

DIOCESE OF GUILDFORD

Scheme for the Inspection of Churches

Under the Inspection of Churches Measure 1955, all dioceses are required to establish a scheme for the regular inspection of churches. This revised scheme, incorporating changes arising from the introduction of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and agreed by the Diocesan Advisory Committee [DAC], was approved by the Diocesan Synod on 27th November 1993 and certified by the Chairman in accordance with the requirement of Section 1(4) of the Inspection of Churches Measure 1955.

SCHEME

(1) Every church* in the diocese shall be surveyed by a named and suitably qualified person* at five yearly intervals.

(2) Such named qualified person shall be appointed by the parochial church council [PCC] with the approval of the DAC and arrangements for inspection and payment shall be the responsibility of the PCC. A list of qualified persons approved by the DAC for the inspection of churches in the Diocese of Guildford can be obtained from the DAC Secretary, Diocesan House, Quarry Street, Guildford, Surrey GU1 3XG. If a parish wishes to appoint a qualified person not on the Advisory Committee list, it will be necessary for such a person to offer themselves for approval, normally by interview.

(3) The qualified person shall furnish a report to the PCC and shall send three copies to Diocesan House, (one for the Archdeacon, one for the Rural Dean, and one for safe custody).

(4) The qualified person's report shall include:

- i. (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,
- (i) bells and bell frames,
- (j) heating,
- (k) lighting (if electric light, a full report on the condition of the electrical installation, including an opinion whether an inspection by a qualified electrical engineer is necessary),
- (l) lightning conductor,
- (m) boundary walls and gates,

- (n) fire precautions;
 - (o) any moveable article in the church which he is directed by the Archdeacon concerned, after consultation with the Advisory Committee, to treat as being, and such other articles as the person inspecting the church considers to be,
 - (i) of outstanding architectural, artistic, historical or archaeological value; or
 - (ii) of significant monetary value; or
 - (iii) at a special risk of being stolen or damaged.
 - (p) any ruin* in the churchyard (open or closed) which is for the time being designated by the Council for English Archaeology and The Royal Commission on the Historical Monuments of England acting jointly being of outstanding architectural, artistic, historical or archaeological value.
 - (q) any tree in the churchyard (open or closed) belonging to the church in respect of which a tree preservation order under the Town and Country Planning Act 1990 is for the time being in force.
- (ii) details of any items that were not inspected, e.g. inaccessible roofs, boundary walls, drains, and so forth;
 - (iii) a recommendation on:
 - (a) immediate repairs required,
 - (b) eventual repairs required,
 - (c) care of the building;
 - (iv) a reminder that the legal authority of a faculty will be required to cover any work other than day to day maintenance.

(5) Where the Archdeacon finds at a survey of the churches in his jurisdiction that a church has not for a period exceeding five years been inspected to his satisfaction by a qualified person appointed as in (2) above, he may serve upon the PCC a notice in writing requiring the council to cause the church to be inspected in accordance with this scheme.

At any time after the expiration of three months from the date when the said notice

was served, the Archdeacon with the consent of the Bishop, may himself, if the church has not been so inspected in the meantime, make arrangements for the required inspection and report.

(6) The Measure requires that a fund shall be established 'by means of contributions from parochial, diocesan, or other sources' for the payment of the cost of quinquennial inspections. In practice PCCs are normally responsible for the payment of the qualified person's fees and other expenses.

In the event of an inspection being carried out under arrangements made by the Archdeacon in accordance with clause (5) above, the cost of the inspection, if not paid by the parish, shall be defrayed from the Diocesan Church Inspections Fund.

(7) Where no parochial church council exists, the duties required by this scheme shall be carried out by the churchwardens.

* (8) For the purposes of this scheme,

"church" means:

- (a) any parish church.
- (b) any other church or chapel (not being a church or chapel which is not subject to the jurisdiction of the Bishop of the Diocese) which has been consecrated for the purpose of public worship according to the Rites and Ceremonies of the Church of England.
- (c) any building licensed for public worship according to the rites and ceremonies of the Church of England other than:
 - (i) a building which is in a university, college, school, hospital or public or charitable institution but which has not been designated under Section 29 (2) of the Pastoral Measure 1983 as a parish centre of worship.
 - (ii) a building which has been excluded from the provisions of the Inspection of Churches Measure by direction of the Bishop with the approval of the Advisory Committee.
 - (iii) a building used solely for the purpose of religious services relating to burial or cremation.

"qualified person" means:

a person registered under the Architects Registration Acts 1931 to 1969 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor.

"ruin" means:

any site comprising the remains of a building above the surface of the land, not being -

- (a) a monument (within the meaning of Section 3 of the Faculty Jurisdiction Measure 1964); or
- (b) a site which is for the time being used for the purpose of public worship according to the rites and ceremonies of the Church of England.

INSTRUCTIONS TO INCUMBENTS AND PAROCHIAL CHURCH COUNCILS

Records

Every PCC should keep a log book, containing:

- (a) copies of all previous reports made under the diocesan Scheme for the Inspection of Churches,
- (b) records of tests of electrical installations etc.,
- (c) records of all work carried out on the church.

This log book should be kept in the church safe and should be examined by the Rural Dean at his triennial inspection.

Preparation for Inspection

It is most important that ladders of adequate length should be provided to enable the qualified person to reach every part of the building likely to be inspected; in some cases scaffolding may be necessary.

The log book and other documents mentioned in the paragraph above should be made available to the qualified person.

The cost of all preparation for inspection is payable by the parish.

Repairs

Church repair work is highly specialised and should be carried out by suitably qualified craftsmen and contractors and inspected by the qualified person appointed by the parish.

Following the quinquennial inspection, the qualified person appointed by the parish should be engaged to prepare specifications for the work recommended in the report (where appropriate) and to inspect it while it is in progress.

The DAC will not normally recommend a faculty for repairs (other than very minor works) unless it is clear that the qualified person has been consulted.

Archaeological considerations

If the church is medieval or stands on the site of a medieval church, and the repairs recommended in the quinquennial report are going to disturb any of the fabric (including plaster rendering and repointing), or involve digging operations in or around the church, the diocesan archaeological consultant should be alerted well before any work is put in hand. This procedure could remove a possible cause of delay in the granting of a faculty. The name and address of the diocesan archaeological consultant may be obtained from Diocesan House.