook.

General guidance:

Repair works: This report is not a specification of works to enable a builder to price for, or to undertake repair work and it must not be used for that purpose. Except for simple repairs it is important that a detailed specification of works and any relevant drawings are prepared by a competent and suitably qualified person and likewise the builder should also be suitably qualified to undertake such works.

Materials: Caution is needed when proposing modern materials for the repair of churches as they often are the cause of further deterioration or damage. The

DAC are there to help and advice as is the church architect. It is therefore important to seek advice before proceeding with a repair.

Approvals: Prior to the commencement of any works and Archdeacon's licence or a full faculty must be in place. Other statutory approvals may also be needed in some cases, such as planning approval for solar panels.

Grants: There are funds available for such items as, the repair of listed buildings; bell frames; churchyard monuments and so forth. I can provide further information if the church wishes.

2.1 WORKS COMPLETED SINCE THE PREVIOUS QUINQUENNIAL REPORT

I note that since the last Quinquennial Inspection the following work has been carried out:

Temporary repairs to the valley gutter.
Clear gutters
New cast iron gutters on the south porch.
Maintenance of the graveyard,
Cutting back of the Yew tree.
Regular roof repairs, particularly on the south slope.
5 year electric test
Annual fire extinguisher test
Report of the roof condition.
New lightning conductor.
Carpet removed.
New electric organ.
Improved the appearance of the toilet at the lychgate.

Main areas of work remaining to be done

Repair chancel arch weathering.
Repaint rainwater goods. (started)
Fill open joints in masonry with lime mortar. Particularly bad on the tower mid stage.
Glazing repairs.
Door joinery repairs.
Repair tower rope chamber floor.
Plaster repairs to the ceiling.

2.2 GENERAL CONDITION

The church is generally structurally sound and free from significant cracks but there continue to be open joints to the external church walls, especially the nave south eastern corner, the Nave north west corner and the chapel east gable.

The two areas of concern are the Nave roof and the open mortar joints to the tower. It is recommended to seek grants to undertake these works urgently. It is noted that following the 2014 inspection, the church dealt with the works I identified as dangerous almost immediately, and they are to be commended for their swift action.
The timber floors in the pew platforms appear in reasonable order, although a little spongy in places. The choir and north aisle floor voids were relatively dry at the time of the inspection. The north aisle wall panelling has deteriorated over time and is loose in places. The rope chamber floor continues to have damp staining to the west and north with the support beam of the north wall badly stained.
The glazing and masonry to the windows is in reasonable condition

Both the church and tower are about the same dampness as reported before.

The PCC continue to work hard to raise awareness of the condition of this church, and despite my interventions on their behalf, all attempts to raise funds have been unsuccessful. On enquiring why the grants have not been forthcoming the answers have been that the church is recognised as 'at risk' but the number of applications for grants meant it was first out of the hat. Unfortunately, Holy trinity church has not been drawing from the hat on at least three occasions and this is now the church in the most vulnerable condition I am involved with. Two other churches that are worse are closed or in the process of closing. I would therefore ask the authorities reading this that this church needs support urgently to get it back to a reasonable condition. There is a good volunteer group, and they should be supported. I am surprised and disappointed no assistance has been forthcoming to date.

EXTERNAL

2.3 ROOF COVERINGS

2.3.1 PORCH ROOF
Description:
Rag slate roof, cement fillet abutment fillet, and C17th clay ridge tiles.

Condition:
Although continually repaired there are a number of slipped and misaligned slates to both the east and west elevations. The west elevation abutment with the south wall has been painted over the cement fillet in a bituminous paint at some point. This needs replacing with a lead flashing at some point.

2.3.2 MAIN ROOFS
Description:
Rag slate pitches to nave, chancel, north and south aisles. Plain black and red terracotta ridge tiles, lead valley gutters. Cement render against tower.
Verges in slate.

Condition:
The south and north slopes of the Nave are very tired and there are a large number of tingles, slipped, broken slates. There is a missing slate on the north slope west of the centre. The slates to the tower abutment are also a little uneven. On the north slope of the nave there continues to be a little creep to the slate lines which implies nail rot. It is strongly recommended to seek grants to reroof the nave using the same rag slates as soon as is practical. It was reported urgent at the last QI report but despite the PCC efforts, funds were not forthcoming.
The lead valley gutter appeared sound but there has been many temporary repairs done on the leadwork to stop the leaks. I was pleased to see the gutters clear of debris. The verge to the chancel arch location has been patch repaired, but when the main nave roof is repaired it is recommended this is also modified and repaired. The church should consider approaching funders to reroof the nave now, including replacing the lead valley gutter.

The roofs to the north aisle and the chancel continue to be in much better order.

2.3.3 VESTRY ROOF
Part of north aisle roof.

2.3.4 TOWER ROOF
Description:
Lead sheet butterfly roof with hollow core lead rolls and abutment perimeter flashing.

Condition:
The lead sheets are generally in good order although they are over sized, according to the lead sheet association guidelines, There are some hairline cracks in the sheets where there are creases. This has appeared since the last QI. The depth of the gutter is also a little shallow for the guidelines, however, there continues to be little ingress looking at the roof structure below.
There is a perforation in the lead sheet on the northern slope sheet closest to the outlet.
The gutter was dry during the QI inspection but previously there was standing water for the last meter of the gutter, implying there is some settlement or decay of the gutter boarding. The lead sheet to the west of the outlet undulates which also implies some decay in the underlying timbers. The cover flashing at the parapet outlet has come away and requires refixing. There were cracks to the cover flashings on the parapets. These need replacing. Otherwise the roof is generally reasonable.

2.4 RAINWATER GOODS & DISPOSAL SYSTEMS

2.4.1 TOWER RAINWATER GOODS

Description:
Plastic hopper and downpipe on spigots to locate the pipe beyond the drip line.

Condition:
Clear when inspected, but a bit unsightly. Ideally, it would be nice to return this to cast iron if funds were available.

2.4.2 RAINWATER GOODS TO CHURCH, VESTRY & PORCH

Description:
Combination of cast aluminium and cast iron downpipes and half round gutters.

Condition:
The south nave gutters have completely deteriorated and need replacing. The east elevation hopper was clear at the time of the inspection but rusting badly along with the dowpipe. The gutter on the north elevation has dropped away on the east end, all rainwater goods need refurbishment or replacing.
The south porch has new gutters and downpipes on rise and fall brackets. This is in excellent condition.

2.5 BELOW GROUND DRAINAGE

Description:
Cement fillets sloping to a central half round gutter.

Condition:
BELOW GROUND DRAINS WERE NOT INSPECTED. Cracked in places and shrunk away from the external walls. However clear at the time of the inspection and this is making a difference in drying the building out.

2.6 PARAPET & UPSTAND WALLS

2.6.1 TOWER PARAPET

Description:

Local masonry in rubble stone style. The copings to the merlons and embrasures are limestone encapsulated in cement. Cement render to the inner lining to the parapet down to the lead cover flashing.

Condition:

The parapets are generally ok after the emergency repairs but there are still many cracks within the render and masonry. The deterioration in the last 5 years has continued, the render continues to be cracked. A mineral paint to fill the cracks would be recommended over the render.

2.6.2 GABLE PARAPETS

None.

2.7 WALLING

2.7.1 TOWER WALLING

Description:
The tower is of 2 stages in squared semi coursed local stone masonry with dressed string courses, and quoins. The pointing is a combination of cement ribbon pointing and lime mortar.

