

nickjoycearchitectsltd
architects and historic building consultants



st mary's church, kingswood

quinquennial inspection
report number 1
17th August 2017

5 barbourne road, worcester, wr1 1rs
www.nickjoycearchitects.co.uk

company number 9524906 registered in england and wales

t: 01905 726307/29911
e: enquiries@nickjoycearchitects.co.uk

st mary's church, kingswood

diocese: Gloucester

report no: 1

dates of inspection: 17th August 2017

weather conditions: Sunny and dry

inspecting architect: John Middleton
Nick Joyce Architects Ltd
5 Barbourne Road
Worcester
WR1 1RS
Tel: 01905 726307

present: David Hatton

1.0 EXPLANATORY NOTES

1.1 Introduction

This report has been prepared in accordance with the publication, "A Guide to Church Inspection and Repair", published by the Council for the Care of Churches 1980.

It is not a specification for the execution of work and must not be used as such. The architect is willing to draw up the specification and to assist the PCC in applying for the essential Certificate of Faculty and to direct the execution of repairs.

Where it is recommended that an architect's specification is drawn up for the essential repairs this is because impartial professional advice is felt to be necessary. If the church is over approximately sixty years old the advice of a specialist architect used to dealing with historic buildings should always be sought.

1.2 Scope of the Report

The report is made on the findings of an inspection made from the ground or other places which were easily reached from a surveyor's ladder. 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. No inspection was made of the organ, service installations or any below ground drainage.

1.3 Electrical Installations

The electrical installation should be tested every quinquennium unless otherwise specified by your insurer and immediately if not done within the last five years by an approved NIC EIC electrical contractor. An insulated resistance and earth-continuity test should be obtained on all circuits. The engineer's test report should be kept with the church logbook. The PCC are advised to contact the insurers of the church to see if more regular inspections are required.

1.4 Heating Installation

The heating installation should be checked at the end of each summer prior to recommencement of heating and it is recommended that the PCC enter into an annual maintenance contract with a qualified heating engineer to ensure that the installation runs safely and efficiently.

1.5 Lightning Conductors

Any lightning conductor should be tested annually in accordance with the British Standard Code of Practice CP 326, by a qualified electrical engineer and the record of the test results and conditions should be kept with the church log book. The insurers of the church building will stipulate regularity of testing.

Where no lightning conductor exists it is recommended that the PCC notify the insurers of the Church fabric to ensure that the building is covered under the terms of the insurance policy for any damage by lightning.

1.6 Fire Protection

Under provisions of the Regulatory Reform (Fire Safety) Order 2005, all churches are obliged to carry out a FIRE RISK ASSESSMENT, and this should be updated annually taking into account any changes made. A guide setting out Fire Risk Assessment Principals for church premises can be found on the Methodist Church website, ministers and office holders, property (technical and conservation).

A minimum of two water type fire extinguishers should be provided and one CO² extinguisher.

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.

Recommended Provisions

Location	Type of Extinguisher
General area	Water
Organ	CO ²
Boilerhouse:	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot be easily isolated).

Note: Dry powder extinguishers are not recommended for Church interiors since the use of powder can be damaging to furnishings, memorials etc.

1.7 Maintenance Between Inspections

The PCC is strongly advised to enter into a contract for the annual maintenance of the building. It is particularly important to ensure that all gutters, hopper heads and downpipes are secure and free flowing and all gullies remain unblocked at all times. Slipped or damaged tiles should be replaced and flashings and leadwork checked for soundness. The best period for carrying out annual maintenance is at the end of each autumn after leaves have fallen.

1.8 Insurance

The PCC is advised to maintain adequate cover for building and contents insurance and to ensure that they comply with the terms of the insurance policy in terms of any loss or damage to the structure and contents, which may occur. The insurer will advise on what measures are deemed to be minimum requirements and may reduce premiums if more stringent methods of protection are adopted.

For guidance on insurance levels a leaflet prepared by Historic England is available from:

Historic England, Customer Services Department, The Engine House, Fire Fly Avenue, Swindon SN2 2EH Tel: 01793 445050.

Faculties

As from the 1st of January 2016 new faculty jurisdiction rules apply.

Please refer to Faculty Rules 2015 on the Church Care website www.churchcare.co.uk/churches/faculty-rules-2015 for more information. We suggest that you prepare a statement of significance in any event and this can be included within the Quinquennial Inspection Report.

Log Book

It is a requirement for each church to retain a log book which records all work undertaken at the church together with the name of contractors and costs. Routine inspections of the fabric should also be recorded together with any incidents of water ingress, beetle or dry rot outbreak.

1.9 Recommendations for Repairs

The report will identify all defects that were recorded at the time of the inspection prioritising those items where it is felt that the defect may lead to further and potentially serious damage to the fabric of the building or where there is a risk of personal injury.

The categories for prioritisation comply with those used for reports where grant aid is sought and are as follows:

- A Work which should be carried out within the next 2 years
- B Work which should be carried out within the next 2-5 years
- C Work which should be carried out over 5 years

Other categories of work which may be identified in the report are as follows:

- PCC Works of maintenance which may be safely carried out from ground level by members of the PCC
- FIR Areas of work where further investigation is required to identify potentially defective parts of the building which could not be satisfactorily examined during the course of the inspection
- MON Areas of work that should be monitored

In considering any programme of work however, it may be appropriate to group certain related areas of work, which may not fall into the same category in order to form a viable building contract.

2.0 DESCRIPTION OF THE BUILDING

2.1 Location and site location

The Church of St Mary the Virgin Kingswood is located on the east side of the high street in Kingswood in Gloucestershire. The church is set within a churchyard containing numerous trees and footpaths crossing from west to east and north to south. The churchyard was closed in 1982 and responsibility for its maintenance is understood to lie with Kingswood Parish Council. To the north of the church is the 16th century abbey Gatehouse is all that survives of the Cistercian abbey now administered by English Heritage.

2.2 General Description of the Building

St. Mary's is one of very few churches built in England during the reign of George I. It was constructed in 1723 to replace the Lady Chapel of Kingswood Abbey, where the people of Kingswood had worshipped since the Dissolution of the abbey and which had fallen into disrepair.

The church consists of a nave with chancel, north transept, bellcote, clergy and choir vestries with an organ loft and south porch.

The nave and chancel were built in 1723. The North Transept was added in 1835. The West porch is also 19th century. The clergy vestry and organ loft were added between 1860-70. The Choir vestry dates from early 20th century and the Kitchen and W.C. were added in the mid 20th century. The North Transept was converted to St Marys Room in 2008.

