



Quinquennial Inspection

Under the Inspection of Churches Measure,
1955 and the Care of Churches and
Ecclesiastical Jurisdiction Measure, 1991

**St Stephen's Church
Station Road
Borrowash, Derby**

July 2013

**B3Architects
Unit 19 Loughborough Technology Centre
Epinal Way
Loughborough
Leicestershire
LE11 3GE**

**Tel: 01509 610510
Fax: 01509 211510
Email: keithhamilton@b3.co.uk**

Job No: 91353

St Stephen's Church Quinquennial Inspection Report

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1.00 Preliminary Information

1.01 Name of Church

St Stephen's Church
Station Road
Borrowash
Derby

1.02 Name of Diocese

Diocese of Derby

1.03 Archdeaconry

Archdeaconry of Derby and Rural Deanery of Ilkeston

1.04 Name of Professional Advisor

Mr J Keith Hamilton RIBA DipArch DipCons AABC
B3Architects
Unit 19 Loughborough Technology Centre
Epinal Way
Loughborough
Leicestershire
LE11 3GE

Tel: 01509 610510

1.05 Date of Inspection

5 July 2013 assisted by Barrie Read, Church Warden.

1.06 Date of Previous Inspection

The previous report was undertaken in December 2006 by Keith Hamilton RIBA, Chartered Architect of Gibson Hamilton Partnership.

1.07 Weather Conditions

The weather was fine and dry.

1.08 Key Plan

A plan is enclosed in the Appendix.

1.09 History of the Church

The Building is not listed or within a Conservation Area.

It was built in 1889 to the design of P H Currey, a local architect in a fairly plain style in brick with a plain clay tile roof at a 40° pitch approximately.

The church consists of a nave, chancel, organ chamber (north side) and vestry south side. There is a small south porch which acts as the main entrance. This has been extended with a flat roof toilet to one side recently (date not known?)

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1.10 Seating Capacity

Approximately 100 to 120.

1.11 Site Access

There are two access points. The front facing the busy B5010 Station Road and the rear on to Gordon Road, Barrowash.

1.12 Provision for Disabled

There are no special provisions for disabled use except a narrow ramp at the side of the vestry.

1.13 Parking Facilities

There are no dedicated parking facilities or disabled parking spaces within the churchyard.

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2.00 Main Report

2.01 Limitations

The Inspection was made from ground level generally and was purely visual. 10 x 50 binoculars were used for viewing the upper part of the structure. All parts of the Church were visited, with the exception of the bell-ringing chamber.

A moisture meter was used at low level and ladders for access to the roof. No opening-up took place and therefore we are unable to report on any concealed defects. All the boundaries, gates and Churchyard were inspected.

2.02 Schedule of Work Completed since Previous Inspection

February 2007	Lightning conductor tested.
March 2007	Electrical report undertaken.
2007 General	Roof tiles replaced and repairs to lead flashings/bellcote.
6 February 2008	Radio microphone repaired.
March 2008	West window repaired.
May 2008	Lectern microphone replaced.
July 2008	Rebed ridge tiles.
August 2008	Fit stainless steel guards to stained glass windows.
November 2009	Fit water stop tap and new inside tap.
January 2013	Re-roof flat roof to toilet with felt.
2013	Fit new black uPVC gutters and downpipes.

2.03 Alterations, Additions and Demolitions

As explained in the previous quinquennials, the church was designed to have a north aisle which was never built and the arcade or north wall of nave is infilled with brickwork/window openings.

The south porch has been extended to include a small toilet with a flat roof.

2.04 General Condition

The external fabric is in reasonable condition. There are a few vertical structural cracks in the brickwork on the south wall of the vestry probably due to differential settlement. These have been pointed and remain stable.

A damp problem is continuing on the north elevation at the high level junction with the organ chamber.

The wooden block floor is loose and failing due to damp ingress.

The most serious problem potentially is the RHS brick boundary wall 2m high which is leaning over on the south side. It is not clear who owns this wall at this stage and suggest early discussion with adjoining neighbour.

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2.05 Roof Coverings

The main roofs to the nave, chancel, organ chamber, south vestry and south porch are covered in concrete brown/red plain tiles with a traditional overhang at the eaves. There is a matching half round ridge to the nave/chancel interrupted with a single bell cote. Several tiles have been replaced recently. Some are slightly chipped on edges or laid unevenly.

There are plain tiles at the valley junctions. It is understood that the roof tiles were replaced in the late 20 c. Unfortunately, there is no overhang on the north side of the roof. The condition of the tiles is adequate but there is a built up of moss in places.