Condition:
The tower is upright with no visible distortions or bulges. However, the tall upper stage of the tower and outer parapets to the south and west have extensively open mortar joints as described in the previous QI report. In addition the north section of the east elevation and parts of the north elevation also have open joints to the masonry. It is recommended that the church approach grant bodies to repoint the tower and repair masonry as a priority. It is possible that the dampness on the west and south elevation could be partly due to the proximity of the trees to the west of the church. I note the trees have been trimmed back, which I hope will start making a difference.

Also, there is (viewed from the bell chamber) a hole in the masonry located on the west side of the tower hopper. This may well allow water ingress if the hopper ever gets blocked.

2.7.2 SOUTH ELEVATION WALLS

Description:
Nave elevation is coursed small local stones in a lime mortar.
Chancel elevation is the small local rubble stone walls.

Condition:
The Nave is upright, no apparent cracks or serious masonry deterioration; however, there is a need to repoint the open joints at low level east of the south porch.
The chancel is upright and in reasonable condition, but will also require pointing at the low level.

2.7.3 EAST ELEVATIONS SOUTH AISLE WALL

None

2.7.4 EAST ELEVATIONS SANCTUARY WALL

Description:
Small local rubble stone walls with lime pointing. The verge is cement.

Condition:
Upright with no significant cracks. There are some open joints above the hopper.

2.7.5 EAST ELEVATIONS NORTH AISLE WALL

Description:
Small local rubble stone walls with lime pointing. The verge is cement.

Condition:
Upright with one significant crack to the north of the window. There is a number of open joints around the location of the crack and up the north verge.

2.7.6 NORTH ELEVATIONS WALLS

Description:
Nave elevation is semi coursed small local stones in a lime mortar.
Chancel elevation is the small local rubble stone walls.

Condition:
The Nave is upright, no apparent cracks or serious masonry deterioration, except for the western end corner, which needs repointing.
The chancel is upright and in reasonable condition, slightly damp at low level.

2.7.7 WEST ELEVATIONS WALLS

Description:
Nave elevation is coursed small local stones in a lime mortar.

Condition:
Upright, with no apparent cracks or serious masonry deterioration. This elevation does suffer with the damp partly due to the proximity of the trees.

2.7.8 PORCH WALLS

Description:
Coursed small local stones in a lime mortar.

Condition:
The walls are upright, no apparent cracks or serious masonry deterioration.

2.7.9 VESTRY WALLS

Description:
See north elevation.

2.8 TIMBER PORCHES, DOORS & CANOPIES

2.8.1 SOUTH DOOR

Fine gothic oak vertical lapped and boarded oak door with ornate wrought iron stap hinges and ironmongery. Likely to be C15th door and ironwork, which is very fine.

Condition:
In fair condition, some historic worm and decay but well sheltered within the porch. Consider oiling the timbers as they look a little dry.

2.8.2 PRIEST DOOR

Gothic oak vertical boarded softwood door. Likely to be C19th, externally stained.

Condition:
The door has been repaired in the past, it has stayed in fair condition, although the joint between new and old is opening up.

2.8.3 NORTH DOOR.

Gothic vertical boarded softwood door. Likely to be C19th externally painted.

Condition:
The base of the door has been covered with slate, I assume to keep drafts and water out. It is, however likely to accelerate the decay of the door.

2.9 WINDOWS

2.9.1 TOWER WINDOWS

Description:
Square hood moulds two light window with slate louvres. To all four faces of the tower. Windows constructed in limestone ashlar.

Condition:
All in relatively good order, except the slipped slate on the north window and the hood moulding to the south window has completely failed, with only a small section of masonry left.

2.9.2 SOUTH ELEVATION WINDOWS

Description:
W1:
Gothic, two light window with quadrafoil tracery over. The window has a hood moulding of polyphant stone and Devon elvin stone stop ends, and also the window reveals. The window tracery is an unknown red sandstone, possibly from Exeter. Diamond quarries in green Victorian glass with coloured glass border. Internal ferramenta and no condensation trays.

W2:
Four light square headed window with no hood moulding. Mullions, head and surrounds are in granite. Diamond quarries in green Victorian glass with coloured glass border. Internal ferramenta and no condensation trays.

Chancel W3 and W4:
Gothic, two light window with quadrafoil tracery over. The window has no hood moulding. The window tracery and surround appear to be Devon Elvish stone. Diamond quarries in green Victorian glass with coloured glass border. Central shield motif and patterned decorative glass in a line above and below. Internal ferramenta and condensation trays.

Condition:
W1:
Lead cames in good order. Very little bulging, tracery in good condition but the hood moulding is a little poor and the stop ends are warn away. Two broken quarry.

W2:
At least 4 broken quarries to the middle western light. The lower section of the middle eastern light has been crudely repaired lower panel which I suspect leaks.

W3:
One broken quarry, the tracery is poor in places and has been repaired in cement. However, overall satisfactory condition. No change since the last QI report.

W4:
One broken quarries, the tracery is poor in places and has been repaired in cement. However overall satisfactory condition.

2.9.3 EAST ELEVATIONS SOUTH AISLE WINDOW
Description:
None

2.9.4 EAST ELEVATIONS SANCTUARY WINDOW
W5:
Gothic, three light window with ornate quadrafoil tracery over. The window has a hood moulding with stop ends. The window is completely constructed of granite. Diamond quarries in green Victorian glass with coloured glass border and a cruciform in glass in the middle. Internal ferramenta and no condensation trays.

Condition:
W5:
No bulges in the glazing. No change since the last QI report.

2.9.5 EAST ELEVATIONS NORTH AISLE WINDOW
Description:
W6:
Gothic, three lancet window. The window has no hood moulding. The window is completely constructed of what appears to be herdwick stone. Diamond quarries in green Victorian glass with purple glass border. Internal ferramenta and no condensation trays.

Condition:
W6:
The perimeter of the glazing has been repaired in the past with what appears to be a lime mortar. The glazing slightly bulges although it appears secure. Otherwise in good order. No change since the last QI report.

2.9.6 NORTH ELEVATIONS WINDOWS

Description:
W7:
Tudor, two light square headed window. The window has a relieving arch over and is constructed of a local metamorphic stone, possibly polyphant. Diamond quarries in green Victorian glass with coloured glass border. Internal ferramenta and no condensation trays.

W8; W9
Three light square headed window with no hood moulding. Mullions, head and surrounds are in granite. Diamond quarries in green Victorian glass with coloured glass border. Internal ferramenta and no condensation trays.

Condition:
W7:
Some deterioration to the stone but generally in reasonable order. No change since the last QI report.

W8;W9
Both in reasonable order. No change since the last QI report.

2.9.7 WEST TOWER WINDOW

Description:
W10:
Two light tall window, with hood moulding and relieving arch over. The mullion; arch and hood moulding appear to be herdwick stone. Diamond quarries in green Victorian stippled glass with purple glass border. Internal ferramenta and no condensation trays.

Condition:
In relatively good order.

2.9.8 VESTRY WINDOWS

Description:
See W9

2.9.9 CHURCH WINDOWS INTERNALLY

Description:
Ferramenta in relatively good condition. No condensation trays were observed. It is also noted that there are no hoppers within the windows to ventilate the church. No Change since the last QI report.

