

ST PETER'S CHURCH HALL, MONKMOOR, SHREWSBURY DIOCESE OF LICHFIELD

QUINQUENNIAL SURVEY MARCH 2017

ARCHITECT'S REPORT

Mark Newall BSc BArch RIBA MCI Arb
Chartered Architect
Bart Harries Newall
1 Wilderhope House
Pountney Gardens
Belle Vue
Shrewsbury SY3 7LU
Tel: (01743) 361261

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A.00 INTRODUCTION AND BRIEF DESCRIPTION OF THE BUILDING

A.01 Site

The church hall is situated behind the church on Monkmoor Road, on a level site that has recently been cut through by the Shrewsbury inner ring road (in a deep cutting to the west). The site is bounded by Monkmoor Road to the south, the ring road to the west, and by residential properties to the north and east.

There is a landscaped garden to the south of the church, lawns to the west, and a church hall to the north.

The site is within a densely populated residential area.

A.02 Premises

Built in 1992 by Abbey Architect David Morris in a basic, utilitarian style. The church hall is a single storey structure with hall/meeting room, kitchen, store, lobby and toilets.

A.03 Terms of Reference

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.

A.04 Procedures for Approvals etc

Please note that procedures and the rules for applications for Faculties, Archdeacon's Certificates, and for English Heritage grant assistance have all changed within the last Quinquennium, and there is now a greater onus on the PCC to apply for various approvals for a wider scope of works. Advice on procedures is freely available from this firm and/or from your archdeacon, and we strongly recommend that such advice is sought before proceeding with any work. The PCC is reminded that their Minutes must record the fact that application is being made for a certificate or faculty, and that a copy of that Minute must accompany the application together with a full specification, drawings where applicable, and an estimate of the cost of the work. In any application for grant aid, a full specification is always required.

A.05 Limitations of the Survey

The inspection was carried out on the date given below. This report is based on the findings of that inspection which was made from the ground, from other readily available points of access and from ladders. Unless otherwise stated, no part of the fabric was opened up, the inspection was purely visual. It is emphasised that no enclosed space or inaccessible parts, such as boarded floors, roof spaces, or hidden timbers have been opened up for inspection, and I am therefore unable to state that any such parts are free from defect.

A.06 Further Reports

Further items which are excluded from this report, but which should be considered are listed in sections D and F below.

B.00 RECORD OF WORKS COMPLETED AND FURTHER REPORTS SINCE LAST SURVEY

The survey was accompanied by -:

Ken Poulter – Church Warden

B.01 The following works have been carried out during the last quinquennium.

2016: New hall floor and redecoration.
2015: New heating system installed.
2013: New kitchen units fitted.

B.02 Canon F13 of the Church of England requires that a Log Book of “alterations, additions removals or repairs” should be kept, and I strongly endorse the suggestion that the PCC should adopt the practice of keeping one. The logbook should contain a copy of:

- Details of any known rights of way, light or air.
- Earlier Quinquennial reports and a copy of this report
- Electrician’s reports
- Lightning conductor test reports
- Any other earlier reports prepared for specific items (e.g. fire officers, timber treatment firms, structural engineers etc)

..... and most importantly

- An ongoing record, detailing building defects discovered; damage sustained (storm, vandalism, fire); and repairs, decorations improvements carried out between each quinquennial inspection. The notes given to me would make a good starting point for a loose-leaf binder, and the book should be kept up to date as work progresses.

No log book required.

B.03 No Terrier is required for church hall.

B.04 An EIG insurance policy was seen, which expires 07.09.17.

B.05 The church hall is kept locked except for lettings, functions and weekly nursery groups.

C.00 CONDITION OF THE FABRIC

C.01 General

The church hall is well cared for, and generally in good repair. Detailed recommendations are listed below.

DESCRIPTION OF DEFECTS

Note: the Urgency column is a key to the following sections, the letters represent the following:

R = further Report needed (section D)

U = utmost Urgency (section E.01)

Y – essential within the Year (section E.02)

Q = essential within the Quinquennium (section E.03)

L – Long-term budget (section E.04)

I = desirable Improvement (section E.04)

M = Maintenance item (section F)

	<u>Condition and Defect</u>	<u>Recommendation</u>	<u>Urgency</u>
C.02	<u>Structural walls, piers buttresses etc</u> <u>Including notes on stability, damp etc</u> The walls of the church hall appear generally plumb and sound, with no signs of structural instability. The high retaining walls to road cutting to the south do not appear to have caused any problems to the church or churchyard.		
C.03	<u>General condition of the tower, spire etc.</u> Not applicable.		