The felt flat roof over the toilet has been renewed and has a solar reflective paint to reduce excessive heat build up. The roofing felt flashing into the wall is fairly crude. It is presumed that some thermal insulation has also been inserted.

2.06 Rainwater Goods and Disposal System

The rainwater goods are a mixture of UPVC rectangular black gutters to the north side of the Church and extruded grey uPVC half round gutters with a mixture of rectangular black uPVC and grey uPVC circular downpipes. The original gutters would have been cast iron.

The uPVC gutters, were generally clear. Due to the lack of overhang, the north nave gutter is laid flat on top of the wall plate which is not an ideal location, particularly if it overflows.

Due to the nature of the gutter and potential to block on the north side of nave, I would strongly advise extending the rafters and roof to create an overhang in order that a proper gutter can be fitted that can slope correctly to the outlet. There is also a lead parapet gutter on the west side of the organ chamber which is stepped towards an outlet hopper on the north elevation.

2.07 Below Ground Drainage

The foul drain connecting the toilet on the south side is likely to be connected directly into the public sewer in Station Road. No problems were reported.

There is no evidence of inspection chambers and therefore the route of surface water drains were unable to be detected. As previously noted, if a blockage occurs in the future, it will be extremely difficult to trace. I again would advocate a complete investigation of the drain system and a record to be kept on site, particularly due to trees.

There is a pumped drain at the bottom of the steps to the basement. No tests were undertaken to establish whether it was working however. An annual check to establish it is still in good working order would be essential.

2.08 Parapets and Upstand Walls

There are two brick parapets, one on the SW. The west face of the organ chamber has a concrete parapet which is cracked in the centre and needs replacing.

This side of the organ chamber will need checking under the lead gutter for leaks at the same time (see photograph 026).

There is various plant growth sprouting from the brickwork which is spalling and in urgent need of rebuilding.

2.09 Walling

All the external walls consist of a red clay facing brick with fine mortar joints. The bricks are laid in Flemish bond. The overall condition of bricks and pointing is mixed. There is a large variation of recently pointed brickwork, staining, graffiti and plant growth (see photograph 027).

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A large vertical crack in the brick masonry on the south vestry wall has been pointed and is stable for now.

The concrete parapet to the south elevation of the organ loft is cracked. The whole of the section needs re-bedding and made up in new sections with a better drip formed.

The brick walls have stone heads and cills around the windows but the appearance is spoilt by bird mesh spread over the windows and blackened by rust staining (see photograph 030).

Most of the stone and pointing is in reasonable condition. Sections of erosion are noticeable at low level (see photograph 047) on vestry south wall.

2.10 External Doors

There are three external doors, D1 South Porch, D3 Vestry and D7 Basement.

The south porch doors D1 are a pair of half glazed timber doors with stained finish. D3 is a very substantial vertically boarded framed door with pointed arch head outward opening. D7 the basement door is solid timber.

All in reasonable condition and ironmongery working.

2.11 Windows

Please refer to the ground floor plan for window number references and please note that the majority of windows need careful cleaning internally (see photograph 093).

<u>Ref</u>	<u>Location</u>	<u>Description</u>	<u>Condition</u>
W1	Toilet	Small timber window	Satisfactory
W2	West Window	Large stained glass fixed triple window and quatrefoil window above.	Decoration of saddle bars required.
W3 to W9	North Nave	Small leaded lights with clear glass, saddle bars and external galvanised mesh.	Remove mesh, thoroughly decorate saddle bars and fix new powder coated stained steel external grilles.
W10 to W13	North Chamber Organ	Small lancet style windows.	As above plus ease opening hopper.
W14	North Chancel	Small lancet style window.	Redecorate external saddle bars, fit new powder coated grilles and remove stains from stone cill.
W15 to W17	East Window	Tall, lancet style fixed stained glass with internal and external saddle bars.	Poor condition externally. Remove grilles and decorate saddle bars. Fit new external stainless steel powder coated grilles. Clean stone cills.
W18	South Chancel	Small lancet style window.	Fit replacement powder coated grille and stone cill clean.

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W19 to W22	South Vestry	Small lancet style window.	As above but decorate external saddle bars.
W23 to W25	South Nave	Small leaded lights, some stained glass.	Reasonable condition.
W26 and W27	South Nave	New powder coated metal grilles fitted. Small leaded lights with rectangular quarries. Horizontal and vertical saddle bars black painted but corroding. Timber batten and galvanised metal mesh covering.	Replace with powder coated grilles and decorate saddle bars.