The church is constructed in rubble stone on a dressed stone plinth and part ashlar-faced to west with chamfered alternating quoins. The roof of the nave and chancel have slightly swept tile roof with flat lead valley at the ridge which provides access to the bellcote. The north transept roof is in blue slate. The west porch has decorative timber work and barge boards. Either side of the porch the west wall of the nave has two plain 2-light cusped lancet windows with 2 keyed oculi over. The Bellcote at top of west gable is tile hung with hipped tile roof and weathervane and one or 2-light louvred belfry openings on each side. It conceals an earlier stone bell turret. The tolling bell bears the inscription "God save our Queen and church" and is thought to date from 1706. There are three bays to nave and chancel with plain 2-light cusped lancets. The east gable is coped with cross finial.

Interior has a compartmented tunnel vault of seven bays with an arcaded west bay that also houses ladder access to the roof space. There is an additional carved tester over chancel bays. The pews are late 19th century with twin quatrefoil panels. Overlooking the altar is a Georgian Decalogue.

There is a large flattened stone arch to north transept now St Mary's room which has a flat compartmented ceiling with a glazed screen added in 2008

The mural tablet in the memory of Thomas Webb, died 1674, and his wife Persis, who died in 1659, is one of several monuments which were salvaged from the earlier buildings used for worship (the Lady Chapel and the Abbey Church). Others include some of the medieval stained glass in the south window near the pulpit, and carvings either side of the transept arch.

The brass chandelier at the east end on the Nave dates from the 1723 and was a gift from a Bristol distiller, Richard Blinco. There is a George I coat of arms located in St Mary's Room, which also reflects the date of consecration.

The two manual, piped organ dates from 1896 and was built by William Sweetland of Bath. Electrified bellows were added in 1933 – electrification which predates the electrical lighting by three years.

The font is chalice shaped and dates from the late 17th century.

There is a dial-less clock mechanism in the roof space. This simple striking- clock predates the 1723 construction.

2.3 Listed Building Status

The church is grade II listed [Listing Date: 30 June 1961] It is located within the Kingswood Conservation Area.

Planning authority Stroud, Gloucestershire

Parish: United Benefice of Wickwar with Rangeworthy and Hillesley and Charfield with Kingswood.

2.4 Seating capacity and parking provision

Congregation size 22

Seating capacity 200

Parking provision none

2.5 Date of Previous and Next Inspections

The last inspection was carried out by David Hardwick Chartered Building Surveyor Hardwick Surveys and Designs, with an initial report in March 2010 and updated in 2012. The next inspection is due in September 2022.

3.0 MAJOR WORKS CARRIED OUT SINCE THE LAST QUINQUENNIAL REPORT

2013

Internal redecoration of the church including carpeting curtains and new lighting

2014

Access

Ramp

Signage

Roof alarm service and maintenance

2015

Organ tuned

Fire Extinguisher service

Boiler Service and Repair

Western Red cedar in Churchyard felled and removed by the Parish Council under faculty and conservation area approval. Removal of tree stump

Repairs to north transept west wall, roof and guttering.

Lightning Conductor Service

Roof alarm service and maintenance

Redecoration of north transept wall after water ingress

Purchase of Memorial Bench and installation of memorial lamp

2016

Repair and upgrading of PA system

Fire extinguisher service

New folding tables purchased

Minor works including repair of notice board, purchase of folding tables locksmith repairs to safe door

Memorial bench installed

Roof alarm serviced

Organ tuned

2017

Fire extinguisher maintenance & PAT testing

Children's area created including the removal of two pews as per faculty

New hob for kitchen in St Mary's Room

Path to west door re-laid to create ramp and level access [list a work]

Lightning Conductor Test and 10 year survey, remedial work undertaken

Quinquennial electrical inspection report

3.1 Outstanding works

The following major works identified as outstanding from the last inspection include Repair, overhaul and redecoration of rainwater goods.

Instigate ongoing programme of removal of cement pointing and repointing in lime.

Removal of Ivy and repairs to churchyard walls and overhaul and redecoration of railings.

Minor repairs to pews.

Renovation of Boiler Room.

4.0 CONDITION OF CHURCHYARD AND BUILDINGS

4.1 General condition

The church is generally well cared for and in good condition. The maintenance undertaken in the last quinquennium; most notably the internal redecoration and ramped access to the west porch are significant improvements. Some repair and maintenance and continued monitoring is required.

Some repair to roofs should be undertaken, replacing isolated slipped slates and tiles and repair of the lead to the ridge valley.

The condition of the bellcote should be monitored, the lead hips are nailed in place and ideally should be replaced. The stone work to the earlier bell turret is damaged by rusting ironwork. The louvred door to the bellcote needs some overhaul and some alteration is required to ensure the bell wire does not continue to damage the stone. Some repair in the medium to long term should be anticipated. Restoration of the clock mechanism should also be considered.

Vegetation and Ivy is beginning to take hold on the church particularly on the east wall of the chancel and south wall of the nave and removal is required.

The west porch is in sound condition but paintwork is beginning to deteriorate. Redecoration and minor masonry repointing to the plinth is recommended during the quinquennium.

The pew platform to the north of the nave has some loose boarding and deflection is evident, further investigation is required and possibly some strengthening of the support structure.

Repairs are required to the boiler room where the render is in very poor condition and the door is decayed. Maintenance and improvement of the steps and railings to the north door is also recommended, particularly as this serves as a fire exit.

Externally the rainwater goods continue to deteriorate and are in need of redecoration and overhaul. The blocked drain to the north of the church should be cleared urgently and any defective drains replaced.

The west boundary wall to the churchyard is in poor condition and some dismantling and rebuilding should be anticipated.

The trees in the churchyard should be surveyed by an arboriculturist and pruned where necessary. [Responsibility of the Parish Council]

4.2 Areas of concern identified by the PCC

Blocked drain to the north of the church.

Emergency light in St Mary's room requires a battery.

Repair and overhaul of the rainwater goods.

5.0 INSPECTION FINDINGS

Priority

5.1 CHURCHYARD

i) Churchyard Generally

The churchyard is laid to grass with numerous tombs and graves. There are also a number of trees. A large tree to the north of the church has been removed since the last inspection. It is understood that there are plans for a memorial garden to the north side which is currently subject to discussion with the DAC. The previous report noted the overall condition of the churchyard as being of concern and having a detrimental effect upon the church. The inspection noted that the grassed areas are being maintained, but the churchyard as a whole remains generally overgrown. It is understood that maintenance of the churchyard is the responsibility of the Parish Council. It is recommended that the PCC liaise with the council to ensure maintenance works are carried out.

ii) Boundary Walls, Fences/Gates

North boundary stone wall which continues to the east of the church in front of the independent chapel has some ivy growth and open joints but otherwise looks to be stable.

East Boundary is part hedging, part modern walling and in satisfactory condition. The hedging will require continual maintenance. Some minor repair to low stone walling might be required.

South wall is brick with bull nosed blue brick capping, some minor vegetation growth, open joints and frost damage cracks and some displacement of top course in the middle section of the wall.

Priority

West wall is stone and has been rendered over. The render is failing badly to its whole length and there is ivy growth particularly on the roadside. Towards the south end the wall bulges outwards. The west gate is metal with limestone pillars either side. The pillars are in sound condition as is the gate but the paint surface is beginning to deteriorate.

