

ST MARTIN GOSPEL OAK



QUINQUENNIAL INSPECTION • DEC 2016 • REES BOLTER ARCHITECTS

**ST MARTIN, GOSPEL OAK
QUINQUENNIAL INSPECTION 2016**

A PRELIMINARY INFORMATION

Diocese: Diocese of London
Archdeaconry: Hampstead
Parish: St Martin Gospel Oak
Church: St Martin
Vicars Road
London NW5 4NN

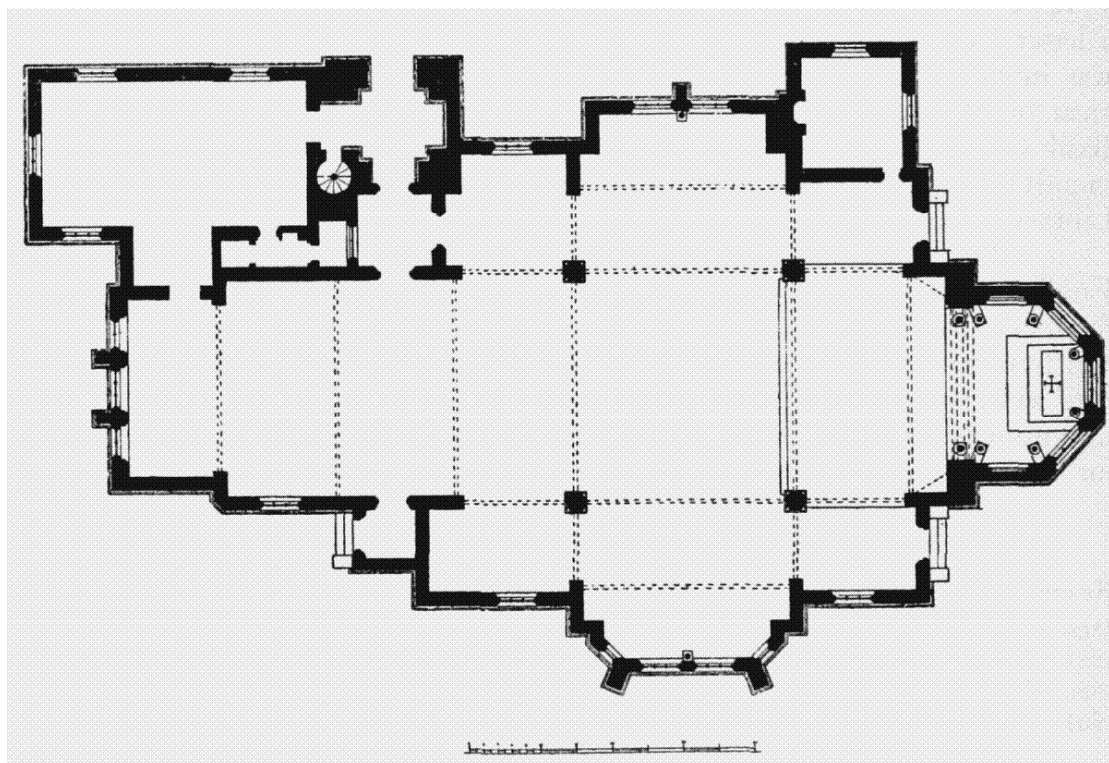
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Previous inspection: December 2011

Date of inspection: 19 December 2016

Weather: Clear and dry

Date of report: 4 March 2017



Key plan (north at top)



Interior looking east. The temporary uplights show the potential for dramatic lighting of the roofscape.



Complicated area of rainwater disposal adjoining the north transept.



Signs of possible damp penetration below this complicated area.



Weathering back of ragstone at the west end of the south elevation. Much past repair in cement.



A further area of concern above the abutment of the chancel roof with that of the nave.



Cracking and damage the west window of the former choir vestry now requires repair.



Cracking has recurred beside the garden room window.



Cracking in the north east gate pier.



Repairs required to the south boundary wall.