2.12 Towers and Spires

There are no towers or spires.

A single brick bell cote sits over the chancel arch.

It has a roll top stone coping with a central stone pointed arch and smaller opening above.

It is difficult to inspect at close quarters. Some plant growth remains in the joints and has blackened/stained masonry. The condition seems adequate apart from several spalled bricks.

2.13 Bells and Bell Frame

There is a single bell operated by a pulley system from the organ chamber. The fixings are corroded and need thorough check/overhaul by specialist such as Taylors of Loughborough but access will be difficult.

2.14 Roof Structure and Ceiling Voids

Nave

There are four timber arch braced trusses spanning the width of the nave and built into the sidewalls flush. These support two timber purlins either side and a stained softwood boarded ceiling above. All the timber has a clear finish.

All these are in good order.

Chancel

The roof construction consists of three braced roof trusses but without corbels and continuous wall plate and bracketed eaves.

There are exposed rafters and similar boarding to the nave.

All in good order.

South Porch

The roof structure consists of open timber rafters, a narrow ridge board and exposed timber boarding.

The toilet ceiling consists of painted plaster direct to the underside. All in good condition.

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South Vestry

The vestry roof consists of a plaster ceiling, part sloping, part horizontal with a timber purlin and rafters above. There is a small access hatch at high level but no thermal insulation over any of the ceiling void.

Organ Chamber

The organ roof consists of exposed timber purlins and rafters. It was not possible to inspect fully above this area due to the size of organ.

2.15 Partitions, Screens and Panelling

The majority of the Church consists of internal red facing brick walls with oak panelling at east end.

The north wall of the nave is designed as an arcade with deep brick arches supported on stone octagonal columns and moulded capitals internally. There is light oak traceried panelling around the chancel walls of the sanctuary contains a recessed bench or sedillia. The rear panelling acts as a reredos with returns known as riddle posts. All in good condition.

2.16 Internal Doors and Door Furniture

The doors consist of a mixture of vertically timber boarding and chevron boarding with various types of framing.

The doors have a pointed arch head and framed with secondary brick relieving arches above. The ironmongery is simple purpose made wrought iron latches and a mixture of decorative metal strap hinges, plain butt hinges and looks original.

There is a plain timber veneer door to the toilet.

All in good working order and decoration.

2.17 Ground Floor Structure and Timber Platforms

In order of orientation, the floors are as follows:

South Porch

Red clay tiles laid on solid floor with loose coir mat and concrete step up to nave. An artificial replacement concrete step has been inserted.

Toilet

Cement screed floor. Reasonable condition.

Nave

Mixture of herringbone pattern woodblock floor around pews and red clay tiles covered in deep red carpet to the centre aisle and rear nave. The blocks are damp in several locations. Many loose blocks were noted and the finish is both uneven and discoloured. There have been previous reports on the floor condition. Unless the blocks are dry, it is pointless attempting to apply a finish, polish or stain.

The dense pine blocks have a bitumen backing but this barrier must have failed to create such high levels of damp. Ideally, the blocks need removing and an asphalt or similar base laid prior to the blocks being re-laid, sanded and finished. The carpet is becoming worn and is likely to be contributing to dampness in the tiled floor underneath. Ideally should be removed permanently.

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Chancel/Choir

There are two stone steps up to the choir supported on red clay bricks. Evidence of damp and salts clearly shows sign of damp.

The main choir area is carpeted over quarry tiles. Part of the sanctuary had exposed tiles which appear to be reclaimed Victorian Patterned tiles. Some of the tiles are loose and floor level extremely uneven.

The timber step up to the altar is also extremely worn.

Organ Chamber

The floor to the organ chamber consists of timber joists and softwood boarding. It is unlikely that there is under floor ventilation or way of checking the condition of the sub-base. The outside ground level on the north side of the church is comparatively high and there is a considerable risk of dampness ingress.

South Vestry

The vestry floor consists of woodblocks with a loose laid carpet. Again the blocks are damp and not in good condition. The type of carpet continues to make the damp situation worse.

Lobby

The lobby floor consists of red clay tiles and two stone steps up to the vestry. Outside has been formed as a short ramp but this is too steep for wheelchairs. It is considered a potential hazard in icy weather and should be reconfigured.

2.18 Internal Finishes

The main hall finish is red facing brick flush pointed and stone dressings. The brick arches are of good quality and most of the pointing appears to be the original mortar. There is some painted brickwork in the toilet which continues to be damp.

