

Scheme for the Inspection of Churches Measure 2012 - 2016

REVISED VERSION following DAC meeting 26th November, 2009

1. Under the provisions of the Inspection of Churches Measure 1955 this Scheme, approved by the then Diocesan Conference, started on 1st January 1957.
2. A “church” means any consecrated parochial building in the Diocese of Hereford which is being used for public worship. Every church must be inspected by a member of the list of approved Architects and Chartered Building Surveyors (CBS) at least once every five years. All future reference to architects will also include chartered building surveyors.
3. The Diocesan Board of Finance (hereinafter called the Board) shall administer the Scheme as it affects the inspection of churches. The Board has its offices at the Diocesan Office, The Palace, Hereford, HR4 9BL. The Board shall be responsible for the payment of inspection fees by means of annual contributions from parochial or Diocesan sources, or both.
4. A parish shall be free to choose its own architect from the list approved by the Diocesan Advisory Committee for the Care of Churches (DAC). The appointment is a personal one and, before the beginning of each quinquennial period, parishes are required to confirm any changes, in writing, to the DAC Secretary who, on behalf of the Board, will draw up a schedule for the period and notify architects.
5. If a PCC wishes to change architect during a quinquennial period the Architect must be advised of the proposed change and the reasons in writing. The new Architect must be asked to confirm that he will act on behalf of the PCC. The Board must be advised of the proposed change and, at the time, the PCC must confirm that the architects concerned have been consulted, as set out above. No change of architect will be authorized unless these consultations have taken place.
6. From 2012 all new appointments to the Approved List must be Conservation Accredited.
7. At this quinquennial inspection, the architect shall report on the fabric and permanent fittings of the church and present a report (see Appendix A) in triplicate, sending one copy direct to the PCC (which should be acknowledged) and two copies to the Board, one of which will be given to the Archdeacon. In cases where Chancel repairs are the responsibility of the Church Commissioners, a third copy shall be sent to the Board of Finance for transmission to the Church Commissioners. Where the chancel is the responsibility of the Dean and Chapter of Hereford Cathedral, the inspection of this portion of the church should also be carried out and a third copy of the report sent to the Diocesan Office. The Architect shall also render an account of his fee to the Board for payment.
8. The fee for the inspection of each church under this Scheme shall be laid down by the Diocesan Board of Finance from time to time, and for the 2012 - 2016 period shall be £320.00 plus VAT for a standard size church and £440 plus VAT for a small number of larger churches, including travelling and out of pocket expenses. **Fees for advice and supervision of repair work are, of course, additional to the inspection fee and must be paid by the Parish.**
9. The Board of Finance shall keep a register of churches inspected, with dates, and a copy of the report.
10. Parochial Church Councils shall: -
 - a) Ensure that the architect they select is on the list approved by the DAC.
 - b) Co-operate with the architect direct as regards actual date, etc. of the inspection.
 - c) Provide a suitable ladder, in good condition, for the inspection and an attendant to man it. PCCs are reminded that they are subject to the new Health and Safety at Work legislation since April 1990 and they could be held liable for any injuries sustained arising out of the provision of unsafe or unsuitable ladders.

- c) On receipt of the report, refer to the attached "Notes on the Repair of Churches" and follow the advice given.
 - d) Render short annual progress report to the Board of Finance of action taken on the report. The first report should be made one year after the date of inspection and later reports submitted annually until the work is completed.
 - e) **Arrange, at its own expense, the cleaning of gutters, drains and valleys of the church at least twice a year and especially in the autumn.**
 - f) Maintain a Terrier and Inventory of all lands and articles pertaining to the church.
 - g) Maintain a log book setting out all the works of repair/improvement/refurbishment of the church and churchyard. The log book must be produced to the architect, at this inspection, together with the Terrier and Inventory, and laid before the Annual Parochial Church Meeting by the Churchwardens.
10. If a PCC desires a second opinion, the matter shall be referred to the Board of Finance.
11. The compulsory powers of the Archdeacon to ensure the inspection of a church are laid down in Section 2 and 3 of the Measure.
12. Any questions which may arise concerning the interpretation of this Scheme shall be referred to the Diocesan Board of Finance (via the Diocesan Secretary) whose decision shall be final.

NOTES ON THE REPAIR OF CHURCHES

To be attached to the Diocesan Scheme for the Inspection of Churches - all reference to Architects in these notes shall include Chartered Building Surveyors.

