

**ALL SAINTS' CHURCH  
CLIFTON  
BEDFORDSHIRE**

**QUINQUENNIAL REPORT & RECOMMENDATIONS**

## Notes

- 1 Introduction & Summary of works since last inspection
  - 2 General condition of the fabric
  - 3 Outside walls
  - 4 Windows, Doors, glazing and ventilation
  - 5 Tower and spire
  - 6 Roofs
  - 7 Lightning conductor
  - 8 Rainwater gutters, downpipes and surface water drainage
  - 9 Bells, Bellframe & Clock
  - 10 Internal walls
  - 11 Interior: partitions, screens, doors, plaster and decorative state etc.
  - 12 Floors and galleries
  - 13 Furniture and fittings
  - 14 Monuments, brasses, etc.
  - 15 Heating system
  - 16 Electrical system
  - 17 External iron and wood
  - 18 Fire precautions
  - 19 Sanitary facilities and foul drainage
  - 20 Churchyard
  - 21 Tree preservation orders
  - 22 Recommendations as to steps to be taken for the general care of the building and its contents
  - 23 Recommendations to meet Disability Discrimination Act requirements
  - 24 Recommendations for grants from outside sources
  - 25 Security
  - 26 Other Matters not covered elsewhere
- Appendix 1** Summary of recommended repairs and time scale
- Appendix 2** Church Plan
- Appendix 3** Log book entries for works carried out in the quinquennium

## NOTES

1 The survey has been carried out and this report prepared in accordance with the recommendations published by the Council for the Care of Churches in its “A guide to Church Inspection and Repair” 1995.

“The inspection of the Church is to be visual, and as can be made from the ground, floor and reasonably accessible roofs, galleries, and staging. Parts of the structure that are inaccessible, enclosed, or covered will not be opened up unless specifically requested. The inspection is to include as far as practicable, all features of the building and to cover all aspects of conservation and repair. The PCC shall provide ladders and any other assistance as the professional advisor considers necessary.”

2 The Architect is asked to indicate, in the right hand column of each page, the order of priority of recommended works of repair under the following headings:

Category 1: of utmost urgency

Category 2: essential within the next 18 months

Category 3: essential within the next 5 years

Category 4: within the next 10 years

Category 5: items of routine maintenance and re-decoration

Category 6: items requiring specialist advice

3 In that only selected areas of the accessible timbers were inspected from the ground, or carpets lifted, I am not able to give any assurance over freedom from rot or infestation by wood boring beetle.

4 This report must not be used as a specification for repairs. If repairs are required the Architect should be asked to advise upon specifications and consents needed for the works.

5 The architect would be pleased to meet with the PCC to discuss and explain the report and advise on how the required repairs or recommendations can be put into place.

6 The orientations referred to in the report - North, South etc. relate to the liturgical arrangement of the Church ie. with the altar to the East rather than geographical orientation.

## REPORT

<b>1</b>	<b><u>INTRODUCTION &amp; SUMMARY OF WORKS CARRIED OUT SINCE LAST INSPECTION</u></b>
	<p>All Saints' Church is Grade II* listed, and located at the heart of the village. The body of the church consists of West Tower, Nave, North aisle, Chancel, North Chapel and vestry with ancillary Kitchen and W/c in a small flat roofed extension west of the vestry to the north of the North aisle.</p> <p>Listing entry:          Parish church. Early C14, C15, reworked (including most tracery and dripstones) and enlarged 1862 by Edward Haycock of Shrewsbury. Coursed rubble, mostly ironstone, with ashlar dressings. Clay tile roofs. Chancel, N chapel and vestry, nave, S porch, N aisle, W Lower. Chancel: C14. 5-light pointed-arched E window with net tracery. 2 2-light S windows, also pointed-arched, with low-side window below SW one. Pointed-arched S doorway. NE window now gives onto N chapel, and has squint below. Unusually broad chancel arch. N chapel: C15 origin, rebuilt C19. 3-light pointed E window. N vestry also late C19, with hipped roof. Nave: C14. 2-light SW window with square head. Pointed-arched 3-light SE window with tracery similar to chancel E window. C15 3-bay N arcade with pointed arches. S porch: C14. archway surmounted by niche with later C19 figure. Small single lights to W and E elevations. N aisle: originally C15, rebuilt C19. 2-light window, 3 and 2-light N windows, 3 in all, all with pointed heads. Chancel, nave, aisle and chapel have stone coping to gables. W tower: C14, rebuilt C15. 3 stages, with embattled parapet. Octagonal stair turret to NE angle. 2-light window with 4-centred head to each side of bell-stage. Small 2-light window with flat head to middle stage of S elevation. 3-light W window with 3-centred head to lower stage. Interior: C19 roofs. C13 octagonal font with paired pointed arches to each face, on late C19 pedestal. C15 rood screen now in tower arch, retaining some original rather worn painted panels of saints. In N chapel alabaster altar-tomb to Sir Michael Fisher (d.1549) and his wife is surmounted by pair of recumbant effigies and has crocketed niches with angels holding shields to side panels, side panel now set into wall above. Retains traces of paint to shields. Brass to N chapel floor of 1528, to John Fisher (son of Michael) and wife.</p> <p>Listing NGR: TL1658939249</p>
	<p>Please see Appendix 3 for the log book entries for a full list of works undertaken within the quinquennium. In terms of significant building works there has been:</p> <p>October 2017– Repair of tracery to East window</p>
<b>2.</b>	<b><u>GENERAL CONDITION OF THE FABRIC</u></b>
	<p>The church is generally in very good order. There are a few areas that require attention or monitoring, but the PCC are to be commended for their efforts in the general maintenance of the building. By its nature the report concentrates on those areas which are requiring attention and therefore may read more negative than the</p>

	<p>general impression gained in visiting the Church. There will almost always be some maintenance work required with any building, but on the basis of the current and commendable standard to which the building continues to be maintained this report has been prepared with a view to considering improvements to the facilities, rather than purely having to target maintenance and repair issues.</p> <p>The main issue that stands out from the report is the control of damp and rainwater dispersal at low level. The PCC have plans to address surface water system concerns. This is particularly apparent to the North of the Tower where the concrete capping over the below ground and redundant boiler room combined with the tower rainwater outlet and ineffective concrete drainage channels are likely contributors to the damp in the North wall of the Tower and West wall of the North aisle.</p>	
3.	<b><u>EXTERNAL WALLS</u></b>	
	<p>The walls are generally of loosely coursed local ironstone from the greensand ridge with limestone ashlar dressings to buttress quoins and fenestration. At the west end of the South face of the Nave and the north face of the south porch the plinth courses are both in ironstone whilst elsewhere the upper plinth course has been replaced with the limestone.</p>	
	 <p>There are areas of unfortunate cementitious mortar patch repair as seen here adjacent to window W1 which are likely to accelerate decay of the adjacent stone and should be addressed when funding permits or decay becomes more evident.</p> <p>There is growth to the base plinth suggesting damp penetration. Growth should be brushed clear during a period of dry weather.</p> <p>The general condition of the South wall to the Nave is fair, there is some minor erosion and repointing may be beneficial around eroded stones as a matter of routine maintenance rather than any greater element of work.</p>	<p>4</p> <p>2/5</p> <p>5</p>
	 <p>The lower section of wall at the junction with the drainage to the North side of the south porch requires attention, particularly adjacent to the rainwater gully.</p>	2

