

**CHURCH OF ST. MARY THE VIRGIN  
BELCHAMP WALTER**

**2017**

**QUINQUENNIAL INSPECTION**



**DIOCESE OF CHELMSFORD  
ARCHDEACONRY OF STANSTED  
DEANERY OF HINCKFORD**

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14<sup>th</sup> June 2017

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### 1.0 INTRODUCTION (revised March 2015)

#### 1.1 This general report is provided in accordance with The Inspection of Churches Measure, 1955 amended 1991.

It must not be used for evaluating or carrying out the recommended works as more detail is necessary to obtain a faculty and realistic competitive estimates.

An architect experienced in the conservation of ancient building fabric should be consulted for impartial professional advice if the building is more than approximately seventy years old.

#### 1.2 LIMITATION OF THE SURVEY

The report is produced from a visual inspection from the ground or other places, which can be easily reached, or from the ladder provided. Inaccessible voids were not opened up and woodwork and other parts of the structure which were covered, unexposed or inaccessible were not inspected and we are therefore unable to report that any such part of the property is free from defect or mould.

Condensation and other moulds are a health hazard and must be removed.

We have not arranged for any investigations to determine whether or not any deleterious or hazardous material has been used in the construction of this property, or has since been incorporated, and we are therefore unable to report that the property is free from hazard.

The parish have a duty to inform users, builders and maintenance operatives including volunteers of the presence of asbestos under the Control of Asbestos at Work Regulations 2002. A list of products can be obtained from [www.hse.gov.uk](http://www.hse.gov.uk).

This report is not a Level One survey and the PCC must consult a suitably qualified Asbestos Expert for identification of risks and advice on implementation of recommendations. There must be a presumption that asbestos exists.

Management of asbestos should include a marked sketch plan, location and condition of known or presumed asbestos containing materials. Label these with warning signs. Assess the risk of exposure; plan monitoring, safety maintenance or removal. Provide copies to anyone liable to disturb asbestos including emergency services. Review the assessment, plan of action and its implementation. Show assessment to the Parish Architect before the quinquennial is undertaken – the PA is unable to survey or advise upon asbestos. It is essential to take the advice of your insurance company.

#### 1.3 INSURANCE

Insurance cover must be index-linked and the sum insured adequate to avoid averaging claims. The sum assured must be assessed by the church insurers.

#### 1.4 FIRE PRECAUTIONS

Refer to The Churches Main Committee Fire Precautions Guide Circular No 1998/2. Available from The Church Buildings Council, Publications Department.

All extinguishers must be inspected annually by a specialist company and recharged/renewed as advised. The church insurers must be consulted and recommendations followed, minimum normal requirements may be summarised:-

<b>Location:</b>	<b>Type of extinguisher:</b>
General Area:	Water – 1 per 200m <sup>2</sup> and on each floor
Organ:	CO2 (suitable for electrical installations)
Boiler House:-	
Solid Fuel Boiler	Water
Gas Fired Boiler	Dry Powder (causes corrosion)
Oil Fired Boiler	Foam – Dry Powder as advised (causes corrosion)
Kitchen	Wet Chemical Extinguisher.

#### 1.5 ELECTRICAL INSTALLATION

Any electrical installation **MUST** be tested every five years by an ECA or NICEIC COMMERCIAL registered electrician. An insulation resistance and earth continuity test should be obtained on all circuits.

The electricians test report should be kept with the Church Log Book. Where possible a visual inspection of the main switchboard and random sections of the wiring are commented on without the use of instruments. Any recommendations for essential repairs must be completed for safety.

#### 1.6 HEATING INSTALLATION

A thorough examination and test of the heating apparatus is recommended by a qualified engineer each summer before the heating season. The PCC should preferably arrange a regular inspection and maintenance contract. Recommended repairs should ideally be completed before winter.

#### 1.7 LIGHTNING CONDUCTORS

Lightning conductors should be tested annually in accordance with BS6651 by a competent electrical engineer, and retained with the log book and any recommendations for repairs completed.

#### 1.8 MAINTENANCE BETWEEN INSPECTIONS

The Log Book, “The Church Wardens Year” and “How to Look After Your Church” obtained from the Diocesan Resources Centre (bookshop) or Church House Bookshop, Great Smith Street, London, SW1 are an invaluable guide for this essential task to limit capital expenditure upon fabric repairs.

A contract to cleanse lead roofs, gutters, downpipes and drains, twice a year is highly recommended. The contractors report will facilitate the church warden’s report to the annual PCC meeting.

The Tree Surgeon’s annual maintenance report will help the PCC tree officer to prepare the report upon trees for submission to the DAC and faculty. Booklets are available from the Diocesan Resources Centre. Approval must also be sought from the Local Authority.

#### 1.9 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 AND THE HEALTH AND SAFETY AT WORK ACT

##### Works:

The PCC must appoint a competent Principal Designer and Principal Contractor if the project (construction work) involves more than one contractor. The PCC will also have to comply with the Client Duties under the Regulations. A health and safety consultant may need to be appointed to assist the PCC in completion of the Client Duties. A Health and Safety Plan must be prepared from the outset, developed during the project planning stages, and administered at the works contract stage. The Health and Safety File is retained by the PCC and passed to those completing future works and maintenance (and eventual dismantling) to reduce hazards for operatives.

##### Users and volunteers:

The Health and Safety at Work Act applies to volunteers working on the church and churchyard and therefore a safe working environment must be provided as for employees under the Act. Recommendations for Health and Safety may be mentioned but must not be considered complete and separate advice must be obtained from the Local Authority. The Parish must provide a safe environment for example delineating steps and ensuring grave markers are vertical and firm etc.