Description of the building

St Martins was built in 1864-6 to the designs of Edward Buckton Lamb (1806-1869) in a personal Gothic style only known to Lamb and paid for by J D Allcroft (1822-93), a philanthropist and glove manufacturer. The plan of the church is also unusual, another of Lambs idiosyncrasies, and part of his search for ways of minimizing the number of seats without a view of the pulpit. A polygonal chancel lies at the east end and the tower stands above the entrance on the north side of the nave. There is an old boiler room below the chancel entered from steps on the south side of the church. The church has a conventional orientation

A large extension to the north west was constructed in 1928, abutting the west side of the tower. This was paid for by an anonymous donor and designed by A J Thomas (1876-1964), Lutyens' office manager who was permitted to also practice in his own right and a local resident. The architecture of this extension is carefully considered, sympathetic to Lambs original but without his excesses.

The original church has a walls of squared ragstone with Bath stone dressings. The tower walls are of brick with a facing of ragstone. The internal faces of walls throughout the church are finished in ragstone; it is not known whether these have a brick core faced on both sides with ragstone or whether they have a stone rubble core. The tiled roofs are supported by unusually complex timber structures. The walls of the hall are also of ragstone with Bath stone dressings but are plastered internally.

Key events

1864-6	Construction of church
1898	Marble chancel screen and lectern installed. Chancel floor probably raised at this time
1928	Construction of choir vestry to the north west of the church, including underpinning of adjoining walls
1933-6	Extensive restoration and strengthening work
1940-2	Blast damage to the north west vestry and to west and south windows of the church. Removal of smaller tower pinnacles
1949	Repair works
1954?	Organ moved from original position above present garden room to present position
c1955	Removal of large corner pinnacle to tower
1988	Relocation of font
1989	Conversion of north east chapel to church hall, including insertion of floor and stair and enclosure of area below tower
c1990	Boiler house constructed within south porch
2004	New roof coverings and underpinning of south side of church
2015	Repair of tower and reinstatement of pinnacles

The church is listed at Grade I and is not within a Conservation Area. The Local Planning Authority is the London Borough of Camden. There are tree preservation orders on 15 trees in the vicinity of the church

The present seating capacity is for approximately 170 persons.

The site is bounded by Vicars Road to the north and west, a pedestrian route to the south (formerly a street, until the construction of the local authority housing which reconfigured the roads in the area) and housing to the east. The vicarage lies to the NW of the church on the opposite side of Vicars Road.

A winter night shelter is provided in the hall. The offices of the Simon Community are located with the upper floor of the former choir vestry.

Within the churchyard there is a large plane tree to the ESE of the chancel. There are further trees within areas close to the church but outside the churchyard itself. Within the pavement to the north side of the church there are two plane trees and two smaller trees, possibly cherry trees. There are four plane trees to the SW of the nave. There is a row of trees and bushes along the whole south boundary, with a further plane tree at the east end of this row.

B LIMITATIONS

- 1 This inspection is based on a visual survey, made from ground level, without the use of ladders for access to the roofs. Inspections of the services are visual, made without testing or the use of instruments
- 2 We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the property is free from defect.
- 3 This is a summary report only as 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 and it does not give permission for work to be carried out.
- 4 The inspection covers the church and the adjoining hall. Access to the basement boiler room or the first floor office was not available.

1 WORKS CARRIED OUT SINCE THE LAST INSPECTION

The church report that the following works have been carried out since the time of the last inspection:

Works recommended in the last report

Repair of tower and reinstatement of pinnacles
Upgrading of lightning protection installation
Removal of large leylandii to NE of church
Pruning of plane trees

Items of emergency repair

Repair of the west boundary wall following vehicle damage

Alterations, additions and demolitions

Removal of lifting cable to font cover until capacity of fixings is confirmed

2 GENERAL CONDITION

The church and contents are, with a few major exceptions, in good overall condition. The major exceptions are:

Cracking and structural movement in the church hall. The windows within the hall have had to be propped because the extent of cracking is sufficient to compromise the overall stability of the window tracery and, therefore, the glazing. It appears that the movement has now stopped and that repair of the cracked and defective plaster and window tracery can commence.

The weathering back of some sections of ragstone, a particularly to the south and west of the nave.

2.1 Structural movements

The church has a long history of structural movement. In spite of reasonably substantial foundations, the combination of shrinkable clay, large trees and, possibly, the Fleet river are creating conditions with which the foundations cannot cope, leading to structural settlements whenever tree growth is left uncontrolled.