The ceiling finish is stained boarding to the south porch nave and chancel with plaster elsewhere. Apart from the low level damp problem, there are no major concerns.

2.19 Basement, Upper Floors, Balconies and Access Stairways

The basement is now only used for incoming electrics and has a redundant boiler/flue (see photograph 048). There is loose render on the adjoining wall to the steps. The internal walls are brickwork.

It would be prudent to arrange for testing to the asbestos and removal of same to avoid any risk to future occupants.

There are some narrow steps down to the basement which were partially flooded at the bottom. Clearing and checking of drain outlets is desirable.

The steps are guarded by some tubular steel balustrades fixed to a concrete upstand. A secondary timber surround has been installed to prevent someone accidentally falling down into the steps below (see photograph 045).

2.20 Fixtures, Fittings, Furniture, Font and Moveable Articles

Nave

The stone octagonal font with timber/decorative metal top is positioned centrally to the rear of

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the church (see photograph 065). There are nine rows of pine pews with one loose pew at the rear.

There are several small tables, a modern lectern, a piano and pulpit. The forged wrought iron to the pulpit and separating the nave and chancel within the oak rails/post are of good quality.

Chancel

The oak communion rail, choir pews, table and reredos all appear to be of the same date as the original building.

There is a separate older oak Bishop's armchair with a red cushion.

The altar table, tablecloth and kneeling cushions are all in excellent condition.

The choir pews are loose.

South Vestry

There are a mixture of sink unit, clothing rails, filing cabinets and stepladders.

2.21 Toilet, Kitchen and Vestry

There is a single toilet adjacent to the porch with a washbasin and fold down baby change.

The toilet is not suitable for disabled access. There is no formal kitchen, but a single sink unit in the South Vestry. The vestry has become a store and would not be suitable for signing the registry. More storage is required, as both the entrance lobby, vestry and organ surround are cluttered.

2.22 Organs and Other Musical Instruments (see Photograph 075)

The pipe organ had a major overhaul in 1990 and is tuned regularly by Groves of Nottingham who was the original builder. I would recommend that a detailed investigation and quotation be obtained from Groves or similar specialist at the earliest opportunity.

2.23 Monuments, Tombs and Plaques

There are no monuments or tombs in the churchyard which is closed to burials and does not appear ever to have been used as such.

At the front of the church (west side) is a small first world war memorial, consisting of a vertical timber crucifixion and octagonal stone base. A covering has been put over the small roof but this is now in need of replacement (see photograph 107).

There is one brass plaque inside the church.

2.24 Services Installation Generally

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

Separate tests and regular inspections need to be made of all services at regular intervals.

2.25 Heating Installation

The original heating system consisted of a cast iron boiler in the basement (redundant – see photograph 048) and cast iron radiators (now removed), leaving a potential problem with redundant asbestos? flue and/or pipe insulation which needs checking. 4 gas direct acting

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balanced flue heaters have been installed in the nave. Each heater has an outer galvanised metal guard (see photograph 029). There is a separate electrical fan heater over the south entrance door.

The chancel has two direct acting electrical infrared type radiant heaters at high level. There is a separate gas fire in the vestry with an external stainless steel flue. The incoming gas supply and meter is situated in the vestry. To my knowledge, the gas fire has not been recently tested and this needs doing urgently under strict supervision.

A cold water tank/cistern is fixed at high level in the vestry. It is not known whether this is connected any longer or has been tested.

I would strongly recommend that all balanced flue heaters plus gas fire in Vestry are put on a maintenance agreement due to their age.

2.26 Electrical Installation

The incoming electrical supply is located in the boiler room/basement and consumer unit in the vestry above. A copy of the latest electrical report was not available at the time of the survey. It is essential that this is done for insurance purposes.

The external lighting consists of a high level floodlight which has been fitted to the west elevation and wall mounted lights over the south porch, south wall and vestry entrance porch.

Internally, there are suspended glass light shades in the nave with low energy bulbs, but the overall level of lighting is poor in the nave/chancel.

The chancel contains a number of spot lights and the vestry lighting has a fluorescent light fitting.

There are a number of socket outlets and a direct acting water heater over the sink.

It is not known whether the correct fire rated cable has been used throughout.

The amount of surface wiring and white UPVC vertical trunking is obtrusive and unsightly on the red facing brick work.

If rewiring is anticipated, the cable routes, trunking and colour of cables should be considered.

2.27 Sound System

A loop and sound system was fitted in August 2003 and is still working.