The EIG will also give guidance that is essential to maintain the third party indemnity. Maintenance of equipment is essential and information, on for example Fall Restraint systems, is available from The Health and Safety Executive on [www.hse.gov.uk](http://www.hse.gov.uk) and where work is to be undertaken consult the Local Authority.

#### 1.10 RECOMMENDATIONS

These are recommendations for works required to be done at this church.  
This report does not include a formal estimate of costs, nor a specification for repair works.

Further investigations:	To assess the priority, if any, of repair.	Ⓜ
Maintenance:	Elements of the fabric requiring particular attention (also refer to log book and maintenance schedule).	Ⓜ
Priority A:	Conditions that are a danger to the fabric or people if postponed. Works that should be completed within 12 months.	Ⓜ
Priority B:	Works recommended during the next five years and should be completed before the next quinquennial review.	Ⓜ
Priority C:	Works, which will become 'B' by the next quinquennial inspection.	Ⓜ
Improvements:	Improvements and future desirable repairs or renewals.	Ⓜ

#### 1.11 DISABILITY DISCRIMINATION ACT 1996

The PCC must maintain access and other requirements, for example take account of:-

- a) All activities.
- b) All disabilities – blindness, visually impaired, deafness, ambulant disabled etc.
- c) All exiting and refuge.

Steps – marking and/or lighting.

Ramps – if steeper than recommended justify and provide warning.

Information – large print, improve accessibility.

Consider access routes to key if church locked.

Management of building.

Also do not forget children.

This list is not exhaustive. Refer also to “Widening the Eye of the Needle” available from The Diocesan Bookshop or Church House Publishing [www.chpublishing.co.uk](http://www.chpublishing.co.uk)

#### 1.12 GRANTS

Contact your DAC secretary for guidance on grant assistance.

## 2.0 GENERAL DESCRIPTION OF THE CHURCH

- 2.1 The Church stands by the Georgian Hall, Mill & Cottages in a large and attractive churchyard. A largely unchanged landscape of high amenity value.
- 2.2 The building comprises a west tower, nave and chancel with south porch. There are vaults under the Chancel associated with the north monument.
- 2.3 Roofs are peg & plain tile with lead on the tower roof; walls are of exposed flint and limestone dressings & quoins. Mainly split cobbles and nave at the Victorian east end of cobbles; largely rendered to the north elevation.
- 2.4 Grade 1 listed. The 10<sup>th</sup>/11<sup>th</sup>C chancel was probably longer to the west forming the single cell church and if so, housed the 12<sup>th</sup>C font. Nave 1320 originally with north tomb recess or chantry chapel 1324/5 of which a recess & inner elaborate porch remain. Many exposed wall paintings 1330 possibly by Matthew Paris. Tower 15<sup>th</sup>C, porch added. Chapel removed and blocked in the 16<sup>th</sup>C and top of stair turret rebuilt. 17<sup>th</sup>C painted glass north chancel. 18<sup>th</sup>C north chancel door case, cupola, monuments and weathervane. Georgian tower clock. Georgian boundary wall at the roadside for carriages to approach the hall grand entrance. The 5<sup>th</sup> bell of 1712 cast in Sudbury by Thomas Gardiner. Stained glass windows added 1850's. Mosaic reredos 1860. The chancel east end may have been shortened at this time as the east wall and returns (up to visible cracks) was rebuilt by Rev. J.M. St Clere Raymond with architect, possibly J Cole who rebuilt the chancel arch 1857-8 (the cobble flintwork). Pulpit 1865 painted by George Washington Brownslow, a local artist. His memorial window 1876 by William Wailes. The east wall at this time fully covered with high Victorian wall paintings – some 16<sup>th</sup>C paintings remain exposed. Tortoise stove installed and still in use with furnishings and brick floors of the Victorian era.

### 2.5 WORK DONE DURING THE QUINQUENNIUM

- a) North West nave pews detached and relocated.
- b) Organ cleaned and new organ blower cabinet
- c) Lead welded repairs to tower roof
- d) New boards at flower arrangers corner and store area (relates to drains?).

### 2.6 THIS QUINQUENNIUM

- a) Releasing the rodding eyes and checking that drains are not leaking is important. Also that land drains, if they exist at the west end are lower than the floor level.
- b) The turret and weathervane are important Georgian features crowning the tower and should be restored. Similarly the clock face and road boundary wall.
- c) Block the open putlog holes from inside with mesh to keep out birds.

## 3.0 DETAILED DESCRIPTION OF THE FABRIC

## ACTION

### 3.1 Tower Roof:

- a) Redress the lead at the rolls – all has been damaged by people treading on the rolls instead of stepping over them – probably the film crew during 'Lovejoy'  
Apply cover flashing covers at the west wall splits.  
Repair roll end splits with lead welded patches.
- b) Restore the weather vane gilding and paint on metal.  
Restore the oak framed turret – limewash is an option to fill all shakes and holes, brushing off the surface at each coat. Will turn silver.
- c) Creosote the turret door and point gap adjacent to the hinge post (birds entering)