<u>Condition and Defect</u>	<u>Recommendation</u>	<u>Urgency</u>
EXTERIOR		
C.04 <u>Wall Surfaces</u>		
<u>Nave, Chancel and Vestry:</u>		
White painted brickwork walls, over black painted plinth. All in good condition.		
C.05 <u>Parapets and High Level Features</u>		
None.		
C.06 <u>Roof Coverings, Verges and Eaves Including Flashings, and Lead Gutters</u>		
<u>Roof:</u>		
Artificial cement fibre type slates, with concrete ridge tiles.		
a. Loose ridge tile over loft hatch, dropping mortar into loft.	Take off and rebed ridge tile.	U
<u>Rainwater Disposal System</u>		
Black uPVC gutters and rainwater pipes. All in good condition.		
C.08 <u>External Doors, Windows, Vents</u>		
Black painted, arch top timber casement windows, will red tile cills. All in good condition.		

<u>Condition and Defect</u>	<u>Recommendation</u>	<u>Urgency</u>
Front and back doors in black painted timber boarding. All in good condition.		
C.09 <u>External Iron and Wood, And Condition of Paintwork</u>		
See C04, C07 and C08.		
INTERIOR		
C.10 <u>Tower Roof and Interior</u>		
None.		
C.11 <u>Roof Structures and Ceilings</u>		
<u>Church Hall Roof:</u>		
Trusses rafter construction, with plastered ceilings at 2.7m. Loft space boarded out for seasonal storage.		
C.12 <u>Internal Partitions and Doors</u>		
Internal walls in good decorative order.		
C.13 <u>Internal Plasterwork and Wall Surfaces</u>		
Painted blockwork walls. Recently redecorated and looking very fresh.		
C.14 <u>Internal Decorations</u>		
Painted blockwork surfaces – see C.13.		

<u>Condition and Defect</u>	<u>Recommendation</u>	<u>Urgency</u>
C.15 <u>Glazing and Ventilation</u>		
Windows all in good condition – see C.08.		
a. External beads to kitchen window are rotting.	Replace with hardwood beads.	U
C.16 <u>Floors and Galleries</u>		
Thermoplastic floor tiles. All in good condition. New wood effect vinyl in hall, non-slip in kitchen and toilets, thermoplastic tiles in store. All in good condition.		
C.17 <u>Furniture and Fittings</u>		
New units and worktop recently fitted in kitchen.		
C.18 <u>Internal Monuments</u>		
Not applicable.		

SERVICES

C.19 Heating System and Ventilation Boiler, Flue, Fuel Storage, Safety, Efficiency, Insulation.

The remarks in this report on the heating system are based only upon a superficial examination of the system, and its general condition. – see reports below.

A new heating system was installed in 2015.

<u>Condition and Defect</u>	<u>Recommendation</u>	<u>Urgency</u>
C.20 <u>Electrical Installation</u> Electrical report attached. The installation is described as Satisfactory.		

C.21 Lightning Conductor

None.

C.22 Sanitary Facilities and Drainage

Two wc's and wheelchair access wc compartment.

C.23 Fire Precautions

Refer to Section D below.

2 foam extinguisher in hall, serviced 01.09.16.

Fire blanket in kitchen.

- a. Check that the kitchen has adequate fire precautions.

U

C.24 Security

Consult Local Crime Prevention Officer (police) for advice. A leaflet "Security of Churches" is available from the Churches and Visitors Group at Church House, College Green, Gloucester GL1 2LG.

The church hall is kept locked.

GROUNDS

C.25 Storm Drainage

Storm drains not located, but no defects apparent.

C.26 Foul Drainage

Foul drainage not located, but no defects apparent. WCs are flushing and running well.

C.27 Drives and Paths and Trees

See Quinquennial Report on St Peters Church, of same date.

- a. Trees and undergrowth have got out of control at rear of Hall. Suggest removing all except for holly tree.

Removal of trees and undergrowth.

Y

C.28 Churchyard Walls

See Quinquennial Report on St Peter's Church, of same date.

C.29 Graves and Tombstones

Not applicable.

C.30 Churchyard Gates

See Quinquennial Report on St Peter's Church, of same date.

C.31 Disabled Access

2 disabled parking space, and level path to church hall door.
Level threshold.
Disabled access wc compartment.
Doors of adequate width.

C.32 Asbestos

The church hall was built in 1992, after the use of asbestos was

made illegal. There were no suspicious materials observed.