1. The responsibility for the upkeep and repair of the Parish Church now rests upon the Parochial Church Council (PCC) as a whole under the leadership of the Priest and Churchwardens.
2. Since the passing of the Inspection of Churches Measure 1955, every church is now inspected once in every five years. It is hoped that the architect will become the friend and adviser of the PCC and will be consulted in any need.
3. This particular Measure, however, goes no further than inspection and set out below are a few notes as to what a parish ought to do on receiving the report, which should, of course, be considered at an early meeting of the PCC.
4. It will be found that the report sets out at the end:-
 - i) a list of immediate repairs which ought to be undertaken;
 - ii) another list of repairs which will have to be carried out either within the quinquennium or deferred. In some cases, a rough estimate of the costings will be given.
5. Obviously, the PCC will begin by tackling (i). The first thing to do is to raise the required money to allow a start to be made. Before instructing your architect, it is important to agree with him his fee charging structure after which he should be asked to prepare a specification and obtain tenders (if the work justifies it) but, in any case, to inspect and supervise the work in progress.

The Architect's Quinquennial Inspection report is not a specification and must not be used as such.

6. Finally, **before the work is undertaken** an application must be made for a Faculty and, where necessary, consultation with English Heritage, the secular planning authority or amenity society as appropriate. Information can be obtained from The Secretary to the DAC, Mr Stephen Challenger, The Diocesan Office, Hereford, HR4 9BL (01432 373302 e-mail s.challenger@hereford.anglican.org). A project over-view should be returned with a copy of the specification, plans/drawings, and, where appropriate, a Statement of Significance and a Statement of Needs to the DAC Secretary. Mundane, but nevertheless very essential matters such as cleaning out gutters and drain pipes should be attended to six monthly and the replacement of any loose tiles as soon as possible – these items do not require a Faculty or other authority.
7. This method should also be followed when the Parish finds itself able to tackle the repairs listed in part (ii).
8. The important points to remember are:-
 - (a) The architect should be consulted all along and inspect and supervise the work in progress.
 - (b) Some form of authority should be obtained from the Diocese.
9. **The Parish must keep a Log Book and enter up regularly as work proceeds, a record of the work done on the fabric of the church and a copy of the entry should be sent, for information, to the Board of Finance, The Palace Hereford, HR4 9BL**

APPENDIX 'A'
Report on Churches

All references to Architect shall also include Chartered Building Surveyor

1. Brief history and description of church (first report only)
2. Materials of construction (first report only)
3. General condition of the fabric:-
 - (a) Structural condition, settlements, etc.
 - (b) Walls and Masonry
 - (c) Tower and spire
 - (d) Roofs, timbers, coverings
 - (e) Rainwater disposal system
 - (f) Glazing and ventilation
 - (g) Interior including floors
 - (h) Fittings (including fire precautions) including any articles considered to be of outstanding architectural, artistic or archaeological value; of significant monetary value or at special risk of being stolen.
 - (i) Bells and bell frame
 - (j) Heating
 - (k) Electrical or gas installation
 - (l) Lightning conductor
 - (m) Boundary walls and gate and churchyards generally, including the trees therein
 - (n) Health and safety:
 - (i) General – H&S Assessment
 - (ii) Control of Asbestos at work Regulations
 - (iii) Fire Risk Assessment
 - (o) Access Provision
 - (p) Wildlife e.g. Bats
 - (q) Energy Efficiency of Structures and Services:
 - (i) Existing Building - Include any measures that have been taken in recent years to improve the energy efficiency of the building or its use. The following should be considered:
 - Passive measures (i.e. reduction in the amount of energy lost through the building envelope by increased insulation, draught-proofing, etc.).
 - Heating (e.g. upgrading of system controls, replacement of equipment for more efficient models, etc.).
 - Lighting (e.g. introduction of energy saving lamps, replacement of fittings to allow use of such lamps and flexibility of controls).
 - (ii) Recommended Improvements - List any ways in which the building performance and use can be improved, including the following:
 - Passive measures.
 - Heating system improvements.
 - Lighting installation improvements.
 - Ventilation (e.g. measures to minimize heat loss through excessive ventilation whilst providing adequate background ventilation).
4. Progress of repair work since last report
 - (a) Work executed under direction and supervision of the appointed Architect
 - (b) Work executed not under the direction and supervision of the appointed Architect
5. Immediate repairs required and estimated cost
6. Eventual repairs required and estimated cost
7. Recommendation with regard to care of the building
8. Plan of church
9. Photographs

..... (Dated)

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Signed by Inspecting Architect/Chartered
Building Surveyor

