

DONALD INSALL ASSOCIATES



Quinquennial Report
Pulford, St Mary's Church

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Version Control

Rev	Date	Auth	Check	Notes
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1. Introduction

1.1 This is a report on a visual inspection of St. Mary's, Pulford. St Mary's is within the Diocese of Chester under the care of the Archdeacon of Chester.

1.2 The inspection was carried out by Simon Malam, RIBA, AABC, IHBC of Donald Insall Associates, Bridgegate House, 5 Bridge Place, Chester, CH1 1SA. Tel: 01244 350063.

1.3 The inspection was carried out on 29th July 2026 in dry conditions and provides an update on a previous inspection in March 2021. Church Warden, Susan Payne, was present for part of the inspection and was thanked for her time.

1.4 A floor plan of the Church can be found in the Appendix.

1.5 St. Mary's Church was built in 1881 – 1884 at the partial expense of the First Duke of Westminster. The Church is by the renowned local architect John Douglas. The Church is mainly of red sandstone with bands of light stone, there is a tower and spire in the northwest corner with arcaded panelling below the bell openings and shingle covered spire and pinnacles. The nave has no aisles but there are transepts either side of the choir. In July of 1991, the spire was substantially destroyed by fire. The spire was subsequently rebuilt in facsimile and redecorated by Venerable Jeffrey Turner, Archdeacon of Chester on the 2nd of May 1993. The rebuilding work was carried out by Messrs Linford Bridgeman under the direction of the church architect, Gilbert Parry. In 1994 the north facing pitches of the main roof were re-roofed in clay plain tiles including all associated leadwork and flashings.

1.6 It is understood the Church is listed and is within a conservation area.

1.7 For the purposes of the report the main entrance to the church facing the main road faces North.

1.8 Extent of provision for disabled people; an entrance path provides level access into the church. There are three steps between the nave and the chancel and although wheelchair access is not possible a decorative balustrade and handrail has been installed to assist those of impaired mobility. Provision of a ramp is not feasible due to the difference in floor level between nave and chancel. A hearing loop has been fitted in the Church. Should a WC be installed in the future it should be wheelchair accessible.

2. Summary

2.1 This report follows the format instructed by the Diocese of Chester. The inspection was visual from ground floor level, and no opening up or moving of furnishings was made to allow any inspection of any inaccessible or covered parts of the building.

2.2 The report gives information on the condition of the fabric of the church and makes recommendations for any further advice.

2.3 The mechanical, heating and electrical equipment were not tested.

2.4 The Church Warden advised that the following work was completed in the period since the previous QI:

- Redecoration of cast iron rainwater goods and other external metalwork.
- Blue nylon rope hand support to tower staircase.

2.5 The Church Warden maintains good records of regular maintenance / housekeeping and the following are typical of the items recorded:

- Boiler service (Farndon heating Solutions).
- Gutter clearance, (JK Sides Building Services)
- Annual clock service by Smiths of Derby
- Fire extinguisher serviced (Claughtons)
- Electrical Inspection and lightning Conductor (Simon Jones Electrical)

2.6 Some items highlighted as requiring attention in the previous QI have been addressed, but others remain on the Forward Plan for attention. A priority is exclusion of birds from the spire. Overall St Mary's Pulford remains in good condition overall in comparison with other churches of similar age.

The Church Warden reported that the church may close in the next quinquennium. This report has been prepared on the basis the church remains in its current use. Should a change of use be under consideration in the future another condition report would need be commissioned which would make recommendations in the context of the new future use.

3. Detailed Comments on Building

3.1. Foundations

- 3.1.1 From a visual inspection around the full perimeter of the church, no indication was found of any structural movement or failure which might be associated with an underground problem, other than the crack below the west window, refer section 3.2.

3.2. Walls

- 3.2.1 The church appears well built in soft red sandstone which is generally in good condition.

- 3.2.2 The vertical crack noted in the previous QI beneath the west window which is visible internally and externally does not appear to have changed since the previous QI. The crack has previously been re-pointed and at the moment is not a significant concern but should be monitored.



Crack beneath west window

- 3.2.3 The stonework at low level around the perimeter of the Church was brushed back to remove loose areas of decay, and loose cement pointing has been replaced with lime mortar prior to the 2016 QI. Isolated areas of cement pointing remain but removal is likely to damage the adjacent stonework; as cement pointing becomes loose in the future it should be removed and replaced with lime mortar, which is breathable and will help arrest decay of the stonework. There are a small number of isolated areas of delamination and open jointing at low level; loose stone should be lightly dressed back to remove water traps and aid weathering, and open joints pointed in lime mortar.