INTERNAL

2.10 TOWERS, SPIRES, INCLUDING BELLS & FRAME

2.10.1 TOWER WALLING

Description:

Local stone laid as random rubble in lime mortar with patches of cement repairs to all chambers.

Condition:

Surprisingly dry internally, considering the extent of the open joints externally on the south and west elevations. However, there is damp staining in places where water must be penetrating the structure. There were no major cracks or indeed minor cracks observed. No Change since the last QI report.

2.10.2 TOWER ROOF STRUCTURE

Description:
Central cedar valley beam and softwood wall plates supporting softwood rafters and boarding under the lead. Timber valley gutter boarding can be seen either side of the central beam. A steel supports the valley beam at the north end.

Condition:
Damp staining to the boards and beam at the north wall around the gutter outlet. The valley beam has deteriorated where in contact with the north wall, hence the need for a support steel. The steel is bedded into the wall with cement. There is corrosion on the steel, which appears worse towards the walls. This has deteriorated a little since the last QI report.

2.10.3 BELLS AND FRAME

Description:
A ring of 3 bells in an oak bell frame.

Condition:
The frame and headstocks appear in reasonable condition but the wheels are all in very poor condition, missing rope guides and one wheel is incomplete. The iron parts are rusting, whoever the timber has not been badly affected by insect attack. The bells are (I suspect) not rung, unless off clappers. There are no rope guides in the rope chamber. It was reported that the bells were rung at Christmas, but this must have been from clappers as the bells are otherwise unringable. A complete overhaul is needed.

The Trustees of The Devon Church Bell Restoration Fund are concerned that the bells of this Diocese should be maintained in good working order, in as far as this is possible. In pursuance of this aim, they have offered to arrange for free inspections of bell installations so that parishes may be made aware of any maintenance issues which face them, in order that they may be addressed before major work becomes necessary. Should it be found that major work is already necessary, advice may be given on the alternatives available to the

parish, and help that may be made available. Please contact the DAC Office should the PCC wish to take up this offer.

2.10.4 TIMBER FLOORS TO TOWER

ROPE CHAMBER FLOOR
Description:
Appears to be oak boarding supported on heavy oak beams.

Condition:
Viewed from below, damp and fungal decay and water staining are obvious on the beam ends and boards to the north and west walls. These should be checked for decay. Does not appear worse that the last QI report.

BELL CHAMBER FLOOR
Description:
Softwood boarding supported on heavy softwood beams.

Condition:
Viewed from below, in reasonable condition. Debris is hindering inspection from above.

2.10.5 LOUVRES AND BIRD MESH
Description:
Slate louvres backed with bird mesh

Condition:
All louvres appear secure except one appears missing on the north window.

2.10.6 TOWER ACCESS PROVISION
Description:
Tall ladder access through hatches in the rope and ringing chamber floor to a final ladder to the roof with a lead access hatch.

Condition:
The lead hatch is heavy and it would be better as a copper-covered hatch if the opportunity arises. No Change since the last QI report.

2.11.1 CLOCKS & THEIR ENCLOSURES
None

2.12 ROOF & CEILING VOIDS
No access. Considering there has been leaks in the lead valley at both ends in the past it would be of benefit to access the roof to check the condition of the timbers, which would have got damp. There is a damaged section of ceiling plaster over the church which, if repaired as a hatch, would allow access into the north aisle and nave roof spaces. When the repairs are undertaken, it would be important to check the roof timbers while there is a scaffold in place.

The alternative would be an external hatch in the valley when the north slope of the nave is repaired. This would require a faculty.

2.13 ROOF STRUCTURES, CEILINGS, CEILURES

2.13.1 PORCH ROOF

Description:
Sealed plaster painted roof.

Condition:
Good.

2.13.2 CHURCH CEILING

Description:
Sealed painted plaster barrel roof with exposed purlins and ribs bearing on a carved wall heads.

Condition:
The ceiling is a little uneven in places, which is to be expected with a C15th roof. There are some damaged areas of lath and plaster at the west end of the church and to the wall plate locations. When the repairs are undertaken (using scaffold) an inspection of the roof void is essential before closing up. As described above, a hatch into these roof spaces would be strongly recommended.

2.13.3 VESTRY CEILING

See 2.13.2

2.14 UPPER FLOORS, BALCONIES, ACCESS STAIRWAYS

None

2.15 PARTITIONS, SCREENS, PANELLING, DOORS & DOOR FURNITURE

Description:

Victorian hardwood rood screen stained and varnished.

Condition:

Good, no signed of beetle or worm decay. No Change since the last QI report.

2.16 GROUND FLOOR STRUCTURE, TIMBER PLATFORMS

2.16.1 PORCH FLOOR

Description:
Slate slab floor.

Condition:
Good order.

2.16.2 CHURCH FLOORS

Description:
Medieval tiled floor to the nave and north aisles; timber pew platforms to the nave/choir and north aisle; Victorian encaustic tile and plain tile patterned floor to the chancel and choir and Victorian plain tiles to the west end of the church. The chapel has oak herringbone parquet flooring.

Condition:
Access under floor not undertaken during this QI, the voids are deeper to the east end, but it appears damper in the nave where the voids are less. There is some concern that the pew platforms are spongy to walk on. These are: the south side of the Nave next to the pulpit and north aisle east end and beyond the rood screen where it has dropped a great deal. Also, the wainscoting panelling on the north wall has dropped in this location. These areas need lifting and invetigaing what is occurring.
The chapel and chancel floors are in good order.
In the past a non-breathable Carpet was put down over the medieval tiles, which are very rare in such quantity. This had serious damaging effects and much of the pattening was warn away. I am very glad to say the carpet was removed over 10 years ago, and the tiles exposed to the air, saving any further damage.

2.16.3 VESTRY FLOORS

Description:
Victorian plain tiles

Condition:
A little warn but serviceable.

2.16.4 RINGING CHAMBER FLOOR

Description:
Slate with carpet over.

Condition:
Appears relatively dry but slate not inspected. No Change since the last QI report.

2.17 INTERNAL FINISHES

2.17.1 PORCH WALLS

Description:
Rubble walling with ribbon pointing.

Condition:
In reasonable order, some algae growth indicates poor air circulation.No Change since the last QI report.

2.17.2 CHURCH WALLS

Description:
Scraped during the Victorian period and ribbon pointed.

Condition:
The walls are upright with no significant cracking except on the west end of the north aisle in the corner and west end of the nave on the north side. These are historic as they have been repaired with cement some time ago. The crack does not appear worse. There is some algae growth to the west wall of the north aisle and to the granite columns. This again implies poor air circulation

2.17.3 ARCADES

Description:
Granite columns and arches to north and south aisles.

Condition:
Generally plumb and free from cracking, although there is staining at the west end from gutter leaks.

2.17.4 VESTRY WALLS

Description:
Scraped as the rest of the church

Condition:
Some surface algae growth.

2.18 FITTINGS, FIXTURES, FURNITURE & MOVABLE ARTICLES

Description / condition:
Pews: in good order, but the wainscot attached to the pews have dropped in places on the north aisle and alongside the altar rail.
Altar: richly carved pitched pine altar.
Altar rail: stained oak barley twist balustrade with rail over. No active worm observed. It could benefit from a varnish.
Lectern. Fine Victorian Oak lectern. In good order. Additional standard oak lectern also in reasonable condition.
Cupboards vestry: adequate.
Font: C14th granite with carved circular stem. In good order
Pulpit: Fine C17th stained oak pulpit. In good order.
Chapel offering table. This may have been an earlier altar. It is made up of various older pieces of carpentry, possibly including a medieval bench end. This has no active worm and is relatively dry.
Others: Cart at the west end of the church. Rather fine.
Chairs: Stackable chairs metal and padded. I understand they were donated to the church.