Iron railings enclose the main footpaths through the churchyard. On the whole, these are in satisfactory condition, there are some corroding elements and a broken railing to the east of the church. The gate to the east of the church sticks a little and would benefit from overhaul.

Recommendations

Carry out repairs to west boundary wall, remove ivy, dismantle and rebuild bulging sections of wall and repointing.

A

Repaint west gate.

C

General repair to remove vegetation, repoint and reset loose bricks to south wall.

B

Maintain hedging and monitoring of low stone wall to eastern boundary.

MON / C

General repair to remove vegetation, repoint and reset loose stones to north boundary wall.

B

Monitor condition of railings, assume some repair and redecoration of the railings and gates should be considered in the long term.

C / MON

iii) Paths and steps

Two public footpaths cross the churchyard, the tarmac is in reasonable condition. The Path to West porch, has been recently re-laid to provide ramped/level access and is in good condition and is a considerable improvement.

iv) Standing features

There are numerous trees within the churchyard. It is understood that none have individual protection orders but the churchyard is located in within a conservation area. Any tree works will require necessary consents. Several trees are overgrown, the yew tree at the east of the church almost entirely obscures the east end of the Church and the tombs around it. Other trees overhang the paths.

There are numerous graves and several table tombs some of which are listed. Some are overgrown with vegetation and required repair and maintenance.

Recommendations

Obtain a detailed tree survey and implement any recommendation to prune overgrown trees.

FIN / A

A regular inspection of trees at each quinquennial is recommended.

MON

Remove vegetation and arrange for more detailed survey of the tombs to identify repairs. Monitor condition of graves and tombs as a whole.

FIN / B

5.2 CHURCH EXTERNALLY

i) Roof coverings including leadwork

Nave and Chancel roof is stone slating and is generally in good condition and there have been some recent patch repairs. There was one slate noted as missing on the south side and a further slate on the north side.

At ridge level the roof over the Nave/Chancel has a flat lead valley running its full length. It is accessed from inside via a hatch opening in the lead ridge valley.

The lead valley is old, but generally in a satisfactory condition. There is damage to one bay which has been repaired with flashband.

The gutter has two outlets, to the north and south, there was some build-up of silt. Some decay to flashing at the east end. Ridge tiles to each side of the gutter have been reset and look to be in sound condition.

Eastern parapet to Chancel has some open joints and a minor fracture to the coping and pointing missing to the underside.

Bellcote

The bellcote is a square timber structure with tile hung cladding. It encloses an earlier stone bell turret and hipped roof. It has louvred opening openings to 3 sides and a louvred door to the east opening out on to a flat lead ridge valley. There is metal mesh to internal face of openings.

The timber structure appears to be sound and the tiles in satisfactory condition. The bell is in working order but the wire is cutting into the stone and causing damage.

The earlier stone turret is suffering with iron cramp damage, several fractures are visible at the base and the stone roof.

The door to the bell turret is deteriorating, the louvres are weathered and the door has dropped and causing it to bind when opened.

The hipped tile roof looks to be in satisfactory condition although all the lead hips have been nail fixed. The lightning conductor tape has been refitted and looks to be in good condition.

The weathervane looks to be secure and in satisfactory condition although some corrosion is visible, a close inspection was not possible.

North Transept and Organ Loft

The North Transept and Organ loft, are understood to have been re-roofed in 2001. In good condition but there is no slipped slate above the valley.

Store/Boiler Room

The boiler room is covered with concrete tiles and remains in an adequate condition. Renewal should be considered as part of repair to the boiler room.

West Porch

The porch was retiled at the time of the last inspection and is in good condition.

W.C. /Kitchen

The roof to the toilet and kitchen is lead and appears to be in reasonable condition. Its low level means that it is potentially liable to theft, however the presence of a roof alarm goes some way to reducing this risk.

Vestry Roof

Access to vestry roof was not possible but the previous inspection reported that the roof is a proprietary single ply membrane and it appeared to have very little fall and water was ponding. There did not appear to be water ingress internally.

Recommendations

Carry out isolated stone slate repairs to Nave and Chancel.	A
Carry out regular inspection of ridge valley gutter to ensure outlets are clear.	A
Carry out general repair of roof to timber bell turret, replace lead hips and fix in accordance with good practice.	C
Overhaul door opening and timber louvres to bell turret.	B
Carry out masonry repairs to stone bell turret and remove iron cramps and replace with non-ferrous fixing and piece in new stone.	FIN /C
Secure bell wire and clean out bell turret.	A
Minor masonry repairs to parapet.	B
Make permanent repair to damaged lead bay to ridge valley.	B
Replace lead covered hatch with new lighter weight hatch.	C
Renew roof to boiler room as part of overall repair scheme.	C
Monitor vestry roof for deterioration and water ingress.	MON

ii) Rainwater Goods

The rainwater goods are cast iron and appear to be in working order but they are in deteriorating condition. There are several sections which are corroded with joints cracked and requiring replacement. There was also a blocked drain to the north of the nave.

Recommendations

Take down rainwater goods, overhaul replace defective sections and redecorate. Reset and ensure all gullies and outlets are clear.	A
Inspect, unblock and repair defective drain to north side of Nave.	A

iii) Walls

The walls of the church are generally rubble stonework with dressed stone quoins. The main walling is a soft stone and historically has been prone to decay. There have been extensive repairs carried out over the years in ashlar stone which is out of character with the earlier walling. This is particularly evident on the North side. There is some unsightly cement pointing on the east wall although this does not appear to be causing a significant problem. An area at high level on the north transept has been well repaired since the last inspection.

There is evidence that the walls were previously rendered; a patch of render survives beneath the wall monument on the south wall of the nave.

There was no evidence of penetrating damp or extensive failure at the moment, so re-rendering does not appear essential at this stage. However, the rubble stone remains a long-term concern and its condition should be monitored. Re-rendering in a lime render would be an appropriate approach in the longer term. This would provide protection to the poorer stone and conceal poorly matched repairs.

There were some general items noted that will require attention during the quinquennium:

- There is an open joint to voussoir on the window to the south wall of the nave.
- Some slight movement evident in the south kneeler.
- There is extensive ivy and vegetation growth particularly on the east wall of the church and the organ loft where it is growing over the east window and wall monuments.
- On the west wall of the north transept there are areas of ribbon pointing to the plinth which is causing accelerated decay of the limestone.
- There is a fracture in the stone to the left-hand jamb to the window on the north side of the Nave.
- The walls to the Store/Boiler Room are roughcast and in poor condition and continue to deteriorate, particularly on the north side where the walls have been previously patched and repaired. There is cracking and the stone work beneath is exposed in places and is evidently in need of repair.

