

BUC GUIDELINES

LB5 Looking after your Church Buildings

(09/2009)

INTRODUCTION

This is one of a series of guides produced by the Listed Buildings Advisory Committee to assist ministers and deacons to understand best practice in the way they look after their listed buildings. Other guides in the series cover the following topics:

LB1	<i>Introducing the Listed Buildings Advisory Committee</i>
LB2	<i>Applying to the Listed Buildings Advisory Committee</i>
LB3	<i>Professional Advisors and Applications to the Listed Buildings Advisory Committee</i>
LB4	<i>Building Materials and External Fittings in Listed Churches</i>
LB6	<i>Listed Buildings Application Form</i>
LB7	<i>Furnishing in Listed Buildings</i>
LB8	<i>Photographic Recording</i>
B12	<i>Five Year Inspection Reports – Church Buildings</i>

See also the publication *Keeping an Eye on the Structure* by Barry Wilmshurst, available from the Publications Office of the Baptist Union of Great Britain (price £3 plus 60p postage and packing).

ROUTINE MAINTENANCE

The aim of this note is to give basic guidance on the continuing care of old buildings. Much of the information is appropriate to any building in your care, and represents good practice in routine maintenance. Attention to detail is particularly important when dealing with listed buildings. The following are basic recommendations for good practice.

- Get to know the building, its intimate construction details, its history, its heritage significance and how it has developed.
- Watch for early signs of a problem, and put them right before small problems become expensive concerns.
- Plan ahead for routine maintenance with the aid of a detailed inspection report, such as a quinquennial inspection, undertaken by a surveyor or architect with appropriate expertise.
- Carry out repairs using materials sympathetic to the original building, avoiding the use of cement, for example, in the repair of buildings constructed with lime mortar.
- Ensure that you understand the Health and Safety Legislation as it might affect what you want to do to the building. Make certain that the work is going to be undertaken in a safe manner, by people with the appropriate skills. The minister and deacons could be held liable for any accident which occurs as a result of an inappropriate instruction.
- Be cautious of miracle cures and cheap DIY solutions, which may look appealing but are relatively untried in an historic building context. Some modern compounds may be useable for short term emergency repairs but they should not be seen as long term solutions to problems. Care should be taken that the repair is reversible or removable without causing damage to

historic fabric. Care should also be taken when using waterproofing material to keep external water out as this can cause internal condensation or sweating which could cause serious rot within the fabric of the building. Do not be put off by being told that the appropriate materials are not available locally. They probably are, but may need hunting down.

- If in any doubt about anything, ask someone else such as your professional advisor or the Local Authority building conservation officer. As a last resort, the Listed Buildings Advisory Committee will try and help if they can.
- If undertaking works, consult the Local Authority and the Listed Buildings Advisory Committee before you do anything which might change the character of the building, its looks or its materials. Failure to do this could be expensive later on.
- Keep records of everything you do to the building in a log book. It could save time and money the next time you have to tackle a similar problem.

GETTING TO KNOW THE BUILDING

No amount of expertise can compensate for personal knowledge. We recommend that a deacon be made responsible for the building fabric, and that it be their duty to identify the nature of the materials used in the original construction, and any problem areas of the building such as drains, water-courses, electrics etc. In addition to this, some idea of the local and regional significance of the building should be gained as this will help in assessing the relative importance of, say, the roof coverings, the brickwork in the outer walls, and the internal arrangements, colour schemes, etc. 'Statements of Significance' are becoming more widely requested and are a way of assessing the value of the structure, in terms of townscape value, value to the community, in the local heritage, regional significance or to the national heritage. Listed buildings will almost always be making a valuable contribution at more than one of these levels. The information gathered should be retained in one central place, such as in the front of a log book. This will be useful, not only for routine maintenance, but for compiling of statements of intent, when applying for consent to make alterations.

Archaeological awareness is becoming a requirement particularly on sites with a long history of occupation, or where a chapel has been built on old burial grounds. Archaeological assessments may be needed by Local Authorities for applications for new works, and it may be appropriate to gain an understanding of the archaeological significance of the site whilst compiling information on the history of a building.