The repointing undertaken to the internal faces of walls is an indication of past movements. Working clockwise from the altar, areas where recent movement is indicated by open joints or re-cracking can be found as follows

- Gaps have opened between outer mullions and main quoining of east windows. This appears to have changed little since the last inspection. Cracking also apparent through the cills of the chancel windows, particularly the NW window.
- East window above garden room; there is cracking down from cill and above. Cracking to south window adjacent suggesting SE corner of this part of the building is dropping, probably linked to the nearby plane tree. The cracking to the east of the south window has developed noticeably since the last inspection. The door and internal passage to the former boiler room are located under this window, resulting in much deeper foundations locally. The cracking may well be located above the change in foundation depth.
- Centre pier south transept, base becoming detached internally

- SW corner of S transept window
- The base to stub column south side of nave is rotating and the column above is moving
- NW corner of nave open joint
- Cracking to north and west walls of hall and damage to the window tracery within these areas
- South side of east door to lobby at main entrance (to former baptistery) and up into organ chamber
- Above vestry east window

All of these areas should be monitored

Some cracking in the walls of the tower were noted, particularly in the NW corner of the clock chamber and above the upper belfry openings. These are not considered to be ongoing or serious.

2.2 Damp

There are many areas showing signs of damp penetration. These seem to be linked to defects prior to the reroofing works of 2004-5.

The basement stairway, which filled with standing water at the last inspection, appeared dry

2.3 General areas of damage and decay

Decay in ragstone facings is covered under section 7

2.4 Work outside the churchyard which may affect the church

The church has been much affected in the past by uncontrolled tree growth in the vicinity. This is likely to represent an ongoing risk.

Major redevelopment of nearby council housing to the north and east of the church is in progress. The known sensitivity of the church's foundations to changes of all kinds suggests that large scale nearby development might be a cause of further structural movement..

3 Roof coverings

3.1 The roofs are covered with patterned clay tiles with clay ridge tiles, lead valleys and flashings. Some roofs discharge to gutters, others to lead capped eaves gutters running along the wall heads. One section adjacent to the tower discharges into a pipe or chute running through the roof. The tower has a lead flat roof. Lead is protected with the Smartwater system.

3.2 The roof coverings were replaced in 2004 and are in good overall condition. Not all areas are clearly visible from ground level and so other defects may also be present.

A number of defects were noted during this inspection

- Tile missing to south slope of south porch (boiler room)
 - Slipped tile west end north side of nave roof
 - Loose tile in lead gutter to south of chancel
- 3.3 The roof is extremely complicated. This makes maintenance difficult as many different access points have to be reached. The 'internal' roof beside the tower is particularly difficult to reach. Consideration should be given to providing a remote monitoring system to provide early warning of trouble. However, and despite the complexity of the roofs, the standard of maintenance is high.
- 3.4 The flashings around the tower roof are loose and should be refixed. The lead roof to enclosure at the top of the tower stair is split and should be replaced

4 Rainwater disposal

- 4.1 Gutters and downpipes are of cast iron and are in good general condition. Many have been coated with an anti vandal paint, which seems effective, if unsightly.
- 4.2 The downpipe immediately above the external stairway to the former boiler house has been repaired but the fitting requires painting
- 4.3 The downpipe to the southwest side of the south transept is loose and should be refixed.
- 4.4 The tower roof drains to an Internal RWP which runs within the tower to the ringing room and then discharges south side below ringing room window. The outlet is blocked and should be cleared
- 4.5 Staining on the masonry suggests that the downpipe to the right of the main entrance may be blocked.

5 Below ground drainage

- 5.1 Below ground drainage was not inspected but is said to be satisfactory.
- 5.2 The internal manhole cover within the kitchen rocks slightly and seems unlikely to be airtight. This should be re-set.

6 Parapets and upstand walls

- 6.1 Parapet walls to the lower roofs are of ragstone, capped with Bath stone. They appear to have been included within the 2004 roofing works and are in good condition. Possibly point below capstone of nave ridge above chancel
- 6.2 The tower parapets are of ragstone, capped with Bath stone and containing pierced balustrade panels. The large pinnacles and corner turret were reinstated in 2015. The hairline cracking in the tower balustrade is caused by bell ringing. No action is required.