Recommendations

- Remove vegetation from walls. **A**
- Carry out general masonry repairs, repointing open joints. Removing ribbon pointing and repoint the plinths. **B**
- Repair walls and re-render boiler room. **B**
- Monitor the condition of stone walling and consider re-rendering in a lime render in the long term. **MON/C**

iv) Glazing ferramenta and protection

It is understood that extensive glazing repairs were carried out in the 1980s. Generally, the glazing is in good condition. The parish advised the window on the south wall of nave leaks.

Window guards are generally badly corroded particularly on the south wall of the nave and ferrous fixings are staining the stone.

The window in the choir vestry has vertical bars and the stone surround has been painted, some surface delamination is visible.

There are five windows in St Mary’s Room with one blocked when the Clergy vestry and organ loft was added. The windows have 20th century obscured leaded glazing, two of the windows have openers which are in working order. The glazing is in good condition but there is a minor fracture in the mullion to south west window around the glazing bar.

Recommendations

- Replace window guards with non-ferrous fixings. C
- Investigate and repair leaking window in Nave. FIN/B
- Monitor surface decay to stone surround to window in Choir vestry. MON
- Monitor fracture in the mullion around the glazing bar to the south west window in St Mary’s room. MON

v) External joinery

West Porch

Timber porch on a stone plinth with half glazing and door with raised and fielded panels, decorative barge boards painted finish, tiled roof. The porch has been recently retiled and is in good condition. The timber structure is also in sound condition. The paintwork externally is beginning to deteriorate and cement pointing to limestone plinth is exacerbating decay of the stone.

- The verge rafter to the west wall of nave is showing signs of decay.
- The door to the boiler room store is decayed and the bottom section is lost.
- North Door: Arched headed door paint finish is deteriorating.
- The door to the south porch was in satisfactory condition but would benefit from oiling.

Recommendations

- Repair existing or replace timber door to the boiler room. A
- West Porch: Redecorate timber structure, remove cement pointing from plinth and repoint in lime mortar. B
- Repair and redecorate verge rafter to nave. B
- Apply oil to south porch door and repaint north door. B

5.3 CHURCH INTERNALLY

i) Roof Structure

Nave and Chancel is rafter and purlin roof with sarking boards supported by trusses. The roof structure is largely concealed by the barrel vaulted ceiling structure and is only visible at the west end nave. Some evidence of water ingress is visible on the sarking boards on the south side. This appears to be historic, but could indicate a leak at the abutment with the Bellcote and should be monitored during wet weather.

Recommendations

- Monitor roof structure for water ingress. MON

ii) Ceilings

Ceilings are generally lath and plaster. There are some modern board ceilings in the kitchen, W.C. and clergy vestry.

The Nave and Chancel has been recently redecorated and is in very good condition. The ceiling in St Mary's room was redecorated c2008 and is in good condition.

In the organ loft the plastered ceiling could only be partially inspected due to the organ, the plaster seems in satisfactory condition but decoration is old and peeling particularly on the north wall. There is also some peeling paintwork in the south porch.

Recommendations

Minor repainting of peeling paintwork in the south porch and other areas not previously redecorated.

C

iii) Walls

Plastered walls throughout the Nave and Chancel have been redecorated in last quinquennium and all is in good condition.

The walls to St Mary's room are painted and repair has been undertaken during the last quinquennium to the west wall. All now appears in good condition.

In the organ loft the decoration is old and peeling particularly on the north wall.

In the W.C, Kitchen, vestry and clergy vestry the plastered walls are in satisfactory condition but decorations are older and showing some wear and tear.

Recommendations

Redecorate walls to areas not previously redecorated.

C

iv) Floors/stairs/galleries, balustrading

Nave

Pew platform on north side to the front has wide possibly elm boards. Several boards are loose with some woodworm. There is some deflection in the boards and a noticeable dip in the platform. This could indicate decay of the supporting structure. To the west, the platform seems in better condition with less deflection. Here it has been carpeted as part of the children's area. The south side of Nave has later narrower softwood boards and is in satisfactory condition.

The aisle is carpeted, concealing what is assumed to be a stone floor, the carpet is in good condition. It was not possible to confirm the condition of the floor beneath. The stone flooring around the font is in good condition. At the east end of the nave the floor is woodblocks which are worn but in a satisfactory condition.

Chancel

The floor to the chancel is tiling to the aisle and sanctuary area. There are some loose tiles to the side aisle in front of the door to the south porch and to the rear of the pulpit. The flooring to the choir stalls is wood block, there are several loose blocks around the edge, but largely in satisfactory condition.

Choir Vestry

The woodblock flooring is continued into the choir vestry, it is worn but in reasonable condition.

St Mary's Room

The floor in St Mary's room is solid and carpeted and in good condition.

In the W.C and kitchen the floor solid and is vinyl covered. It is showing some wear and tear but in reasonable condition.

Recommendations

Investigate pew platform to north side of nave, some repair to substructure and replacement of loose or decayed boards should be anticipated.

FIN/B

Relay loose tiles and woodblock to the Chancel.

B

v) Internal doors and screens

At the west end of the nave is an arcaded timber frame structure comprising four timber columns and arched braces. It is enclosed at ground level around the west door and forms an internal porch. It also contains a fixed ladder to the roof space. There is balustrading with trefoil design at landing level. All in good condition.

St Mary's Room is separated from the nave by an arch which has been glazed to its upper section and with double glazed oak framed doors and side lights that are half glazed with oak panels. Installed in 2008 and is in good condition.

5.4 Church Internally – non-structural elements

i) Bell & Bell frames

The bell is in working order but the wire is cutting into the stone and causing damage. The bell is set in a timber frame, the frame is weathered but appears sound, the iron fixings are corroded.

Loudspeakers are located in the bell turret and transmit bells from a CD player.

Recommendations

Secure bell wire and clean out bell turret.

A

ii) Clock

Clock is a faceless striking clock mechanism is circa 300 years old Located in the roof space at the west end of the church, it is not in working order.

Recommendations

Consider restoring clock to working order.

FIN/C

iii) Organ

The organ is a 1825 William Sweetland organ and is understood to be in working order. It is in need of some work and overhaul, when funds are available. It is tuned regularly and the blower was replaced in 2014.

Recommendations

Overhaul organ as funds allow.

FIN/C

iv) Interior Fixtures and fittings

Pews are 19th century generally in good condition although some on the north side have lost the central support brackets to the seat.

Altar Rail oak on wrought iron posts - good condition.

Choir Stalls - Good condition.

Chancel Rail timber paneling set on stone plinth all in good condition.

Pulpit carved oak, a gift of Mary Park in 1906 with brass book stand and two brass candelabra. Good condition.

Ten commandments to the rear of altar with gilded lettering with moulded entablature with urn and swan. Good condition.

2 carved oak sanctuary chairs and credence table.

Chandelier brass suspended in the nave candle holders mounted on brass balls dated 1723 and noted as a gift from Richard Blinco.

British Legion Flag laid up on November 1967.