WATCH FOR EARLY SIGNS OF TROUBLE

Keeping a watchful eye on the building can save time and money. We recommend to churches the following basic pattern of inspections. (If the inspections are done by volunteers ensure that the church has adequate insurance against accidents.):

1 Weekly, or after a storm:

- Walk around the building, checking for missing roof tiles etc, and for signs of leaking gutters and blocked downpipes.
- Check that all windows are sound, open high level windows a little to let fresh air into the building to keep it dry and well aired.
- Look for signs of damp internally at the base of walls, around windows and at corners of ceilings. This may be evidence of water penetration.

2 Every April and November:

- Check all gutters and down pipes from ladders, if safe. Unblock any blocked by vegetation or fallen leaves.
- Check flat roofs for signs of ponding.
- Clear vegetation such as ivy, brambles, and grass away from gullies above ground water

courses.

- Check ceilings for signs of bowing plasterwork and fresh cracks.
- Ensure all vents are clear at ground level.
- Check floors for wood dust which might indicate the presence of woodworm especially between April and June when they are most active.

3 Annually:

- Tune the organ and arrange for a brief report on its condition.
- Check enclosed roof spaces, if safe access is available, for signs of water penetration, vermin and woodworm.
- Check and lubricate as applicable any external apparatus.
- Overhaul all door ironmongery, lubricating locks and hinges.
- Check central heating boilers, and all gas appliances, and arrange for inspection by a competent engineer.
- Ensure that any ventilators and air bricks are free from obstruction.
- Examine outside walls for signs of moss growth, lost pointing or cracking and take appropriate remedial action.
- Record any movements photographically, or arrange for monitoring with graduated tell-tales.
- Check internal ceilings and walls for cracking, and consult professional advisor if concerned.
- Wash external paintwork and windows with warm water and soap (not detergent which streaks), and check any ironwork and security shutters for signs of decay.
- Arrange to have all fire fighting equipment checked and upgraded as necessary.
- Inspect boundary walling, fences and gates for signs of decay and repair as necessary.
- Think about the way people with any sort of disability are welcomed and accommodated within the building, in compliance with the Disability Discrimination Act.
- Ensure that the requirements of the Place of Work Legislation are complied with, regarding the safety of anyone employed within the building, which will include the minister, and might include organists and other voluntary workers.
- Compile a brief report on the condition of the building for the annual meeting.

5 Every five years:

- Arrange for the quinquennial inspection and report by your surveyor or architect.
- Arrange for a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) to test the electrical systems and apparatus and report.
- Review your insurance cover for the building and its contents.
- Check all external paintwork and redecorate if necessary with a compatible paint.
- Treat all stained and oiled woodwork with clear preservative or boiled linseed oil.
- Arrange to rod through any below ground drains serving rainwater down pipes.
- Consider your next five year plan for the building, including routine repairs, budgeting and phasing as part of your mission plan.

VAT AND GRANTS

Ask your professional advisor for guidance or contact the VAT helpline tel: 0845 010 9000.

Note also that the Government Grant Scheme will effectively reduce the VAT burden on repairs to listed buildings to 5%, on all work begun after 1 April 2001.

From 1 April 2004 extra relief from VAT payments is available for listed buildings. There are also changes to the Listed Places of Worship Grants Scheme. Further details of the Grant Scheme can be found on the website www.lpwscheme.org.uk or from Listed Places of Worship Grant Scheme, PO Box 609, Newport, NP10 8QD or the LPWGS helpline tel: 0845 601 5945.

CONSTRUCTION AND DESIGN MANAGEMENT REGULATIONS

All building work has to be undertaken in a way that is inherently safe, and by law the client and the

builder together have to show that a safety audit has been undertaken. Any work to a building other than a dwelling which will take longer than five weeks or thirty man days to complete needs to have a proper written health and safety plan produced by a Planning Supervisor.