All appear as previously reported.

2.19 TOILETS, KITCHENS, VESTRIES, ETC.

Description:
Cupboards but no water supply.

Condition:
Reasonable. There is a newly constructed toilet as part of the sexton shed by the lychgate. This is a chemical toilet. It had a poor appearance but efforts were made to improve this and it looks a great deal better.

2.20 ORGANS & OTHER MUSICAL INSTRUMENTS

Description:
New electric organ and harmonica

Condition:
I believe these are both played.

2.21 MONUMENTS, TOMBS, PLAQUES. ETC.

Description:
I suspect that, if there were memorials, they were removed from the walls when the church was scraped

2.22 SERVICE INSTALLATIONS GENERALLY

Note that the report and comments are based on a visual examination only and that no tests of services have been undertaken.

2.23 HEATING INSTALLATION

Description:
No heating has been installed in the church. As mentioned in previous reports, the calor gas heater is not ideally suited to churches as the amount of moisture it omits creates condensation problems. Considering the church has no opening lights, the opportunity to get air circulation into the church to dry it out is limited.
The best alternative is electric heaters.

2.24 ELECTRICAL INSTALLATION

Description:
The electricity supply is via an overhead cable to a distribution board in the tower. There is lighting throughout the building and to the outside toilet.

Last test:
The last test is shown on the fuse board is 2014, . I strongly recommend that, if not done in the last 5 years, it is considered a high priority. I have been told it has been done, but please check. Also there is an electrical box on a column in the north aisle side which looks ill fitted. Please have this checked.

2.25 INSULATION

None

2.26 WATER SUPPLY/HARVESTING AND CONSERVATION.
None

2.27 SOUND SYSTEM
None

2.28 LIGHTNING CONDUCTOR
There is a terminal on the tower and a tape down the north elevation to the ground.

The lightning conductor tape has been repairs. I have been told that the conductor is annually checked. This is a requirement of the insurers.

2.29 FIRE PRECAUTIONS
In 2006 the regulatory Reform (fire safety) Order 2005 came into force. It applies to places of worship and requires a responsible person to carry out a fire risk assessment.
Dry powder extinguishers should not be used within churches for the damage they can cause.
See this link for further information.
https://www.firesafe.org.uk/regulatory-reform-fire-safety-order-2005/

There are a number of fire extinguishers within the church. The next inspection was due July 2025.

2.30 DISABLED PROVISION AND ACCESS
The Equality act 2010 places obligations on 'service providers' (which includes churches) to take reasonable steps to remove impediments to participation by people with disabilities. This involves making reasonable adaptations to existing buildings to facilitate access and use of the building for disabled people.

The present situation is described in 1.5. You are advised to carry out or commission an access audit. You may obtain advice from the Diocese. The PCC should meet formally to review the audit and decide on any action to be implemented.

The act can be viewed on
http://www.legislation.gov.uk/ukpga/2010/15/contents
https://www.exeter.anglican.org/wp-content/uploads/2014/10/Access_Audit_template.pdf

I understand that the PCC has carried out an access audit in the past and they will check that it is up to date and are planning the necessary actions.

2.31 SAFETY
I note that the PCC has a Safety Officer and that no specific safety problems have been identified.

Overall responsibility for the health and safety of the church and churchyard lies with the incumbent and PCC. This report may identify areas of risk as part of the inspection, but this does not equate to a thorough and complete risk assessment by the PCC of the building and churchyard.
Expert advice on working at height should be obtained from the church's insurers. There have been recent cases of serious accidents involving falls from vertical ladders in churches.
Headstone advice can be found at this location.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf
https://www.exeter.anglican.org/wp-content/uploads/2014/10/Safety.pdf

2.32 BATS

Bats are known to inhabit the Bell tower. Bat droppings were in evidence in this location.

Bats and their roosts have statutory protection and no work should be carried out that might disturb them without prior approval from Natural England.
Guidance can be found at:
http://www.churchcare.co.uk/shrinking-the-footprint/taking-action/wildlife/bats

2.33 TELECOMMUNICATIONS

This was going to be fitted to the church during the last quinquennium, but there are no signs of this being fitted in the tower.

2.34 RENEWABLE ENERGY

None
https://www.exeter.anglican.org/wp-content/uploads/2014/10/Renewable-energy-2013.pdf

CURTILAGE

2.35 CHURCHYARD

Description:
Rural churchyard with bridal path past the church. The grounds are tree lined and about farms and the hamlet.

Condition:
The grassed areas were in a neat and tidy condition at the time of inspection, being generally mown.

2.36 RUINS

None.

3.37 MONUMENTS, TOMBS & VAULTS

Description:
There are numerous headstones and tomb chests as well as a sundial. Some of these are individually listed. See 1.2.2

Condition:
Generally in good order.

The DAC require headstones to be checked by hand to ensure that they are secure. An advisory publication on managing the safety of burial grounds has been published by the Ministry of Justice.
See http://www.justice.gov.uk/downloads/burials-and-coroners/safety-burial-grounds.pdf to download the document.

2.38 BOUNDARY WALLS, LYCHGATES & FENCING

Boundary description:
Hedge banks, drystone walls, Cornish hedges, random rubble walls, brick.
Western stone boundary wall in local rubble stone appears to be part of the C20th restoration. This is listed and also contains a listed lychgate. See 1.2.2
The wall is capped with slate and clay tiles.

Condition:
The Gates have been replaced with new gates. The old wrought iron gates are leant against the wall behind the outside toilet.
The lychgate roof timbers are still deflecting and the slates very uneven. Repair is recommended in the next 5 years, due to the shallow slope of the roof it is suggested the slates are torched in lime mortar from the underside or lifted and tail bedded in limemortar much as you would a scantle roof. This should stop the slates slipping off onto the path.

OUTSIDE TOILET AND STORE:
Concrete block and corrugated roof. This appears to have replaced an existing but dilapidated structure. Now clad in timber.

Condition:
Sound.

Eastern Gate Description:
Pedestrian timber gate

Condition:
Good

2.39 TREES & SHRUBS

There are a number of trees within the boundary of the churchyard, including large mature sycamores, beech, yew, lime and oak.

Condition:
The tree canopies were reduced on the southwest corner and west of the tower to improve the sun and wind on the building, thereby contributing to the tower becoming drier. I understand the PCC are considering reducing the size of the yew trees as well. It would be worth seeking advice on the best way to do this.

2.40 HARDSTANDING AREAS

Description:
Tarmac and concrete path runs parallel to the church on the south side.

Condition:
Good.

2.41 TERRIER/LOG BOOK

The 1991 measure requires the church wardens to maintain a terrier and inventory and a logbook, noting all alterations additions and repairs to the church and the lands and articles belonging to it. These documents should be made available and to the inspecting architect at the time of the inspection. The logbook should include information regarding inspections and reports, tests on installations, notes of repairs carried out, including dates and costs etc. The Terrier and inventory (in a single binder titled as the 'Church property register') is available from the Church House Bookshop, which also publishes loose-leaf forms of the church logbook.

http://www.chpublishing.co.uk/books/9780715142998/church-log-book-pages-only
http://www.chpublishing.co.uk/products/217723/church-property-register-insert

I confirm I have not had sight of this, I recommend that it is kept up to date.

