22 NOV 2017

# St Francis Centre

# Linford, East Tilbury,

# Essex.

Deanery of Thurrock,
Archdeaconry of Southend,
Diocese of Chelmsford

# Report of Quinquennial Inspection

carried out by:

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## 1.0 INTRODUCTION

### GENERAL DESCRIPTION OF THE CHURCH

St Francis Centre functions as a Church and Community Centre and has multiple uses including:
(a) for regular midweek Holy Communion services and occasionally other services too.
(b) for Parish activities – it is used for our Foodbank, a weekly "Drop-in" for local people, weekly Craft Group and a wide range of Parish meetings and social activities
(c) used by the community, including a weekly Keep Fit group, weekly Pensioners' group, weekly children's dance group, weekly children's gymnastics group, monthly local W.I. group, and hired out for one-off community and family events.

The building is a simple single storey structure constructed of in-situ concrete under a pitched roof of corrugated asbestos cement. The walls are of concrete poured into a shutter to give the affect of timber weatherboard between concrete posts. It has solid concrete floors. The windows are of UPVC.

The layout consists of a vestibule with kitchen, toilets, storage and an office opening off to eitherside. The principal room also opens of on the same axis asc the main entrance and consists of a hall approximately 5.9 metres wide by 12.6 metres long. At the end opposite the entrance is a pair of large doors giving access to a furnitue store, at one time used to house a moveable altar.

The building is constructed on a single level with ramped access at each end.

St Francis is built on a south-west to north-east axis and sits centrally in a rectangular plot that form the junction of two suburban roads in the small settlement of Linford, that forms the northernmost part of East Tilbury. The parish Church of St Catherine is at the opposite extreme of the settlement on the southern end and close to the River Thames and the 19th Century Coal House Fort.

The grounds of the church are completely cenclosed with fencing, with gates in the south-west facing frontage on the axis of the building entrance. The plot itself is entirely grass with an area of tarmac between the pavement and the main entrance. There are two garden sheds occupying the north corner of the site.

St Francis is utilitarian in character with no architectural merit.

Legal Constraints:

The building is not listed or within a conservation area, there are no trees on the site, listed or unlisted.

**Outline history**

The building was constructed with money left by a bequest at some time in probably the first half of the 20th C. The construction in in-situ concrete is unusual and may indicate a constrction date about the time of the Second War when building materials were hard to find.

## 2.0 QUINQUENNIAL INSPECTION

This inspection report results from an inspection of the church undertaken on 5th October 2017 at 9.00am. The weather was dry but cloudy.

**Scope of the inspection:**
This report has been prepared in accordance with the provisions of the Inspection of Churches Measure and amendments. It is based on a visual inspection made from the ground or other easily accessible positions and is restricted to the general condition of the building and its contents. At the inspection I had access to the building at ground level. The roof space above the suspended ceilings was not inspected.Enclosed or inaccessible or otherwise concealed parts have not been opened up and no assurance can therefore be given that such parts are free from defect.

**Further action**
This is a summary report only; it is not a specification for the execution of the work. I am willing to assist the PCC in implementing the recommendations and will, if requested, prepare a specification, obtain tenders and oversee the repairs.

Most work to a church building or its contents will require authorisation by faculty the exception being where it appears on the national 'A List' of works that can be carried out on your church without a Faculty. The A List can be found in Schedule I, Table 1 of the Faculty Jurisdiction Rules 2015

There is a national 'B List' of works that can be carried out once the written permission of the Archdeacon has been obtained. Most of these will be repairs and routine maintenance or small works identified in the QI report. The B List can be found in Schedule I, Table 2 of the Faculty Jurisdiction Rules 2015.

### Maintenance between inspections

Although the Measure requires the church to be inspected every five years, serious damage to the building fabric may develop in between these surveys if minor defects are left unattended. Because of this Churchwardens are required to make an annual inspection of the fabric and furnishings of the church and to prepare a report for consideration of the PCC before the Annual Parochial Church Meeting. This report must then be presented to the APCM, with any amendments made by the PCC.