A

A

A

B

B

A

**ACTION**

- |                                   |  |      |
|-----------------------------------|--|------|
| d)                                | Provide a fixed ladder for cleaning the turret roof with a safety harness and lanyard. A loose ladder can be stored on ladder hooks  | I    |
| e)                                | The outside requires pointing to flintwork.  | C    |
| f)                                | At that time with scaffold or using a hydraulic hoist or steeplejack, fill the putlog holes.   | B    |
| <b>3.2 Belfry:</b>                |  |      |
| a)                                | Clear all debris.  | A    |
| b)                                | Provide new lattice frames or repair East & North (from inside)  | A    |
| c)                                | Fit ‘Gale Saver’ mesh to keep out rain to preserve the frame.  | A    |
| d)                                | The bells are “clocked” and the harness will crack the bells – new mechanism is preferable to preserve the bells.  | I    |
| e)                                | Fit new gudgeon pins and fittings to the bells. Seek a report & estimate from a bell hanger.   | C    |
| f)                                | Provide floorboards where missing.   | A    |
| g)                                | At all floors block putlog holes from inside with stainless steel mesh   | A    |
| <b>3.3 Silence Clock Chamber:</b> |  |      |
| a)                                | Clear debris from ledges & floors. (Block putlog entry holes)  | A    |
| b)                                | Remove straw bale and all unwanted items to reduce the fire risk   | A    |
| c)                                | Cracks are ancient and walls are stable as the bells are not cycle rung.   | Note |
| d)                                | The nave loft is accessible and very clean condition. As roofing felt type 747 is used a mesh door to replace the boarded door will provide useful ventilation to the loft timbers by the chimney effect of the tower. | A    |
| <b>3.4 Turret:</b>                |  |      |
| a)                                | Decorate/renew rusting conduit and make sure an earth cable exists - remove if redundant   | *    |
| <b>3.5 Tower base:</b>            |  |      |
| a)                                | Very wet to 6ft high – investigate and improve external drainage.  | A    |
| b)                                | The arch responds are green – treat with bleach until clear.   | A    |
| c)                                | Form a gap at the boards for the stone to breath.  | A    |
| d)                                | Repair plaster when dry with lime & sand plaster. Meanwhile regularly brush off salts.   | A    |
| e)                                | Investigate the floor boards and beneath and repair loose areas.   | *    |

**ACTION**

**3.6 Nave:**

- a) The Tortoise stove is used for main services only – the asbestos cement pipe is noted in the Asbestos Register and is obvious also in the roof loft.  
Provide a black stove pipe with insulated stainless steel pipe through the loft for **fire safety**. Raise outlet to 600mm above the ridge. (Top section has blown away) A
- b) Weld the stove top for draught control i.e. to prevent over heating; I assume fire guards are used. The pews are scorched. A
- c) Provide warning signs at pews and announce openings to electric heaters – children may burn fingers. Consult the EIG for advice. The front covers could be removed & fitted with mesh guarding. A
- d) Repair the timber floors where boards are cracked. Continue local timber treatment but protect the public to Manufacturers instructions B
- e) Preferably provide level brick floors where pews are removed, meanwhile mark the steps **for safety**. I
- f) Sections of the roof plaster are cracked and repairs completed as necessary – check for bulging after storms, guard beneath and instigate repairs. \*
- g) Repair wall plaster, remove cement render patches allow to dry and provide lime plaster when dry. B
- h) Dispose of all unwanted items from tower and store – oil cans etc. have value. I  
Full vacuum cleaner bags – dispose but use any sand from the floors.
- i) Fill all open brick floor joints with sand and lime – prevent use of vacuum cleaners on brick floors. Use only soft brooms to fill joints and prevent loss of fabric. A
- j) Clean condensation mould from windows – affects asthma sufferers etc. A
- k) Point open joints to the Tomb North stone work using Portland Stone dust and lime only. B
- l) The wall paintings should be inspected by a conservator and light dusting may be recommended. Restored in 1964 by Prof. Eve Baker and stabilised in 1996. \*  
There maybe grants available to form interpretation display boards to encourage visitor understanding or an app directing smart phones to the Church web site and history I

**3.7 Chancel:**

- a) Check PCC records for the north monument past repairs as there is rust staining from iron cramps: Investigate a report if no previous work. The top bracket is rusting. \*

**ACTION**

- b) Investigate for ceiling cracks when removing cobwebs – repair as necessary.
- c) Fill cracks at the east ceiling and returns (reported as old and stable).
- d) Carefully clean the 17<sup>th</sup> C Flemish glass. Record with hi-definition photos – St. Peter & St Michael the Archangel A
- e) LED replacement lamps are available for the flood lights. I
- f) Clean the east canvas paintings and separate from the wall. Grants available. The south one is affected by bats so the outward slope must be maintained. B
- g) An observation is that the sound will be enhanced if carpets are removed from the chancel re to hear the celebrant and choir or during performances. What lies beneath is probably of exceptional quality in this church. I
- h) The reredos mosaic central cross panel is detached – it is a later addition when the table was moved from the wall.
- i) The zinc incumbent list is affected by limewash – separate from the wall to preserve eg with DPC B

**3.8 South Porch:**

- a) Remove the Pigeon nest from the roof apex and collar runner. M
- b) Obtain a “suitcase” aluminium ramp for use in the nave. A
- c) Victorian white hair plaster is detaching – re-plaster in due course. C

**3.9 Exterior:**

- a) Nave: Replace missing tiles, clean guttering. Storm damage claim. A
- b) South porch: Preferably re-tile on riven oak lath nailing only above rafters as repairs are impossible. The longer this work is postponed the more mediaeval peg tiles will be fractured by the rusting pegs. B
- c) Chancel: Clean guttering. M

**3.10 Walls:**

- a) South:
  - Remove plants and debris from the south chancel. A
  - Remove vegetation and kill roots of Elder’s etc. A
  - Remove the assumed timber store from the south chancel. A
  - The iron drain pipe from the piscina should be replaced with embedded copper or lead and flintwork made good. B
  - Check all storm drains for leaks and uncover any Inspection chambers – add where none exist so drains can be rodded. A
  - Pipes are enamelled steel – **do not** caulk joints. A
  - The southeast nave gully is blocked solid - clean and rod. A
  - Point southeast nave buttress side open joints only. B