		<p>The growth issue is further evident beneath window W2. Growth should be removed and kept clear.</p> <p>The ventilation upstand to the crypt requires a more permanent and effective finish such as a stone capping, and for the drainage channel to be diverted around it.</p>	<p>2/5</p> <p>3</p>
		<p>There is some minor erosion to the right hand (from outside) cill stone of window W2 which should be monitored</p>	<p>5</p>
		<p>Nave East wall - Cementitious mortar should be removed and open joints should be repointed in lime mortar. Growth should be cleared as elsewhere</p> <p>The upper wall over the chancel roof appears satisfactory from ground level but a closer inspection would be desirable both internally and externally when suitable access permits – as there are some shadow marks in the plaster at high level internally.</p>	<p>2</p> <p>5</p> <p>3</p>



The stonework to window W3 is in a poor state in parts. The hood mould appears to have had previous render repairs which are either themselves failing or as discovered recently on the East window the render is merely masking the state of decay of the stone behind, and is the highest priority. The stone to the lower rail and jambs is in need of attention but less urgent.

2  
3



The cementitious render to the base of part of the South Chancel wall is in poor condition in parts and should be removed and the underlying stonework made good.

4

Exposed open joints in exposed stonework at low level and Buttress B4 require repointing

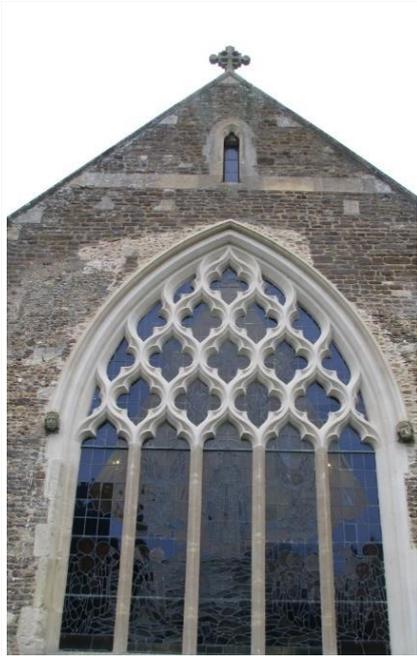
1



There are further open joints to the plinth of the East wall of the chancel and at high level adjacent to the quoins which require repointing

1





The external upper tracery, hood mouldings and sections of the jambs to the East window (W6) were repaired in 2017 by Hibbitt Stonemasons.



(Completed & at QI shown on left – close up of condition of tracery during 2017 works – right)



The coping to the upper section of the east parapet gable over the chapel is in poor condition and requires repair/replacement. There are signs of movement to the quoin at the eaves which requires attention and monitoring, and moss growth to sections of the wall that should be brushed clear as elsewhere.

1  
2/5  
5



Again, Moss growth to the north wall to the Chapel and east wall to the Vestry should be brushed clear.

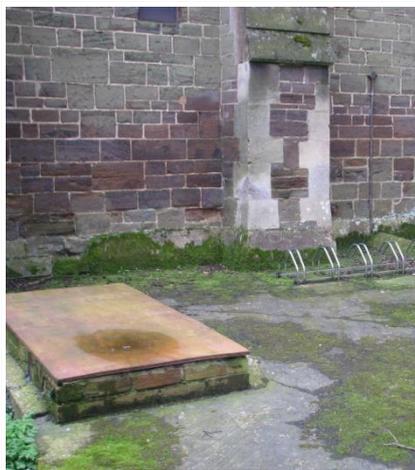
2/5



The pointing to the south side of window W8 is in poor condition most likely due to damp penetration from the adjacent downpipe and requires attention.

3

		<p>Internally the south-east corner of the vestry shows signs of damp penetration. The rainwater hopper and downpipe externally are again the most likely source. Monitor, and make good after resolution of the issue externally.</p>	<p>5/3</p>
		<p>As well as the moss growth to the stone dressings, store ramp etc. growth at low level externally to the north wall of the vestry, kitchen &amp; toilet walls and elsewhere should be removed and kept clear.</p>	<p>2/5</p>
		<p>The horizontal boarding to the kitchen &amp; store walls is in need of overhaul and repair, with the missing board replaced.</p>	<p>2/5</p>
		<p>There are some areas of apparent bulging in the plaster at high level internally to the North aisle. These may be historic. A closer inspection internally and externally is recommended &amp; monitoring</p>	<p>2/5</p>



The growth of moss to the dressings and lower walls extends round to the west wall of the north aisle and over the concrete slab covering the redundant boiler room. There are signs of damp on the inside face of the wall which should continue to be monitored until the likely cause of damp penetration is addressed.

5  
3



There is no hood moulding to window W15. There instead appears to be a rendered fillet over eroded stone. This render has failed to the upper north side of the window and requires repair or stone replacement.

2



There is a broken section of coping and some stone erosion at the junction between the tower stair and North aisle west wall which require attention, together with some repointing.

2



The redundant chimney is in poor condition at high level. There are signs of movement and open joints. Because of the risks associated with potentially falling masonry a close up inspection and possible temporary supports installed is recommended to be carried out as soon as practicable ahead of more permanent repairs.



1  
2

**4. WINDOWS, DOORS, GLAZING AND VENTILATION**

Generally the windows and doors are in reasonable order. Minor isolated cracks to quarries in the glazing should be monitored, and if weather penetration is considered likely then the glass should be repaired or replacement considered directly.

5

Most glazing would benefit from a light clean with deionized water. The stained glass should be cleaned under direction of specialist glazier only.

5/6

External ferramenta would generally benefit from redecoration.

5



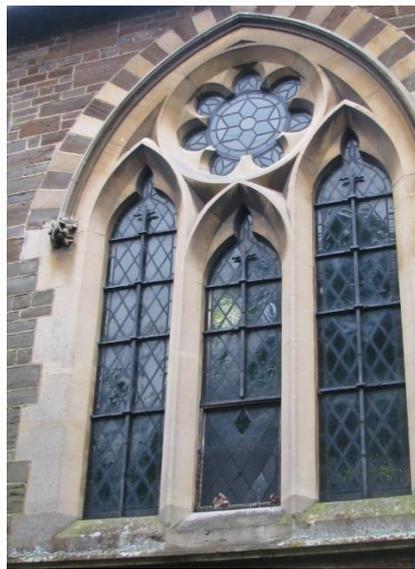
The timber frame to window W10 is in need of an overhaul and redecoration.