Furniture in St Mary's room consists of modern tables and chairs all in good condition. There is a notice board and various pictures hung from the picture rail.

Clergy Vestry contains PA system various cupboards shelving desk and office equipment. Safe, some brass is store alongside the safe. Consider more secure storage for items of value such as brass.

Recommendations

Re-fix / replace support brackets to seat on pews.

B

v) Internal Finishes

Painted walls in the nave, chancel and St Marys room are all recently redecorated and in good condition.

vi) Monuments

Various monuments in Nave and Chancel of most note is one to Thomas Webb, there other simple white marble monuments on south wall and 2 on north wall, all in good condition.

Coat of Arms located in St Mary's room, George I dated 1723 with gilded frame restored in 2012 and is in good condition.

5.5 SERVICES

i) **Electrical Installation**

A quinquennial electrical inspection was undertaken on 15.8.17. The fixed wiring installation was reported as being in good condition and the overall assessment of the installation was noted as satisfactory. There were no additional observations and recommendations for actions to be taken. A copy of the report is included in the appendix.

Testing of portable electrical appliances [PAT] has been carried out every two years the last test being March 2017 a detail report is kept with the church logbook.

Lighting is in good working order throughout. New lighting has been installed with pendants over aisle in the nave and chancel and two pendants over the sanctuary. There are also adjustable spotlights in chancel. Lighting in St Mary's Room has six wall lights plus lower lights plus spotlights, all in working order and installed as part of the works to create St Mary's room.

ii) **Heating**

Central heating system is understood to be in good working order. The boiler is located in the room to the north. It is understood to have been recently serviced although no report was available. The boiler should be regularly serviced and any items of maintenance attended to.

Overall the level of heating is understood to be adequate in the Nave. St Mary's room has a single heater which is understood to be only just adequate for the space.

Recommendation

Consider an additional heater for St Mary's room.

Carry out regular servicing of the boiler.

FIN/C
A

iii) **Water**

The church has a mains water supply to the Kitchen and W.C There is also an external tap by the west porch. No problems were noted.

iv) **Kitchen**

The Kitchen dates from mid 20th century with various cupboards, sink, hand wash basin, fridge and microwave showing some wear and tear but in reasonable condition.

v) **Security**

There is no security alarm for the building as a whole. However, there is roof alarm to the lead roof to the kitchen and toilet and upper roof levels. This was noted as last tested in December 2016.

The Church is open during the day. Public footpaths cross the churchyard which are in regular use and provide a measure of security.

The PCC should liaise with the Church's insurer who may offer advice on

appropriate security measures.

vi) Fire

There is no fire alarm fitted. There are 2 alternative fire exits with emergency lighting. The emergency lighting has been tested and it was noted that the light in St Mary’s Room required a new battery.

Fire Extinguishers: 3no extinguishers; 2no foam and 1no Co2. They were noted as last inspected on 26.1.17. It is understood that they are inspected annually.

Fire risk assessment should be carried out to identify or minimise risks.

Recommendations

Provide new battery to emergency light in St Mary’s Room.

Carry out fire risk assessment.

**A
A/PCC**

5.6 DISABLED FACILITIES

i) WC

The W.C is late 20th century and accessed off St Mary’s room. The fittings are in a satisfactory condition. The W.C is of generous size but it is not fitted to be fully disabled accessible.

ii) PA System / Hearing Loop

There is a PA system, which is understood to be in working order.

iii) Lightning Conductor

There is a lightning conductor system. An inspection of the lightning conductor was carried out on 14th June 2017 and remedial works arising from the report were completed on 2nd August 2017. The inspection report is attached to the appendix of this report.

iv) Access and e.g. sitting for wheelchair in nave, steps, ramps, handrails, lighting.

The path to the main entrance to west door has been re-laid to provide level access to the porch, Nave, Choir Vestry and the North Transept [St Mary’s Room]. Steps remain to the Chancel, organ loft and clergy vestry.

The steps and railings to the North door are pleasing feature on the north side of the church and also form the fire exit from St Mary’s room.

Overall, they are in deteriorating condition, there is weed growth to the steps, the railings are corroding and the gate is difficult to open. The handrail to the steps appears to be a steel scaffolding pole and is very unsightly.

Recommendation

Clean off and remove vegetation to the steps, replace handrail overhaul gate and railings.

A

5.7 Maintenance Issues

The Inventory/Terrier and log were inspected and found to be up to date.

Ladder Access to roof is good and securely fixed, however the access hatch to the nave roof is lead covered and is very heavy to open. Consider replacement with a lighter weight alternative.

C

Rainwater goods

The backs of the cast iron downpipes are very difficult to satisfactorily maintain because they generally sit tightly to a wall. We recommend particular care should be taken during annual checks of rainwater goods to ensure there is no rust damage or fracturing of pipes. During redecoration downpipes should be taken down for redecoration, and when reset should be set off the wall face by distance pieces.

5.8 Ecological Issues

The church and churchyard is a habitat for bats, no bat survey has been prepared for the church. The presence of Bats has been noted within the roof space. The PCC should be aware that any future works that affect roofs and walling will require a bat/protected species survey.

6.0 SUMMARY OF RECOMMENDATIONS

Priority A Items (within the next two years)

1. Carry out repairs to west boundary wall, remove ivy, dismantle and rebuild bulging sections of wall and repointing. **A**
2. Obtain a detailed tree survey is undertaken and carry out any recommendation to prune overgrown trees are implemented. **FIN/A**
3. Carry out isolated stone slate repairs to Nave and Chancel. **A**
4. Carry out regular inspection of ridge valley gutter to ensure outlets are clear. **A**
5. Secure bell wire and clean out bell turret. **A**
6. Take down rainwater goods, overhaul replace defective sections and redecorate. Reset and ensure all gullies and outlets are clear. **A**
7. Inspect, unblock and repair defective drain to north side of Nave. **A**
8. Remove vegetation from walls. **A**
9. Repair existing or replace timber door to the boiler room. **A**
10. Secure bell wire and clean out bell turret. **A**
11. Carry out regular servicing of the boiler.
12. Provide new battery to emergency light in St Mary's Room. **A**
13. Carry out fire risk assessment. **A/PCC**
14. Clean off and remove vegetation to the steps, replace handrail overhaul gate and railings to north door. **A**

Priority B Items (2-5 years)

1. General repair to remove vegetation, repoint and reset loose bricks to south boundary wall. **B**
2. General repair to remove vegetation, repoint and reset loose stones to north boundary wall. **B**
3. Remove vegetation and arrange for more detailed survey of the tombs to identify repairs. Monitor condition of graves and tombs as a whole. **FIN/B**
4. Overhaul door opening and timber louvres to bell turret. **B**
5. Minor masonry repairs to parapet. **B**
6. Make permanent repair to damaged lead bay to ridge valley. **B**
7. Carry out general masonry repairs, repointing open joints. Removing ribbon pointing and repoint the plinths. **B**
8. Repair walls and re-render boiler room. **B**
9. Investigate and repair leaking window in Nave. **FIN/B**
10. West Porch: Redecorate timber structure, remove cement pointing from plinth and repoint in lime mortar. **B**
11. Repair and redecorate verge rafter to nave. **B**
12. Apply oil to south porch door and repaint north door. **B**
13. Investigate pew platform to north side of nave, some repair to substructure and replacement of loose or decayed boards should be anticipated. **FIN/B**
14. Relay loose tiles and woodblock to the Chancel. **B**
15. Re-fix / replace support brackets to seat on pews. **B**