ECCLESIASTICAL EXEMPTION

The exemption is a privilege by the government given to churches, which enables them to administer their own version of the Listed Building Consent. Formal approval is required for any alteration to a listed building whether it is a church or not and this includes structural repairs as well as major alterations, and, in certain circumstances, the choice of paint colours. The rules are set out generally in Planning Guidance Note PPG 15. Whilst routine maintenance works are unlikely to require a formal application, it is always advisable to seek advice from the Local Authority conservation officer. The way we look after our buildings now will determine whether we will be able to retain the exemption.

LISTED BUILDING CONSENT AND PLANNING APPROVAL

Where repairs will make a significant difference to the appearance of a building, listed building consent may be required in addition to planning approval from the local planning authority. Works requiring listed building consent include demolition or partial demolition or alteration or the removal of internal or external features. Major alterations affecting the external appearance or which increase the height of the building will additionally require planning approval.

PLANNING AHEAD

The Baptist Trust Corporations recommend that a detailed inspection is undertaken of all listed buildings, once every five years. This 'quinquennial inspection' is a vital piece of investigative work, which if undertaken with skill, can help with the planning of the work, and identify likely funding requirements, dovetailing in with any major alterations being considered for the building. It is appropriate to have items categorised according to their priority, and for the report to identify which items may be safely undertaken by the deacons on their own. An indication of budget costs is essential. A suggested outline of the report is shown in Appendix 3.

APPROPRIATE MATERIALS

The most sympathetic repair to any building will always be those materials closest in nature to the originals. This will include clay tiles for clay tiled roofs, natural slates from an English or Welsh source to repair slate roofs, softwood where softwood was used before, oak for oak, etc. The use of cement is unlikely to be appropriate in buildings built before 1910.

APPROPRIATE CONTRACTORS

Building works, even minor repairs, should be undertaken by a builder or contractor competent and experienced in conservation work. It is very easy to do serious long term damage to fabric of historic buildings by well intentioned repairs using inappropriate materials or techniques.

LB.5 (03/2008) LOOKING AFTER YOUR CHURCH BUILDINGS

APPENDIX ONE: useful addresses and telephone numbers (A) Advisory (G) Grants (O) Official

1 CHURCH BODIES

Allchurches Trust Ltd, Beaufort House, Brunswick Road, Gloucester GL1 1JZ (Tel: 01452 528553) www.allchurches.co.uk (G)

Baptist Union Corporation (The), Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT (Tel: 01235 517700) www.baptist.org.uk (A)

Chapels Society (The), 1 Newcastle Avenue, Beeston, Nottinghamshire NG9 1BT (Tel: 0115 922 4930) www.britarch.ac.uk/chapelsoc/index.html (A)

Cathedral Communications Ltd, High Street, Tisbury, Wiltshire SP3 6HA (Tel: 01747 871717) www.buildingconservation.com (G)

Church Monuments Society, c/o The Society of Antiquaries, Burlington House, Piccadilly, London W1J 0BE (Tel: 020 7738 2965) www.churchmonumentsociety.org (A)

Churches Main Committee, Church House, Great Smith Street, London SW1P 3AZ (Tel: 020 7222 1265) www.cmainc.org.uk (O)

Friends of City Churches (The), The Church of St Magnus the Martyr, Lower Thames Street, London EC3R 6DN (Tel: 020 7626 1555) www.london-city-churches.org.uk (A)

Friends of Friendless Churches (The), St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB (Tel: 020 7236 3934) www.friendsoffriendlesschurches.org.uk (G)

Historic Chapels Trust, St George's German Lutheran Church, 55 Alie Street, London E1 8EB (Tel: 020 7481 0533) www.hct.org.uk (A)

Institute of British Organ Building, 13 Ryefields, Thurston, Suffolk IP33 3TD (Tel: 01359 233 433) www.ibo.co.uk (A)

Listed Places of Worship Grant Scheme, PO Box 609, Newport NP10 8QD (Tel: 0845 601 5945) (G)

National Churchwatch, 'Endeavour', 8 Commercial Road, Shepton Mallet, Somerset BA4 5DH (Tel: 01749 344992) www.nationalchurchwatch.com (A)