Example of delaminated loose face to stone



Example of delaminated face to stone

3.2.4

The stonework to the south and west elevations of the tower at mid-high level is now in good condition following the repointing carried out prior to the last QI. There is some open jointing to the north and east elevations of the tower, including to the buttress on the NE corner. Whilst not sufficiently extensive to warrant action within the next quinquennium, funds should be set aside for some repointing work within the next 10 years or so.

3.2.5

A small area on the west gable to the north side of the west window at high level has open jointing and requires repointing. This is not urgent and should be done when access is next available for another reason.



East gable



West gable

3.2.6

There is decay to the stone cill moulding below the west window, some minor open jointing to the mullions, and decay to the RHS of the hood mould, which has been partially filled previously. Open jointing should be repointed, and decay should be slowed by carefully filling water traps with a soft lime mix to exclude weather.



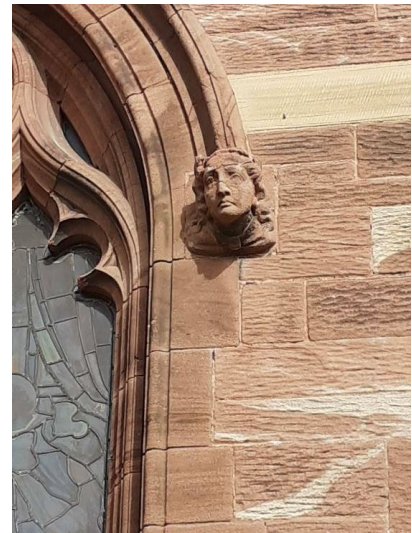
Decay to stone cill moulding below west window

3.2.7

There is decay to the stone figurehead to the RHS of the hood mould over the window to the south side of the chancel, and other figureheads are also suffering decay, for example that to the RHS of the west window. A specialist stone conservator should be asked to make recommendations for consolidation, which may involve use of nano-lime. A very good recording should be made of the figureheads now for future reference.



Figurehead to RHS of west window



Figurehead to RHS of window to south side of chancel

3.2.8

There is some damage to the stone string course on the northeast corner of the vestry, and to the cill of the north window of north transept. This is cosmetic and does not require attention at present.

3.3.

Doors and Windows

3.3.1

Windows

The leaded light windows throughout the building are in good condition overall. Four very small panes of glass (quarries) are cracked in windows to the nave. It is not worth repairing these panes at the moment but any repairs carried out in the future should be made using matching stained glass.

Some minor repairs have been carried out to cracks at the base of the stone mullions to the south elevation in the past. Where cracks have opened up again, they should be filled with a lime mortar mix to exclude water penetration.

The metal bars to the windows are set into the stone cills, and there is evidence that some have started to corrode and expand and stress the stonework. To slow down this process where there is a gap between the metal bar and the stone it should be filled with a flexible material to exclude water penetration; this has been done in the past and should be kept up.

It was noted that seven of the small pane leaded lights in windows serving the bellringing chamber are cracked, and one of the small panes is held in place with sticky tape. Whilst not an immediate priority, this should be repaired when the opportunity allows.



Window in bellringing chamber

3.3.2

Doors

Externally there is a timber front double door, and a rear exit door from the vestry. External doors are in good working order but require redecoration of both the timberwork and the ironmongery externally in the next quinquennium. The base of the doors are becoming weathered and the ironmongery is beginning to corrode. The doors should be decorated with a breathable wood stain in matching colour rather than a hard varnish. The ironmongery requires rubbing down, the corrosion treating with a proprietary rust inhibitor, and the metalwork recoated with a zinc rich primer, prior to application of topcoats.



Front (internal face)



Vestry door (external face)

3.4. Rainwater Goods and Disposal Systems

3.4.1 The cast iron rainwater goods at St Mary's are wonderfully ornate and largely original. They appear in good working order having been decorated to a good standard in the last quinquennium. A cyclical programme of redecoration is necessary to keep them in good condition. Gullies at the base of the rainwater pipes should be kept clear at all times. One gully is cracked and could be repaired with stone glue to avoid replacement. At time of redecoration the opportunity should always be taken to seal any leaking joints and check the security of the fixings.

3.4.2 Gutters must be cleaned out periodically, especially after the autumn, and regular checks made to ensure they are free-flowing. A short gutter adjacent the tower was full of vegetation on the day of inspection.