2.28 Lighting Conductor

The lighting conductor consists of an iron cross finial fixed to the top of the bell cote with a single copper cable running down the north side of the roof. A copy of the latest test certificate was not available for inspection. Again, it is essential for insurance purposes.

2.29 Fire Precautions

We note the following observations:

- a) **Means of Escape:** The PCC needs to ensure that all external exits are available and kept unlocked during services. Please note there are steps and steep slope which can be hazardous.
- b) **Emergency Lighting/Smoke/Heat Alarms:** None fitted but advisable in long term. A risk assessment is advisable.

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- c) **Extinguishers:** There are two water extinguishers, one carbon monoxide extinguisher by the organ and one dry powder extinguisher in the vestry. All have been recently tested.

2.30 Security

There are three external doors including the basement. All are kept locked at all times and there are several external lights.

The church is not particularly well overlooked. The iron window bars or external saddle bars act as a good deterrent. The recently fitted window grilles also are excellent for security.

There is no security alarm fitted at present hence no history of attempted break-ins.

2.31 Disabled Provisions and Access

There are no designated disabled parking bays on Station Road or Gordon Road or adjacent dropped kerbs for wheelchair access.

Due to the recent Equality Act, it is incumbent for building owners to make reasonable improvements for disabled access. Although an external ramp has been installed, it is far too steep and dangerous to use. It also lacks hand rails, upstands, and the main access doors are really not wide enough.

As the existing toilet is too small for wheelchair access, it would be better to have a long term plan to replace it with a full accessible toilet and provide a compliant ramp and guarding both sides.

Internally, there is sufficient space to manoeuvre wheelchairs.

A hearing loop has been fitted.

The preparation of an access audit in line with recommendations as set out in the Council for the Care of Churches document "Through the Eye of the Needle" is recommended for compliance with BS 4800 ideally.

2.32 Safety

There are no particular safety concerns evident except the risk of falling down basement steps, internal steps, ramps and uneven floors.

It would be prudent to dispose of the asbestos flue before it becomes a hazard as it is a legal requirement to notify of its risk/existence.

2.33 Bats

There was no sign of bats.

2.34 Churchyard

The churchyard is a rectangular area between two roads with path access both sides. There are no graves and the area is reasonably flat with a formal lawned garden and box hedges to the west front. A number of trees, bushes, hedges and plants, some partially overgrown.

North Boundary: There is a timber fence broken in places (see photograph 111) and adjoining concrete garage.

2.35 Ruins

There are no ruins.

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2.36 Monuments, Tombs and Vaults

As mentioned, there is one First World War Memorial externally on west front. A new roof covering is required. There are no other monuments.

2.37 Boundary Walls, Lychgates and Fencing

Front Elevation (Station Road):

The front (west side) has double metal gates which are painted black and about 1200 mm high. All in reasonable condition.

Parts of concrete post and chain link fence facing Station Road have hedges behind.

South Boundary:

The right hand side boundary (south) has a 1800 mm high brick boundary wall part rendered in places with a blue brick coping stone. It is severely leaning over in places due to trees/movement and will need urgently rebuilding in sections.

Rear Elevation (Gordon Road):

Box hedge with central metal gates. Both decorative concrete gate posts have failed and urgently need replacing/repairing. The metal gates need redecoration (see photograph 039).

2.38 Trees and Shrubs

There are overhanging trees on the north east, south east corner of the site adjacent to Gordon Road and both side boundaries.

A detailed tree/shrub survey is required to prune/remove unwanted growth, particularly as both side boundaries have problems. The box hedge around the war memorial is also overgrown (see photograph 106).

2.39 Hard Standing Areas

There is a tar macadam path with stone edges to front, rear and south sides.

The main entrance on the west has been gravelled (see photograph 114) and is in reasonable order.

2.40 Miscellaneous

There are two notice boards at front and rear. Both in reasonable condition.

It would be advisable to create a proper bin storage area.

2.41 Logbook

Various documents were inspected as part of the survey. Many thanks to Barrie Read for his assistance with ladders and background information.