7 Walling

- 7.1 The external walls of the main body of the church are faced internally and externally in ragstone with Bath stone dressings. It is not know whether there is a brick core. The tower is of similar external appearance and has a brick core, visible internally. Works to the tower suggest that poor quality rag was used, much damaged and shattered by frost action, much more than is normal. In many areas the weathering back of soft beds is evident.
- 7.2 The stonework has been repointed throughout externally, using a ribbon of hard cement pointing much wider than the joints behind and applied with little raking out or other preparation. This relies solely on adhesion to the face of the stonework and, unsurprisingly, is beginning to fail in the most exposed areas, notably the tower and, to a lesser degree, to the north transept, parts of the vestry and at the west end of the south elevation of the nave.
- 7.3 There are areas of ragstone which have weathered back significantly, and where unsympathetic past refacings in cement may be seen. This is most pronounced on the west end of the south elevation of the nave, where some stone is now missing, and the four large pinnacles which flank the nave and chancel.
- 7.4 There is copper staining under many windows, the result of run off from the window guards above. As the guards are, largely, in good condition and as the staining has already happened, it is not considered necessary to replace these guards. Any which do have to be replaced because of damage etc should be replaced in stainless steel rather than copper.
- 7.5 The west elevation of the nave is much weathered back and will require major works and will probably required major works within 5-10years.

8 Timber, porches, doors and canopies

- 8.1 The original external doors are of painted timber with ornamental ironwork and are in fair condition. The main entrance doors are additions of c1989; these doors are of hardwood and require re-varnishing.
- 8.2 The boiler room (south porch) and garden room doors require repainting within the quinquennium.

9 Windows

- 9.1 Most of the windows to the south and west of the church were replaced following blast damage in 1940-1. Windows are generally of plain leaded lights. Bands of coloured glass remain in the windows above the side chapel.

Stained glass remains in the following locations

3no Clayton & Bell windows of 1866 to apse. Each of 6 main panels

Figures and symbols set within the plain glass of the north and south transept windows. Goddard & Gibbs 1950-1

3no lancets to vestibule west window. Probably by Lamb, painted by Heaton Butler & Bayne

Windows to north and south of nave by William Morris studio 1905-7

- 9.2 Buckling of sections of plain glazing were noted in the following locations. These should be dismantled and rebuilt by a specialist glazing firm.

Nave, top lancets to the south window

Nave, top right hand lancet of north window

- 9.3 Broken quarries were noted in the following locations. These should be taken out and replaced with matching glass

Centre of main west window

Cracked pane centre lancet vestry east window

Broken stained glass in traceries of south transept SW window

- 9.4 As noted in 7.4, the window grilles are of copper and are reasonably sound and reasonably effective but are much distorted and are staining cills below. Copper is more ductile than steel, which is more commonly used for grilles and so the horizontal wires have tended to droop, causing the panels to distort.

Major defects requiring attention were noted to the external grilles in the following locations

- The grille to the garden room south window is bent
- Grille to the vestry east window is very loose and easily removed
- Centre lancet west window particularly bad

The window above the vestry roof has been protected by polycarbonate sheet, which is likely to require replacement within 10 years.

Windows to the north side of the nave, vestry and south side of garden room have been fitted with additional metal security bars, which are now rusting and require preparation and painting.

- 9.5 The four windows to the hall were damaged during as a consequence of structural movements in the hall and require repair :

The north and south window need to have the guards removed and then be carefully inspected and any cracked joints packed and filled. The west window requires more extensive work. The window has, effectively become wider, leaving gaps between the stone and the glazing. The right hand intermediate transom needs to be taken out and replaced and the bottom right hand stone needs to be taken out and reset. Stone in other areas requires packing and or dressing,

INTERNAL

10 Towers, spires and bells

- 10.1 The tower is of four main stages. The lowest stage, originally open but enclosed since 1989 forms the main entrance to the church. A stone spiral stair in the SW corner leads to the ringing room, from which steep timber ladders lead through the clock chamber, the belfry and eventually to the tower roof. There is a sound control ceiling above the bells. A gallery at mid height of the belfry stage contains the lateral drives for the clock dials, linked to the clock mechanism via a timber cased vertical drive shaft. Although the attached tower on the SW angle of the main tower contains the spiral stair and extends well above tower parapet level, the stair seems never to have extended above ringing room level. It is possible that voids and shafts within the tower were part of the original warm air heating system.
- 10.2 The ringing room is carpeted and the external walls are lined with matchboarding. The area is tidy and in good order
- 10.3 The peal of six bells manufactured by John Warner & Co, were an early addition, the gift of Baroness Burdett-Coutts and, unusually, are all on the same alignment. The bellframe is of timber and appears soundly seated.
- 10.4 The intermediate floors are all of timber.