Newly decorated rainwater goods, blocked gutter



Cracked gully

3.5. Parapets and upstand walls

N/a

3.6. External iron and wood, including condition of paintwork

3.6.1 The external railings adjacent the steps to the boiler room, and cast iron air vents, have been redecorated since the last quinquennium and are in good condition.

3.6.2 Ferramenta (black painted external window bars) to the windows and metal opening lights are in good condition. A cyclical programme of redecoration is necessary to keep them in good condition.

3.6.3 The metal light fittings still require redecoration.

3.6.4 Whilst the exposed rafter feet are well protected from weather beneath the eaves, at the gable ends the end rafters are exposed to weather. Previous coatings of stain have largely weathered away, and to keep the end exposed rafters in good condition they require protecting with a breathable wood stain in matching colour.



Light fitting requiring redecoration.



End rafters requiring re-staining for protection

3.7. Roof coverings

3.7.1 Roofs are steep pitched with clay tile coverings and mitred valleys, and interlocking clay ridge tiles. Visually they appear in reasonable condition and lead flashings appear free from apparent defects, and the roof should continue to perform satisfactorily in the medium term with periodic maintenance to address slipped roof tiles. It was recorded in a QI before 2012 that some of the north roof slopes were re-laid at the time the spire was rebuilt in 1991. It is assumed that the tiles were re-laid on new roofing felt, on new battens, and if this is the case roofs that were re-laid should have a good lifespan. Elsewhere, it is not known whether other roof slopes have been re-laid since original construction, or whether tiles are laid on original battens with lime torching. If the latter it is likely the roofs will need increasing maintenance as the lime torching deteriorates and there are more

incidents of slipped tiles. The church expressed concern about the potential lifespan of the roof, and a roofer could be asked to investigate the underlying roof build-up on each roof slope to give more certainty.

3.7.2

There is a slipped tile to the north roof slope, and two slipped tiles to the corner of the west roof slope of the north transept. These were noted in the previous QI and have not been addressed. There are also two broken roof tiles near the ridge to the west roof slope of the north transept. There is a broken roof tile to the east roof slope of the north transept, and the verge has dropped adjacent the gutter. There are two slipped roof tiles to the east side of the south roof slope adjacent the chimney. There are two slipped tiles and a broken tile to the west roof slope of the south transept. There are some loose / broken tiles to the roof slope either side of the chimney.



Two slipped tiles and broken tile to west roof slope of the south transept



Two slipped and two broken roof tiles to west roof slope of the north transept

3.7.3

There is a small projection on the south side of the main roof positioned approximately between the nave and the chancel. It appears to be a timber peg but its purpose is unclear – it could be investigated further when access is next available.

3.8.

Tower, Spire or Bell Cote

The spire was completely rebuilt following destruction by fire in 1991. The timber structure was replaced from the bell frame upwards and is covered in oak shingles over a vapour permeable under-slating membrane. The carved and louvered oak dormers were replaced together with the lead capped pinnacle and turrets. From a visual inspection from bell-frame level, all remains in good condition

4. Detailed Comments on Interior of the Building

4.1. Interior of Tower and Spires, including bells, bell frame and clocks

- 4.1.1 The signs of woodworm noted in the previous Quinquennial Reports in the floor and beams supporting the belfry does not appear to have worsened, suggesting no active infestation. Timbers are dry. Comparisons should be made with the photograph below over the course of the next 5 years and proprietary treatment applied locally if any changes are noted.
- 4.1.2 The clock mechanism (Joyce 1883) and case is in good condition and it is understood that the clock is in good working order and is regularly maintained.
- 4.1.3 The clock chamber is accessed by a timber ladder which is secured in place.
- 4.1.4 There is a small window opening serving the clock chamber with cracked glazing. The metal plate lintel over the window opening is unpainted and the surface is corroded but at present this is of no concern.
- 4.1.5 The belfry is accessed via a timber ladder from the clock chamber. There are six bells apparently in working order, mounted on a frame within the bell tower with no problems to report. No close inspection was made above bell level but from this point the timber structure of the spire appeared sound and no structural or other major problems were discovered.
- 4.1.6 Birds have begun accessing the spire / bell chamber again and the source of entry should be established and netting reinstated to prevent future access. Sticks and debris will require removal from the bell chamber again once the source of entry is closed off.



