

SAMPLE 1

Column

Late C20th paint on plaster

[x200]



SAMPLE 2

Door

Late C20th white layers based on titanium white, over dark brown, over accumulated layers of varnish, over buff-coloured layers with varnish on them [grainings?]



late C20th paint
based on titanium
white

← brown.

← thick build-up of varnish.

← mid C20th zinc paint

← grainings?

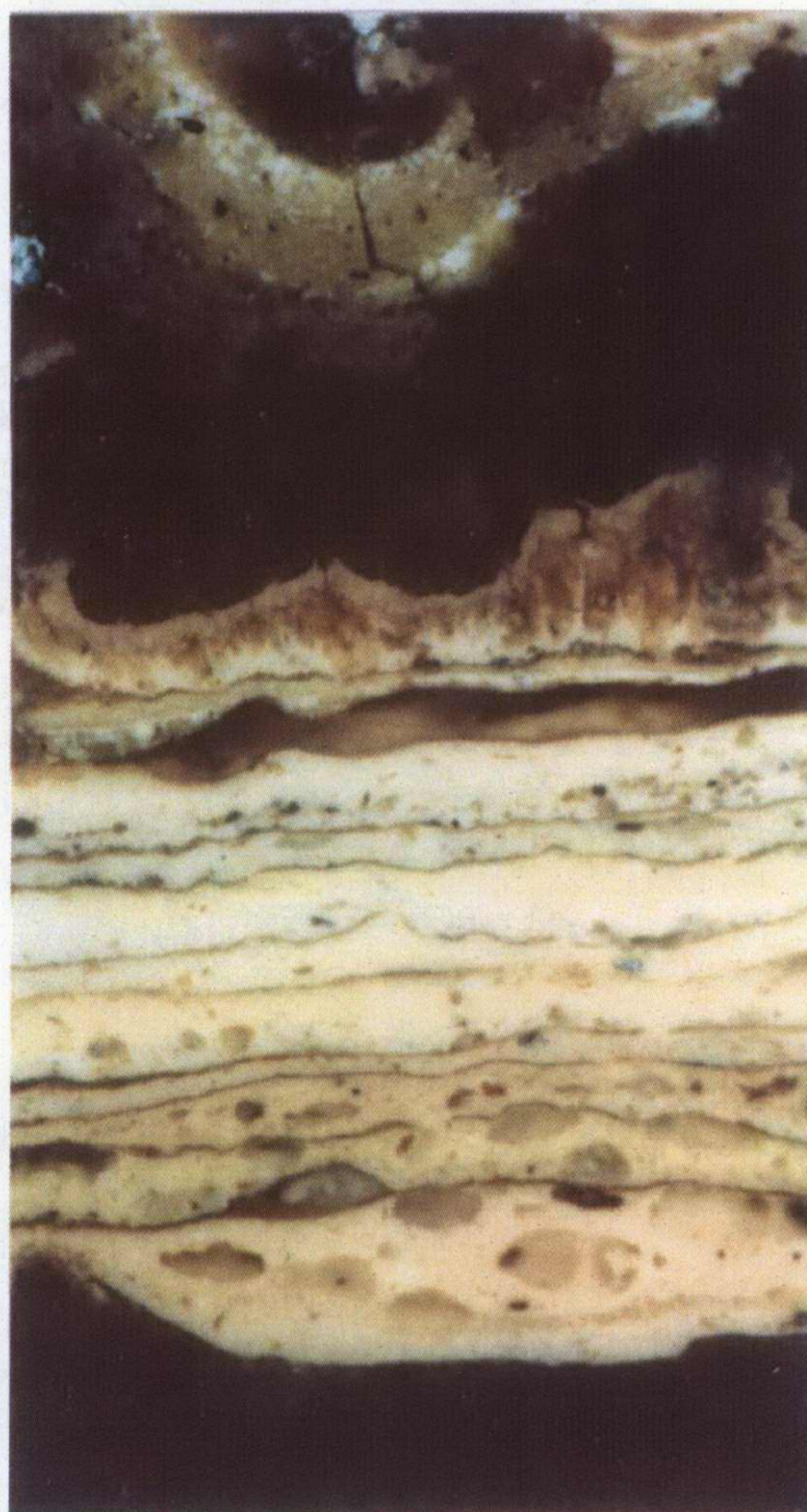
← lower layers missing.

SAMPLE 3

Ashlar

All layers

[x100]



thick buildup
of varnish.

mid 19th
← zinc-based paint

pre 1900s/30s
lead-based
paints

Detail of early layers, showing
the varnish layers over each buff-
coloured paint layer.

