

## Catholic Church of St Francis of Assisi

Coronation Road, Ascot, SL5 9HG



**Quinquennial Inspection Report** July 2017 Issue 1

## Table of Contents

- 1.0 Preamble
- 2.0 Repairs Classifications
- 3.0 General Description of Property
- 4.0 Church and Reception
- 5.0 Friary and Meeting Rooms
- 6.0 External Grounds
- 7.0 Energy Efficiency
- 8.0 Indicative Outline Costs

Document Distribution List:			
Role:	Contact Name:	Organisation Name:	Copies:
Parish Representative	Tony Berkeley	The Parish of St Francis of Assisi	2 + e
Diocesan Secretary	Christine Peacock	Portsmouth Catholic Diocesan Trust	e

---

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957

## 1.0 Preamble

### 1.1 Instructions and Limitations

1.1.1 We received instructions from Tony Berkeley to carry out an inspection and produce a report of finding from this Quinquennial Inspection on the Church, the Friary and external grounds of St Francis of Assisi, Ascot.

1.1.2 We have a copy of the last Quinquennial Inspection Report, undertaken by ourselves, The AED Practice Limited, in April 2012.

1.1.3 Our inspection was carried out by Derek Hampshire on July 18<sup>th</sup> 2017. During these inspections, weather conditions were warm and dry, and with temperatures of around 27 degrees C.

1.1.4 The primary purpose of this report is to record the condition of the structure and fabric of the buildings. In addition to detailing the current condition of the buildings, consideration is also given to the condition of external space and grounds within the curtilage. Furthermore, in relation to any defects discovered, the diagnosis and prognosis is outlined, to facilitate remedial works to allow the continued use of the buildings. This report is to establish the general condition and planned maintenance only, and is not intended as a full condition report.

1.1.5 This report includes a photographic summary of works advised broken down into constitution parts and again into elements, and an outline of budget costs spread over the repair classifications.

1.1.6 At present, we have not made any enquiries about the availability of archived drawings, which may provide information relating to the original building design, and concealed elements (for example foundations or other parts of the structure which are not available for determination). In the absence of such information, some assumptions have been made, by inspecting accessible sections and taking into account the age and type of structure.

1.1.7 Since instructions received did not request any specialist inspection or testing of mechanical/electrical and plumbing/ drainage services, comments in respect of these are based on information gained after cursory visual examination of the exposed parts. Note that it is a Diocesan requirement for electrical and gas installations to be tested every 5 years; and heating systems to be maintained every year.

1.1.8 We have carried out a visual (non-disruptive) inspection of the property and as such, we have not inspected those parts of the property which are built-in, un-exposed, covered up or otherwise made inaccessible in the normal course of construction, fitting-out or occupation and we are therefore unable to state that such parts of the property or its components are free from further rot, beetle infestation, corrosion or other defects. The unsafe nature of void areas, the installation of suspended ceilings and the storage of furniture and fittings in rooms may limit the ability to inspect and advise.

1.1.9 We have not been able to inspect areas of the property which were inaccessible during our inspection, such as locked spaces (where keys were not made available), high level roof spaces and roof coverings from roof level. No request has been made for full and close examination of the roof areas via a mobile elevated working platform, MEWP. Therefore, other than those parts bounded by flat roofs assessment has been carried out from ground level with high powered binoculars, and as such it should be noted that this may limit the identification, diagnosis and prognosis of defects in this area. We have not opened up service ducts, access panels or other concealed chambers where access cannot be readily obtained without the use of tools or where this would require more than one person, such as to lift a heavy manhole cover.

1.1.10 The interior of roof voids have been inspected as far as practicable (using torches) to view sections visible and safely accessible from the hatch opening areas. Below floor inspections have not taken place.

1.1.11 Due to the concealed nature of building foundations, it has not been possible during the course of our inspection to effectively assess the condition of this element. We have not carried out any investigations into the nature or condition of the sub-soil to this building curtilage. Therefore this report cannot confirm the suitability of the foundations and subsoils supporting the walls and floor slabs. However, we have undertaken a visual inspection of the property perimeter, and have made conclusions based upon the surface evidence available at the time of inspection. Accordingly, any visible defects expected to be linked to the condition or deterioration of the foundations would be noted and reported accordingly.

1.1.12 Unless otherwise stated, we have assumed that all necessary permissions and statutory consents in respect of the property have been obtained for the construction (including any alterations) and its current use, and that there is no outstanding enforcement or other statutory notices. We have not made enquiries to establish any non-compliance with Building Regulations, Fire Precautions Act, Defective Premises Act, Health and Safety Acts, Construction Design and Management Regulations or any other legislation, directives or codes of practice.

1.1.13 We have not carried out any investigations into current or previous property or land use for the purpose of identifying the risk of the site being contaminated in any way. We have not made searches of the National Coal Board or other statutory bodies to establish the likelihood of the property being affected by subsidence as a result of mining or tunnelling operations.

1.1.14 This report shall be for the benefit of the addresses only. We accept no liability to any other party who may seek to rely upon the whole, or any part, of this report.

1.1.15 Our report does not constitute an environmental audit, health and safety audit, disability access audit or energy efficiency audit.