**ACTION**

	<p>Past pointing is too hard and insufficient sharp aggregate.                  Clear out all dry areas of vegetation and check for land drains and outlets – separate from storm drains particularly the west end higher ground on both sides (maybe the cause of rising dampness).                  Point the buttress capping stones west of porch.                  Fill the tower putlog holes with recessed flint or red brick.                  Fit in new board under the parapet chute using modified timber.</p>	<p>Note</p> <p>A A C B</p>
b)	<p>West:                  Allow hard render remains to fall.                  Dig a trial hole in the gravel, centre of window to check for a land drain system – rejuvenate if present and add access for rodding and cleansing at all corners.                  Paint the clock face and gild the hands and numerals.</p>	<p>Note</p> <p>A A</p>
c)	<p>North:                  Restore the belfry slats and add 'Galebreaker' mesh inside to keep out rain.                  Remove the little Oak tree as it is too close to the north Nave (as recommended also 5 years ago).                  Clean the drains and improve access.                  There are earthenware pipe rodding eyes, but someone has blocked up!                  Carefully restore or provide new plastic drain systems with adaptor collars.                  Kill Elders and nettles.                  Remove accumulated soil from the North East chancel drain gully and wall and cart away concrete slabs.                  A rodding eye exposed during the inspection (see photo).</p>	<p>A A A A A</p>
d)	<p>East:                  Cart away the Christmas tree / empty the pot.                  Stain or limewash the gable end timbers.                  Restore the arms to the east gable cross.                  The east nave wall requires inspection when the timber store is removed.</p>	<p>M B *</p>
<b>3.11</b>	<b>Churchyard:</b>	
a)	<p>Remove the north close tree – this is young and adds little to the wildlife in the churchyard which has mature Ash and Oaks and Coppices. It will cause <u>irreparable damage to the foundations and 14<sup>th</sup> C wall paintings and North tomb recess.</u></p>	<p>A</p>
b)	<p>Dead wood the stag headed north boundary oak <b>for safety</b> if so advised by DAC tree officer (as dead Oak has habitat value)</p>	<p>A</p>
c)	<p>Cut the former topiary Yew bushes to stumps and retrain as topiary to prolong their life.</p>	<p>B</p>
d)	<p>Remove Sycamore saplings.</p>	<p>A</p>
e)	<p>Remove the east Sycamore from the burial area.</p>	<p>B</p>
f)	<p>Hedges are trimmed annually. The wooded area is very good for habitat.</p>	
g)	<p>Coppice the roadside hedge every ten years (overdue) to prolong life.</p>	<p>B</p>
h)	<p>Check and secure grave markers for safety.</p>	<p>B</p>

## ACTION

- i) Restore the west Georgian fence and lower ground to expose the bottom rail to preserve (an important feature of the churchyard and local scene). B
- j) Point open joints and bed flints at holes in the boundary wall road face to prevent collapse. A
- k) Restore the post and rail fence and gates. A
- l) The North West tall Ash by the road maybe considered dangerous – tree surgeon to do climbing survey. Remove as recommended. A

## 4.0 RECOMMENDATIONS

### 4.1 FURTHER INVESTIGATION \*

- a) Electrical Periodic Test – include removing rusting conduit from the stair Turret, which could lead to damage by a lightning strike.
- b) Investigate the tower base floor, lifting loose floor boards, clearing debris, Treatment – any water lying here? Form a gap around the tower arch responds while the Vestry is cleared. Investigate for land drains under the WT window.
- c) Nave ceiling plaster investigation – at same time as providing a new stove flue or earlier as need arises eg a storm.
- d) Wall painting conservator to inspect and report with costs for grant applications.
- e) Check PCC records for north Chancel monument past repairs or faculties at the Essex Records Office – if none instigate a metal survey. Request a report with estimates (include renewing the top iron bracket) and seek grant aid.
- f) DW to inspect the nave/chancel south corner when the old store and Elders are removed (permanently).

### 4.2 PRIORITY A (12 MONTHS) A

- a) Lead welding repairs, cover flashings & redressing to tower roof roll lead. Add checking the turret roof with tied or new ladder kept on the roof on brackets. Creosote the door boards and point gap behind the post.
- b) Restore the belfry window lattice work and fit ‘Galebreaker’. New floor boards where missing and weakened.
- c) Clear out the Silence/Clock chamber. Block open putlog holes with stainless steel mesh at all tower levels. Replace the Nave loft hatch with a mesh design to ventilate the Nave roof timbers.
- d) Modify any land drain design /lower gravel around the tower. DW to inspect trial excavation of the gravel fill to advise. Treat algae with bleach/ Remove hydroscopic render. Leave off until walls are dry.

- e) Renew the flue pipe (insulated double wall through the loft) and forge weld the stove top and re-cement. Raise the outside chimney to 600mm above the ridge with a rain cap.
- f) Warn/guard the under pew BLC heater gaps.
- g) Fill floor brick joints and use only soft brooms.
- h) Clean the window glass (no acidic products) with mild detergent only.
- i) Purchase lightweight 'suitcase' ramps for the steps.
- j) Remove all Elder & Ivy roots, north oak sapling & old store. Cart away old concrete/slabs. Remove/reduce the roadside northwest Ash tree for safety.
- k) Remove bedding mortar from the rodding eyes, clean the gullies and rod the drains. (once a year). Repair any leaks.
- l) Point the buttress water table open joints (west of porch). Restore the Georgian roadside wall for safety & amenity value.
- m) Paint the clock face and gild the hands & numerals.
- n) Restore the railed roadside fence & gates (collapsed)