11 Clocks and their enclosures

The clock of 1869 by T Cooke & Sons, retains its original mechanism and sits within an original glazed timber case. It now has an electric autowinder and the weight shaft has been removed. A vertical drive shaft links it to the clock dials some 8m higher within the tower. The clock dials are of metal and the hands of timber. Overhauled and repainted during the 2015 works

12 & 13 Roof and ceilings voids, Roof structures, ceilings

- 12.1 The main church roof is an open structure of immense complexity. It is difficult to obtain a clear view of the roof because of glare from windows and light fittings but no significant problems were seen. Damp staining is believed to be from leaks prior to the re-roofing of 2004. Tie rods may be an early addition
- 12.2 The hall has a plaster barrel vault of plaster. No defects were noted other than cracking associated with the structural movements within the supporting walls. These should now be repaired.
- 12.3 The ceiling above the bells is supported on steel joists. These have surface rust and would benefit from painting.
- 12.4 There are some signs of dampness at high level to the right of the window behind the north altar. This area should be checked with a damp meter and the

rainwater disposal arrangements in the vicinity should then be checked if moisture levels are high.

14 Upper floors, balconies, access stairs

- 14.1 The stairs and floors inserted within the hall in 1989 are of timber and appear sound. The gaps between the stair balusters are unusually large (approximately 300mm) and may present a hazard to children
- 14.2 The timber floors of the organ gallery and within the tower appear satisfactory.

15 Partitions, screens, panelling, doors and door furniture

- 15.1 Internal doors are of timber. Areas to the north and south of the sanctuary are enclosed with glazed timber screens, dating from the C20.
- 15.2 The door from the spiral stair to the organ chamber is sticking and requires easing.
- 15.3 The door into the garden room requires easing and the stained glass panels are clearly loose. Repair works are required.

16 Ground floor structures, timber platforms

- 16.1 The main church floor is a ground supported slab. The church was originally floored with a Kentish limestone paving but is now largely finished with pine blocks within the main body of the church, with mosaic and tile to chancel, raised sanctuary and inner porch, black and white stone tiles to the former baptistery, stone flags (presumably the surviving original paving) within the garden room and outer porch, carpet within the side chapel and vestry and oak blocks within the hall. The kitchen has quarry tiles, the WC is finished with vinyl sheet. There are no pew platforms in the nave, but there are to the choir stalls.
- 16.2 A cracked tile was noted within the black and white tiling to the former baptistery. This requires replacement or repair.
- 16.3 The brick vaulted area below the chancel, originally the location of the furnace for the hot air system, is boarded up and was not inspected.

17 Internal finishes

The walls of the church are finished with a squared ragstone facing. This has been affected by past structural movements and by past roof leaks. The nave walls are particularly untidy and would benefit from cleaning and repointing.

18 Fittings, fixtures, furniture

The principal fittings are listed below and are in good condition unless noted otherwise

Brass lectern, alabaster reredos, chancel screen and pulpit dating from c1900

Original pine pews

Original font, to Lamb's design and timber cover, possibly later. Lifting mechanism no longer in place

Coat of arms over south porch door to Lamb's design

19 Toilets, kitchens, vestries

19.1 The church is well provided with facilities, including a wheelchair WC and a kitchen. The vestry is in good general condition but is somewhat damp through under-use.

19.2 We understand that upgrading of the kitchen to a more semi-commercial specification is still under consideration. This upgrade should include the addition of extract ventilation

19.3 The basin in the priests vestry, noted as having a dripping tap at the last inspection, now appears seized solid.

19.4 The fan in the disabled WC very noisy and requires attention

20 Organs and other musical instruments

20.1 The organ is located in a chamber above the inner porch, having been rebuilt c1989 following water damage. It originally stood above the present garden room. The electric blower is of the single phase Discus type and is located within the organ chamber. The console lies on the north side of the sanctuary and notes Gray and Davison Ltd and also GT Williams.