## **2.0 Repair Classifications**

Following inspection, repairs have been classified using the following assessment criteria:

- A) Immediate
- B) Requires attention within 12 months
- C) Requires attention within the next 18-24 month period
- D) Requires attention within the quinquennial period.
- E) Desirable improvement with no timescale
- M) Routine items of maintenance

## **3.0 General Introduction to the Report**

### **3.1 The Properties**

This report covers the Church including the Reception/Hall, the Friary including the Meeting Rooms and Garages, and the external grounds. The Church and Friary were constructed under the direction of Fr Joseph Scoles in 1888. The Franciscan Friars left in the 1980s, passing the Friary and Church to the Diocesan Priests.

The Friary has been considerably altered internally since its construction and after the Friars left through subdivision of the spaces to better suit the needs of the Church. The Church is largely unaltered. The Link between the Church and the Friary has been the main substantial change and was constructed in the last 20 years.

A significant project to undertake repairs and improvements to the Church was undertaken in 2013. It comprised of internal and external fabric repairs to the Church and limited external fabric repairs to the Friary.

### **3.2 Location and Orientation**

The site lies within a predominantly residential road on a relatively quiet through-road just outside South Ascot. It is bounded by this road on one side, a private residential access road to one side, and the Church School grounds on the other two sides.

### **3.3 Summary of Works Not Undertaken Since Last Quinquennial**

*To the Church:*

Non-essential stonework repairs to the buttresses and statues.

*To the Friary:*

Repairs works to the interiors or exteriors of the Meeting Rooms area.

Internal repairs within the Friary.

---

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957

## 4.0 Church

### EXTERNALLY

#### 4.1 Pitched Roof


Roofs are steeply pitched and finished in clay Roman tiles, with the bottom three courses of plain tile laid with sprocketed eaves which reduces the pitch immediately before the gutters. Generally the tiling is sound with no defects noted.

There was no evidence externally or within the Church of any distress to the roofs.

No access is available to inspect the roof voids and we cannot advise on the structure and the condition of the secondary sarking felt. It is known that this aged and deteriorates where exposed to UV light. Where practicable sections along the eaves were replaced in 2013.

Lead work was inspected from the ground and from surveyors' ladders. This has been subject to a programme of repair and the Parish has instigated a rolling programme of inspections and ad hoc repairs. No current defects were noted.

Abutments with the gables and parapets are generally cemented and tiled, with lead soakers installed below. The cement fillets and tiles look sound and there is no evidence of water ingress occurring below these locations.

No.	Condition	Repair Need	Repair Type	Photograph
4.1.1	Front verge of the entrance porch roof. The mortar pointing has been displaced.	Cut out loose verge pointing and replace.	C	

#### 4.2 Flat Roofs

There are no flat roofs to the Church.

#### 4.3 Chimney Stacks

There are no chimney stacks to the Church.

#### 4.4 Eaves and Rainwater Drainage


Typically the ogee guttering is fixed directly to the building face with feature stone corbels below, and no overhang or fascia. The exception is the lean-to roof along the North side above the Sacristy corridor which has a half-round gutter with UPVC fascia.

Fascias, soffits and gables to the Reception porch are of white painted timber. The timberwork is sound.

Gutters are of cast aluminium, not original to the building, and are of a high grade and thickness.

Down pipes are of cast iron, and likely to be original. These are generally sound.

The guttering and downpipes were repaired in 2013 and are now being regularly cleared. No defects were evident at the time of the inspection.

No.	Condition	Repair Need	Repair Type	Photograph
4.4.1	None at present. The main roof discharges via downpipes onto the tiled roofs below. Over time this may lead to early deterioration of the tiles on the lower roof.	None	-	

## 4.5 External Masonry Walls



The structure is sound with no sign of distress, subsidence, or bowing of the main facades. Pointing is generally in good order. A bitumen based DPC is evident around the base of the building. Ground levels have generally been kept adequately below dpc and with a small 'moat' formed along the West and South elevations to achieve this. This dpc appears to be still performing its function with no significant signs of failure leading to dampness internally.





Stonework is in good condition with no signs of any significant deterioration to surrounds to windows, recesses or entries. The lower stone corbels to the buttresses are suffering the beginnings of spalling on their sides where the stone is built into the brickwork.

Brickwork and stonework to the gables are in good condition. Pointing is variable and there are areas of gable wall which will need localised repointing in the short/medium term. There are no signs of any movement or significant deterioration of these vulnerable areas.





Each gable is capped in stonework and with symbolic stone features at its apex. These appear sound and true viewed through high powered binoculars. The early signs of fracturing at the base of two of the crosses along the South roofs at their Eastern end, identified in the 2012 report, have not developed further.

The statuary on the West Front and the St Francis on the North side, and St Bernadine on the South side all appear sound with a limited degree of defoliation due to age and weathering.