Evidence of birds nesting in spire



Woodworm/furniture beetle damage assumed no longer active

4.2. Roof Structures and Ceilings

- 4.2.1 The ceiling within the nave and transepts is plastered between the roof joists, and the lath and plaster has been patch-repaired in the past in various locations. There are some hairline cracks in the ceiling in various locations including in front of the chancel on the north side - this does not appear to have worsened since the previous QI. Loss of bond between the plaster and the laths can occur, and the ceiling panels should be periodically inspected for soundness and any changes in hairline cracking.
- 4.2.2 There is an area of what appears to be flaking paint over the pews to the south side of the nave, maybe due to the application of modern paint over an earlier limewash or distemper, but it is unclear why this isolated area is affected. Access should be provided for a touching-distance inspection to check the security of the ceiling panels, and the affected area rubbed down back to a sound surface and redecorated with a breathable finish. Other parts of the nave ceiling, and the ceiling of the north transept would benefit from redecoration for cosmetic reasons.
- 4.2.3 Ceiling to the chancel is vaulted and timber boarded and appears in good condition.
- 4.2.4 The roof timbers and supporting trusses are exposed internally and appear in good order.



Flaking paint to ceiling over nave



The nave looking east

4.3. Upper Floors

N/a

4.4. Internal Partitions and Doors

4.4.1 The internal doors and carved oak screens are generally in a good condition.

4.4.2 There is a double door at the entrance into the nave, which is a later addition to the church, lined with felt and fitted with recessed floor mounted door closers. The closer on the western side does not close the door fully shut, creating drafts in winter. The church has investigated but so far has had no success adjusting the spring or obtaining replacement parts.

4.5. Ground Floor Structure and Timber Platforms

4.5.1 The main floors are generally of red quarry tile with encaustic inset and wood blocks below the pew stalls around the organ and in the vestry. The wood block floor around the organ and entrance to the vestry is slightly uneven in places. There is no finish on the wood block floor in the vestry, but this is of no concern at present given the light traffic.

4.5.1 The chancel is carpeted.

4.6. Internal Decorations and Plaster

4.6.1 Mainly bare sandstone walls, no notable areas of damp.

4.6.2 The stonework at wall plate level to the west side of the north transept is water stained and the timber trim at wall plate has some evidence of woodworm locally. The area was again dry at time of inspection and it appears that the staining is from earlier water penetration that is now resolved. The woodworm infestation does not appear to be active and is probably from when the timber was softened due to the water penetration. Close inspection on the day of inspection suggested nothing had changed in this regard.

4.6.3 Other areas of sandstone have minor water staining from previous areas of water penetration, but no current problems were noted.

4.7. Glazing and Ventilation

4.7.1 There are hit and miss ventilators in the stone sills below each window.

4.7.2 Most of the opening lights are functioning.

4.8. Fittings and Furniture, including Organ

4.8.1 No changes other than those noted since the previous report and no recommendations to make. The church reported that the organ is serviced and tuned periodically.

4.9. Monuments

4.9.1 All appear in good condition.

4.10. Toilets, Kitchens, Vestries, etc.

4.10.1 There are no toilet or kitchen facilities within the Church. There is a Belfast sink and small handwash basin located in an alcove off the vestry with cold water supplies only. Both appear serviceable. The oak block floor in this area is not protected with any finish and has suffered damage from water over the years. It would be prudent to sand and wax the floor in this area.

5. Services

5.1. Heating System

5.1.1 The boiler was replaced in 2007 with an oil-fired Worcester Bosch unit serving a low-pressure hot water system, utilizing the existing pipework and heater emitters. At the time of inspection the boiler was not working and a new part was awaited for its repair.

5.1.2 The boiler is located in the basement below the vestry which is essentially an outdoor unheated space. A frost stat is fitted adjacent to the boiler and the pipework is insulated. The window to the basement has been reglazed in recent times. The basement is damp, as expected, and this is mitigated by keeping it well ventilated.

5.1.3 Oil is stored in a plastic bunded tank on a concrete base sited towards the boundary hedge, installed prior to the previous QI. Prior to purchasing the replacement tank, the church undertook a feasibility study into the installation of heating system using renewable energy, but this proved not to be a cost-effective option. Should the boiler prove to be at the end of its service life, the feasibility of installing a heating system using renewable energy should again be investigated. The Diocese can provide further advice.



Boiler room

5.2. Electrical System

5.2.1 It is understood that the nave lights were rewired in 2006. The Church Warden reported that the electrical system is periodically tested.