2.42 EQUALITY ACT

The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at http://www.churchcare.co.uk/churches/open-sustainable/welcomingpeople/accessibility

2.43 SUSTAINABLE BUILDINGS

A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability of the building and its use. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. Further guidance is available on http://www.churchcare.co.uk/churches/opensustainable and http://www.churchcare.co.uk/shrinking-the-footprint

https://www.churchofengland.org/resources/net-zero-carbon-routemap#:~:text=The%20Routemap%20is%20a%20plan,General%20Synod%

20in%20July%202022.&text=General%20Synod%20voted%20in%20February,net%20zero%20carbon%20by%202030.

2.45 MISCELLANEOUS

3.0 RECOMMENDATIONS

My recommendations for repairs and maintenance works for the next quinquennium are listed below in order of priority.

It is not possible to give accurate costs for the recommended works without a detailed specification and estimates from suitable builders. Further investigation and opening up would also be required for some items.
All costs given are therefore indicative only and intended for your general guidance.

The repairs recommended in the report will (with the exception of some minor maintenance items) be subject to the Faculty Jurisdiction. Guidance on whether particular work is subject to faculty can be obtained from the DAC Office. Omission within the recommendations for faculty does not imply it is not necessary. All works and repairs should be checked to see if facilities apply.

It is vital for the well-being of the fabric that the right materials should be used for repairs and maintenance works.

Recommendations throughout the report should be assigned a category to denote the urgency of the work required. This should be cross-referenced to a summary of recommendations at the end of the report.

The following are given as examples of categories and labelling:

A Urgent work requiring immediate attention
B Works needed within one year
C Works needed within two years
D Works needed within five years
E Desirable improvement
F Works required to improve energy efficiency, disabled access, or safety

3.1 **(A)** URGENT WORKS REQUIRING IMMEDIATE ATTENTION

3.1.2 As a minimum, clear the gutters and valley gutter of debris twice a year. I note this has started to be done and this is to be commended. Preferably maintenance should be at the end of the autumn fall and late spring. (2.3.2; 2.4.1)

COST Own Labour

3.1.3 Replace slipped and broken slates to be repaired and remove loose gutter on the north elevation for safety reasons. (2.3.2, 2.3.1; 2.4.2)

COST say £500 per year

3.1.4 If there is a suggestion to reinstate a carpet please resist this as it can seriously damage the medieval tiles. (2.16.2)

3.1.5 If not undertaken in the last year please undertake a lightning conductor test as recommended. (2.28)

COST Say £100

3.1.6 If not undertaken in the last 5 years please undertake an electrical test for the whole church system as recommended and required by the insurers. (2.24)

COST Say £150

3.2 **(B)** WORK RECOMMENDED TO BE CARRIED OUT DURING THE NEXT TWELVE MONTHS

3.2.1 Approach grant bodies to start the process of raising funds to reroof the Nave and porch and verge repairs. (2.3.1; 2.3.2;)
I can provide a list of grant bodies that might be able to assist, such as the link below:

https://www.churchofengland.org/resources/churchcare/our-conservation-grants/grants-fabric-repairs

COST say £120,000 plus VAT

3.2.2 Approach grant bodies to start the process of raising funds to repoint the upper stage of the tower, to all sides. Repair the south window hood moulding. (2.9.1; 2.7.1)

COST Say £120,000 plus VAT

3.2.3 Approach grant bodies to start the process of raising funds to replace all the rainwater goods, except the south porch. (2.4.1; 2.4.2)

COST Say £15,000 plus VAT

3.2.4 Although the timber valley beam is supported by a steel, it should be inspected for decay. Standing water in the tower gutter at the outlet implies some decay is occurring. Also check the condition of the steel where it is in contact with the wall. (2.3.4; 2.10.2)

COST Say £100

3.2.3 Redecorate the internal render to the tower parapet with mineral paint to fill cracks in the render. Replace the slit flashings and repair the tower lead sheets where split. (2.3.4; 2.6.1)

COST own labour say £500.

3.2.4 When repairing the ceiling over the vestry consider replacing the hole with an access hatch. Also consider introducing a hatch into the Nave roof space where there is also damage. Considering the leaks in the past it is strongly recommended to inspect the condition of the roof trusses near the valleys at the west end of the valley gutter. (2.12; 2.13.2)

COST Say £500

3.3 **(C)** WORKS RECOMMENDED TO BE CARRIED OUT DURING THE NEXT TWO YEARS

3.3.1 Rake out; deep pack and repoint crack and open joints to the east chapel gable, and west end north elevation using a lime mortar mix. (2.7.5; 2.7.6)

COST Say £2,500

3.4 **(D)** WORKS NEEDED WITHIN THE NEXT FIVE YEARS

3.4.1 Seasonally monitor the trees and when necessary remove dead or dying limbs using a tree surgeon. Seek advice on reducing the canopy for the yew trees. (2.39)

3.4.2 Start a programme of repointing open joints around the church using a lime mortar. (2.7.2; 2.7.3; 2.7.4; 2.7.6)

COST Say £500-£1000 a year.

3.4.3 Feed the door timbers with wood oil; Redecorate the west tower door, and repair its base. (2.8.1; 2.8.2; 2.8.3)

COST Say £500

3.4.4 Repair the hood moulding using lime mortar repairs. (2.9.2)

Cost Say £100

3.4.5 Repair and refix the wainscot panelling to the north aisle and stain/varnish the altar rail. Investigate the spongy floors by lifting the boarding and investigating the sub structure. Repair as necessary, using compatible materials. This is likely to require faculty. (2.16; 2.18)

COST Say £300

3.4.6 Repair the lychgate roof. It is suggested this should be either torched with a lime mortar from the underside or tail bedded in lime mortar as well as refixed to prevent further slippages. (2.38)

COST Say £500

3.4.7 Monitor the condition of the wet rot in the tower floors. (2..10.2; 2.10.4)

COST (own labour)

3.5 **(E)** DESIRABLE IMPROVEMENTS

3.5.1 It is strongly recommended to improve the air circulation within the church as there is no opportunity to cross-ventilate and dry the church out during the warmer months. (2.17.2)

3.5.2 Please avoid using gas heaters within the church as it distribute water vapour into the building. As it is a poorly ventilated space the condensation can create problems. Electric heating would avoid this problem. (2.23)

3.5.3 Repair the bells using a grant supported by the devon bell grant body. (2.10.3)

COST Say£40,000

3.5.4 Replace the tower access hatch cover from lead to copper. (2.10.6)

COST Say £150

3.6 **(F)** WORKS REQUIRED TO IMPROVE ENERGY EFFICIENCY OR SAFTY

3.6.1 Consider efficiency of any replacement plant or fittings.

3.7 RECOMMENDATIONS FOR FURTHER INVESTIGATION

3.7.1 Lift the boards to the rope chamber floor to check the condition of the timber beam ends. (2.10.4; 2.10.4)

3.9 WORKS REQUIRED TO IMPROVE DISABLED ACCESS

Periodically review access audit.