No.	Condition	Repair Need	Repair Type	Photograph
4.5.1	Local area of weathered pointing below the stone capping on the buttresses	Locally repoint in a lime based mortar	D	
4.5.2	Local area of missing pointing on the main façade brickwork	Locally repoint in a lime based mortar	D	

4.5.3	The bricks here have been damaged - probably due to removal of fixings	Cut out damaged brick and piece in new to match	D	
4.5.4	As 4.5.2	As 4.5.2	D	
4.5.5	Generally the brick pointing is in sound condition. Here there is some minor degradation immediately below the stone gable cappings.	At time of next external renovations rake out and repoint brickwork below copings. Check copings joints are adequately pointed.	E	
4.5.6	Staining of the brickwork due to water run-off at the base of the gable cappings.	It would be beneficial to introduce a deflector of some sort at the base of the copings to direct water onto the roof and gutter. This will reduce deterioration of the brickwork and stone corbel.	E	




4.5.7	Weathering of the pointing below the capping stones on one of the buttresses.	As 4.5.1	D	
4.5.8	The pointing is missing above this lead flashing over the signage for the Church	Point in using lead sealant (not mortar)	D	
4.5.9	A fitting has been removed at the apex of this arch, leaving holes and damaged to the bricks.	Carefully repair in a colour matched mortar.	E	
4.5.10	Localised loss of mortar pointing below the cappings at this valley location.	Rake out and repoint. Check the joints in the copings are adequately pointed to protect the brickwork below.	D	



4.5.11	There is some deterioration of the stone statues, with loss of definition on the fine detail.	Plan for specialist repair within the next 15 years.	E	
4.5.12	Main façade. Deterioration of the brick pointing below the gable cappings. The joint in the stonework has opened up, left of the cross.	As 4.5.10 And repoint the stonework.	D	
4.5.13	Main façade. Staining of the brickwork and deterioration of the pointing below the stone string and ledge - most likely through the joints in the stonework.	A lead flashing should be installed above this ledge to protect the stonework and the brickwork below. Treat any lead flashings with anti-patination oil.	D	
4.5.14	As 4.5.12	As 4.5.12	D	

#### 4.6 Bell Tower/Spire

The bell tower is of timber construction with a steeply pitched tiled and lead work roof, and painted lead work apron. A detailed inspection through high powered binoculars did not indicate any signs of deterioration of the timberwork or roofing. The tower shows no significant sign of lean; the cross and lightning protection appear sound.

No.	Condition	Repair Need	Repair Type	Photograph
4.6.1	General view of the bell tower	None identified	-	

#### 4.7 Lightning Protection

An installation exists of copper rods and tapes leading to ground pits. This appears intact as far as can be ascertained from a ground level visual inspection. We have not tested this installation. The system should be tested by an accredited company.

#### 4.8 External Finishes

There are no applied external applied finishes to the Church building.

#### 4.9 External Windows

These are generally steel casements with leaded lights set into stone surrounds, and some opening casements. Whilst some sign of bowing is evident, none is significant and this has not developed since the 2012 QQ inspection. There are no signs of water ingress through the windows or around their perimeter. The stone surrounds appear sound.



To the Reception porch the windows are stained timber with stained hardwood cills. All are in good order.

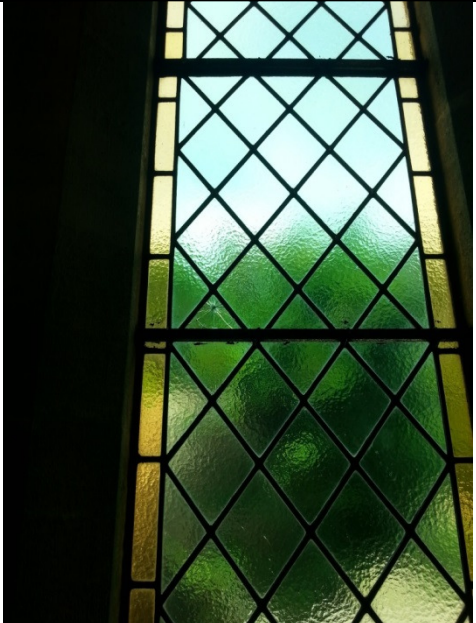
---

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957


No.	Condition	Repair Need	Repair Type	Photograph
4.9.1	Sacristy window. There have been some temporary repairs to the lower lights of this unit. Overall there are 6 cracked panes, and one assembly which is bowing.	Repair fractured glass units.	D	
4.9.2	One of the fixings for this window grill has become loose	Re-fix	B	

4.9.3	Cracked pane	Replace damaged glass.	E	
-------	--------------	------------------------	---	---

#### 4.10 External Doors

The West and North doors are constructed in hardwood with decorative ironwork strap hinges. No defects were noted to the doors into the Church.

The doors into the Reception are relatively new and are in sound condition.