These are probably a type of graining,
but it is not possible to be certain.

[x200]



← varnish.

← varnish

← varnish

← varnish

grainings??

SAMPLE 4
Column base

[x200] lower layers
only, photographed.



stained layer ->
grey primer

← nm (10th 2nd. based pair)

← bma + vacuol.
← bma.

← vacuol. } grainy??

APPENDIX NO: 3

REGULAR INSPECTION AND ROUTINE MAINTENANCE

ROUTINE MAINTENANCE

Note: A member of the church should be made responsible for the church fabric, and for the upkeep of a log book, identifying all works undertaken, names of contractors and installers etc. They should also advise on the undertaking of the work recommended in the quinquennial inspection, we call them Churchwardens in the following notes.

1 As necessary:

- (a) Repair roofs, especially after gales.
- (b) Remove vegetation from walls and dry areas, including boundary walls (especially ivy).
- (c) Treat beetle attack in unpolished furniture with an insecticide such as Cuprinol, Wykamol, or Protim (wax-polishing woodwork tends to discourage beetle).

N.B. Ancient screenwork and paintings should be treated only by an approved expert.

- (d) A regular maintenance contract for the organ should be arranged with a local specialist firm. Any insect attack in organs should be eradicated as quickly as possible before the bellows or tracker action are affected.

Regular routine inspections should be made as follows:

- 1 Walk round visits at short intervals** by the buildings officer to see that all is well. [After gales or heavy rain, roofs should be inspected for any broken or slipped tiles, slates or lead sheets].
- 2 Every three months** the buildings officer should inspect all means of rainwater disposal to make sure that no gutters, or pipes are cracked or blocked or overgrown with vegetation; and that the areas around the base of the walls and the walls themselves are clear of vegetation, especially ivy.

Notes:

- (A) Work requiring attention should be put in hand as soon as possible after the defect is noted, especially if it concerns rainwater disposal, to prevent any further damage being caused.
- (B) Any damage of a serious or structural kind requires expert experienced attention and should be brought to the notice of the professional adviser immediately for his advice and guidance before repairs are carried out.
- (C) The whole building should be kept **as well ventilated as possible** and gently warmed, if funds permit. In addition, the following items of maintenance should be attended to regularly.

2 Twice yearly:

A regular maintenance contract should be undertaken by a competent builder or alternatively a working party.

- (a) Clean out gutters, valleys, RW heads, dry areas, channels downpipes and gulleys. A written report may be made.
- (b) Clear dust and rubbish out of ventilation holes in floors and panelling.
- (c) External and internal faces of main walls should be checked and any increase of dampness recorded.
- (d) Specifically check the outflows from the flat roofs over the rear store and boiler room areas.
- (e) Check flashing chasers to ensure that the flashing mortar is sound.
- (f) Open and close all windows to ensure that all the fastenings work satisfactory.

3 Yearly:

- (a) **Every April/May** they should inspect all roof spaces and covering, installations, furniture, fittings and woodwork including bell frame and tower. Special note should be taken of any sign of damp or insect or fungal attack.
- (b) **Each November**, the buildings officer should inspect gutters and downpipes to make sure they are working – free of obstructions and clear off all fallen leaves.
- (c) Wash windows with de-ionised water if required and dry off. Check wire grilles and replace if they are showing signs of rust, for this deposits rust on the glass.
- (d) Overhaul central heating apparatus as necessary, sweeping chimneys, cleaning out ducts etc.
- (e) Check and repair wire grilles for keeping birds out of towers in the spring before the birds start to build nests.
- (f) Brush down walls and roofs to remove cobwebs and dust. This discourages beetle. It can best be done with a long handled brush.
- (g) Maintain any bells by tightening all bolts and shifting bell ropes to prevent chafing as necessary. Wire brush iron fittings to remove rust and prime to prevent further decay.
- (h) Check your insurance to ensure that you have adequate cover especially for storm damage and stained glass.
- (i) Check and have serviced all fire fighting equipment.
- (j) Get a local electrician to check all electrical equipment and report on its condition.

4 Every two years:

- (a) The drainage system should be thoroughly rodded and cleaned. A written report should be provided to the buildings officer and inserted in the church log book.

5 Every five years:

- (a) Lubricate any bell bearings with special lubricant where these are not 'sealed for life'
- (b) Treat exposed woodwork with preservatives i.e. eaves, doors, belfry, woodwork etc.
- (c) Oil locks and hinges, de-rust and paint all ironwork, i.e. gutters, downpipes, windows and other ironwork including saddle bars and iron bell gear.
- (d) Have electrical installation tested by an NICEIC registered electrician and gas installations tested by the appropriate authority.