5.2.2 All wiring is surface fixed and the incoming supply and distribution board is located within the vestry. The distribution board was replaced prior to the previous QI. No problems were noted.

5.3. Water and Gas

5.3.1 No problems noted. No gas.

6. Other Issues

6.1. Fire Precautions

- 6.1.1 There are wall mounted portable fire extinguishers throughout the Church; these are periodically tested.
- 6.1.2 There is an electric oil filled radiator in the bell ringing chamber.
- 6.1.3 There is no fire detection system in the Church.
- 6.1.4 The rear external door from the vestry is kept locked and a key is located adjacent the door for emergency escape.

6.2. Lightning Conductors

- 6.2.1 The lightning conductor and earthing rod were replaced during the rebuilding of the spire and have recently been tested.

6.3. Security Installation and Measures

- 6.3.1 External doors and locks seem relatively robust. Valuables and silver are kept in a wall mounted safe within the vestry and it is understood that an inventory has been prepared in recent years.
- 6.3.2 The Church is left open each day and to date there have been no security incidents.
- 6.3.3 A notice in the porch says that valuables are smart marked, and a label on an external downpipe advises metal is DNA protected.
- 6.3.4 There are no security grilles over the windows aside from the grille over the window in the north transept, which is of mild steel and is corroding away. This decorative stained glass window is of high significance, with the theme of 'childhood' across three lancets. The church should carry out a risk assessment and consider installation of new protection if thought appropriate, especially to the decorative windows of high significance. There is stained glass by Heaton Butler and Bayne elsewhere in the church. It is recommended that any new security grilles should be of stainless steel mesh with powder coat finish, and fixed into mortar joints with non-ferrous fixings.



Corroded security grille

6.4. Health and Safety

6.4.1 No issues other than those noted elsewhere in report.

6.5. Disabled Provision and Access

6.5.1 See 3.8

6.6. Presence of Bats

6.6.1 None noted.

6.7. Sustainability

In respect of the 2030 net-zero carbon target, there are minimal opportunities for significant improvement in thermal performance without re-roofing, or introducing a heating system utilising renewable energy, such as an air-source heat pump, discussed under 5.3.1. Fixing the door closer would help prevent heat loss, and the church should ensure that all lighting is LED for efficiency. See also the 'Sustainability' guidance in Appendix B.

7. Churchyard and Ancillary Buildings and Structure

7.1. Condition of Churchyard

- 7.7.1 The graveyard is laid mainly to lawn and is tidy and well kept. The church reported that the graveyard is now closed and responsibility for maintenance will soon to be transferred to the Local Authority.

7.2. Any Ruins or Buildings within the Churchyard

- 7.7.2 N/a

7.3. Monuments, Tombs and Vaults

- 7.3.1 Resetting leaning gravestones is an ongoing task. On the day of inspection some gravestones were leaning but seemed secure. They should be monitored in the future to ensure that they stay securely embedded in the ground.

7.4. Boundary Walls

- 7.4.1 The timber post and rail fence to the south and east sides is generally in good condition: some lengths have been replaced in recent times. The beech hedge to the east and south sides, planted prior to the previous QI, has established well. There is a small timber gate to the east side of the churchyard, installed about 10 years ago. The church warden reported that the church had received a request to trim the hedge bordering the pavement next to the road, and this is an important H&S consideration to maintain a good width to the pavement.
- 7.4.2 There is a substantial sandstone wall forming the boundary to the churchyard and to the front of the church. Open joints in the coping stones should be repointed in due course; vegetation is growing in some of the joints. There is evidence of some settlement where the wall turns to the corner and where the end pier abuts the hedge to the west and although this should be monitored the wall appears structurally stable at present.



Hedge adjacent road



Gravestones in churchyard

7.5. Paths, Steps and Areas of Hardstanding

7.5.1 The main path leading to the main entrance comprises a bonded gravel surface edged with red sandstone kerbs, affording level access from the entrance to the churchyard into the building.

7.5.2 The path around the eastern end of the church comprises old gravestones, some are uneven. The path should be periodically inspected for trip hazards and any defects should be addressed.

7.6. Trees and Shrubs

7.6.1 There are a number of fine trees within the churchyard and although these appear generally healthy at the moment they should be monitored and unsound branches and dead wood should be removed.

7.7.

Miscellaneous items

7.7.1

There is a gravel or 'French drain' arrangement around the perimeter of the Church and this must be kept clear of vegetation to reduce likelihood of damp internally.