Priority C Items (over 5 years)

- | | | |
|-----|--|-------|
| 1. | Repaint west gate. | C |
| 2. | Maintain hedging and monitoring of low stone wall to eastern boundary. | MON/C |
| 3. | Monitor condition of railings, assume some repair and redecoration of the railings and gates should be considered in the long term. | C/MON |
| 4. | A regular inspection of trees at each quinquennial is recommended. | MON |
| 5. | Carry out general repair of roof to timber bell turret, replace lead hips and fix in accordance with good practice. | C |
| 6. | Carry out masonry repairs to remove iron cramps and replace with non-ferrous fixing and piece in new stone. | FIN/C |
| 7. | Replace lead covered hatch with new lighter weight hatch. | C |
| 8. | Renew roof to boiler room as part of overall repair scheme. | C |
| 9. | Monitor vestry roof for deterioration and water ingress. | C |
| 10. | Monitor the condition of stone walling and consider re-rendering in a lime render in the long term. | MON/C |
| 11. | Replace window guards with non-ferrous fixings. | C |
| 12. | Monitor surface decay to stone surround to window in Choir vestry. | MON |
| 13. | Monitor fracture in the mullion around the glazing bar to the south west window in St Mary's room. | MON |
| 14. | Monitor roof structure for water ingress. | MON |
| 15. | Minor repainting of peeling paintwork in the south porch. | C |
| 16. | Redecorate walls to areas not previously redecorated. | C |
| 17. | Consider restoring clock to working order. | FIN/C |
| 18. | Overhaul organ as funds allow. | FIN/C |
| 19. | Consider an additional heater for St Mary's room. | FIN/C |
| 20. | Ladder Access to roof is good and securely fixed, however the access hatch to the nave roof is lead covered and is very heavy to open. Consider replacement with a lighter weight alternative. | C |

Signed

Date



South elevation.



West elevation of nave and bellcote.



West porch.



East elevation clergy vestry organ loft.



North transept.



View of nave looking east.



Interior of nave looking west.



Glazed arch to St Mary's room.



Interior of St Mary's room.



Bellcote east side.



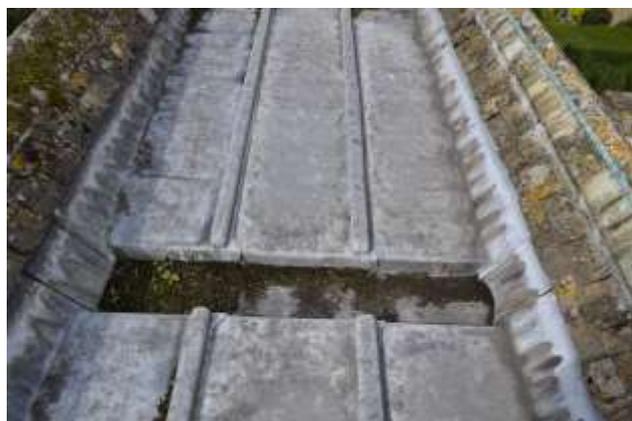
Interior of bellcote with earlier stone bell turret.



Lead ridge valley looking east.



Stone decay to interior of bellcote.



Outlet to nave ridge valley.



Flashband repair to lead on ridge valley.



Historic water ingress visible on roof timbers.



Monument of south wall remnant of render.



Vegetation on east wall of church.



East end with overgrown vegetation.



Boiler house failing render and door.



North door step and railings.



West wall churchyard in deteriorating condition.



South elevation and churchyard.

APPENDIX A
List Description

Entry Name: Church of St Mary
Listing Date: 30 June 1961
Grade: II
Source: Historic England
Source ID: 1238007
English Heritage Legacy ID: 415371
Location: Kingswood, Stroud, Gloucestershire, GL12
County: Gloucestershire
District: Stroud
Civil Parish: Kingswood
Church of England Parish: Kingswood St Mary the Virgin
Church of England Diocese: Gloucester

Listing Text

ST 79 SW KINGSWOOD HIGH STREET
(east side)
7/265 Church of St. Mary
30.6.61

II

Anglican church. 1723, restored 1900. Coursed rubblestone on dressed stone plinth and ashlar-faced to west with chamfered alternating quoins, slightly swept tile roof with north transept roof in slate. Nave and continuous chancel and large projecting north transept. West end has C19 gabled porch with decorative timber work and barge board, flanking plain 2-light cusped lancet windows with 2 keyed oculi over. Bell-tower at top of west gable is tile hung with hipped tile roof and weathervane and one or 2-light louvred belfry openings on each side. 3 bays to nave and chancel, also with plain 2-light cusped lancets. East gable is coped with cross finial.

Interior has compartmented tunnel vault of 7 bays with arcaded west bay and additional carved tester over chancel bays. Late C19 pews with twin quatrefoil panels. Carved wooden altar with painted Decalogue behind. Large flattened stone arch to north transept which has flat compartmented ceiling.

Listing NGR: ST7472991994

APPENDIX B
Service Reports

APPENDIX C
Glossary of Terms

GLOSSARY OF TERMS

Abutment - this word can be used in two senses. It is the point at which a roof meets a wall head and also a massive structure supporting the ends of a bridge.

Ashlar - masonry that has been shaped into regular squared blocks and given a smooth face. It is laid in level courses and tends to have very fine mortar joints.

Bargeboard - bargeboards are fixed to the gable ends of the roof to conceal and protect the ends of the roof timbers or thatch. They often project over the wall face and are frequently decorative.

Buttress - a masonry support that gives additional strength to a wall and resists outward thrust.

Came - a strip of lead with an H-shaped profile used to join pieces of glass together in a leaded window.

Clerestory - the section of the main wall below the eaves and about the top of the aisle roof which is pierced with windows giving light into the interior.

Conservation - action necessary to preserve anything of acknowledged value.

Coping - a protective covering of brick or stone on the top of a wall. The coping will usually project to help throw rainwater away from the wall.

Corbel - a block of masonry that projects from the wall and carries the end of a roof truss or beam. Corbels are often carved with grotesque human or animal figures.

Cornice - a continuous horizontal feature running around the top of a wall or the top of a room.

Crypt - an underground chamber or vault often used for burials.

Curtilage - it is difficult to define curtilage exactly but it is generally taken to be a piece of ground ancillary to a building and necessary to the function and/or enjoyment of that building. The important factors are the physical relationship between the ground and the building; past and present ownership; and the past and present use.