3



There appears to be a missing quarry to the lower corner of the north light of window W10 (at high level to the east wall of the North aisle). Closer inspection and repair is recommended. The frame in this area also requires some attention.

2



The frame to the opening hopper light in window W13 would benefit from an overhaul.

3



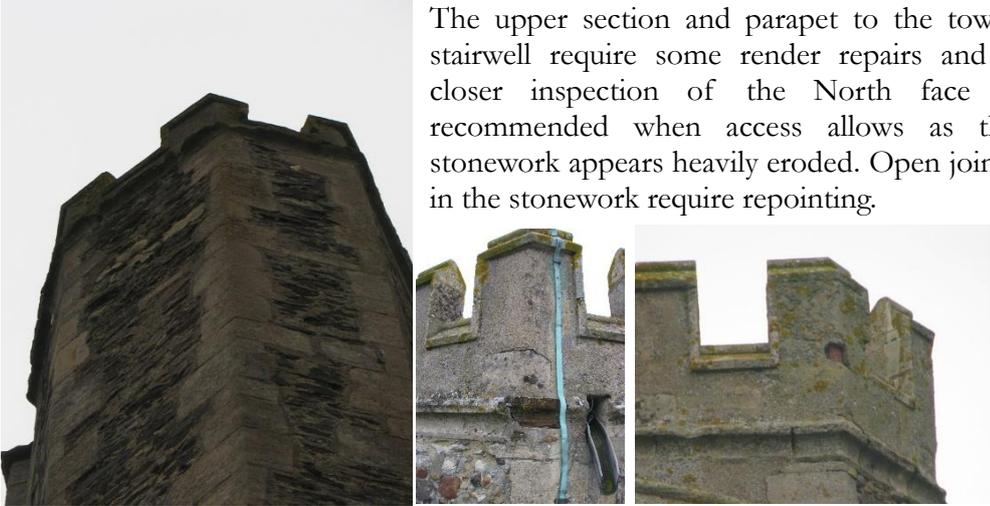
Doors D8, D9 & D10, would all benefit from redecoration.

5

Consideration might be given as to the addition of a weather bar to each of these doors to afford greater protection to the lower sections of the boards.

4



			<p>The rooflights to the w/c and kitchen would benefit from a clean</p>	5	
		<p><b>General Note</b>  Opening window ventilators is most important to encourage a flow of air through the building. Good ventilation can help alleviate a lot of problems that can occur in churches.</p> <p>Metal frames for opening casements and ventilators need to be kept in good decorative order and pin hinges lubricated to ensure ease of operation.</p>			
5.	<b>TOWER</b>				
External walls			<p>There is some erosion and repointing required at high level on the East face of the Tower below the parapet lower weathering course.</p>	3	
				<p>The upper section and parapet to the tower stairwell require some render repairs and a closer inspection of the North face is recommended when access allows as the stonework appears heavily eroded. Open joints in the stonework require repointing.</p>	2

			<p>There is erosion at the base of the stairwell which requires attention and along the base of the North wall the moss growth should be removed and the plinth required repointing.</p>	2
			<p>Sections of the mid-level weathering courses to the North face have heavily eroded and require replacement. The upper mid weathering to the South face is in similar condition above the clock. There appears little consequential effect at present and so their condition should be monitored until repairs are carried out.</p>	3 5
			<p>There appears to be an open joint to the one of the quoins of buttress B11 which requires repointing.</p>	2
			<p>The west jamb of window TW5 appears in variable condition and requires closer inspection. Joints to the stonework appear to require repointing.</p> <p>The louvres to the bell chamber openings would benefit from application of preservative.</p>	3 5

Roof & parapet		<p>The outlets to the parapet gutter are very small and prone to blocking. Consideration might be given as to how this could be improved. The difficulty is that the outlets pass through the gargoyles.</p> 	4/5
		<p>Repointing to the lead flashings is required to sections of the parapet gutter. Stonework is recessing in places and should be monitored Cracks and erosion of the render to the parapet should be pointed up and monitored.</p> 	2 5 2/5
		<p>The underside of the roof structure appears satisfactory at present viewed from floor level. It would be prudent to consider arranging for roof timbers (and particularly end bearings) along with the upper floor structures within the tower to be inspected for damp/ infestation by a specialist periodically (say within 10 years or when concerns are raised), and the condition of assessed timbers recorded. Architect can advise further.</p>	4/6

<p>Bell Chamber</p>		<p>Within the bell chamber, the walls would benefit from a brush down and a light defrass of the loose surface material. The condition of the wall may then be assessed and appropriate repairs identified.</p>	<p>5</p>
<p>Clock room</p>		<p>Within the clock room there are cracks over window TW4 &amp; to the North-East and South-West corners. These are reported as having been evident for quite some time, however it would be prudent to monitor and record them seasonally over the next quinquennium so that they may be formally assessed. Any significant changes noted should be reported to the Architect.</p> 	<p>5</p>
<p>Ringling chamber</p>		<p>Within the ringling chamber the above vertical cracks (NE &amp; SW corners) extend down through the plastered interior. The crack in the South-West corner extends through the head of window TW2 and there is a smaller crack through the head on the Northern side of the window arch. Monitor as above.</p>  	<p>5</p>

		<p>The stonework to window TW2 has been patch repaired. There are a number of cracks, open joints and missing sections that require attention.</p>	3
		<p>The upstand to the 'cill' of window TW2 at floor level would benefit from attention and re-facing.</p>	4
Tower Base		<p>Within the Tower base the walls to the North-West corner and North are showing signs of damp. This may be historic but could also relate to the low level issues exhibited by the North wall externally. Monitor and re-assess once the external issues have been addressed.</p> <p>The ceiling is a painted fibreboard. The age is not known and condition appears satisfactory at present. However it is not known if the possibility of this board containing Asbestos has been investigated, and if not investigation should be carried out to allow the PCC to manage any risk.</p>	5/3  6
		<p>Sections of the stonework to the jambs of tower stairwell door D11 is heavily eroded. Open joints should be repointed, and the stonework would benefit from a de-frass and shelter coat application to slow further erosion.</p>	4