20.2 No air leakage was heard with the blower running.

20.3 There is a grand piano in the north transept

21 Monuments, tombs, plaques

21.1 There are about 9 small brass memorial plates on the walls of the church.

22 Services installations generally

The comments below are based on a visual examination only and no tests of services have been undertaken.

23 Heating installation

23.1 The system is a conventional hot water system with boilers in the former south porch and a series of radiators around the perimeter of the church.

23.2 Consideration should be given to insulating pipework within the boilerhouse

24 Electrical installation

24.1 The periodic electrical installation test was not available. This should be located and any outstanding actions undertaken. If the last inspection was more than five years ago, another test must be commissioned. Most of the installation is understood to have been renewed in about 1990.

24.2 The following items were noted during the inspection

Loose ceiling rose in kitchen

25 Lighting system

The lighting system has been in place for some time. Although it is adequate in terms of providing sufficient illumination for practical purposes, it makes little of the building. There are some concerns about the suitability of the wiring, something that will be confirmed during the forthcoming electrical test. The roof structure is perhaps the most extraordinary aspect of the interior and as with other Lamb churches, the low windows and dark roof timbers make it difficult to appreciate the complexity of the structure above.

26 Sound system

The church report that the existing sound system is satisfactory.

27 Lightning conductor

27.1 The tower only system was upgraded during the 2015 works and now comprises two downtapes serving air terminals to each pinnacle.

27.2 The system does not meet the requirements of BS EN 62305 but may be considered satisfactory as a tower only system. The cone of protection covers virtually the whole church

28 Fire precautions

28.1 There is a fire alarm system within the converted hall accommodation

28.2 The extent of provision of fire extinguishers is good. Appliances were last inspected in September 2016.

28.3 The fire risk assessments should continue be reviewed and steps taken to ensure that all designated escape routes are clearly marked, are kept available when the building is in use and are kept clear of obstructions.

29 Disabled provision and access

The standard of provision is good. There is level access into the church and a wheelchair WC is available in converted hall. A ramp can be provided for access at the vestry door. The chancel is raised by 2 steps and not accessible to wheelchair users.

30 Safety

30.1 Locks to external doors are satisfactory

- 30.2 There are no security systems within the building
- 30.3 Refer 14.1 for notes on the large gaps to the handrail of the stair within the converted hall

31 Bats

There is no evidence of bat activity in or around the building

CURTILAGE

32 Churchyard

The churchyard is a grassed area around the church, within boundary walls. There have been no burials within the churchyard.

The flags to the pathway leading to main entrance are slightly uneven, but probably acceptable.

33 Ruins

None

34 Monuments tombs and vaults

None

35 Boundary walls, lychgates and fencing

35.1 The boundary walls on three sides were originally of ragstone capped with a limestone capping and ornamental railings running between stone piers. The railings have been removed, presumably during the war and the piers have been taken down to main wall level and capped over in cement.

35.2 The wall along the south side of the churchyard is cracking, copings are lifting in places and some stones are missing. Repairs are needed to prevent further decay. Vegetation to this wall should be kept under control.

35.3 The wall along the west side of the churchyards is in fair condition after repair works following a vehicle impact.

35.4 The walls along the north side of the churchyards are poor in places, particularly towards the east end, where the wall bulges and some stones are missing. The cap stones to the eastern gate are lifting because of expansions of rusting embedded ironwork. Repairs are needed to prevent further decay. Vegetation to this wall should be kept under control.

35.5 The wall along the east side is of brick and is in fair condition.

35.6 The western gates have been removed. Reinstatement would be desirable in order to control access to the churchyard, particularly of dogs. The main gates are in fair condition but do not close properly and would require major work to make them close correctly. This may not be necessary as it seems possible to secure the gates as they are now.