No.	Condition	Repair Need	Repair Type	Photograph
4.10.1	Entrance doors into the main vestibule	none	-	





## INTERNALLY

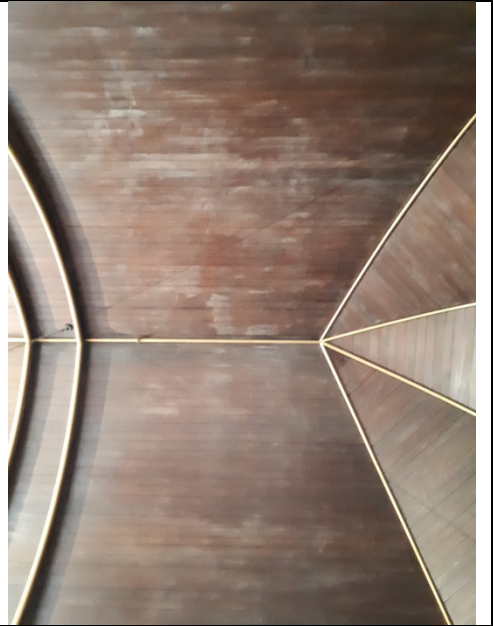

### 4.11 Ceilings

Ceilings throughout are structurally sound with no indicate of failure of their fixings to the structure above. Neither are there significant fractures which reinforce our view that the structure of the Church is fundamentally sound.

Repairs undertaken following the 2012 QQ report remain intact.

My attention was drawn to an apparent deterioration of the varnished finish to the boarded ceilings above the Monks' chapel. This is sporadic but quite extensive. The varnish has not been renewed for many years. I checked again the pitched roofs and flashings above this ceiling through high powered binoculars and could find no roofing defect which could lead to water ingress onto the concealed top surface of the timber cladding, and indeed the pattern of the discolouration does not reflect damage through water ingress. It is not possible to safely access the ceiling without the use of a mobile tower and to investigate further it will be necessary to be able to touch and see the surface close up, and take samples for analysis. My preliminary opinion is that the discolouration is most likely some form of 'blooming' of the varnish caused by a change in the internal environmental conditions, and probably an indication of condensation forming on the surface.

No.	Condition	Repair Need	Repair Type	Photograph
4.11.1	Blown plaster over a plasterboard tack.	Locally cut out, prime, fill, and touch in decorations.	C	
4.11.2	Monks Chapel ceiling - discolouration of the surface of the varnish on the timber boarding	Provide safe access for close-up inspection and sampling. Allow for comprehensive clean, preparation, and over-coating.	C E	

4.11.3	As 4.11.2	As 4.11.2	C E	
4.11.4	The roof above the Monks Chapel - no defects evident	None	-	

## 4.12 Internal Walls





External and internal walls are of masonry, brick finished externally and plastered internally. We did not establish whether the external walls are solid or cavity. The original walls are most likely solid, but they may have a slip cavity or may be part rubble filled.

The walls to the recently constructed Reception areas are of cavity masonry, plastered internally. Internal partitions are solid.

The repairs undertaken after the last QQ have generally been successful, with some additional works having been undertaken to the valleys. However, there are some residual issues and these are illustrated below.

In particular by the Reception entrance, damp seems to be still occurring at low level affecting plaster and decorations where the original doorway has been in filled on the West elevation. This is also occurring to the south side of the doorway. This is most likely a defect of the dpc work undertaken at the time of the infilling and cutting through for the new entrance, exacerbated by the inadequate arrangement for draining the water from the Porch roof. Work has been undertaken to address this with limited success. Refer to Section 6.




No.	Condition	Repair Need	Repair Type	Photograph
4.12.1	Reception wall - damp affected plaster at low level. This may be due to accumulation of salts consequent of previous damp penetration. Refer also to section 6.6.	Undertake further work to check and rectify the damp proof course and to redirect the drainage from the porch roof. Then hack off the affected plaster and renew in renovating plaster.	D	
4.12.2	As 4.12.1	As 4.12.1	D	
4.12.3	As 4.12.1	As 4.12.1	D	
4.12.4	Sacristy corridor. Residual pipe hole following recent improvement works.	Fill and decorate	E	

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957

4.12.5	Sacristy corridor. Damaged plaster at low level	Repair and decorate	E	
--------	--	---------------------	---	---


#### 4.13 Floors

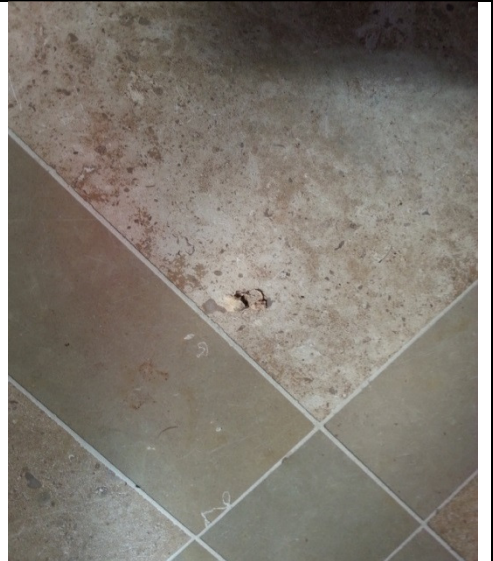
The Church is floored in limestone, installed since the 2012 QQ.

The north corridor leading to the Sacristy is floored in red quarry tiles laid direct to the concrete slab.

The Reception area is screeded and overlaid with carpet generally, and with anti-slip vinyl to the toilets.