Tower stair		<p>The bottom step to the stairwell is broken and uneven. This is a hazard on a main access route and should be addressed directly, with the tread reset even and to provide an equal rise to the two bottom steps. The floor at the base of the stairs is also in poor condition and need of some attention.</p>	1
		<p>The walls to the lower part of the stair are in a variable condition. This may again be due to the same possible damp penetration in the area to the North of the Tower. The loose paint and render should be removed and finish made good. The visual contrast offered by the walls against the stair treads is currently lacking and combines with limited lighting in this area resulting in walking in the shadow of yourself or others. Ordinarily this might wait to be addressed until the external issues are addressed but even a temporary 'freshening up' would be of significant benefit here.</p> <p>Consideration might also be given to improving lighting and provision of handrail or similar support at least to the level of the ringing chamber due to the frequency of access.</p>	1  2
		<p>The uppermost section of walling is also showing signs of damp penetraton. External issues with the parapet have been raised earlier and should be addressed before the internal finish here. Monitor in the meantime.</p> <p>There are some minor cracks elsewhere to the walling, notably to the bottom left of the upper stair lancet. The stone to this opening is also heavily eroded but appears adequate at present. The crack should be pointed up and monitored to assess whether it remains active.</p>	4/5  5

6.	<b><u>ROOFS, including coverings, structures and ceilings but excluding tower</u></b>		
		<p>The majority of the main roofs to the Church are of plain tiles laid in coloured bands set behind gable parapets, and appear in generally good order. The catslide roof over the North chapel is of slate, and the roof over the vestry is hipped all round with plain tiles and bonnet hips.</p> <p>The flat roof to the w/c &amp; kitchen was not inspected and its condition should be assessed when the rooflights are next cleaned.</p>	5
		<p>The lead valley between the Nave and North aisle roofs requires brushing through.</p> <p>Arrange for close up inspection of lead valley</p> <p>There are several broken/slipped tiles that require attention, particularly towards the west end of the south face of the North aisle roof.</p>	5 2 2
		<p>The ridge tiles to the Nave, North aisle and South porch appear slightly unsettled. Closer inspection is required as re-bedding of some of the ridge tiles may be necessary.</p>	2

			<p>There is significant moss growth to the northern faces of the main roofs and to the vestry roof. This should be brushed clear during a period of dry weather.</p>	5
			<p>Access to the roofs and particularly the upper 'hidden' valley between the Nave and North Aisle is awkward. Whilst from the point of view of security this is a good thing, access for maintenance other than during dry periods is impractical and unacceptable by modern health and safety standards.</p> <p>It is currently necessary to set a ladder against the gutter of the north chapel and then stretch across to the valley at the junction between the north chapel and vestry roofs. From this point access to the 'hidden' valley is afforded by the fixed ladder to the East wall of the North aisle.</p> <p>Consideration should be given to finding a solution to allow secure access to enable the essential basic maintenance to be carried out safely. The provision of access to the 'hidden' valley via the tower stair might be worth exploration.</p>	3
			<p>Internally the Nave, North aisle and Chancel ceilings all appear in good condition, though being dark stained and in the shadow a closer inspection is recommended when opportunity allows.</p>	4
	<p><b>NOTE</b> Close inspection of the roof timbers in the church is not possible and this report cannot give assurances that all remain in good order. It is recommended that a</p>			

	<p>timber specialist be appointed to carry out an inspection if this has not been done recently. Architect can advise.</p>	6
7.	<p><b><u>LIGHTNING CONDUCTOR</u></b></p>	
	<p>The lightning conductor extends from the South-West side of the Tower stair turret to the ground at the North-west corner of the Tower adjacent to Buttress B11. This should be tested every five years. The last test was carried out by Rodell's in October 2017</p>	6
8.	<p><b><u>RAINWATER GUTTERS, DOWNPIPES, AND SURFACE WATER DRAINAGE SYSTEMS</u></b></p>	
	 <p>The downpipes are in varied condition. Some such as the lower section adjacent to the South porch have been renewed, whilst many sections require some attention and redecoration before levels of corrosion necessitate their replacement.</p> <p>Where the new section of downpipe adjacent to the south porch has been installed there is no shoe to throw the runoff toward the drainage gully and so the water is now seeping into the wall.</p> <p>There is an open concrete gully around the perimeter of much of the church walls. This needs to be kept clear of moss and growth and maintained in a good condition for it to be effective. Open cracks in the concrete merely serve to retain water against the external walls.</p>	2/5
		5
	<p>The PCC are considering proposals for improving the surface water drainage system.</p> 	2

		<p>The hopper and downpipe to the East of the Vestry have clearly been leaking for some time and are in need of attention before further damage to the fabric is incurred.</p>	<p>1</p>
		<p>The lack of a downpipe to control outfall from the Tower roof to the North is a likely contributor to the damp issues faced by the North wall of the Tower and West wall of the North Aisle. – Consider as part of the surface water drainage proposals.</p>	<p>1</p>
		<p>It is not known when the surface water drainage system was last rodded – if over five years ago it is recommended that this be carried out directly</p>	<p>5</p>
			
<p>9.</p>	<p><b><u>BELLS, BELLFRAME &amp; CLOCK</u></b></p>		
	<p>The Bells are understood to be operating satisfactorily</p>		
		<p>The bellframe appears in reasonable condition. Minor surface corrosion should be brushed down and treated and redecoration of the frame is recommended.</p>	<p>3/5</p>

			<p>The clock mechanism was inspected in December 2017 by The Cumbria Clock Company. They advised that the strike count wheel non-return spring was broken and needed replacement and that the pulley wheels need to be overhauled with bearings relined.</p> <p>It is not known if this work has been commissioned.</p> <p>The clock face would benefit from redecoration</p>	<p>6</p> <p>5</p>
10.		<p><b><u>INTERNAL WALLS</u></b></p>		
			<p>There are few internal walls within the body of the church. These are all generally in good order.</p>	
11.		<p><b><u>INTERIOR: PARTITIONS, SCREENS, DOORS, PLASTER AND DECORATIVE STATE etc.</u></b></p>		
			<p>The painted rood screen to the base of the tower is in good condition, but sits largely in shadow and so the detail is not as striking as it could be – the PCC might consider improving lighting to highlight the screen particularly as it forms the background to the font and is prominently located as you enter the Church.</p>	<p>4</p>



There are patches within the North aisle and vestry where plaster and/or decorations have been disturbed during replacement of radiators? etc. as seen here. Redecoration of these areas would enhance the interior.

4/5



The w/c is rather utilitarian. Wheelchair access is not possible and public access via the vestry which itself has been overrun with the boiler and the necessary storage is also less than desirable.

The PCC might consider long term aims to improve access, facilities and the separation of public and private spaces.

4



Similarly, the North chapel is on this access route and has become a storage area whilst also serving as the practical vestry area tucked as it is behind the organ. Consideration should be given as to how this area could be given clear purpose and the storage issue addressed.