6 APPROVALS

It should be noted that every alteration to the fabric, fittings and furnishings needs approval. This is also applicable to repairs for which grant aid is being received from English Heritage. In addition when a church or chapel has received a grant from English Heritage the church will have undertaken to advise English Heritage of any proposals of alteration or repair and to receive such approval as is necessary, prior to the commencement of work on site.

7 PUBLICATIONS

Useful publications can be obtained from the Anglican body for church repairs, the Council for the Care of Churches, see attached order form.

8 CONCLUSIONS

- (a) Keep the church log book up to date.
- (b) Where there is a change of personnel, their duties need to be carefully handed over and it is suggested that a copy of these notes be part of the hand over process.

THE WHITWORTH CO-PARTNERSHIP
18 Hatter Street
Bury St Edmunds
Suffolk IP33 1NE

AJR/ss/QI

26 September 2007

APPENDIX NO: 4

RAISING FUNDS

Your area chairman or secretary of trustees will advise you on applying to English Heritage for State Aid. Their address is:- English Heritage, Fortress House, 23 Saville Row, London, W1X 1AB. Telephone:- 020 7973 3000. Grants are currently given for certain repairs to grade I and II* listed buildings. Their web site contains up to date information and points of access. www.english-heritage.gov.uk

Even with a State Aid Grant, the church will have to raise the substantial sums and will, in any case, be expected to do as much as it can. The County Historic Churches Trust may have advisors who may be able to help you with ideas for local fund – raising.

OTHER GRANTS

Among the bodies which may make grants towards the churches share of costs are:-

1. The Historic Churches Trust, Fulham Palace, London, SW6 6EA.
2. Your Borough Council, who is empowered by statute to give grants towards the repair of historic churches.
3. The Chase Charity, 34 North End Road, London, W14 0SH.
4. The Friends of Friendless Churches, 12 Edwardes Square, London, W8 6HE.
5. J Paul Getty Jnr Charitable Trust, Administrator: Mrs. Mary Barnes, 149 Harley Street, London, W1N 20H.
6. The Worshipful Company of Glaziers, 116 Cannon Street, London, EC4 (Glass).
7. The Leche Trust, PO Box 4171, London, WC1V 6XX. (Georgian furnishings and fittings).
8. William and Jane Morris Fund, c/o The Assistant Secretary, Society of Antiquaries, Burlington House, Piccadilly, London, W1V 0HS. (Small grants for furnishings, fittings and ancient buildings).

TO ENQUIRE ABOUT GRANTS:

Write a preliminary letter to the body concerned, stating the extent of the repairs and the costs, that the appropriate Advisory Committee is being informed, and that a Faculty is being obtained.

The different bodies follow different procedures, and they will inform the church or chapel of what they require. Many of them require that the work is supervised by an architect. They will not normally give grants if work has already started, and if you wish to begin work before the grant application has been considered, you should obtain their prior consent in writing. Stamped address envelopes for replies are often appreciated.

IF YOU HAVE ANY PROBLEMS, CONSULT YOUR SENIOR OFFICER.

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September 2007

NOTES TOWARDS THE CONSERVATION MANAGEMENT PLAN

This is not a complete and comprehensive management plan, but merely notes and headings which need to be developed within the context of a plan.

1. We recommend that a person be nominated as the property officer for the building, and amongst their responsibilities will be the following:
 - Maintain a file identifying routine inspections, when undertaken and by whom.
 - Log and retain the inspections undertaken to the property, including routine electrical inspections, asbestos surveys, equal ability access reports, health and safety reports, fire reports.
 - Maintain a log book, with detailed information on major repairs and capital works undertaken, including details of people involved in the work, costs, specific materials used, colours of decoration used, and sources of grant aid.

We recommend that some consistency be maintained with regard to professional advice. We were concerned to note that we are the seventh professionals to have been engaged in this building in the last fifteen years. Whilst it is appropriate to use design specialists according to the particular nature of the capital works involved, we firmly believe that the most economic way to maintain the building is to have a permanent point of reference, who can give routine advice as necessary on a day to day basis, and monitor progress of building works with a quinquennial inspection report. The continuity with a single point of contact, is we believe to be financially beneficial to the client, and is certainly beneficial to the building.

We recommend that the progress towards the completion of the repairs in the quinquennial inspection report be monitored by the property officer, with a view to providing sufficient forms available to undertake the repairs within the order of priority set out, and also to instigate routine maintenance, which should help to minimise repair costs in the long run.

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AJR/ss/QI/Swiss Church

26th September 2007