The Monks Chapel, Sacristy floor and the floor to the ante-room are of woodblock and are in fair condition. It is known that these original woodblock floors rely on their bitumen bedding for protection against rising damp. This will over time fail, and may have already done so. It would be prudent to plan and budget for replacement of these floors in the next 15 years. (E)

No.	Condition	Repair Need	Repair Type	Photograph
4.13.1	The quarry tiles in the Sacristy corridor.	Consider renovating the quarry tiles and repointing.	E	

4.13.2	The limestone flooring in the Church. There has been some loss of fill within the individual slabs - I noted 5 locations.	Whilst these can be filled with a fine stone/mortar mix this is not essential; this is part of the natural wear of a soft limestone flooring.	-	
--------	---	---	---	---


#### 4.14 Gallery, Gallery Stairs and Balustrading

The Gallery is of timber construction with timber floor joists and beams supported off the timber columns in the Narthex. The floor is finished in timber plain boards; the joists look sound. The balustrade is of timber and solidly clad and is firm. A timber stair leads up to the gallery; the underside of the stair looks sound. The gallery houses the Organ.

#### 4.15 Internal Screens, Doors and Joinery

The windows to the church are generally steel casements with leaded lights set into stone surrounds, and some opening casements. External condition is covered elsewhere. The frames and leading are generally sound and we identified no need for repairs to these. Glazing is predominantly in good condition - both the clear and stained glass. There are approximately 6 individual damaged panes. Internal doors to the Church are hardwood boarded doors on timber frames. They show signs of age and wear but are fundamentally sound.

There are some recently installed glass doors which are in good condition.



No.	Condition	Repair Need	Repair Type	Photograph
4.15.1	The ironmongery to this toilet door is loose.	Re-fix; may require improved fixings	B	

#### 4.16 Sanitaryware and Sinks; Plumbing and Wastes

These are located in the recently constructed Reception area, including the provision of a disabled facility. They are in good condition and well kept with no defects noted. There is a sink and worktop within cupboard housing in the main Reception which is in good condition.

Within the Flower Room there is a Belfast sink which is aged and chipped, but is still working and fit for purpose.




The Sacramentarium is aged and with rusting around the outlet. Consideration should be given to its replacement in due course.



No.	Condition	Repair Need	Repair Type	Photograph
4.16.1	The tea and coffee area fittings within the main reception area.	None	-	
4.16.2	The Sacramentarium within the Sacristy. Aged but in working order. So rusting round the outlet.	In fair condition but would benefit from replacement in the medium term.	E	



#### 4.17 Features and Fitments

Internal stonework and stone features are sound. Fracturing has occurred at the heads of the arches to the reredos either side of the altar and this has developed since the flooring replacement works. This has been subject to monitoring by a structural engineer who advises the displacement has not been progressing during the last 18 month period.

No.	Condition	Repair Need	Repair Type	Photograph
4.17.1	The stone archway through to the Monks Chapel. The slender stonework has fractured, most likely due to differential movement between the Altar base and the foundations supporting the external walls.	The structural engineer advises that this movement is historic and monitoring indicates that it is not progressive. Consider specialist stone repairs to the fractures, which would ideally use a flexible lime based grout.	D	
4.17.2	As 4.17.1	As 4.17.1	D	
4.17.3	General view of the original Altar	None	-	

4.17.4	The Font	None		
4.17.5	The Altar as seen from the Monks' Chapel	None	-	



#### 4.18 Basement

The condition of the basement is broadly as described in the previous QQ; but with a limited number of essential repairs now completed.

The basement lies beneath the Narthex at the West end of the Church. Its front wall broadly aligns with the West front of the Church. It is accessed via a brick stair down below the stair leading from the Reception up to the Meeting Rooms. It is accessed via a fire door with secure keypad control.

The floor of the basement is brick, the soffit is concrete plank. The walls are brick. There is a single concrete column within the main room. There appears to be no timber structure within the construction of the basement.

The main boilers and controls are located in the main basement room. Two smaller rooms are accessed off the main room and are used for storage. As noted elsewhere, all flammable storage must be removed from the basement.

There are no windows, but there is an opening with a redundant grille in the centre room and a small coal chute in the end room.

The floors are sound, though heavily worn.

The soffits are sound. There is evidence of some asbestos based cladding on the soffit which should not be disturbed or worked on.

As previously advised, the brick walls are badly affected by penetrating damp in areas, particularly the west wall, the north-east corner of the main room, and the south wall of the end room. In these locations the brickwork is saturated and spalling. A specialist render repair, such as Vandex, is advised to stabilise the brickwork. (E)

#### 4.19 Decorations

The Church has been comprehensively redecorated internally since the last QQ, all of which is in good condition.

#### 4.20 Services Installations

Note that it is a Diocesan requirement for electrical and gas installations to be tested every 5 years; and heating systems to be maintained every year.

The services installations have been visibly inspected only.

*Note: the basement services installations are described more fully under Section 5.*

##### *Gas*

We were not able to establish when the gas installation was last tested. We advise this be undertaken within the next 12 months and annually thereafter.

##### *Heating*

Heating is via radiators and warm air convectors throughout the Church and ancillary rooms, fed by pipe work from the basement gas fed boilers and calorifiers. The heating was turned off at the time of my inspection. I was not advised of any defect with the heating installation.

##### *Hot and Cold Water*

The hot water system appears to be fully operational.