#### 4.3 PRIORITY B (2-5 YEARS)



- a) Restore the weathervane & cupola carpentry with access scaffolding from the ground or a flying scaffold. New board support under the chute.
- b) Fill the putlog holes and isolated high level tower masonry.
- c) Repair raised floors as necessary for safety.
- d) Point open joints to the north tomb recess stonework.
- e) Repair low level plaster areas when dried.
- f) Clean the two east wall canvas paintings.
- g) Separate the zinc list of rectors from lime plaster with DPC.
- h) Retile the south porch with peg tiles on riven oak lath and nibbed and nailed tiles only over the rafters.
- i) Renew the embedded rusting expanding iron or steel waste pipe from the piscina with lead or copper and reface the wall.
- j) Continue isolated masonry repairs – southeast nave buttress base.
- k) Decorate the gable end timbers.
- l) Restore the Yew topiary by cutting to a low stump.  
Remove Sycamore saplings and one tree (burial area).  
Coppice the roadside hedge every ten years.
- m) Restore the west iron fence – reduce soil level.

4.4 PRIORITY C (NEXT QUINQUENNium)



- a) Point the tower parapet flushwork panels; fill the putlog holes.
- b) Plaster repairs at the detached white hair plaster in the nave or expose what is beneath, subject to inspection.

4.5 IMPROVEMENTS



- a) Sell unwanted items of value from the tower eg old oil cans etc.
- b) Wall painting interpretation display boards.
- c) New level brick or pavement floors at the west nave for fellowship area and exhibition flexible use space.
- d) Replacement LED lamps in existing fittings.
- e) Remove the Chancel & Sanctuary carpets.

Distribution

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Incumbent  
1(email copy).

DAC Secretary  
1(email copy plus 2 hard copies).

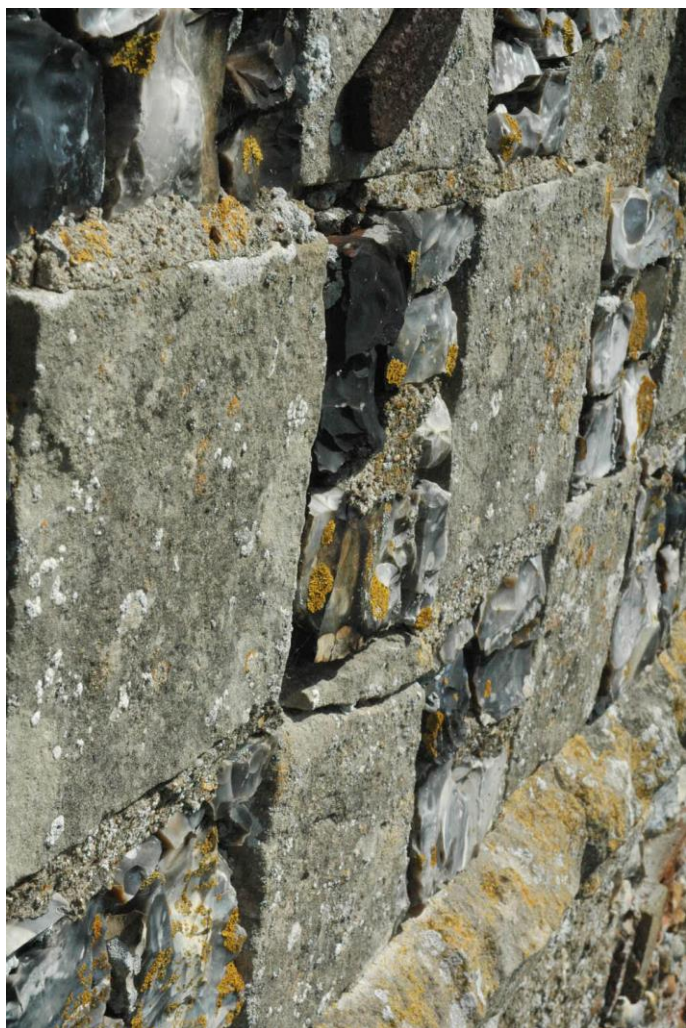
Archdeacon



Pointing open joints to the tower when the cost of access is justified.  
Chute board rotting.







Collect any fallen gellet flint shards and store in a plastic bucket.





Fit a new black coated stainless steel top section.



Repair stove top and re-seal with fire cement.

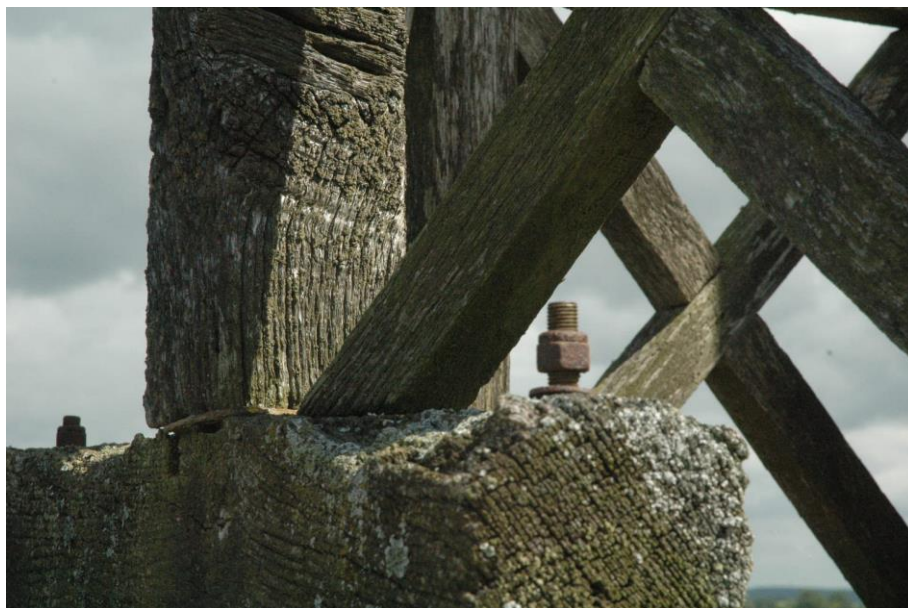


Provide a new black flue pipe with twin wall insulated sections through the loft for fire safety