4.0 EXPLANATORY GUIDENCE NOTES (NOT INSPECTION NOTES)

4.1 ELECTRICAL INSTALLATION

Existing Electrical Installations

4.1.1 The electrical installation should be fully tested and inspected every five years in accordance with BS7671 (IEE regulations guidance Note No 3) by a registered NICEIC, ECA or NAPIT contractor. The inspection certificate/report should be held in the church log book.
Code 1 defects (definition - 'adversely affects the safety level of the installation') arising from the inspection, MUST RECEIVE IMMEDIATE ATTENTION.
Code 2 defects (definition - 'requires improvement') should be attended to as soon as possible.
Installations over five years old should also be subject to annual routine checks.

Ideally the test should be carried out at least three months prior to the quinqennial inspection to allow the test report to be available on the day of the inspection.

New installation work

4.1.2 **General**
New installations or alterations require a faculty. Minor maintenance or replacement work may be permitted under minor works permission. All work must be carried out in accordance with BS7671 (IEE regulations latest edition including amendments). It is advisable for the church architect to be involved at an early stage, so that any installation undertaken involves minimal disturbance of the fabric of the building and is aesthetically appropriate.

4.1.3 **Lighting Installation**
A lighting system should be designed to provide :

4.1.4 Sufficient general lighting to enable users of the building to read and follow the Liturgy, as well as move about without health and safety risks.

4.1.5 Feature lighting to enhance the architecture.

4.1.6 Good flexibility of control to match the activity or mood to the visual environment.
It is also essential, when planning an installation, to consider the prospective use of the building, the possible wider community use, and to have efficiency, maintenance, and energy conservation firmly in mind:

4.1.7 LED (light emitting diodes) lamp technology has progressed, making this very compact, durable, lighting source suitable for discreet feature lighting, with extremely low energy consumption.

4.1.8 The secret of a good lighting system is to be able to control it. Dimmer control can have dramatic effect and save energy. Not all discharge lighting can be dimmer controlled, it is therefore essential to have good flexibility of switching with no more than two lamp units per switch. Consideration should also be

given to the ‘glare factor’, attachment louvers are available for most light fittings.

4.1.9 Lighting for a concert or stage area can be successfully achieved by including suitably rated power points, for the use of portable stage lighting rigs.

4.1.10 Ideally light fittings should be positioned to allow easy access for lamp changing. This is not always possible. However, with the present long life span of lamps (particularly discharge lamps) it would be advantageous to plan ahead and budget for a complete periodic lamp change, carried out professionally, without health and safety risks.

4.1.11 Emergency Lighting
There is currently no statutory requirement for churches to provide emergency lighting. It is however, the duty of the PCC to carry out a risk assessment, as required under the Health and Safety Regulations.

4.1.12 If the assessment results in a decision to provide emergency lighting, it should be installed in accordance with BS5266.

4.1.13 An emergency lighting log book, with the record of regular testing must be kept up to date. Without regular testing and maintenance, emergency lighting will soon become ineffective.

4.1.14 The emergency light fittings should be non-maintained units (ie to activate only on power failure). For aesthetic reasons it would be preferable to incorporate the emergency unit within a general lighting fitting if possible.

4.1.15 If infrequent provision only, is required, illuminated exit signs and emergency lighting can be provided by portable ‘plug in’ units, with the provision of a discreet socket and bracket in the appropriate positions. When not in use the emergency lighting units could be kept energised, adjacent to the electricity mains supply position. This would also help to ensure that the lighting units are in working order prior to use.

Full scope members of the National Inspection Council for Electrical Installation Contracting (NICEIC), the Electrical Contractors Association(ECA) and the National Association of Professional Inspectors and Testers(NAPIT) meet the relevant criteria. Electricians or electrical contractors who are only registered to undertake work on domestic installations under part P of the building regulations are not acceptable.

NICEIC – 0870 013 0382 – www.niceic.org.uk
ECA – 020 7313 4800 – www.cca.co.uk
NAPIT – 0870 444 1392 – www.napit.org.uk

This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.

4.2 LIGHTNING CONDUCTOR

The majority of churches have a 'tower only' lightning protection system comprising an air conductor, and one down conductor to an earth electrode, which are unlikely to comply with the recommendations of current BS 6651. When a system is upgraded it is usually recommended that a second down conductor is provided on the opposite corner of the tower to a separate earth electrode. Also, where it is not possible by means of separation to reduce the risk of sideflash, the bonding of all metalwork within the separation distance as specified in BS6651 (1999) will be recommended. Similarly, it is a requirement to carry out the equipotential bonding of the lightning conductor to the mains services, such as gas, water and electricity at the main earth terminal. This should be carried out only after consultation with the lightning conductor specialist and a registered NICEIC, ECA or NAPIT contractor, in accordance with BS6651 and BS7671. (Reasons for departure from reg 413-02-02 should be noted on the appropriate certificate if not carried out).
Whilst it is not usually a policy condition of the church insurers to have a lightning protection system, it is necessary to keep an existing system well maintained and regularly tested. It is generally considered appropriate to have a visual check by a competent person every twelve months with inspections and testing carried out every two and a half years by a lightning conductor engineer (e.g. a member of the National Federation of Master Steeplejacks and Lightning Conductor Engineers). A record of the visual checks and inspections should be held in the church log book. Ideally the tests should be carried out at least three months before the Quinquennial inspection to allow the certificate to be made available on the day of the inspection.

National federation of master steeplejacks and lightning engineers can be contacted on 0115 955 8818 – www.nfmslce.co.uk

4.3 HEATING INSTALLATION

A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins and a copy kept with the log book.

4.4 FIRE PRECAUTIONS

The regulation reform act (fire safety) order 2005 applies to all churches and church buildings. The order replaces the fire precaution act and the system of five certificates, also certain requirements under the health and safety at work act and the Licencing Act. The order can be found online at www.uklegislation.gov.uk/si/si2005/20051541.htm. The order is supported by several guidance documents, including a useful summary entitled 'A short guide to making your premises safe from fire'. Those responsible for church premises should study this document, which is available online at www.communities.gov.uk/publications/fire/regulatoryreformfire and on the diocesan website.

A key part of the order places legal duties on a 'responsible person', including the preparation of a fire safety risk assessment for the church. The responsible person is someone with an existing role within the church who fits the description in clause 3 of the order. Depending upon the particular circumstances and use of buildings, this might be the PCC, a churchwarden or building manager.

At least two water type fire extinguishers should be kept in readily accessible positions in the church. Additionally extinguishers of the appropriate type should be installed in the boiler rooms; organ chamber, kitchens and in any areas above ground floor level where activities take place. There are several types of extinguishers and it is essential to place the correct one in the appropriate position. If necessary, advice should be sought from the local fire prevention officer, or from your extinguisher maintenance company.

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order. **It is recommended that powder fire extinguishers are not used in the church unless specifically required by the fire prevention officer as the powder can damage church fabric.**

4.5 REPORT & FURTHER WORK

This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.

The professional adviser is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and oversee the repairs.

It is recommended that the inspecting architect be involved in any substantial work. It is appreciated that funds are often limited, however it is my experience that repairs carried out solely by a builder can sometimes be ineffective and may in the long term prove uneconomic.

4.6 ROUTINE MAINTENANCE

Although the Measure requires the church to be inspected every five years, it should be realised that serious trouble may develop in between these surveys 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 of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. The PCC are strongly advised to enter into contract with a local builder for the cleaning-out of gutters and downpipes twice a year.