Vegetation in French drain gravel.

8. Recommendations

This is provided as a guide for future planning based on an assessment of priorities, with orders of cost for budget planning purposes. These are necessarily approximate as no assessment can be made now of economies of scale by combining tasks.

P: Professional help required for the job. (e.g. for approvals)

A: Urgent works requiring immediate attention.

B: Requires attention within 12 months.

C: Requires attention within 18-24 months.

D: Requires attention within the quinquennial period.

E: Work planned ahead into the next quinquennial period.

F: A desirable improvement with no timescale.

M: Routine items of maintenance.

9. Recommendations on the Maintenance and Care of the Church and its Contents

This is largely covered in the text.

10. Recommendation on Further Detailed Investigations

This is included in the main text but it should all be recorded in a logbook kept in the Church. Regular inspections of the electrical system and firefighting equipment are important and these and boiler maintenance works should be logged.

The lightning conductor should be tested in accordance with BS6651:1999 and the results included in a logbook.

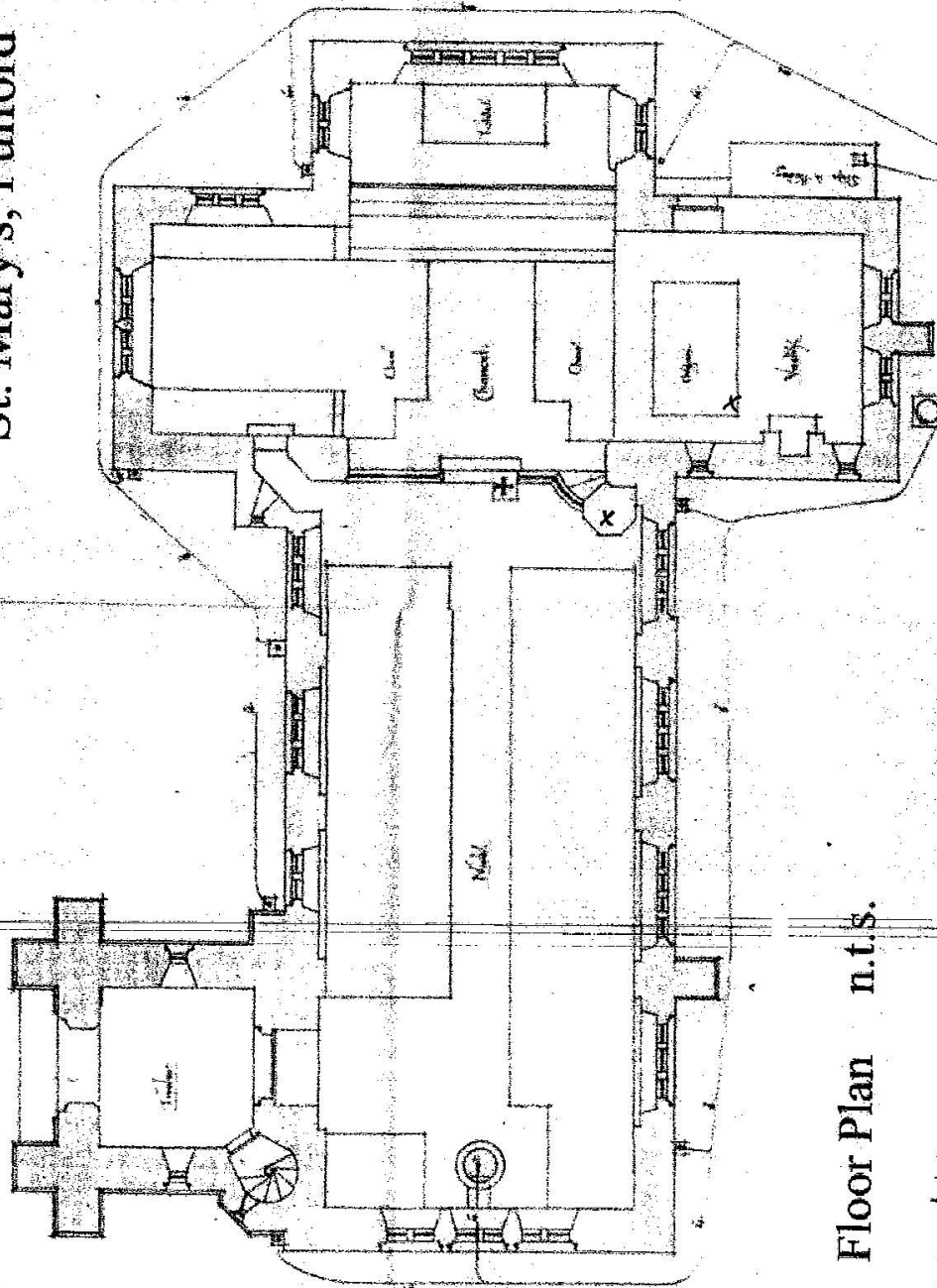
Recommendations and Cost Estimates, including Recommendations for further detailed investigations