We are not aware of any concerns over the mains or cold water supplies. We did not discover any tanks serving the Church specifically, but it is likely the cold water down service is off the tanks in the Friary attic.

---

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957

### *Ventilation*

There are no ventilation systems to the Church other than local extract vents from the toilets in the Reception, which are in working order.

### *Electrical systems*

We did not inspect the electrical systems, but all lights appear to be in working order, and we have not been advised of any defects with the power circuits.

### *PA systems*

None noted

### *Induction loop*

Provided to the Nave

### *Security systems*

None noted

## **4.21 Fire Precautions**

### *Escape routes*

There are adequate escape routes from the Church. The distribution of the escape routes is not ideal, being mainly from the rear of the Church and with just the one route at the front of the Nave via the Sacristy corridor. Escape from the Monks Chapel is via the Nave and Sacristy. The nature of the building plan and external levels renders any improvements problematic.

### *Escape signage*

There is no escape signage within the Church. It would be beneficial to provide it in order to better define the escape routes. (C)

### *Emergency lighting*

None provided. None is required though some local emergency lighting to serve the exit points would be beneficial. (E)

### *Fire detection and alarm*

No automated detection or alarm system provided. None is required.

### *Fire extinguishers*

The next maintenance and inspection is due February 2018.

### *Boiler room*

Within the basement as noted above. There is no secondary means of escape and it is not possible to create one. There appears to be adequate fire separation from the Church. It is essential to maintain full 1 hour fire separation, including the fire sealing of all cable and pipe penetrations.

---

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957

## 5.0 Friary

### EXTERNALLY

#### 5.1 Pitched Roofs

Minor roof repairs have been undertaken since the previous QQ.

Roofs are steeply pitched and hipped traditional cut timber rafter construction overlaid with secondary felt and bold roll clay tiles. It is gabled at the North end. From a visual inspection at ground level through high powered binoculars the roofs appear to be in sound condition with no defects requiring attention during the next 5 year period.

On the garden side there is a small dormer window serving the attic. This has a pitched tiled roof and rendered cheeks. This is in fair condition with no indication of the need for repairs.

The meeting rooms building at the rear of the main house has a slate pitch roof with a flat felted roof to one side. Slipped slates noted below.

The only flashings to the main building are those around the stacks, and they look dry within the roof void.

Where the meeting rooms' building within the garden is constructed against the main building, the lead work appears sound.




The lead work at the abutment with the Reception is in good condition. Some repairs have been undertaken here.



The roof void over the Friary is accessed via a timber staircase off a small store room adjacent to the meeting rooms (refer to 5.13.4). The stair leads into the first section of attic space which is fully boarded and contains the boiler plant and water storage tanks. It is also used for some storage.

This is subdivided by partition wall and access door from the main Friary roof void. This area is un-boarded and almost entirely clear of plant and storage.

The roof structures viewed from within look to be substantial and in good condition with no evidence of significant distortion, settlement, rot, or infestation. Their condition remains much as it was at the 2012 QQ.


Insulation is at ceiling level. There is secondary felt provided.

No.	Condition	Repair Need	Repair Type	Photograph
5.1.1	Meeting Rooms roof. A local area of slipped slates noted.	Re-fix into position.	B	
5.1.2	Meeting Rooms roof. Further area of slipped slates.	As 5.1.1	B	
5.1.3	Friary roof void. Area of torn felt below the valley.	No water ingress occurring. This is difficult to repair without opening up from above. Keep under review.	M	

5.1.4	General view within roof void. The insulation has been disturbed leaving cold areas through the ceiling.	Set the insulation back into position.	C	
5.1.5	The rear leaded dormer and the truncated stack.	none	-	

## 5.2 Flat Roofs



Local area of flat roof above the meeting rooms. This is aged, but in fair condition with no defects noted.

No.	Condition	Repair Need	Repair Type	Photograph
5.2.1	The flat roof over the meeting rooms	none	-	

## 5.3 Chimney Stacks

Chimneys are of facing brick to match the main elevations. There are 3 stacks, all of which are reasonably plumb and sound. There was no indication of water ingress around the stacks when viewed from within the roof void.



No.	Condition	Repair Need	Repair Type	Photograph
5.3.1	The gable stack has been repaired since the last QQ.	None	-	
5.3.2	The two main stacks.	None	-	


#### 5.4 Eaves and Rainwater Drainage

Soffits are constructed in lathe and plaster on extended eaves timbers in a concave profile, and with an applied timber fascia to which the gutters are fixed. The construction is clearly visible from within the roof void. This construction looks sound and decorations in good order.



Rain water gutters and down pipes are a mixture of upvc and cast iron. These are generally in good condition.

The down pipes discharge into gullies. These have been repaired since the last QQ.

SVPs are of cast iron and are in good condition. Wastes are generally taken through the external walls to run externally into an SVP.