Further guidance on the inspection and the statutory responsibilities are contained in *How to Look After Your Church. The Churchwarden's Year* gives general guidance on routine inspections and house keeping, and general

guidance on cleaning is given in *Handle with Prayer,* both published for the CCC by Church House Publishing.
Useful link to the National Churches trust maintenance guide. Regular maintenance | National Churches Trust

4.7 BELLS:
All bells dating before 1717 are protected.
All moving parts including ropes and wheels need regular checks for wear and lubrication where appropriate. The frame and its fixings also need checking for wear, deterioration and tightness. The installation should be thoroughly overhauled by a specialist every 15 years at least. The bells should be left in the 'down' position when not being rung.

4.8 VENTILATION:
Adequate ventilation of the church is most important to prevent staining and damage caused by condensation.

4.9 ASBESTOS
The Control of Asbestos Regulations 2006 require that building owners make themselves aware of any risk of the presence of asbestos 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.

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 organ blowers are often insulated with asbestos material. 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 provisions.

There are three types of asbestos, presenting varying degrees of risk, which can be present in a variety of materials. Correct identification requires a specialist survey and laboratory analysis. If no such survey has been carried out, it is essential that those responsible for the church buildings arrange for a type 2 survey to be undertaken by a specialist company as soon as possible. The company should carry out a survey, take samples, arrange for laboratory analysis and produce a report. The report should identify all asbestos – contaminating materials and make recommendations for managing the risk which they present. The report should be kept with the logbook and made available to anyone undertaking work within the building.

Further details on making an assessment are available on

http://www.churchcare.co.uk/churches/guidanceadvice/looking-after-your-church/healthsafety-security/asbestos

4.10 WORK AT HEIGHT REGULATIONS

The PCC should be aware of the implications of the Work at Height Regulations 2005. These apply to all work at height where there is a risk of a fall liable to cause personal injury and require duty holders (including building owners and those contracting others to do work at height) to do all that is reasonably practical to prevent anyone falling. Work at height should be avoided where possible. Failing this, equipment or other measures should be used to prevent falls and where the risk of falls cannot be eliminated equipment or other measures should be used to minimise the distance and consequences of a fall should one occur. Further information can be obtained from the Health and Safety Executive (HSE).

4.11 INSURANCE

The PCC are reminded that insurance cover should be index linked, so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate. The Ecclesiastical Insurance Group are reported that their policy conditions have changed. With effect for all renewals due on or after 1 July 2011 The Ecclesiastical Insurance Group will withdraw all cover for the theft of external metal and subsequent damage to the buildings if you have not :

1). Applied SmartWater to the external lead
2). Displayed SmartWater signage and
3). Registered with SmartWater.

It is recommended the church seek more detailed information and advice from your insurer.

To check the registration status of your church or more information ring
Tel: 0845 458 4584

An Alternative insurer is Trinitas https://www.trinitaschurchinsurance.co.uk/

4.12 APPROVALS

The majority of church buildings, their contents and grounds are protected by Faculty Jurisdiction. Under this legislation, any repair, alteration, extension, disposal or addition needs to receive approval. This is granted by the Chancellor of the Diocese or his Deputy, or in some cases by the appropriate Archdeacon (via List B authorisation).
There are downloads from the diocese websites which offer advice and practical information on the process of obtaining a faculty.

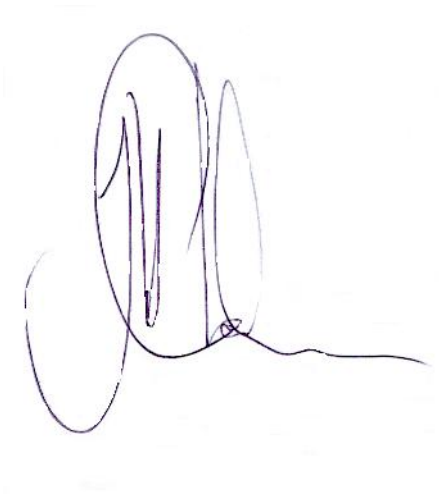
Most Diocese have signed up to the Church of England's Online Faculty System, **and all Faculty and List B applications should be submitted via the**

online portal https://facultyonline.churchofengland.org after reading the four guidance notes.

Works that do not require a Faculty – Lists A & B
On the 1st January 2016, the 2006 Minor Works list was replaced by the new national Lists A & B. List A works can be carried out without any consultation, and List B works will need to be authorised by the Archdeacon, in consultation with the DAC. All List B works should be applied for via the Online Faculty System. The lists can be found on the online system.
For works to **bells, trees and organs** authorised under List B, recourse needs to be made to the guidance from the Church Buildings Council, which can be accessed Via churchcare.co.uk/images/Guidance_Notes/Bells.pdf 0r churchcare.co.uk/shrinking-the-footprint/ways-to-take-action/managing-your-churchyard/trees or churchcare.co.uk/shrinking-the-footprint/ways-to-take-action/managing-your-churchyard/trees .

4.13 UNEXPOSED PARTS OF THE BUILDING
Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. The adviser cannot therefore report that any such part of the building is free from defect.

5.0 CIRCULATION
In accordance with the Diocesan Scheme, a copy of this report has been submitted to the Secretary of the Diocesan Advisory Committee.



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J.H.CHADBURN BA (Hons) Dip Arch, MSc in Conservation, AABC.

Appendix A

GLOSSARY OF ARCHITECTURAL AND TECHNICAL TERMS

Aisle: Part of a church alongside the nave or choir divided from it by an arcade.
Apse: A polygonal or semi-circular plan to the sanctuary.
Arcade: A series of arches and supporting columns.
Arris: Sharp edge produced from the meeting of two edges
Ashlar: Masonry of squared blocks with dressed faces and laid in horizontal courses
Aumbry: Wall cupboard for sacred vessels.
Barge board: Timber boarding on the gable end of the roof.
Barrel vault: Internal shape of a simple semicircular shaped roof
Batter: Deliberate inclination of a wall face.
Battlement: A parapet with alternating raised portions (merlons) and spaces (embrasures). Also called crenellation.
Belfry: The chamber, or stage of a tower in which the bells are hung.
Bellcote: Housing for bells on a roof or gable.
Bell fleche: Slender spire usually of wood containing bell(s)
Bell louvres: Horizontal slats in the window type openings within a bell chamber
Bench: Open seat, sometimes with a carved bench end.
Boss: An ornamental carving at the intersection of ribs in a ceiling or vault.
Brace: A subsidiary timber providing stiffness to a frame.
Broaches: Sloping half pyramids adapting an octagonal spire to a square tower
Buttress: Projecting masonry or brickwork built against a wall for additional strength.
Capital: The head of a column.
Cementitious: Made of or containing cement.
Chamfer: The surface made when a square edge is cut away at an angle.
Chancel: The part of the east end of the church containing the altar and reserved for the clergy and choir.
Choir: The part of the church, usually within the chancel, where divine service is sung.
Ciborium: 1. A receptacle used to hold the eucharist. 2. A canopy over the altar.
Cinquefoil: A leaf shaped curve of 5 parts within an arch, window head etc.
Clerestory: Windows located above the arcade.
Communion rail: Low rail around an altar.
Coping: A capping or covering, usually of masonry, to the top of a wall.
Corbel: A projecting block of stone or timber, usually supporting a beam.
Cornice: A projecting moulding along the top of a wall.
Credence: A shelf or table beside the piscina for the sacramental elements.
Crenellation: See battlement.
Crossing: Central space at the junction of nave, chancel and transepts.
Cruciform: In the form of a cross.
Cusps: Projecting points between foils in gothic tracery.
Dado: The lower part of an interior wall, sometimes panelled.
Dressings: Worked stones, with smooth or moulded finish, used round angles or openings in masonry.
Drip: A projecting stone etc from which water drips clear of the face of a building.
Dripstone: See hoodmould.
Easter sepulchre: A decorated recess in the north wall of a chancel used in celebration of the Easter liturgy.
Eaves: Overhanging edge of a roof.
Elevation: Face of a building.
Fascia: Horizontal section usually at the junction of a wall and the lower edge of the roof.
Ferramenta: Metal framing to which window glazing is fixed.