Eaves - the underside of a sloping roof where it overhangs the wall below.

Efflorescence - this is a white powdery deposit found on the surface of stone, brick or plaster. It occurs when excessive moisture causes the soluble salts present in the masonry to dissolve. They are then drawn towards the internal surface of the wall, as this is usually warmer than the external surface. Once they reach the inside face of the wall the water evaporates and the salts re-crystallise on the surface. Efflorescence is unsightly but relatively harmless and can be brushed off when dry, although it is often a sign that there may be too much moisture in the fabric. The underlying causes must therefore be investigated and addressed.

Fabric - the materials from which a building is constructed.

Faculty - a faculty is a licence authorising an agreed package of work granted by an ecclesiastical body.

Fascia - a strip of timber boarding fixed to the ends of the rafters or fitted below a wallhead on a building with a flat or low-pitched roof. It is sometimes decorative but often supports the gutter fixings.

Ferramenta - the metal framework of internal saddle-bars and external stanchions used to support the glazing in large windows. Ferramenta were originally made from wrought

iron but are now more likely to be manufactured from mild steel or sometimes stainless steel.

Fillet - a fillet is a thin flat band, running between mouldings, the purpose of which is to separate and define them. It is also a wedge shaped strip of mortar used to protect a junction such as that between a roof and a wall from the weather.

Flashing - a protective strip of lead, copper or zinc covering a joint that is exposed to the weather. Where a horizontal surface meets a vertical surface, flashings are often in two parts- an upstand, which turns up the vertical surface and a cover (counter) flashing, which turns down over it. Soakers are small individual flashings laid with each course of slate or tile.

Gargoyle - a projecting water spout, usually grotesquely carved in the form of an animal or human figure.

Hood mouldings - a projecting stone moulding over an arch, door or window, which is designed to throw rainwater clear of the building.

Ironmongery - a general name for door and window fittings including hinges, locks and catches, handles and knobs.

Jamb - blocks of masonry forming the side of a door or window.

Lime - quicklime (calcium oxide) is made by heating limestone or chalk (calcium carbonate) to drive off the carbon dioxide. When water is added to the quicklime (slaking) heat is given off. If slacked lime is mixed with sharp sand in the right proportions, it can be used as a mortar or to be accurately specified, mixed and applied in the right conditions. Slacked lime can also be mixed with water and used as a coating for masonry or render. It is known as limewash.

Maintenance - the process of slowing down the rate of decay by keeping the fabric of a building in good condition.

Mullion - a vertical timber or stone bar dividing a window into 'lights'

Parapet- a low wall built around a roof to prevent people from falling over the edge.

Pier - a solid vertical mass or masonry supporting a vertical load.

Pinnacle - a tall pointed decorative feature, usually at a corner of a building or above the top of a buttress.

Putty - glazier's putty is a mixture of whiting (crushed chalk) and linseed oil and is used to fix glass paned into a window frame. Lime putty is the product of slaking quicklime with water.

Quoin - a large, dressed stone used to form the corner of a building.

Rafter - the sloping beam in a timber roof structure that connects the ridge beam to the wall plate. A roof may have principle rafters and/or common rafters. A purlin is a horizontal timber member that transfers the load from the common rafters to the principle rafter.

Repair - work that is carried out to put right defects, significant decay or damage.

Sill (or cill) - the horizontal bottom member of a window or screen.

Soffit - the flat ceiling under a lintel, gallery, beam, stair or overhanging roof etc.

Tracery- slender moulded stone bars which intersect to form patterns at the head of a window. Tracery is usually a feature of the Gothic style of architecture.

Transom- in any large window with mullions, the transom is a horizontal bar of wood or stone running across the whole window. It will usually have a similar profile to the mullions.

Vestment - any of the various garments worn ceremonially by members of the clergy and church choirs.

Wallhead - the top of a masonry wall sometimes visible from the roof space.

Wall plate- horizontal timber member placed on top of the wall to support the load imposed upon it by the roof structure.

APPENDIX D
Maintenance Checklist

MAINTENANCE CHECKLIST

Rainwater Goods and Drains

Gutters and Downpipes	<p>Do the gutters slope correctly? Is the water carried away effectively? Are there any stains on the wall suggesting blocked or damaged goods? Are the fixings secure? Do the gutters and downpipes need to be repainted?</p>	<ul style="list-style-type: none"> • Clear away leaves and debris regularly • Consider fitting bird/leaf guards
Gulleys	<p>Does the gully catch all the water from the downpipe? Are the gulleys free from leaves and other debris? Does the water flow away effectively after rainfall?</p>	<ul style="list-style-type: none"> • Clean gulleys regularly and remove any silt and debris • Clean any blockages using drain rods • Empty an silt traps every three months
Ground gutters	<p>Is the pointing between the bricks or flags in good condition or does it need to be repaired?</p>	
Surface water drains	<p>Is water satisfactorily carried away from the structure?</p>	<ul style="list-style-type: none"> • Consider installing a water butt to collect rainwater
Foul and combined drains	<p>Are accessible drains, manholes inspection chambers and outlets clear and in good condition?</p>	
Soakaways	<p>Does the water drain away and quickly after rainfall?</p>	<ul style="list-style-type: none"> • Check for silting or contamination every few months or so • Remove any silt deposits when the soakaway chamber is empty

Roofs

Clay tiles, natural slate and stone	<p>Is there any sign of frost, snow or wind damage? Is there debris from the broken slates and tiles on the ground? Are there any loose,</p>	<ul style="list-style-type: none"> • Record this location of slipped slates and tiles before having them replaced
-------------------------------------	--	--

	slipped or missing slates or tiles? Are there any large areas of moss on the roof covering?	
Ridges and hips	Are there any missing ridge or hip tiles? Are there any areas where the pointing is missing?	<ul style="list-style-type: none"> • Use mastic or repair tapes as an emergency measure until a proper repair can be carried out • Consider having heating tapes fitted in inaccessible gutters
Sheet metal roofing	Are there any splits or cracks in areas of flat or sloping sheet roofing?	
Thatch	Does the thatch appear to be in good condition or are some areas starting to look thin or worn? Is there any evidence of water ingress?	<ul style="list-style-type: none"> • Think about fire prevention measures • Ensure that any electrical wiring in roof spaces is checked regularly by a qualified electrician
Asphalt	Are there any splits, cracks, blisters or bumps that are allowing water to penetrate the roof covering?	<ul style="list-style-type: none"> • Use mastic or repair tapes as an emergency measure until a proper repair can be carried out
Roof valleys and parapet gutters	Are plants, birds' nests or other materials blocking the passage of water in valley and parapet gutters?	<ul style="list-style-type: none"> • Clear debris from roof valleys and parapet gutters at least twice a year • Clear away snow from parapet and valley gutters in the winter
Flashings	Are any flashings in good condition, without holes or splits? Are flashings securely fixed? Is the mortar pointing in good condition?	<ul style="list-style-type: none"> • Remove leaves and other debris that has become trapped underneath duckboards
Flagpole	Is the flagpole secure? Are the fixings in good condition and free from rust?	
Access	Is the covering flashing in good condition? Are duckboards, access platforms and handrails safe and in good condition?	
Towers and steeples	Can you see any dislodged blocks of masonry or	<ul style="list-style-type: none"> • Consider commissioning a steeplejack to inspect the

	other damage to louvers, weathervanes or lighting conductors?	tower or spire once every five years
--	---	--------------------------------------