4

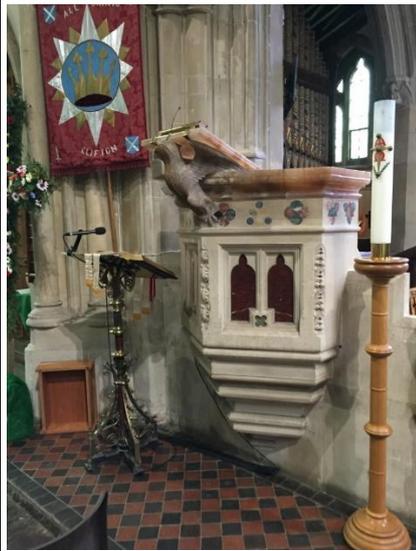
		<p>The crypt is accessed via steps set beneath a hatch in the south pew deck to the Nave. It is largely dry and in good condition. The pipe which allows background ventilation from outside is corroded (monitor) and there is the start of growth visible which should be removed. Debris beneath the pew decks should also be cleared where accessible.</p>	<p>5 5 5</p>
			
12.	<p><b><u>FLOORS AND GALLERIES</u></b></p>		
		<p>The Nave and North aisle feature tiled aisles with timber boarded pew decks set almost flush. The tiles as elsewhere are generally in good order, whilst the timber pew decks are quite heavily worn and may benefit from sanding and redecoration to lift the appearance of the interior.</p>	<p>5</p>
		<p>The tiles adjacent to the Tower screen, and within the South porch adjacent to the outside step require attention.</p>	<p>3 2</p>



The decorative tiling and mosaic work within the chancel appears in good order.

13.

**FURNITURE AND FITTINGS, including pews and other seating**



The Victorian carved pulpit is in good order, as generally are the fittings and fixtures throughout the church, including the restored pews throughout the Nave and North aisle.



The choir stalls and furnishings are all in good condition.

		<p>The altar rails appear in good condition and are firmly in place.</p> <p>The Oak altar is also satisfactory, as are the sanctuary furnishings.</p>	
		<p>The font and cover are also in good condition.</p>	
<p>14.</p>		<p><b><u>MONUMENTS, BRASSES, ETC.</u></b></p>	
		<p>The inset Fisher brasses to the ledger stone within the North chapel should be afforded some protection, and/or this area should no longer be utilised for storage.</p>	<p>1</p>
		<p>The C16 Fisher memorial tomb is sadly lost amongst the storage</p>	

15.	<b><u>HEATING SYSTEM</u></b>	
		<p>There is a floor mounted gas boiler imposingly positioned within the vestry. This was last serviced in February 2018 by Safesure Plumbing and Heating, and serves panel and fan convector heaters throughout the Church.</p>
	<p>Insulation – there is little opportunity for insulation of the walls, though consideration might be given to insulating the roofs as and when roof finishing’s are renewed.</p>	4
16.	<b><u>ELECTRICAL SYSTEM (lighting and power) (include date of last test)</u></b>	
	<p>The date of the last full test of the electrical installation is not known. A partial test was carried out by Morgans Electrical Ltd of Ampthill in December 2014 following alterations they had carried out. If a full inspection has not been carried out in the last five years it should be arranged directly.</p>	1/6
	<p>PAT testing should be carried out regularly. Moveable equipment such as extension leads and portable equipment should be tested every 24 months. Handheld equipment should be tested every 12 months. From the log book records it appears that the last PAT tests carried out were in September 2014</p>	1/6
		<p>The location of the consumer unit at the back of the Nave in the South-west corner in plain view is rather unfortunate. The PCC might consider how public access to this could be restricted and the visual impact reduced.</p>
	4	

17.	<b><u>EXTERNAL IRON AND WOOD, including condition of paintwork</u></b>		
		The gas meter cupboard doors and latch require repair/replacement.	2
		The access hatch to the redundant boiler room to the North of the Tower recently had its metal covering damaged/stolen and a temporary board is currently in place. A permanent solution affording access is required before damp penetration exacerbates the issues suffered by adjacent walls.	2
		The lamp post to the North-west corner of the Churchyard would benefit from redecoration.	5
18.	<b><u>FIRE PRECAUTIONS</u></b>		
	<p>The Fire Extinguishers were inspected and tested by FTS Safety Solutions Ltd in March 2018. There is a 2kg CO2 extinguisher in the North chapel adjacent to the vestry door, a 4kg Dry powder extinguisher in the vestry, 2no. 3L Foam extinguishers within the main body of the Church (at the East end of the North Aisle and West end of the Nave) and a fire blanket within the kitchen.</p> <p>There is no smoke alarm or automated Fire alarm system.</p> <p>A Fire Risk Assessment was carried out by FireXUK in July 2009. This should be reviewed annually. As noted elsewhere the access and escape routes are not wheelchair accessible. – consider</p>		3/5

19.	<b><u>SANITARY FACILITIES AND FOUL DRAINAGE</u></b>	
	There is a single w/c in the north extension accessed via the North chapel and vestry. It does not offer wheelchair access as all approaches are stepped and access doors and corridors are too narrow. Consideration should be given to provision of accessible facilities.	4
	The foul drainage system was not inspected but it is recommended that manhole covers be lifted and drain runs checked (and rodded if required) at least twice a year.	5
20.	<b><u>CHURCHYARD, including boundary walls, fences, gates, paths, trees and any monuments or memorials that are of special merit</u></b>	
		
	 <p data-bbox="767 956 1366 1350">The churchyard is generally well maintained. It is divided into two distinct areas linked by a path adjacent to the rectory garden to the west of the Church. The 'main' churchyard in the close vicinity of the Church itself has graveled paths from the North-East gate, the Lych-gate, the Rectory gate and the 'extended' churchyard that lead to the South porch and are all in good order and relatively weed free. The PCC are currently looking at improving wheelchair access to the South porch from the Lych gate.</p> <p data-bbox="767 1391 1366 1525">The path from the rectory gate extends round the north of the church to the North vestry door. This path would benefit from weeds being cleared.</p>	5
	 <p data-bbox="767 1579 1366 1760">There is a chest tomb on the south side of the Tower to George Henry Cooper suffering some significant cracking. This should be carefully monitored and the availability of grants etc. for its repair investigated.</p> <p data-bbox="767 1800 1366 1933">The condition of tombs and gravestones should be monitored periodically within the Churchyard and Architect appraised of any issues.</p>	2  5

			<p>The Lych gate roof would benefit from moss growth being brushed clear. The frame itself appears satisfactory but may benefit from a coat of preservative.</p>	5
			<p>There are signs of some slight movement in the lower section of wall to the south of the Lych gate. The open joints should be pointed up and the situation monitored.</p>	2/5



The west wall to the churchyard is in a variable condition. Some bricks have lost faces and are suffering erosion, and there are numerous open joints including to the capping bricks. The moss growth should be brushed back to expose the condition of the wall for assessment, open joints (particularly in the cappings) should be re-pointed to slow further decay and a manageable programme of maintenance of the walls put in place.

2



Similarly localised repointing and repairs are required to sections of the North boundary wall.