Arrangements should be made for immediate attention to such minor matters as displaced slates and leaking pipes and the PCC are recommended to enter into an annual contract with a builder for the cleaning out of gutters, hopper-heads, downpipes and gullies twice a year in spring and autumn. Guidance may be had from notes published by the DAC and obtainable from the Diocese web-site

**Building Insurance**

The PCC should maintain buildings insurance cover that is index-linked so that adequate cover is maintained against inflation of building costs. It is, of course, important to ensure that the basic sum is adequate at inception of index-linking, as this will only deal with future inflation.

## 2.0 WORK DONE DURING THE LAST QUINQUENNIUM

The building has been comprehensively refurbished in the fairly recent past.

## 3.0 GENERAL CONDITION OF FABRIC

The St Francis centre is extremely well kept and as far as can be seen is in very good condition.

## EXTERNAL

### 4.0 ROOF COVERINGS

| | | Category |
|---|---|---|
| A | The roof is a simple duo-pitch roof finished in corrugated asbestos cemrent sheets. These are of some age but appear in reasonable condition. No work should be done to the roof without proper precautions to guard against asbestos. | |

### 5.0 RAINWATER GOODS AND DISPOSAL SYSTEMS

| | | |
|---|---|---|
| A | Rainwater goods are plastic UPVC half round gutters with circular rainwater pipes. | |
| B | There is a build up of debris and weed in the gutter on the northwest side of the building. All of the gutters should be cleared of debris. | A |

### 6.0 BELOW GROUND DRAINAGE

| | | |
|---|---|---|
| A | The rainwater pipes discharge into gulleys with metal grids. It is not clear where these discharge to.<br><br>The foul drains appear to connect via manholes to the main foul sewer. Manholes were no lifted at my visit. The drainage installation appears to be functioning satisfactorily. | |

B There is a tendency for plant growth and litter to accumulate in the gullies. Gulley gratings should be removed and pipework cleared as far as it is accessible, gulley should be tested by topping up with a hose and ensuring that it runs free. A

### 7.0 WALLING

A Walls generally are shuttered in-situ concrete, cast to look like weatherboard in panels between principal posts. The south-west gable wall has been finished with a smooth cement render.

All of the walls are finished with a masonry paint.

B Generally the walls appear in fair condition. There is slight cracking to the cement render on the south west elevation.

### 8.0 EXTERNAL DOORS

A There is a double leaf panelled main entrance door to the south-west elevation set under a pitched roofed porch with timber spandrel panel and set between brick piers.

There is a flush fire exit door at the north-east end of the hall fitted with panic bars.

B Doors generally and their fittings are in fair condition.

### 9.0 WINDOWS

A Windows generally are modern PVCU casement windows and are in fair condition.

## INTERNAL

### 10.0 ROOF STRUCTURES AND CEILING VOIDS

A There is a vaulted plasterboard ceiling throughout the building, with the lower parts following the line of the rafters and the central area flat and presumably following the line of a collar.

I did not get access to the void above the central area and so cannot comment on the nature of the structure or it's condition. However, the ceiling itself is true and regular and in fair condition.

### 11.0 PARTITIONS, PANELLING, DOORS AND DOOR FURNITURE

A The entry to the hall is a pair of painted timber panelled, subdivided into three horizontally and in period with the construction of the building. These are reflected by another pair at the far end of the room giving on to the furniture store.

Doors to ancillary spaces are modern veneered flush doors .

B Doors and ironmongery generally are in good condition.

### 12.0 GROUND FLOOR STRUCTURE

A The floor appears to be an in-situ concrete ground bearing slab, it is finished either with contract carpet or sheet vinyl and as far as can be determined is in fair condition.

## 13.0 INTERNAL WALL SURFACES

A Internal walls appear to be brick or block or stud partitions. All walls have a plastered finish and are painted with emulsion paint.

Walls generally are in good condition.

## 14.0 TOILETS, KITCHENS, VESTRIES, ETC

A There is a fully fitted kitchen that is a fairly recent installation, of good quality and is in good condition.

B There is an adapted suitable for wheelchairs and also a unisex standard WC. These are equipped to a good standard and are in good condition.