Walls

Structural issues	Have you noticed any unusual or progressive cracks, bumps or bulges? Have you observed any spalling of the edges and corners of the blocks of masonry?	<ul style="list-style-type: none"> Note down the position of any existing cracks, bulges or any other such defects in your logbook. Take advice from your architect or surveyor about whether monitoring is required Report significant changes in any cracks to your architect or surveyor
Masonry	Are there any signs of damage, particularly to key features such as string courses, cornices and hood moulds? Are there any areas of masonry that have become deeply eroded? Is the pointing in good condition or are there areas where it is deeply recessed, crumbly, loose or missing?	<ul style="list-style-type: none"> Clean gulleys regularly and remove and silt and debris Clear any blockages using drain rods Empty any silt traps every three months
Render	Are there any areas where the lime render has worn away exposing the stone underneath? Are there any cracks in the cement render that could be allowing water to penetrate into the core of the wall?	
Timber	Are there any signs of timber decay or possible insect infestation?	<ul style="list-style-type: none"> Ensure that the integrity of paint finishes is maintained by repainting external timberwork every few years
Plants	Are there any plants or shrubs growing close to the wall and blocking air bricks or ventilators? Are there any plants growing on the walls that may cause damage?	<ul style="list-style-type: none"> Clear away plant growth from around the building Consider removing ivy and other climbing plants
Ground levels	Does the water drain quickly after rainfall?	<ul style="list-style-type: none"> Clean air bricks or ventilators if necessary Consider fitting fine mesh behind the ventilator to

		exclude rodents and insects
Air bricks and ventilators	Are air bricks or ventilation grilles in good condition and free of obstruction?	<ul style="list-style-type: none"> • Clean air bricks or ventilators if necessary • Consider fitting fine mesh behind the ventilator to exclude rodents and insects

Doors and Windows

Doors	Is it possible to open and close doors easily, without using any force? Are there any metal coverings and flashings intact?	<ul style="list-style-type: none"> • Lubricate door ironmongery • Check the security of any locks
Timber windows	Do timber windows 'stick' or are they difficult to open? Is the timber in good condition and free from decay? Are any paint finishes in good condition?	<ul style="list-style-type: none"> • Ensure that the integrity of paint finishes is maintained by repainting timber windows every few years • Make sure that windows can be opened easily so that the building can be ventilated • Lubricate window ironmongery • Check the security of any locks
Metal windows	Do metal windows 'stick' or are they difficult to open? Is the metal in good condition and free from corrosion? Are any paint finishes in good condition?	<ul style="list-style-type: none"> • Ensure that the integrity of paint finishes is maintained by repainting metal windows every few years • Make sure that windows can be opened easily so that the building can be ventilated • Lubricate window ironmongery • Check the security of any locks
Leaded windows	Is the lead matrix in good condition? Are any opening lights easy to operate?	<ul style="list-style-type: none"> • Make sure that windows can be opened easily so that the building can be ventilated • Clear away any dirt condensation drainage channels
Glass	Are there any broken, cracked or missing panes of glass?	
Ferramenta	Are the metal supports in good condition and free from corrosion? Are any paint finishes in	<ul style="list-style-type: none"> • Check for silting or contamination • Remove any silt deposits when the soakaway

	good condition?	chamber is empty
External joinery	Are there any areas of cracked or rotten wood? Are there any paint finishes in good condition?	<ul style="list-style-type: none"> Ensure that the integrity of paint finishes is maintained by repairing external joinery every few years

Inside the Building

Tower and spire	Are there any improvements that could be made to allow easier and/or safer access to the tower or spire?	<ul style="list-style-type: none"> Check the condition of any ladders in the tower Make sure that handrails and lighting are in working order Clear away any debris and droppings left by birds Make sure that roofs and other high areas, including windows and louvers, are bird-proof
Bells and bell frames	Are the bell frames and bells in good condition and well maintained?	<ul style="list-style-type: none"> Ask your tower captain to check that the bell chamber, bell frame and bells are working satisfactorily Consider preparing and implementing a maintenance plan for the bells and bell frame
Clocks	Are the necessary safety checks carried out? Are the moving parts lubricated and dirt and surplus oil removed?	<ul style="list-style-type: none"> Confirm that the appropriate safety checks for the clock, weight lines and pulleys have been carried out Consider preparing and implementing a maintenance plan for the clock
Roof spaces	Is there any evidence of roof leaks or damage to the roof covering during heavy rain? Does the roof insulation restrict ventilation?	<ul style="list-style-type: none"> Consider installing a water butt to collect rainwater
Ceilings	Can you see any patches of staining on the underside of the roof or ceiling?	<ul style="list-style-type: none"> Consider carrying out an inspection of the roof covering if you observe any new stains
Internal walls	Are there any patches of staining on the walls or other signs of excessive dampness?	<ul style="list-style-type: none"> Identify and address the cause of any dampness indication by patches of staining or peeling paint Open windows and doors

		on dry days during the summer months to allow water vapour to escape
Internal joinery	Are there any signs of timber decay or insect attack? Have you checked less accessible areas such as floor and roof voids, under stairs and in cupboards?	
Organs	Have you talked to the organist to find out whether the organ is in good state of repair?	<ul style="list-style-type: none"> • Consider keeping a tuners logbook

Services

Plumbing	Have you checked that all toilets, cisterns, urinals, washbasins and sinks are functioning properly? Are they securely fixed and not broken? Are there any leaks or drips?	<ul style="list-style-type: none"> • Fix dripping taps and leaks immediately to prevent moisture seeping into nearby timber or masonry and causing decay
Electrical systems	Are there any faulty appliances that should be taken out of use and replaced? Are there any extension cables running under carpet?	<ul style="list-style-type: none"> • Commission an electrical inspection by a qualified person at least once every five years
Heating systems	Is the heating system operation correctly? Have you checked that all exposed water tanks and heating pipes are protected against severe frost?	<ul style="list-style-type: none"> • Shut down the heating system once a year and have the boiler serviced
Fire safety	Have you carried out a fire risk assessment and placed a copy in your log book?	<ul style="list-style-type: none"> • Test and clean smoke alarms regularly • Arrange for fire extinguishers to receive an annual maintenance check and service • Consider having your lighting conductor system tested at least once every five years