2

		The gates and ironwork to the Lych and North-east gates would benefit from redecoration.	5
		<p>The 'extended' churchyard is generally simply grassed with hedgerow to the boundaries and appears well maintained.</p> <p>There is no formal path.</p> <p>There are a significant number of leaning headstones. These should regularly be checked for stability, and reset as required.</p>	1/5
21.	<b><u>TREE PRESERVATION ORDERS</u></b>		
	<p>There are a number of significant trees on the site. The PCC should arrange for these to be inspected at least annually and after storms to ensure that they remain safe and healthy.</p> <p>It is not known whether any of the trees are subject to Tree Preservation Orders. The PCC should check with the District Council before implementing any felling, lopping or significant pruning.</p>		
22.	<b><u>RECOMMENDATIONS AS TO STEPS TO BE TAKEN FOR THE GENERAL CARE OF THE BUILDINGS AND ITS CONTENTS</u></b>		
	The roofs should be inspected at least twice a year and particularly after periods of strong winds. Any slipped or broken tiles should be reported to the architect.		
	Gutters, gulleys, hoppers etc. should be inspected at least twice a year and cleared if required. They should be inspected during or shortly after periods of heavy rain to check that drains are emptying swiftly enough. Any slow drains or back-up of water should be reported to the architect.		
	The window vents in the church should be kept open during periods of fine weather to allow the church to be aired.		
	Clear weed growth from around drainage channel and walls around church.		
	The PCC should have the electrical installation tested in full at least every five years.		
	The PCC should arrange for portable electrical appliances to be tested annually/		

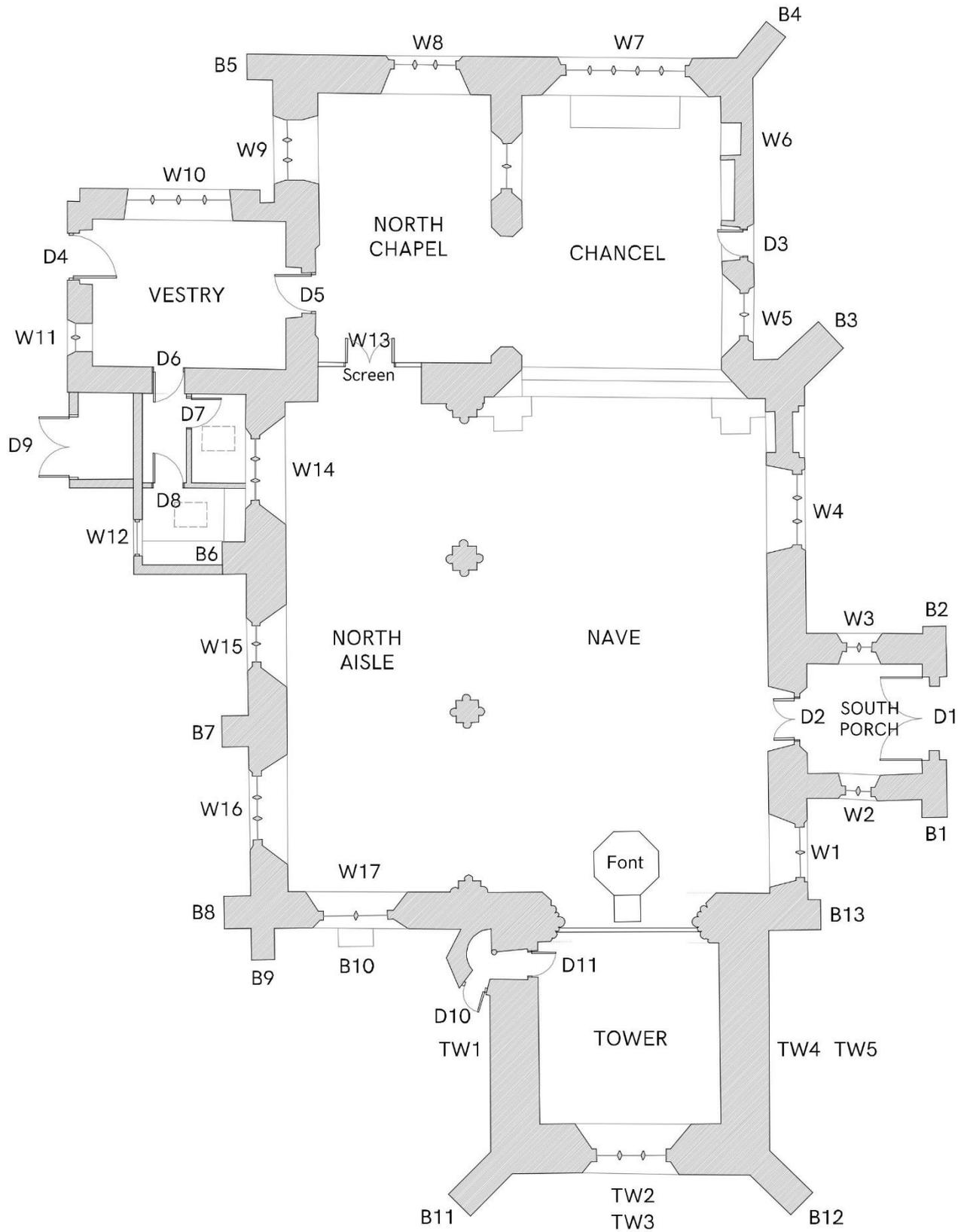
	every two years as applicable.	
	The PCC should arrange for electric radiators to be tested every two years.	
	The PCC should have the lightning conductor tested at least every five years.	
	The PCC should continue to have the fire extinguishers checked every year.	
	The PCC should review the Fire Safety Risk Assessment annually.	
	The PCC should continue to maintain a log book recording all works and maintenance on the church	
	The PCC should arrange for all trees to be inspected annually and after storms.	
23.	<b><u>RECOMMENDATIONS TO MEET DISABILITY DISCRIMINATION ACT REQUIREMENTS</u></b>	
	<p>As previously mentioned, the church has a gravel main access path and requires the use of a temporary ramp at the main entrance, and from the South porch into the Nave. The PCC is currently looking at resurfacing the path to make it more convenient for wheelchair access. Access could be made level into the porch in a relatively straightforward way as the current threshold is raised against both the internal and external finishes, however access from the porch into the main body of the Church would require a ramped solution.</p> <p>Whilst access through the Nave and North aisle would be reasonably level and practical at present there are only stepped access routes into the North chapel, Chancel and Vestry that lead through to the w/c and kitchen. Access and facilities within the building should be considered in order that they provide dignified access for all, and I am aware that it is a long term aim of the PCC to look to address this.</p>	3
24.	<b><u>RECOMMENDATIONS FOR GRANTS FROM OUTSIDE SOURCES</u></b>	
	Some modest grants may be available for repair. Architect can advise	
25.	<b><u>SECURITY</u></b>	
	All external doors are able to be locked.	
	Vestry door can be locked.	
	The Vestry safe is located in the vestry and is considered to be adequate.	
26.	<b><u>OTHER MATTERS NOT COVERED ELSEWHERE</u></b>	
	<p><b><u>Timber decay</u></b></p> <p>Please note that timbers have only been inspected from the ground and therefore no assurances can be given that any timber work is free from infestation or rot. It is recommended generally that PCCs commission a specialist consultant to carry out a timber inspection and report.</p>	
	<p><b><u>Bats</u></b></p> <p>Church buildings are often found to be attractive habitats for bats. The Wildlife Countryside Act 1981 and its various amendments make it an offence to: intentionally injure, kill or take a bat; intentionally or recklessly damage or destroy or obstruct an access to any structure or place used by bats; intentionally or</p>	