Ref	Description of Required Works	Priority Category	Prof. help	Approximate Cost (£)					Implication if Work is Deferred or Postponed
				2026	2027	2028	2029	2030	
3.2.2	Monitor west gable crack	Monitor							
3.2.3, 3.2.5	Masonry works – minor repointing, stone consolidation, brushing back of loose stone to eliminate water traps	D				£2,000			Further decay
3.2.6	Masonry work around west window	D				£1,000			Further decay
3.2.7	Consolidation of eroded figureheads	D	Y			£2,000			Further decay
3.3.1	Repair bell chamber window	F						£375	
3.3.2	Redecorate external doors	D			£1,500				Deterioration
3.4.1	Repair gulley	F						£225	
3.4.2	Clear blocked gutters	M							Saturated walls, deterioration
3.6.3	Redecorate external light fittings	D			£500				Advanced corrosion leading to need for replacement components
3.6.4	Re-stain exposed rafter feet at gables	D			£250				Deterioration
3.7.2	Address slipped and broken tiles to roof, reset dropped verge.	B		£2,000					Deterioration, roof failure
4.1.6	Seal spire from bird entry, clean debris	A		£750					Further guano mess, H&S issue
4.2.1	Check soundness of ceiling panels in nave and transepts, redecorate areas of flaking paint	B		£1,000					H&S
4.2.1	Redecorate painted ceilings	F					£2,000		
4.4.2	Repair / replace door closer	F						£1,200	Draughts / heat loss
6.3.4	Window security grilles	D	Y		£1,000				Risk assessment required, cost is for replacement of one corroded grille
7.4.2	Monitor boundary wall	Monitor							
7.7.1	Keep vegetation clear from French drain	M							Internal damp
	Annual totals:			£3,750	£3,250	£5,000	£2,000	£1,800	

Appendix A

Plan of Church

St. Mary's, Pulford



12280/200

Floor Plan n.t.s.

not to scale to original

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Appendix B

General Guidance

General Guidance

Maintenance

Although the Measure requires the church to be inspected by an Architect every five years, it should be realised that serious trouble may develop in between these surveys if minor defects are left unattended.

It is strongly recommended that the churchwardens should make, or cause to be made a careful inspection of the fabric at least once a year and arrange for immediate attentions to such minor matters as displaced slates and leaking pipes.

Gutters, rainwater hoppers and pipes should be cleaned out in the late autumn and summer.

Gullies, soakaways and drains should be cleaned out regularly and the perimeter of the church kept free of vegetation and grass.

Adequate natural ventilation should be maintained in the church to avoid conditions which encourage fungoid and beetle attacks.

It is recommended that the PCC enter into an annual contract with a local builder for carrying out the required maintenance work.

Guidance may be had from the pamphlet 'How to Look After Your Church' Publisher: Church House Publishing; 3rd Revised edition (1 Jan. 1991) ISBN-10: 0715175610 ISBN-13: 978-0715175613.

<http://www.churchcare.co.uk/churches/guidance-advice/looking-after-yourchurch>

Fire Precautions

Fire safety rules affecting all non-domestic premises came into effect on 1 October 2006. Under the Fire Regulatory Reform Act the PCC are required to appoint a 'responsible person' to carry out a Fire Risk Assessment, (which includes details for evacuation and the safe removal of valuables and so on).

At least one fire extinguisher of the right type should be provided; there should also be one additional extinguisher of the foam or CO² type where the heating apparatus is oil-fired. (There are three main types and it is essential to have the appropriate one in the appropriate place. Advice should be sought from the Local Authority Fire Prevention Officer).

All fire extinguishers should be checked and inspected annually by a suitably qualified person to ensure they are in good working order. Inspection records/certificates are to be kept in the church log book and on the individual extinguishers.

