

DIOCESE OF GUILDFORD

QUINQUENNIAL INSPECTIONS AND RELATIONS WITH ARCHITECTS & CHARTERED BUILDING SURVEYORS

Guidance Notes

The rules and procedures which govern the maintenance of churches, their curtilages and churchyards are set out clearly each year in the Diocesan Directory. It is emphasised that these rules and the consequent procedures are a matter of law, and any circumvention of the rules and procedures is illegal. Nevertheless, it is accepted that these are areas where some interpretation or elucidation is needed, particularly in regard to relationships with Inspecting Architects or Surveyors and other professional advisors. The purpose of these guidance notes is, therefore, to provide extra clarification and it is felt that this may be useful under the following headings:-

1. The selection and appointment of the Inspecting Architect or Surveyor.
2. Duties of and relationships with the Architect or Surveyor.
3. Fees and Charges.
4. Records.

1. The selection and appointment of the Inspecting Architect or Surveyor

Any Architect or Surveyor appointed to be an Inspecting Officer for a church enters into a professional and personal relationship with the PCC as his client. The PCC is therefore The Architect's or Surveyor's employer and must be satisfied that whoever they may appoint has their confidence. However, the PCC are only temporary custodians of a building, which is already or will in due course be historic, and therefore any Architect or Surveyor involved with such buildings does need some knowledge of traditional building methods and specialised experience in areas such as stonework, lead roofing and the general maintenance needs of historic buildings. In this field the DAC has a clear responsibility and it is committed to maintaining an up-to-date list of practitioners. It must approve any addition to this list, based on the individual's CV or other evidence of competence. While the exercise of this responsibility may seem bureaucratic, it is regretted that it cannot be avoided, but in exercising its control the DAC takes into account the importance both architecturally and historically of the individual church. PCCs therefore do not have absolute freedom to appoint who they please and when a choice is to be made, must seek DAC approval, either by selecting someone already on the list or by ensuring that any possible candidate not on the list has the necessary qualifications and does apply for inclusion on the DAC list.

2. Relationship with the Architect or Surveyor

The major duty of the Inspecting Architect or Surveyor is to carry out the Quinquennial Inspection. Such an inspection is a definite requirement under the Inspection of Churches Measure 1955 and must be carried out **in person** by the approved Architect or Surveyor rather than someone else from the same firm.

In many ways this inspection must be similar to the full survey undertaken when a house is purchased: the Architect or Surveyor will be looking for damp, ingress of water, timber infestation, as well as covering more particular matters, such as general safety of electrical installation, hanging of bells, floors and general conservation. Following his inspection the Architect or Surveyor must produce a report for the PCC. While there is not a recognised standard form of report a PCC should expect one in considerable detail and to a high standard (see Annex); the report should cover all aspects of the church building(s) and its surrounds, and should include comment where relevant on any archaeological features. The report must be specific in categorising items for action under the headings of URGENT, ESSENTIAL within 18 months, ESSENTIAL within the next 5 years, and DESIRABLE, enabling the PCC to initiate action in priority. The report on an inspection should be expected within a month from the date of the inspection, and must then be studied - it is strongly suggested that after initial study the Architect or Surveyor should be invited to present and discuss in person his report with the PCC.

After study and discussion of the report, a programme to effect repair work must be put in hand and all work except that of a minor nature will be likely to require Faculty approval. As is made clear in the Diocesan Scheme for the Inspection of Churches, repair work should be carried out under the direction of the Inspecting Architect or Surveyor. Normally therefore, he should be engaged to prepare specifications for the work and then seek tenders for the work from appropriate contractors and/or craftsmen.

Under certain circumstances the Architect or Surveyor himself may not wish to be directly involved in some repairs or the PCC may wish to commission someone else also suitably qualified and approved for a particular task. Such action comes within the professional relationship between the PCC and their Architect or Surveyor but in every case where the DAC-approved Inspecting Architect or Surveyor is not to be employed, the DAC will need to be satisfied that he/she has been consulted and accepts the situation, and that the architect to be commissioned is of proven calibre.

3. Fees and Charges

The fees and charges for any work undertaken by an Architect or Surveyor are a matter for negotiation and agreement between him or her and a PCC, and it is strongly recommended that this is a matter which always should be settled before work is undertaken. We would suggest that the fee be based on an hourly rate of not less than £75 per hour, which represents exceptional value for money! Such an hourly figure allows for the variety of churches to be taken into account and, as a guide, the times for the inspection are considered to be of the order of:

Simple Churches	10 hours
Average Churches	12 hours
Complex Churches	15 hours or more

The production of a Quinquennial Inspection Report entails far more than the physical inspection - ie the time spent on site

However, each church must be considered on its merit, and some small and simple churches may have considerable historic content or large churchyards or other complications, which can involve exceptional use of time. Above the basic negotiated inspection fee, PCC's must expect to pay appropriate expenses, and VAT may be charged; also the use of builders to provide ladders is often required.

In addition to basic inspection fees, other fees and charges must also be negotiated. Where budget schedules of costs for repair work arising from a quinquennial inspection are required, these attract separate fees. Again a minimum of £75 per hour is now considered generally appropriate, but for very large repair jobs an agreed percentage may be negotiated. It must be underlined that a budget estimate provided at an early stage is just that and is not a firm price quotation for which the Architect or Surveyor can be held responsible.

While in some cases the recommendation of £75 per hour may seem to be leading to higher costs than some parishes have been used to, clearly if costs are anticipated and spread over each 5-year period, effects are cushioned. It must be remembered too that each Church is a historic asset held in trust, and unless inspection and maintenance is carried out conscientiously and professionally, problems and greater costs are bequeathed to future PCCs. It must also be accepted that the present recommendations in this letter will need adjustment on a regular basis into the future to take account of inflation.

4. Records

In all these matters it is clear that the maintenance of good records, including the required Church Log Book, are most important. The more explicit and complete such records are, the easier will be the tasks of inspection and maintenance, and thus the costs involved will be reduced. These records should always be made available to inspecting Architects or Surveyors.

January 2010

The following is a checklist of items to be included in Quinquennial Inspection Reports

1. Introduction
2. Generally
 - 2.1. Church / Location / Orientation
 - 2.2. Diocese / Archdeaconry
 - 2.3. Local Authority / Statutory Protection / Listing / Conservation Area
 - 2.4. Accommodation comprises ...
 - 2.5. General description / Construction & Materials / History
 - 2.6. Architect / Date of Inspection / Weather
 - 2.7. Previous Inspections
 - 2.8. Log Book
 - 2.9. Terrier & Inventory (Property Register)
 - 2.10. Areas not inspected
 - 2.11. Work undertaken since last inspection
3. Roofs
4. Rainwater Installation and Drainage
5. Walling and External Finishes
6. Glazing and Ventilation
7. Internal Finishes
Finishes / Ecclesiastical Furnishings . Fittings . Organ / Musical Instruments / Bells
8. Fire Safety
9. Electrical Installation
Intake / Lighting / Power / Alarms / PA / Loop / Mechanical Services
10. Heating Installation
Boiler / Distribution / Heat Emitters / Controls
11. Lightning Protection
Air terminals, tapes, test clamps and earthing
12. Asbestos
13. Facilities for People with Disabilities
Access / Toilets / Loop
14. Boundary Walls / Pavings / Paths / Trees / Gardens / Tombs / Notice Boards
15. Conclusion
16. Recommendations