	recklessly disturb a bat whilst it is occupying a structure. Natural England can be particularly helpful, especially when they are advised of potential works coming up and will provide tailored advice for each issue/likely element of work.	6
	<p><b><u>Construction, Design and Management Regulations 2007</u></b></p> <p>The PCC are to note that all building works and maintenance works <b>may</b> be subject to the above legislation and may require the appointment of a Principal Designer under CDM Regulations 2015. Failure to comply with the Act is a criminal offense. Architect can advise.</p>	
	<p><b><u>Fire: Regulatory Reform (Fire Safety) Order 2005</u></b></p> <p>The PCC should note that the above Regulations require bodies who maintain premises and where persons gather and are employed to carry out a Fire Safety Risk Assessment and to ensure that such Assessment is maintained and updated.</p>	5
	<p><b><u>The Control of Asbestos at Work 2002</u></b></p> <p>This Legislation requires the duty holders (Vicar and Churchwardens) to carry out a suitable and sufficient assessment to establish whether there is asbestos in the premises, its quantity and what condition it is in. All contractors working on the Church must be made aware of these and the condition of suspected ACMs should be monitored regularly, and any damage reported directly to the architect.</p>	5/6
	<p><b><u>Church Log Book</u></b></p> <p><b>The PCC is required under Canon F13 to keep a Church Log Book in which all matters concerning the fabric and fittings of the Church should be recorded together with any details of changes and repairs undertaken.</b></p>	
	<p><b><u>Insurances</u></b></p> <p>The PCC are reminded that they should periodically review the value of their buildings and contents insurances. They should also ensure that a complete photographic record of the furniture, fittings, silverware and stained glass etc. is maintained in a fire proof cabinet.</p>	

		<b><u>APPENDIX 1</u></b>	
1		<b>Works requiring attention within 6 months.</b>	
		Repoint open joints in external wall face to plinth of South Chancel wall, Buttress B4 & East Chancel at low level and to quoins at eaves of Chancel gable	
		Repair/Replace damaged coping stone to parapet over North Chapel	
		Arrange close up inspection and carry out emergency support works to North Aisle Chimney	
		Repair/Replace bottom step to Tower Stair	
		Make good decorations to lower section of stairwell to improve visual contrast & safer access	
		Install shoe to discharge water over gulley at base of downpipe to Nave at East side of South Porch	
		Make good/ Repair hopper and downpipe to East wall of Vestry to prevent further leakage and associated damage to adjacent wall	
		Consider Surface water drainage proposals to include issue of North tower outlet, open concrete channel and concrete area to North of Tower over redundant boiler room	
		Protect Brasses in the North Chapel	
		Arrange Electrical and PAT testing	
		Check leaning headstones	
2		<b>Works requiring attention within 18 months</b>	
		Remove (brush clear) moss and vegetation growth to walls, plinths, buttress caps, copings, roofs, churchyard walls, drainage gulleys, gutters and concrete ramp and area over the redundant boiler room.	
		Repair Window W3 hood moulding	
		Repoint open joints to quoin at eaves of North Chapel, Buttress B11, Tower roof flashings, Nave East wall and Churchyard walls including the Lych gate support wall	
		Repair and overhaul external boarding to kitchen walls	
		Arrange high level internal inspection to North Aisle South-east corner	
		Repair to stonework/render to Window W15	
		Repair coping & localised repointing between North Aisle and Tower stair	
		Carry out long-term repairs identified to Chimney	
		Arrange inspection and repair of glass and frame to Window W10	
		Repair render and repoint open joints to Tower stair parapet	
		Repair eroded stonework at base of Tower stairwell	
		Consider access improvements to lower section of Tower stair	
		Attend on broken/ slipped tiles to main roofs	
		Re-bed unsettled ridge tiles	
		Arrange close up inspection of Roof valley gutter and roof condition	

		Repairs & Alterations to above and below ground surface water system	
		Reset loose floor tiles within the South porch	
		Repair/Replace gas meter cupboard doors	
		Provide secure accessible hatch to redundant boiler room	
		Investigate and repair cracked tomb in churchyard	
3		<b>Works requiring attention within 5 years</b>	
		Stone capping to ventilation shaft to crypt	
		Arrange for high level external inspection of Nave East wall	
		Repairs to rail and jambs of Window W3	
		Make good to pointing adjacent to W8 behind repaired rainwater goods	
		Make good to plasterwork and internal wall face to Tower North wall, Vestry East wall & North Aisle West wall after resolution of external surface water drainage	
		Overhaul Window W10 to kitchen	
		Overhaul ventilation hopper to Window W13 (North Aisle)	
		Repointing & repair of parapet weathering and North wall weathering courses to Tower	
		Internal repairs to stonemasonry to window TW2 (Ringing Chamber)	
		Consider solutions to providing safe and secure access to roof valley between Nave & North Aisle for basic maintenance	
		Preventative rust treatment and redecoration of bell frame	
		Make good to floor tiles adjacent to rood screen	
		Consider wheelchair access into and throughout the building, including means of escape and access to and use of facilities	

**APPENDIX 2**



ALL SAINTS CHURCH, CLIFTON  
QI PLAN (Not to Scale)



APPENDIX 3

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Yr ended 31/12/13						
Front Yard Work Board			Drone Signs	334.80		
Organ tuning			WT Barrowcliffe	125.00		
Roof repairs after theft			Stevens Roofing	681.60		
Flower stand			J King	257.00		
Lights Protection			Robells Ltd	132.00		
Professional Services			Levitt Partnership	564.00		
ES Johnson - Sons			P Maudiehl	158.00		
Organ repair			PS Plumbing	583.20		
Hot Water Boilers			Angus Moss	124.49		
Changes to Altar			MS Robinson	90.00		
Heating Boiler Service			Cartledge Services	198.00		
Stairs changes			MS Granger	2,640.48		
Grass cutting						