Electrical Installation

Any electrical installation should be tested annually if over 5 years old and immediately if not done within the last five years (except as may be recommended in this report) by a registered National Inspection Council for Electrical installation Contracting (NICEIC) or NAPIT full scope or ECA full competence accredited registered electrician. A resistance and earth continuity test should be obtained on all circuits. In addition any portable electrical items should be PAT tested annually by a registered electrical engineer.

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 the report kept with the church log book.

Lightning Conductor and Protection System

Any lightning conductor should be tested every quinquennium (in addition to any works which may be recommended in this report) in accordance with current British Standards by a competent electrical engineer and the record of the test results and conditions should be kept with the church log book

Bells

Bells and all related apparatus should be checked annually by a suitably experience specialist.

No information about the bells was provided prior to inspection.

Clocks

Clocks and all related apparatus should be checked annually by a suitably experience specialist.

Accessibility

The Equality Act 2010 states that it is unlawful to discriminate against disabled people in connection with the provision of goods, facilities and services. All churches are required to take all reasonable steps to fulfil these obligations which in practical terms means having suitable access, lighting levels, sound installation and consideration for accessible toilet accommodation.

The degree of compliance with the Act's requirement to provide reasonable adjustments must be balanced against the requirements to protect the historic fabric of the building and to gain Faculty approval. Further advice is contained within the English Heritage publication "Easy Access to Historic Properties", also at www.churchcare.co.uk/legal . Where it is not possible to fully comply with the recommendations for access, measures to reduce access restrictions should be introduced to the extent that is compatible with protection of the historic fabric.

Sustainability

A Quinquennial Inspection is a good opportunity for the 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 energy efficiency and considering other environmental issues. Further information is available on the Church Care website.

www.churchofengland.org/more/church-resources/churchcare/advice-andguidance-church-buildings/sharing-your-building

On 12 February 2020 General Synod recognised that we are in a climate emergency and committed to an ambitious carbon reduction target of Net Zero by 2030. The culture is changing fast, both outside and within the Church; questions of sustainability should inform all our buildings-related decisions from now on, and this report highlights opportunities for action. See also the Practical Path to Net Zero Carbon (PPNZC) document in the appendix, and the Sustainability Countdown to 2030 section below.

The Church of England Research and Statistics Team has created an Energy Footprint Tool. This will tell your church what your 'carbon footprint' is, based on the energy you use to heat and light your buildings, and is part of the Online Parish Returns System. You will need to input the data from the most recent year's electricity and gas/oil etc. bills, and the tool will then tell you the amount of carbon produced annually by heating and lighting your church building; it will also offer some helpful tips to reduce your carbon emissions. As you use the tool each year, you will be able to see how your church improves, as you take steps to cut your carbon footprint. Most dioceses now have a Diocesan Environmental Officer in post, who may be able to offer support, including on questions of ecology and biodiversity, and signpost you to further resources.

Please the following link to access the Energy Footprint Tool which all PCC's are encouraged to utilise to undertake their carbon footprint –

<https://www.churchofengland.org/about/policy-and-thinking/our-views/environment-and-climate-change/about-our-environment/energy-footprint-tool>

Sustainability Countdown to 2030: It will be for the PCC to set its priorities for sustainability improvements, and I would encourage you to use the Practical Path to Net Zero Carbon (PPNZC) which can be accessed here –

<https://www.churchofengland.org/about/environment-and-climate-change/net-zero-carbon-routemap>

Health & Safety

Overall responsibility for the health & safety of the church and churchyard lies with the incumbent and the PCC even when a local authority or other organisation might have a maintenance obligation for some or all of the exterior spaces and features. This report may identify areas of risk as part of the inspection but does not equate to a thorough and complete risk assessment by the PCC.

Asbestos

The Asbestos Regulations were amended in 2016 and puts a duty on those responsible for public buildings, including churches, to have an Asbestos Survey carried out and maintain an Asbestos Register to identify the type and location of Asbestos when present which should be available for any Contractors working on the building.

Further information is included in the HSE code of practice The Management of Asbestos in Non Domestic Premises L127 and guidance is available at www.churchcare.co.uk/building

When any construction works are being planned at a preliminary stage an appraisal and investigation into the presence of asbestos should be carried out by an accredited specialist company.

No information has been provided in the preparation of this report regarding the existence of asbestos within the building.

Insurance

It is of crucial importance that all church buildings be adequately covered by insurance. The PCC is strongly recommended to consult their insurance company or broker for full details and information on variations to the type of cover and any special factors requiring particular consideration.