2 AMENITY SOCIETIES

Ancient Monuments Society (The), St Ann's Vestry Hall, 2 Church Entry, London, EC4V 5HB (Tel: 020 7236 3934) www.ancientmonumentsociety.org.uk (A)

Council for British Archaeology (The), St Mary's House, 66 Bootham, York, YO30 7BZ (Tel: 01904 671417) www.britarch.ac.uk (A)

Georgian Group (The), 6 Fitzroy Square, London, W1T 5DX (Tel: 0871 750 2936) www.georgiangroup.org.uk (A)

Incorporated Society of Organ Builders (The), Smithy Steads, Clagg Vale, Hebden Bridge, West Yorkshire HX7 5SQ (Tel: 01422 885846) www.isob.co.uk (A)

Joint Committee of National Amenity Societies, St Ann's Vestry Hall, 2 Church Entry, London, EC4V 5HB (Tel: 020 7236 3934) www.jcnas.org.uk (A)

National Association of Decorative and Fine Arts Societies, 8 Guildford Street, London, WC1N 1DT (Tel: 020 7430 0730) www.nadfas.org.uk (A)

Society for the Protection of Ancient Buildings (The), 37 Spital Square, London E1 6DY (Tel: 020 7377 1644) www.spab.org.uk (A)

Society for Church Archaeology (The), 38 Millstream Road, Heighington, Lincolnshire LN4 1TY www.britarch.ac.uk/socchurcharchaeol

Twentieth Century Society (The), 70 Cow Cross Street, London EC1M 6BP (Tel: 020 7250 3857) www.c20society.org.uk (A)

Victorian Society (The), 1 Priory Gardens, Bedford Park, London W4 1TT (Tel: 020 8994 1019) www.victorian-society.org.uk (A)

3 PROFESSIONAL ASSOCIATIONS

Ecclesiastical Architects' and Surveyors' Association (EASA), Elden Minns and Co Ltd, Chartered Architects/Surveyors, 453 Glossop Road, Sheffield, S10 2PT (Tel: 0114 266 2458) www.easanet.co.uk (A)

Royal Institute of Chartered Surveyors, 12 Great George Street, London, SW1 3AD (Tel: 0870 333 1600) www.rics.org (A)

Royal Institute of British Architects, 66 Portland Place, London, W1B 1AD (Tel: 020 7580 5533) www.architecture.com (A)

4 OTHERS

Association for Studies in the Conservation of Historic Buildings (ASCHB), 181/2 Macaulay Road, London, SW4 0QX (Tel: 0208 540 3066) (A)

CADW, Plas Carew, Unit 5-7 Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ (Tel: 01443 336000) www.cadw.wales.gov.uk

Charities Aid Foundation, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA (Tel: 01732 520001) www.cafonline.org (A,G)

Department for Culture, Media and Sport, 2-4 Cockspur Street, London SW1Y 5DH (Tel: 020 7211 6200) www.culture.gov.uk (A, O)

Natural England, 1 East Parade, Sheffield S1 2ET (Tel: 0114 241 8920) www.naturalengland.org.uk (A, O)

English Heritage, 1 Waterhouse Square, 138-142 Holborn, London, EC1N 2ST (Tel: 020 7973 3212) www.english-heritage.org.uk (A, O, G)

Entrust, Acre House, 2 Town Square, Sale, Cheshire M33 7WZ (Tel: 0161 972 0044) www.entrust.org.uk (G)

Heritage Lottery Fund, 7 Holbein Place, London, SW1W 8NR (Tel: 020 7591 6000) www.hlf.org.uk (A, G)

National Monuments Record Centre, Kemble Drive, Swindon SN2 2GZ (Tel: 01793 414613/414600) www.english-heritage.org.uk (A, O)

VAT and the Built Heritage, www.vatbuiltheritage.org.uk (A)

APPENDIX TWO: LOG BOOK

This is simply a log of all the work which you do to the building. It should contain the following information:

- What work has been undertaken
- Who did the work
- What the work cost
- Whether any professionals were involved, and, if so, who
- What materials were used, and from where they were obtained
- When the work was done
- Who usually looks after the elements of the building which need regular attention (such as the organ, gutters, roofing, electrics)
- Who to call in an emergency

The log book could also contain:

- Photographs of the building both historical, and up to date, dated
- Specifications of the work undertaken
- Other snippets of historical information which come to light, and a list of benefactors
- Details of the organ, and any other instruments owned by the chapel
- An inventory of all loose furniture, with accurate photographs to identify them, should they be stolen or lost
- Recollections from older members of the fellowship of the condition of the buildings in earlier times
- References from other books, local guides and histories of the area, which shed light on the development of the building

APPENDIX THREE: CONTENTS OF THE QUINQUENNIAL INSPECTION

This is advisory only, but compliance would greatly assist in ensuring the quality of the inspection and a consistency of approach.

Preliminary information:

- Brief description of building
- Materials used in its construction
- Statement of its heritage significance
- Dates of construction where known
- Archaeological implications (state none if this can be proved to be the case)
- Date of inspection
- Details of the surveyor, other people present
- Weather during the inspection

Main report:

- Limitations
- Dates of previous inspections and by whom surveyed
- Works completed since the previous quinquennial report
- General condition

External:

- Roof coverings
- Rainwater goods and rainwater disposal systems
- Walls, including parapets and upstand walls

- Timber porches, doors and canopies
- Windows

Internal:

- Roof structures and ceilings
- Roof and ceiling voids
- Upper floors, balconies, access stairways
- Ground floor structure, timber platforms
- Baptistries
- Cellars, any other spaces below ground level
- Toilets, kitchens, vestries etc
- Partitions, screens, panelling, doors and door furniture
- Internal finishes
- Monuments, plaques etc
- Fittings, fixtures, furniture and moveable articles
- Organs and other musical instruments
- Clocks and their enclosures

Heat, light, power and drainage

- Sanitary plumbing generally
- Rainwater disposal below ground
- Heating and other mechanical service installations
- Electrical installations
- Sound system
- Lightning conductor protection
- Fire precautions
- Security systems

Curtilage:

- Notice boards
- Churchyard
- Monuments and memorials
- Boundary walls, gates and fencing
- Paved areas
- Trees and shrubs (noting especially any covered by Tree Preservation Orders)

Miscellaneous

- Disabled provision and access
- Health and Safety issues
- Bats and vermin
- Woodworm and rot
- Dampness
- Ventilation
- Recommendations, with budget cost summary
- Explanatory notes
- The inspecting surveyor may add caveats to protect themselves. A common and acceptable one would say 'We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and cannot therefore report that any such part of the property is free from defect.'

Association Trust Company	Contact
Baptist Union Corporation Ltd	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
East Midlands Baptist Trust Company Ltd	The Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
Heart of England Baptist Association	Heart of England Baptist Association BMS International Mission Centre 24 Weoley Park Road Selly Oak Birmingham B29 6QX Telephone: 0121 472 4986
London Baptist Property Board	London Baptist Association 235 Shaftesbury Avenue London WC2H 8EP Telephone: 020 7692 5592
North West Baptist Association	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
South West Baptist Trust Corporation	South West Baptist Trust Corporation Wonford Baptist Chapel 36-38 Wonford Street Exeter Devon EX2 5DL Telephone: 01392 433533
West of England Baptist Association	West of England Baptist Association The Old Forge Broom Hill Stapleton Bristol BS16 1DN Telephone: 0117 965 8828
Yorkshire Baptist Association	The Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700

As at Jan 2010

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Baptist Union Corporation Limited and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff at the Baptist Union Corporation, at Baptist House (or your regional Trust Company) will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Baptist Union Corporation staff also deal with churches that are in trust with the East Midland Baptist Trust Company Limited, the North Western Baptist Association (Incorporated), and Yorkshire Baptist Association.

If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice. A list of contact details has been included.

If you have private trustees they too should be consulted as appropriate.

Contact Address and Registered Office:

The Baptist Union Corporation Ltd, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT England

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