C.33 Sustainability

Lighting is by fluorescent luminaries. Electric heating is inefficient but only used when building is in use.

D.00 RECOMMENDATIONS FOR FURTHER SURVEYS AND PROPERTY INSURANCE VALUATIONS

- R1 The electrical installation should be tested at least every Quinquennium and immediately if not done within the last five years (except as may be recommended in this Report), by a competent electrical engineer, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church Log Book.
- R2 The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against the inflation of building costs. It is of course important to ensure that the basic sum insured is adequate at inception of index linking, as this will deal only with future inflation. The Ecclesiastical Insurance Office plc, which covers the majority of churches in this country, will send its regional surveyors without charge to offer guidance as to the appropriate level of assessment in every case.

E.00 RECOMMENDATIONS FOR ACTION IN ORDER OF PRIORITY

E.01 Of Utmost Urgency

Items flagged as “U” (Urgent) should be attended to immediately for the one or all of the following reasons:

- *For safety (generally connected with fire risk or structural collapse)*
- *Because they represent a serious root cause of conditions suitable for dry rot, whether or not the fungus itself is present, and may therefore have “stitch-in-time” value in the avoidance of fast progressive damage.*

Note that items listed in this section will often be temporary repairs which themselves will be overlaid by permanent work under the following sections

<u>Section Ref</u>	<u>Short description of recommendations</u>	<u>£ Order of Cost</u>
C.06a	Take off and rebed ridge tile.	100 00
C.15a	Replace rotted external beads to kitchen window with hardwood beads.	100 00
C.23a	Check that kitchen has adequate fire precautions	00 00

E.02 Essential within the next Twelve Months

Items flagged as “Y” (Year) are similar in status to the above in that they generally have a “stitch-in-time” value, but generally represent permanent works rather than immediate crisis management.

<u>Section Ref</u>	<u>Short description of recommendations</u>	<u>£ Order of Cost</u>
C.27a	Remove trees and undergrowth.	00 00

E.03 Essential within the next Five Years

Items flagged as “Q” (Quinquennium) are generally longer-term projects, which should be started within five years. This category also includes items, which have been deteriorating for some time and have now reached the end of their useful lives.

<u>Section Ref</u>	<u>Short description of recommendations</u>	<u>£ Order of Cost</u>
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E.04 Advisable

Items flagged as “L” (Long term,) including notes for remonitoring at the end of the Quinquennium..

<u>Section Ref</u>	<u>Short description of recommendations</u>	<u>£ Order of Cost</u>
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E.05 Desirable Improvements, Flagged as “I”

<u>Section Ref</u>	<u>Short description of recommendations</u>	<u>£ Order of Cost</u>
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F.00 GENERAL NOTES ON REGULAR MAINTENANCE

Specific items are flagged as "M", some general notes are also given

F.01 Space Heating Installation

A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins; the PCC should consider arranging an Inspection Contract with their Insurance Company.

F.02 Fire Extinguishers

A minimum of two water type fire extinguishers should be provided plus additional special extinguishers for the organ and boiler house as detailed below.

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

Summary:

Location

Type of Extinguisher

General Area

Water

Organ

CO₂ BCF or BTM

Boiler House

Solid fuel boiler

Water

Gas fired boiler

Dry powder

Old 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 your insurers.

F.03 Gutter Maintenance

The PCC are strongly advised to enter into an annual contract with a local builder for the cleaning-out of gutters and down pipes twice a year.

F.04 General Inspection and Maintenance

Although the measure requires the church to be inspected by an architect every five years, it should be realised that serious trouble may develop inbetween these surveys if minor defects are left unattended. It is strongly recommended that the churchwardens should make, or cause to be made, a careful inspection of the fabric at least once a year, and arrange for immediate attention to such minor matters as displaced slates and leaking pipes. Guidance may be had from the pamphlet, *How to Look After Your Church*, obtainable from Church House bookshop, Great Smith Street, London SW1.

Minor Repairs to Lead work and Pointing

These may similarly be attended to piecemeal, but note that in both of these cases work must be carried out to an appropriate specification, and sand cement pointing is not only a waste of money, but actually causes damage and is worse than useless.

Cleaning the Interior of Churches

Note that it is sensible to minimise the amount of water used in cleaning the interiors of churches. Do not mop floors. Churches do not have damp proof floors or damp proof courses in their walls, and a proportion of all water used will soak into the structure to the general detriment of the fabric.

Mark Newall
BSc BArch RIBA MCI Arb
BAART HARRIES NEWALL