No.	Condition	Repair Need	Repair Type	Photograph
5.4.1	Hopper on the side wall of the meeting rooms. The joint requires attention.	Reform the joint at the base of the hopper	C	

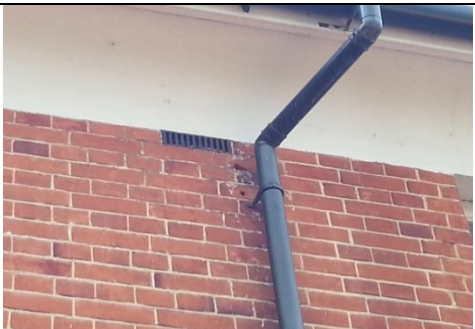


5.4.2	Eaves of the Friary. Some deterioration of the lathe and render.	Cut out and locally repair in a lime based render to match.	E	
5.4.3	North end of the Friary. The timber end to the eaves has rotted and requires replacement.	Renew timber.	C	

## 5.5 External Masonry Walls

External walls are most likely solid masonry faced in red brick with red-rubber brick arches and stone cills. To the front elevation there are stone keystones to the brick arches. The construction of the main house looks sound with no indication of significant fracturing, bowing, or distress to the elevations or their components. Pointing is in good order, and whilst there are some signs of minor slippage of the arches this is not to a degree to cause concern. Stone cills are in fair condition with some localised spalling and weathering. Grilles are provided to the sub-floor voids.





The building within the garden on the East side ('The Meeting Rooms Building'), which houses the meeting rooms, is suffering from structural movement. There are signs of fracturing to the brickwork, and there is bowing of the surface of the East elevation itself. The fracturing does not run down into the foundations, and is more indicative of the need for restraint strapping at first floor level. We note this has been recorded in the last three quinquennials, but repairs are being deferred with the intention to replace this part of the building in the future. Comparing the movement fractures against those recorded in our previous QQ inspection it does appear that there has been little or no progressive movement in the interim.




No.	Condition	Repair Need	Repair Type	Photograph
5.5.1	Redundant fixing holes in the face brickwork.	Point in a lime based mortar.	D	

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957

5.5.2	Meeting rooms building - brickwork fractures and slipped arch.	On the basis this building has a limited life span we advise it be kept under review.	M	
5.5.3	As 5.5.2	As 5.5.2	M	
5.5.4	As 5.5.2	As 5.5.2	M	
5.5.5	Redundant vine eyes on the face brickwork on the garden elevation.	Remove redundant fixings. Point in holes with lime based mortar.	E	

5.5.6	Indications of an injected chemical damp proof course.	None	-	
5.5.7	Early indications of corrosion of this downpipe	Renew downpipe	E	
5.5.8	Hole formed by cable entry not pointed in.	Point in lime based mortar	E	

## 5.6 Lightning Protection

No lightning conductor system has been provided to the Friary building.

## 5.7 External Finishes

There are no applied external finishes to the Friary.

## 5.8 External Windows

Windows are painted timber box sashes set into reveals and with brick arch lintels and stone cills. The majority are sound and in working order, requiring minor routine maintenance to periodically adjust and ease. Perimeter sealing needs improvement throughout. (M)

Sash cords require replacing to the parish office, kitchen, the north rear bedroom, the front shower room, and the rear small bedroom. The kitchen windows do not open, and the cooker hood extract is recirculation only. (C)

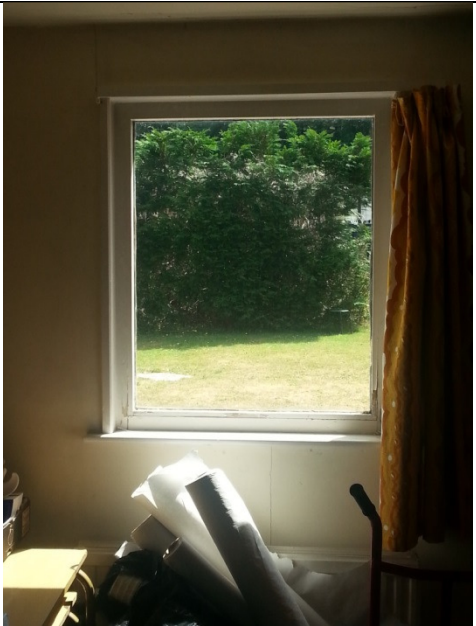

Five of the windows to the meeting rooms are suffering from wet rot to the cills, with 1 no concrete cill cracked. As noted above it is my understanding that repair of these defects is being deferred on the basis that this building will be replaced in the future.

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957



No.	Condition	Repair Need	Repair Type	Photograph
5.8.1	Single glazed low grade window, ground floor of the meeting rooms building.	Consider replacement.	E	
5.8.2	Fractured cill to one of the window openings of the meeting rooms building -St Clare Room.	Cut out fracture and undertake resin repair. Redecorate.	E	

## 5.9 External Doors





External doors are limited to the glazed French windows onto the garden on the East side and the entrance off Coronation Road. These are in good order with no defects noted requiring attention.