## 15.0 BELLS

A There is a single bell mounted externally on a wrought iron bracket. This can be chimed from a rope that falls in the entrance vestibule. The action of the bell rope has sawn an elongated hole in the ceiling plasterboard. This could be rectified by fitting a hardwood grommet around the rope where it comes through the ceiling. B

B The bell itself should be checked regularly to see that the mounting is sound. B

## 16.0 SERVICE INSTALLATIONS GENERALLY

None of the service installations was tested and any comments given below are based upon a purely visual inspection. Each system should be regularly tested and inspected by a suitably qualified specialist as recommended in the preface.

A HEATING INSTALLATION

Heating and hot water are provided by a Vailant gas fired combination boiler located in the office.

This supplies hot water to wall mounted radiators

The system is modern and appears to be in good condition.

B ELECTRICAL INSTALLATION

The electrical installation should be tested on a quinquennial basis by an electrical engineer registered with the National Inspection Council for Electrical Installation and Contracting (NICEIC), and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church log book.

I understand that the installation has been recently tested, the certificate was not available at the time of the inspection.

The incoming main is positioned in the store off the vestibule where there is an underground supply to the meter and switchgear.

Electrical installations generally where visible appear to be modern and in good order.

C SOUND REINFORCEMENT

The PA system was not tested or inspected.

D FIRE PROTECTION

Legislation requires that the PCC should appoint a responsible person, carry out risk assessments, put in place fire precautions and have a fire exit strategy. This should be reviewed regularly and kept for inspection with the church log book.

Guidance is published by the government and is available on line or from the Stationary office.

There are fire extinguishers and these should be serviced regularly. They were last tested in April 2016 which means that a test is overdue.

There are interlinked smoke detectors and emergency lighting, these systems should be tested monthly.

E LIGHTNING CONDUCTOR

There is no lightning conductor.

**17.0 ASBESTOS**

A Legislation requires that the PCC should : B

- have a management survey carried out to detect the existence of asbestos in the building
- keep a register of asbestos within the building that can be made available to people working on the building
- assess the risk posed by the asbestos and make a plan to manage it

I believe that a register does exist but the report was not available at the time of the inspection. This should be located and kept with the log book for the building.

**18.0 DISABLED PROVISION AND ACCESS**

The provisions of the Equality Act require that service providers including churches provide equal access for their services. B

To meet the requirements of the act it is necessary to carry out an Access Appraisal and from this produce an Access Plan for the building. Guidance on this is given in Guidance Note "Accessibility and Disabled People" published by ChurchCare

A Access provisions for the building appear to be good with level access available at all doorways and no changes of level within the building.

B There is an adapted WC cubicle properly equipped and including an audible and visual alarm.

**19.0 SAFETY**

A The PCC should produce a Health and Safety Plan for the building based on hazard identification and risk assessment. This should be reviewed and updated regularly. B

## 20.0 CURTILAGE

A The north-west and north-east boundaries are formed by close boarded fences of neighbouring properties and are in fair condition.

The south-east and south-west boundaries are formed by chain-link mesh fencing between concrete posts. These are also in fair condition.

The Tarmac footpaths to the main door is serviceable although there are some cracks with weed growth coming out of them.

Unpaved areas are all laid out to grass and kept mown.

## 21.0 SUMMARY OF RECOMMENDATIONS

PRIORITY OF REPAIRS

**Category A: Requiring immediate attention**

Clear gutters and rainwater goods check operation of gullies.

**Category B requiring attention within 12 months**

Check bell and bell rope, grommet to ceiling.
Locate asbestos register.
Prepare access plan
Prepare Health and Safety plan

**Category C requiring attention within 5 years**

**Category D Long term repairs**

Replace asbestos roof sheeting.

**Category E requiring routine action**

Check and clear gutters and downpipes,( twice yearly)
Clear debris from surface water gullies, (twice yearly)
Check emergency lighting and smoke detection installation ( monthly)
Test electrical installation, (every five years)
Regular testing of electrical portable appliances ( two yearly).
Regular inspection and servicing of heating installation Annually).
Regular testing adapted WC alarm (monthly).
Regular inspection of fire fighting equipment (annually).
Review fire plan, (annually)
Review access plan,( two yearly).
Review Health and Safety Plan, (annually).

**Category F requiring specialist advice**

Nothing reported