36 Trees and shrubs

- 36.1 Within the churchyard there is a large plane tree to the ESE of the chancel
- 36.2 There are further trees within areas close to the church but outside the churchyard itself. Within the pavement to the north side of the church there are two plane trees and two smaller trees, possibly cherry trees. There are four plane trees to the SW of the nave . There is a row of trees and bushes along the whole south boundary, with a further plane tree at the east end of this row.
- 36.3 A competent tree surgeon should be asked to report on these trees every five years or so and the local council should be pressed to ensure that their trees are also kept under observation and control. It is essential to restrict any further growth of these trees as past structural movements in the building seem to be linked to periods of uncontrolled growth of nearby trees; the planes should be also monitored for any signs of dying back. In view of the cracking in the SE corner of the church, control of the plane tree near the chancel is a particular concern.

37 Hardstanding areas

None

38 Miscellaneous matters

None

39 Logbook

The logbook was not inspected. I was able to see the annual reports for the last five years.

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION

Check and clear downpipe to right of main entrance (4.5)

WORKS RECOMMENDED TO BE CARRIED OUT DURING THE NEXT 12 MONTHS

Engineers report on stub column on south side of nave (2.1)
Roof repairs (3.2)
Secure tower roof flashings and replace lead roof to tower stair (3.4)
Clear tower rw outlet (4.4)
Reset manhole cover in kitchen (5.2)
Repair/ refix/ repaint window grilles (9.4)
Repair of church hall windows (9.5)
Repairs to church hall plasterwork (12.2)
Ease organ gallery door and garden room door and glazing (15.2)
Repair vestry basin tap (19.3)
Check operation of disabled WC fan (19.4)
Undertake periodic inspection of electrical installation and act upon recommendations (24.1)
Repair loose ceiling rose in kitchen (24.2)

WORKS RECOMMENDED TO BE CARRIED OUT DURING THE QUINQUENNIAL PERIOD

Repaint and repair downpipe (4.2, 4.3)
Refinish main entrance and boiler house doors (8)
Repair glazing (9.2) (9.3)
Paint steel beams above bells (12.3)
Repair/ replace broken floor tile in former baptistry (16.2)
Insulation to pipework in boilerhouse (23.2)
Repair of boundary walls (35)

WORKS NEEDING CONSIDERATION BEYOND THE QUINQUENNIAL PERIOD

Control of tree growth and monitoring of cracks (2.1)
Pointing below capstone of nave ridge above chancel (6.1)
Further masonry repairs at lower level (7.5)

DESIRABLE WORKS

Remote monitoring of inner roof (3.3)
Further ragstone repairs to west elevation (7.4)
Replacement of window grilles (7.4) (9.4)
Cleaning and repointing inner face of south side of nave (17)
Reinstate font cover lift (18)
Improvements to internal lighting (25)
Adjust/ replace entrance gates (35.6)

AREAS TO BE MONITORED

Cracking in external walls (2.1)
Trees (2.4) and (36)

EXPLANATORY NOTES

- A Any electrical installation should be tested at least every quinquennium 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. The 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

- B Any lightning conductor should be resistance tested at 11-month intervals whilst a high-level visual inspection should take place once every 5 years. In both cases this should be carried out by a competent specialist engineer, and the record of the test results and conditions should be kept with the church logbook
- C A proper examination and test should be made of the heating apparatus by a qualified engineer each summer before the heating season begins
- D A minimum of two water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary

Location	Type of Extinguisher
General	Water
Organ	Carbon dioxide
Boiler House	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam, or dry powder if electricity supply to boiler room cannot easily be isolated

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order. Further advice can be obtained from the Fire Prevention Officer of the local Fire Brigade and from your insurers

- E This is a summary report only, as required by the Inspection of Churches Measure 1955 as amended by the Care of Churches and Ecclesiastical Exemption Measure 1991 (“the Measure”). The quinquennial inspector is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and direct the repairs.

- F 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 Measure 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 join the Diocese of London Gutter Maintenance Scheme if they have not already done so.
- G Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. Your quinquennial inspector cannot therefore report that any such part of the building is free from defect.
- H The repairs recommended in the report will, with the exception of some maintenance items as explained in the "Minor Works" list on the Buildings page of the Diocese's website, require a Faculty before they may be carried out. If you have any questions please consult the Care of Churches Team.
- I 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 provider to ensure that cover remains adequate.