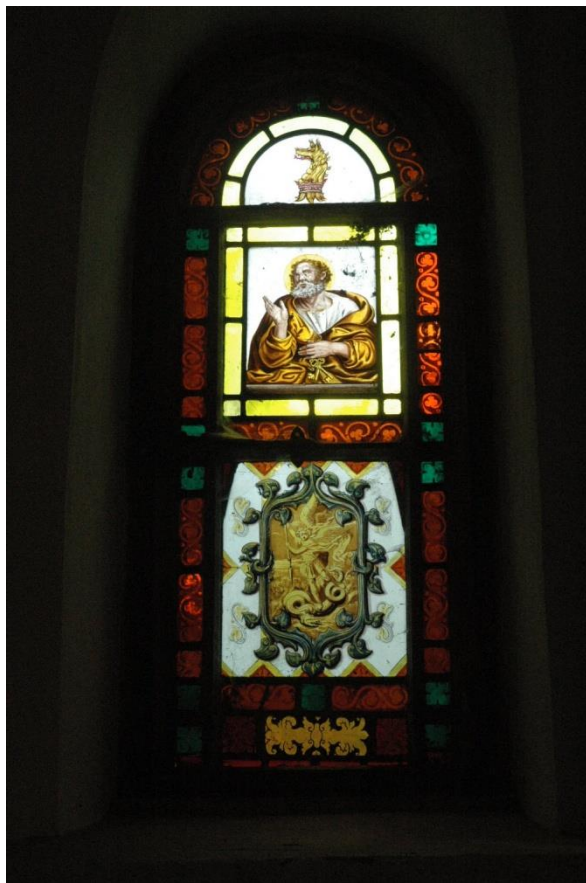




Restore the 18<sup>th</sup> Century weathervane and cupola frame.

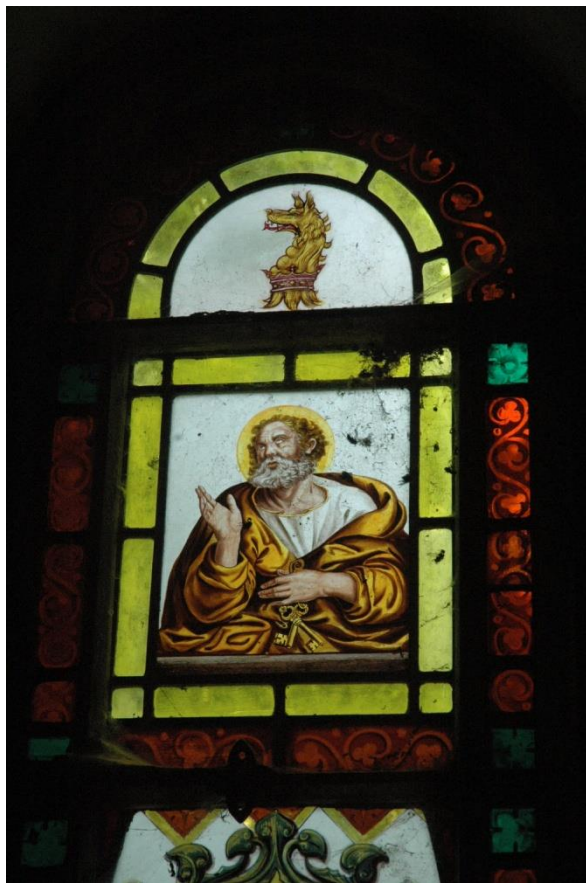






St Peter and St. Michael the Archangel.





17<sup>th</sup> Century Flemish glass  
- protect externally.







On-block all gullies

Open the rodding eyes and  
cleanse annually.





Church of St. Mary the Virgin, Belchamp Walter – 2017 QI Report.



18<sup>th</sup> Century door and casing – kill vegetation.

Remove this tree as recommended last time – too close.







Missing slats.

Storm damage.





Block putlog holes from inside.







The old flue outlet!



Restore the clock face.





Allow render to fall.





Church of St. Mary the Virgin, Belchamp Walter – 2017 QI Report.