# Log Book pages. 2013/2017.  
 Photocopied 6/04/2018

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Year ended 31 12 14						
Organ tuning 14 2 14			E Johnson - a. Sullivan	£129.60		
Organ repairs 28 12 14			"	£129.60		
Mower service 31 3 14			FC Dawes	£36.00		
Change churchyard						
Sign 4 6 14			Drone Signs	£96.00		
Shed Padlock 11 11 14			Anne Sullivan	£10.99		
Clock Service 15 1 14			Cumbria Clock Co	£306.00		
Fire Extinguisher Service 6 3 14			Firex UK Ltd	£46.80		
Electric PAT testing 20 9 14			Morgans Electrical	£324.00		
Clean Gutters 29 12 14			Dee Window Cleaners	£60.00		
Lighting System 16 1 14			A1S Electrical	£13,425.71		
Water Heater 27 5 14			Cartland Services	£375.49		
Roof Repairs 12 6 14			Stevens Roofing	£552.00		
Kitchen Units 7 8 14			Comford Services	£495.95		
Boundary Wall Repairs 26 11 14			Birchums Law Home	£703.97		
Consultancy roof repairs 26 11 14			Extensions	£600.00		
" " 26 11 14			Devitt P. Ship	£600.00		
drainage 26 11 14			"			
Toilet sky light 16 12 14			MGG JJA	£96.00		
Electric works 29 12 14			Morgans Electrical	£1,738.04		

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Year ended 31 12 15						
Lighting Protection Inspection 19 1 15 Sled Padlock Keys 15 6 15 Fire Extinguishers Check 30. 6. 15			Radells Ltd. Ann. Sullivan Firex UK Ltd	£158.00 £10.00 £49.80		
Grass cutting (rear churchyard) multiple dates			DJ Granger	£1,500	Grant from Clifton Parish Council. £1500	
Grass cutting (rear churchyard) 10/09/2015 30/09/2015 07/10/2015 22/10/2015			DJ Granger	£206.16 £206.16 £206.16 £206.16		
Revised Church Sign 17/08/2015			Broome Signs	£96.00		
Church Clocks Annual Service 30/09/2015			Cumbria Clock Co.	£306.00		
Replacement vacuum cleaner 15/10/2015			J. Peacock	£99.98		

#

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Shed roof replacement 03/11/2015			B2B Construction	£72.00		
Recovery alarm maintenance 18/11/2015			Intime	£56.86		

20

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Year ending 31/12/2016			EJ Johnson	£129.60		
organ tuning 20/01/2016			Rodells Ltd	£138.00		
lightening protection inspection 20/01/2016			Ellis Ropes	£532.14		
Bell ropes 25/03/2016						
Heating boiler service 13/04/2016			safeure plumbing + heating	£100.00		
wireless loudspeaker purchase 18/04/2016			Kenneth Smith	£300.00		
Rehurbished duplicator 27/05/2016 (purchased by Chronicles Magazine fund)			Unigraph (Chronicles A/c)	£3300.00		
Fire extinguisher maintenance 31/05/2016			fireX UK	£60.00		
Strimmer repairs 12/07/2016			Philip Dawes	£21.60		
Bee treatment 08/08/2016			Bugs n things	£106.80		
Annual service Church clock 23/08/2016			Cumbria Clock Co.	£306.00		
Taps for sink, church toilet 24/08/2016			<del>Don Killick</del> Don Killick	£34.98		
2nd Bee treatment 30/09/2016			Bugs n things	£72.00		
Audio system overhaul 11/10/2016			Courtlands	£832.47		

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Tree and hedge cutting 31/10/2016			Branching Out	£900.00		
AS Ave Following Ash Tree 07/11/2016			Avalon Trees	£360.00		
Churchyard Sign 31/12/2016			Gialasso Signs Ltd	£234.00		
Gross cutting (rear Churchyard) Multiple dates			DJ Granger	£1500.00	Grant from Clifton Parish Council £1500	
Multiple dates			DJ Granger	£1218.00	—	
Church Hall Account 1. Tables, chairs, tablecloths 2. Sale of old tables 3. Fitting of Radio Door			MISC. — MISC	£2893.00 + £450.00) £250.00		

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Year ending 31/12/2017						
Boundary fence Churchyard/ Rectory 07/02/2017			IGB Fencing	£ 245.00		
Gutter clearance 16/02/2017			D&J Window Cleaners	£ 65.00		
Lightening Conductor test 16/02/2017			Rodells	£ 138.00		
4 drawers filing Cabinet 22/02/2017			Antony's Office Furniture	£ 55.00		
New Mower & Repairs 10/03/2017			Philipp Dawn	£ 362.71		
Tree trimming + removal 10/03/2017			Avalon Trees	£ 940.00		
Treatment of bees 04/04/2017, 10/04/2017			Shirley Pest Control	£ 126.00		
Rectory Intruder Alarm 02/05/2017			ACE Pest Ltd	£ 192.00		
Fire Extinguisher testing 19/05/2017			Intime security	£ 62.00		
Service heating boiler 16/06/2017			Trafalgar Fire Detection Prevention	£ 74.40		
EAST WINDOW REPAIR 24/05/2017 to 20/10/2017	ARCHDEACONS LETTER AS LIST B		Safe Sure Plumbing	£ 102.00		
			Michael Dale Partnership (Trade)	£ 6140	GRANTS Friends of Cwlfon Parish Church £ 8,000	
			Haberbr Son (Masonry)	£ 15,1430	Bedo + Herb HISTORIC CHIMNEYS £ 5,000	
			VISTA PRINT	£ 50.12	Linked Places of WORSHIP SCHEME (VAT) £ 9698	
			Miscellaneous	£ 74.72		
			TOTAL OUTGOING	£ 57,733		

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant aid from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
Grass cutting Rear Churchyard Multiple Dates front Churchyard Mower fuel 05/06/2017 Hedge cutting 09/10/2017 Digger to define boundary Rear Churchyard			D J Grenger D J Grenger J Peacock Branching out Peter Corbett	£2,000 £973 £12.00 £2.00 £50	Clifton Parish Council £2000	
Rear Churchyard Noticeboard Churchyard - bulb Lightening Conductor test <del>Electric</del> Clock Service organ tuning			Greenbarne Ltd P. Dawes Rodells Cumbria Clock Co EJ Johnson & Son	£502.87 £16.74 £144.00 £306.00 £138.00		
Television Screen in Nave			Countdown Services	£607.50		
Christmas Altar frontal	20/12/2017		Materials	£150.00		

Date of report issue 6<sup>th</sup> June 2018

Reference No. 1115/QI/1

Signature of Architect .....  
  
**Matthew Stevens, B.A.(Hons), Dip.Arch., R.I.B.A.**

Michael Dales Partnership Ltd.,  
95 Sharpenhoe Road,  
Streatley,  
LUTON,  
Bedfordshire.  
LU3 3PS.

Copies to:

Secretary of the Diocesan Advisory Committee  
PCC  
DAC Archaeological Advisor