Finial: Ornament at the top of a gable, pinnacle etc.
Flashing: A strip of metal used to seal junctions of roofs with adjacent construction.
Flaunching: Mortar shaped to shed water.
Frontal: Covering for the front of an altar.
Gable: Upper, usually triangular, part of a wall at the end of a pitched roof.
Gargoyle: Projecting rainwater spout, sometimes decorated.
Haunching: A sloping fillet of mortar.
Hip: The external angle formed by the intersection of two roof slopes.
Hoodmould: Projecting moulding above a door or window opening.
Hopper: 1. A box collecting water at the top of a rainwater pipe. 2. An inward opening ventilator in a window.
Jamb: The side of a doorway, window or arch.
Joist: Horizontal timber supporting a floor, ceiling or flat roof.
Kneeler: Block of stone at the foot of a gable slope supporting the coping stones.
Lancet: A tall narrow single light window, usually with a pointed head.
Leading: Strips of lead between individual pieces of glass in a leaded window.
Ledger: Floor slab monument.
Light: A single window opening or compartment of a window between mullions.
Lintel: A beam over an opening.
Louvres: Angled boards or slates in a belfry opening.
Lychgate: Roofed gateway at a churchyard entrance, providing resting place for a coffin.
Merlon: See battlement.
Moulding: The shaping of a continuous strip of wood or masonry.
Mullion: A vertical member, in wood or stone, dividing a window or other opening into individual lights.
Nave: The body of a church, west of the chancel or crossing.
Newel: Central post to a staircase.
Nosing: Projecting edge of the tread of a stair.
Obelisk: A free standing tapering stone pillar of square or rectangular cross section.
Ogee: A double curve with convex and concave section, occurring in arches, window and door heads and rainwater gutters.
Parapet: A low wall, usually concealing a roof or gutter.
Parclose: A screen enclosing a chapel.
Pew: Enclosed fixed wooden seat.
Pier: A solid masonry support, pillar of square section or masonry between doors and windows.
Pilaster: A shallow pier or square section column projecting from the face of a wall.
Pinnacle: A small pointed turret on a tower, buttress etc.
Piscina: A stone basin with a drain, in a niche near the altar for washing the sacred vessels.
Pointing: Exposed mortar in joints in masonry and brickwork.
Purlin: A horizontal roof timber, usually supporting rafters and spanning between walls and / or trusses.
Quarry: A small diamond shaped or rectangular piece of glass in a leaded window.
Quatrefoil: A leaf shaped curve of 4 parts within an arch, window head etc.
Quoins: Dressed stones at the corners of a building.
Rafter: Sloping roof timbers supporting laths or battens to the roof coverings.
Relieving arch: A rough arch positioned in a wall above a door or window opening to relieve it of structural loading.
Rendering: A coating of mortar on a wall face.
Reredos: A decorated wall or screen behind an altar.

Reveal: The side of a door or window opening or recess.
Rib: A curved member or projecting moulding on the underside of a vault or ceiling.
Ridge roll: Lead dressed capping to the top of a pitched roof
Ringing chamber: The chamber or stage of a tower where the bell ringers stand.
Rood: A crucifix over the entrance to the chancel, usually supported on a rood screen.
Rood stair: A staircase formerly providing access to the rood loft on top of the rood screen.
Rubble: Rough unsquared stones used for walling.
Saddle bar: Horizontal metal bar to which window glazing is attached.
Sanctuary: Area around the main altar.
Sarking: Boards or felt over which roof slating or tiling is laid.
Sedilia: Stone seats for clergy in south wall of chancel.
Shake: A natural cleft or fissure (in timber).
Soaker: A strip of metal interleaved with roofing slates or tiles at junctions with walls etc.
Soffit: Underside of a building element
Spandrel: Triangular area in an arch window or doorway
Squint: An oblique opening through a wall giving a view of the altar.
Stoup: Stone basin for holy water.
Swan neck: A curved section of rainwater pipe connecting to the gutter.
Tingle: A metal clip used to secure a roofing slate or tile.
Tomb chest: Stone monument in the form of a chest.
Tracery: Ornamental stonework in the upper part of a window, screen etc.
Transept: Arm of a cruciform church plan projecting at right angles to the nave.
Transom: Horizontal bar of wood or stone in a window, panel etc.
Tread: Horizontal surface of a step.
Trefoil: A leaf shaped curve of 3 parts within an arch, window head etc.
Truss: Timber framing, spanning between walls, usually part of a roof structure.
Turret: Small tower attached to a building.
Two-centred: A pointed arch shape formed from the intersection of two curves.
Valley: The internal angle formed by the intersection of two roof slopes.
Verge: Junction at the edge of a roof and the wall below
Vice: Small turning stair within the masonry of a wall or tower.
Voussoir: Wedge-shaped stone forming part of an arch.
Wagon roof: A roof structure of closely spaced rafters and arch braces with the internal appearance of the canvas cover to a wagon.
Wallplate: A horizontal timber on the top of a wall, to which a roof structure is fixed.

Appendix B

Inspection of churches measure 1955.

Quinquennial survey recommendations.

General maintenance

1. Twice a year or gutters and ground gutters should be checked and cleared of debris, gullies cleaned out, and repairers undertaken to leaks in gutters or downpipes.
2. All plant growths should be removed from walls and roofs etc.
3. Roof coverings should be checked and any missing loose, slipped or broken slates replaced.
4. Walls internally and externally should be periodically inspected for signs of movement or deterioration in the masonry and pointing.
5. Internal floors should be kept clean, using the minimum amount of water and avoiding detergents. Timber floors should be inspected for signs of beetle and section and wood block floor was given periodic treatment with non slip wax polish.
6. Replacement of defective terracotta floor tiles. (if appropriate).
7. Wash glass with water only and Grease hinges of ventilators, checking security of any outside screens, louvres, etc.
8. Furniture and fittings should be cleaned and dusted as necessary and checked for beetle infection.
9. Test any fire doors annually if not in general use.
10. Inspect bells and supporting bearings annually.
11. Check and maintain as necessary boundary walls external grass areas, monuments, signboards etc. Check condition of trees, of training specialist advice where necessary.
12. Ensure fire extinguishers are checked annually.
13. Renewed fire insurance cover periodically.
14. If any element of the existing electrical installation, which have not passed their current inspection, and are retained these must be checked annually, otherwise an inspection should be undertaken concurrently with the architects quinquennial inspection.
15. Check all bell ropes and Grease metal moving parts, checking for wear. Check bell frame and check bells and clappers for cracks.
16. Review security arrangements with insurers annually.

Appendix C

Photographs