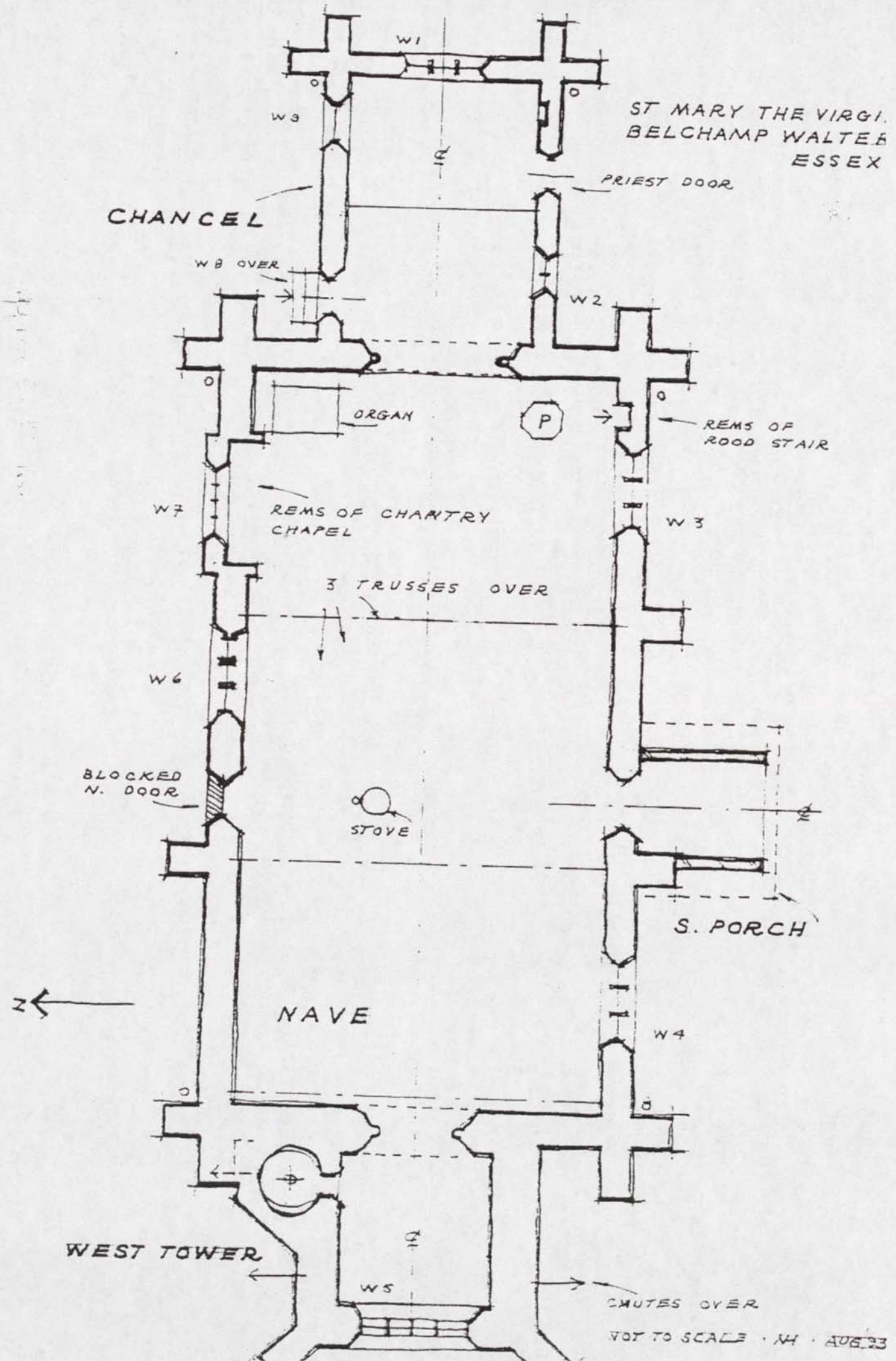


Repair the wall.

Dead wood mature Oak if so advised.



ST MARY THE VIRGIN  
BELCHAMP WALTER  
ESSEX





**Maintenance schedule Church of St. Mary the Virgin, Belchamp Walter - 2017 QI Report.**

The Church Buildings Council calendar, <a href="http://www.churchcare.co.uk">www.churchcare.co.uk</a> General guidance	Church of St. Mary the Virgin, Belchamp Walter.	Contractor	Volunteers	Health and Safety	Completed Tick when done											Comments
					2017 Qi	2018	2019	2020	2021	2022 Qi	2023	2024	2025	2026	2027 Qi	

<b>JANUARY</b>																	
1) Check the church boiler and make sure that the frost thermostat is working. Double check that all exposed water tanks, water pipes, heating pipes and oil-feed pipes are protected against severe frost. Prepare a <b>report</b> for the <b>Annual Parish Meeting</b> on the progress of any works to the building in the last year.			✓														Add contractors names and costs allowing for inflation. Adapt and develop as required. Please return a copy before the next QI to <a href="mailto:david@suffolk-architects.com">david@suffolk-architects.com</a>
2) Be sure that the <b>rainwater goods</b> are clean and working satisfactorily The best time to do this is when it is raining.		Contractor costs	✓														Add costs per annum here.
Flat roof			✓														
Valley gutter			✓														
Hopper heads			✓														
Downpipes			✓														
Gullies			✓														
Drains			✓														

<b>FEBRUARY</b>																	
1) Check the <b>roof</b> , using a pair of binoculars if necessary, to ensure that no slates have slipped during the snow. If you spot any damage to the roof, arrange for it to be mended as soon as possible.			✓														
2) Check the <b>gutters</b> and <b>downpipes</b> for any damage caused by frost.			✓														
3) Now is a good time to plan <b>spring-cleaning</b> for April. Is a working party needed?			✓														

<b>MARCH</b>																	
1) Using a pair of binoculars, look at the <b>roof</b> carefully for any frost, snow and wind damage. Also check that <b>gutters and downpipes</b> are in good working order.			✓														

The Church Buildings Council calendar, <a href="http://www.churchcare.co.uk">www.churchcare.co.uk</a> General guidance	Church of St. Mary the Virgin, Belchamp Walter.	Contractor	Volunteers	Health and Safety	Completed Tick when done											Comments
					2017 Qi	2018	2019	2020	2021	2022 Qi	2023	2024	2025	2026	2027 Qi	

2) Carry out a visual examination of all external <b>brickwork and stonework</b> for signs of frost damage. If any damage is spotted, contact your architect quickly. Also check your insurance policy to see if any of the damage is covered. Contact your DAC Secretary or Archdeacon for the necessary permissions prior to carrying out repairs.			✓  ✓														
3) Early spring is a good time for oiling <b>hinges and locks</b> on door and windows. While doing this, think about how secure your church building is.			✓														
4) Check the last <b>quinquennial inspection</b> to ensure all recommended works have been put in hand. Contact your Architect to arrange one if due.			✓														