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3.00 Recommendations

We list below:

**Approx
Cost £**

3.01 Urgent Works requiring Immediate Attention

- | | | |
|----|---|------|
| a) | Undertake full electrical and lightning conductor inspections, rectifying any faults found. | £500 |
| b) | Adjust/clean out blocked rainwater outlets. | £300 |
| c) | Test existing gas fire in vestry, clean flue and issue safety certificate by approved Corgi/Gas Safe installer. | £150 |
| d) | Remove trees/undergrowth to establish condition and ownership of south boundary brick wall. Obtain structural engineer's opinion on potential work and notify insurers. Remove any loose render and re-inspect. | £600 |
| e) | Arrange maintenance contract for balanced flue heaters and gas fire (Annual Check) | £200 |
| f) | Remove/repair concrete posts to rear entrance or replace with new type plus any foundations. | £900 |

3.02 Works Recommended to be carried out during the Next 12 Months

- | | | |
|----|--|-----------------------|
| a) | Scaffold and replace/repair concrete parapet to organ oft west elevation. | £1,000 |
| b) | Replace roof covering to WW1 monument in front f churchyard with non precious metal or natural slates. | £600 |
| c) | Rebuild brick boundary walls and damaged timber fencing. | £15,000 to
£16,000 |
| d) | Undertake asbestos survey and report. | £400 |
| e) | Remove excessive undergrowth and trees on boundary in conjunction with structural engineer. | £1,000 |
| f) | Remove/test roofs to bellcote and obtain report on bell/rope mechanism. | £500 |

3.03 Works Recommended during the Quinquennial Period

- | | | |
|----|--|-----------------------|
| a) | Remove fitted carpet. | By Church |
| b) | Replace wooden block herringbone floor and asphalt base to nave and vestry. | £20,000 to
£30,000 |
| c) | Remove rusting galvanised mesh from remainder of external windows, de-rust and paint metal saddlebars. Fit new stainless steel powder coated guards to existing joints with matching screws. Clean staining off stone cills. | £10,000 |
| d) | Internal decoration generally to toilet walls, ceiling and joinery. | £1,000 |
| e) | Upgrade light fittings in nave/chancel to improve light level. | £3,000 |
| f) | Replace defective sections of existing uPVC rainwater goods with heavy duty powder coated metal type. | £5,000 |

3.04 Works needing Consideration beyond the Quinquennial Period

- | | | |
|----|-----------------------------------|-----|
| a) | Improve/reorganise storage areas. | TBA |
|----|-----------------------------------|-----|

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3.05 Works Required to Improve Energy Efficiency of the Structure and Services

- | | | |
|----|--|---------|
| a) | Insert breathable thermal insulation into roof spaces where accessible. | TBA |
| b) | Replace direct-acting heaters with low energy condensing boiler and thermostatic radiators/controls. | £25,000 |

3.06 Works Required to Improve Disabled Access

- | | | |
|----|--|--------------------|
| a) | Provide disabled parking space (on or off site) and lowered pavement to front and rear. | £3,000 |
| b) | Construct compliance access ramp to south porch, enlarge existing toilet and raise porch floor level to suit nave. | £30,000 to £40,000 |

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4.00 Explanatory Notes

- 4.01 Any electrical installation should be tested at least every quinquennial by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church logbook. 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.
- 4.02 A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ.
- 4.03 All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.
- 4.04 Further advice can be obtained from the Fire Prevention Officer of the local fire brigade and from your insurers.
- 4.05 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 required, prepare a specification, seek tenders and oversee the repairs.

- 4.06 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 a contract with a local builder for the cleaning-out of gutters and down pipes 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 by the CCC by Church House Publishing.

- 4.07 The PCC is 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 is sufficient.
- 4.08 The repairs recommended in the report will (with the exception of some minor maintenance items) be subject to the Faculty jurisdiction.
- 4.09 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.

St Stephen's Church Quinquennial Inspection Report

5.02 Photographs



026 West Side of Organ Chamber



027 North Side of Chapel

St Stephen's Church Quinquennial Inspection Report



048 Basement and Redundant boiler



030 Typical Window (North Side of Nave)

St Stephen's Church Quinquennial Inspection Report



045 Entrance to Basement Steps



015 South Porch

St Stephen's Church Quinquennial Inspection Report



065 Font (West End)



066 Stained Glass (West End of Nave)

St Stephen's Church Quinquennial Inspection Report



075 – Organ



107 WW1 Monument: West Side Churchyard

St Stephen's Church Quinquennial Inspection Report



111 North Boundary and Broken Timber Fence



029 Window W3 and Flue Below (South Nave Wall)

St Stephen's Church Quinquennial Inspection Report



106 War Memorial (West Side of Churchyard)



039 Rear Gates on Gordon Road (Note Corroded Concrete)

St Stephen's Church Quinquennial Inspection Report



038 Rear Elevation (Gordon Road Entrance)



114 Gravelled Entrance to Station Road