<b>APRIL</b>																	
1) The <b>Annual Parish Meeting</b> will normally be held in April. At this meeting the church wardens should present a brief report on the state of the building and of the progress of any necessary work. Will a fund raising effort be necessary this year to pay for building repairs? The parish meeting is a good time to plan this.			✓														
2) Check the inventory is up to date prior to the Archdeacon's visitation. If there has been a change of church warden at the annual meeting, the outgoing church wardens should run through the inventory with the new ones.			✓														
3) Make sure that the <b>tower, roofs and spire</b> are bird proof before birds start to nest. Remember to clear out any resident birds first but be careful not to disturb bats.			✓														

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4) The <b>spring clean</b> that was planned in February can take place in April. Ensure all areas of the church are cleaned but remember that old furnishings, monuments, floor and windows may be damaged by cleaning and that no chemicals should be used on them. For advice on how to clean such things, contact your DAC Secretary.	Roof timbers with long handled dusters.		✓														
5) Ask the Bell Captain to check the <b>bells</b> and ringing chamber are in good order and that the <b>steps and ladders</b> in the tower are safe.			✓														
6) Tidy the <b>churchyard</b> and start to cut the grass if necessary. Not all grass in a churchyard needs to be kept short - it can be attractive and beneficial to wildlife to leave some areas longer. However, leaving the grass long does not necessarily mean less work as meadow areas need to be managed effectively and there can be Health & Safety implications. For more advice, see <i>The book Wildlife in church and churchyard</i> (Church House Publishing).			✓														

<b>MAY</b>																	
1) Shut down the <b>heating</b> system, have the boiler serviced and leave the boiler house and boiler well ventilated to prevent condensation.		Add name of Heater Service Company															Add cost of heater servicing
2) Get the <b>electrics</b> checked, especially those of the heating system.		Electrical test 5 years Add name of NICEIC Electrician	✓		400					500						600	Prior to Quinquennial Inspection change costs
3) Clear <b>gutters, downpipes and other rainwater goods</b> (again!).			✓														
4) Cut back vegetation from around the outside walls of the church.			✓														
5) A management plan for the churchyard is very useful for planning the future use of the churchyard and the care of its wildlife. Now is a good time to set up small groups to draw up such a plan. Advice on managing your churchyard can be found in the publications - <i>The Churchyards Handbook and Wildlife in church and Churchyard</i> (Church House Publishing). If you already have a management plan, does it need revising?			✓														

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JUNE																
1) Check that <b>opening windows</b> are in good working order. <b>Ventilate</b> the church on dry days when there is somebody in the building.			✓													
2) Look for <b>woodworm</b> or <b>death-watch beetle</b> on exposed wood-work June is when the larvae hatch and the beetles fly.			✓													
3) Has your <b>lightning conductor</b> been checked in the last five years? If not, arrange to have this done.		Lightning Protection Engineer Add name.														
4) Continue work in the <b>churchyard</b> .			✓													

JULY																
1) Look out for <b>fungus</b> and <b>dry rot</b> .			✓													
2) Check any <b>bird screens</b> .			✓													
3) Take a good look at the <b>notice-board</b> - a well presented notice-board can greatly enhance the image of your church. Is it in good order and tidy? Are the notices up-to-date? A Faculty will be required to erect a new board.			✓													
4) Are there any ways in which the energy efficiency of the church could be improved ready for next winter? Discuss this with your Architect but remember to get the necessary permissions.			✓													

AUGUST																
Enjoy the summer!!																

SEPTEMBER																
1) Replace any broken <b>bulbs</b> including outside and security lights			✓													
2) Test the <b>boiler</b> and check the heating system for leaks. Remember to bleed the <b>radiators</b> .																
3) If your church is heated, using oil, Calor Gas or Solid fuel, make sure you will have adequate fuel for the winter.																
4) Does the <b>organ</b> need tuning?		Add the name of the organ builder	✓													
5) Is the wiring to the blower safe?		Add to electrical test	✓													Costs
6) Clear out any rubbish accumulating round the organ.																Costs

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<b>OCTOBER</b>														
1) Treat the <b>snowboards</b> with creosote or similar and repair any which have broken. Put them in place.														
2) Check that all exposed water tanks, water pipes, heating pipes and oil-feed pipes are protected against severe frost.	WC													
3) Clear fallen leaves from gutters, down spouts and drains.			✓											
4) Cut the grass for the final time and service the lawn mower.			✓											
5) If you have central heating, consider turning it on.														
6) When Daylight Saving Time finishes at the end of the month take the opportunity to check your turret clock. Maintenance should be undertaken by a qualified professional turret-clock maker following conservation principles.			✓											

<b>NOVEMBER</b>														
1) Keep clearing up the autumn leaves.			✓											
2) Check the flagpole is secure.														
3) Keep your church dry throughout the winter.			✓											

<b>DECEMBER</b>															
1) Check <b>frost protection</b> .															
2) Be ready for snow.			✓												
3) Ensure all <b>repairs or alterations</b> have been entered in the Church Log Book.			✓												
4) Clean church and decorate for Christmas.			✓												
5) Ensure that all <b>fire extinguishers</b> have been serviced before any candlelit events.		Fire extinguisher Contract Add name of company	✓												
<b>TOTAL</b>					90	39	42	45	48	105	54	57	60	63	666
															Discharge test every five years and re-pressurising Change costs

This will be emailed to the PCC upon request for ease of use and may be adapted and developed as required.  
Please return by email before the next QI is requested to david@suffolk-architects.com