## INTERNALLY




### 5.10 Ceilings

The ceilings within the various rooms of the Friary are largely plastered and painted throughout. However, within the garage the ceiling is lined with undecorated plasterboard. The office ceiling is of lathe and plaster and with areas fractured. Consider underlining in plasterboard. (E)



No.	Condition	Repair Need	Repair Type	Photograph
5.10.1	Meeting rooms building - ceiling fractures	Cut out and fill at time of next decoration. Consider applying a plaster skim coat to the whole ceiling	E	
5.10.2	Meeting rooms building - flaking paintwork	Strip, make good and fill, prior to next decoration. Consider applying a plaster skim coat to the whole ceiling	E	
5.10.3	Local water penetration stain. This is above the staircase up to the meeting rooms. No external defect evident; this may be a stain left following a prior defect.	At time of next decoration apply stain block. If need be cut out affected plasterwork and repair.	E	
5.10.4	Deterioration of the ceiling above this shower cubicle. Condensation damage, but could also be a plumbing leak.	Improve the ventilation of the shower area. Cut out the affected ceiling area and renew. Consider applying a plaster skim to the whole of the bathroom ceiling. Upon cutting out, check above for any leaking pipework.	C	

5.10.5	Localised ceiling fracture, and some old water staining, in one of the bedrooms.	Cut out locally and repair at time of next decorations.	E	
5.10.6	As 5.10.5	As 5.10.5	E	
5.10.7	Hairline fractures within the lathe and plaster ceiling.	As 5.10.5	E	
5.10.8	As 5.10.7	As 5.10.5	E	

5.10.9	Extensive hairline fracturing of this lathe and plaster ceiling.	In this instance it would be advisable to remove this area of ceiling, or to the whole room, and renew in lathe and plaster or plasterboard.	E	
5.10.10	At high level within built in cupboard. Plasterwork affected by damp - most likely an old plumbing leak	Cut out and repair at time of next decoration. Upon cutting out, check above for any leaking pipework.	E	
5.10.11	Ground floor corridor. Opening up of the joints between plasterboard sheets.	Cut out and fill at next decorations. Consider plaster skim.	E	


## 5.11 Internal Walls

The walls within the various rooms of the Friary are largely plastered and painted throughout, some having papered finishes and some also have decorative paper borders and timber dado railing. In addition, some of the first floor rooms have grilles fitted on the external walls. Ceramic wall tiles have been fitted to wet areas.




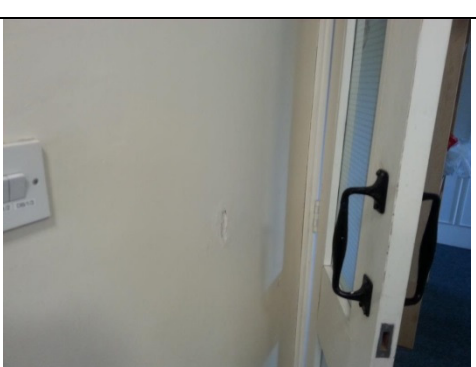
In our previous report we advised that there was evidence of some structural movement of the internal masonry partitions. We advised that this seemed to relate to the newer areas of construction. The original Friary was largely an open plan structure with substantial timber beams spanning parallel to the front elevation between structural cross-walls; splitting the span of the roof and upper level ceiling timbers. There is no sign of significant movement of these original elements. The later walls which subdivided the building, particularly around the Hall and Stairwell, are the ones which have settled and have fractured. I have checked the extent of the fracturing against our 2012 findings and can advise that no further fracturing of any significance has occurred, and that the existing fractures remain unchanged. It is therefore reasonable to conclude that the fracturing which is visible is largely of an historic nature and can be simply cut out and filled at the time of next decorations. It would be advisable to review again at the next QQ.




At the last QQ we reported damp readings at ground level of the meeting rooms building. I still recorded damp, though to a lesser degree. Since the last QQ repairs have been undertaken to the drainage and some, but not all, external levels reduced. If this building is to be retained long-term, then I advise that the macadam paths around it be broken out and levels reduced, consideration given to injecting a dpc (subject to more detailed and deep-penetration readings), and the affected plaster removed and replaced with a suitable renovating plaster.




Damp was noted locally at low level in the Parish Office. Reduce ground levels externally. (C)

No.	Condition	Repair Need	Repair Type	Photograph
5.11.1	Damp affected plaster, ground floor of the meeting rooms.	Reduce external levels. Appoint a specialist to take more detailed readings. If necessary inject a dpc. Hack off affected plaster and renew with renovating plaster.	E	

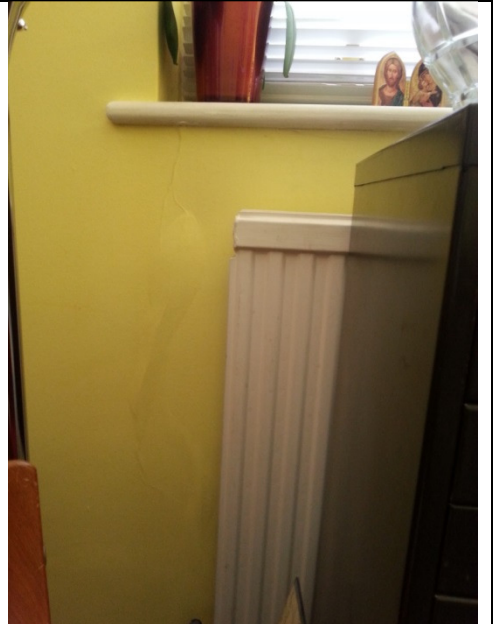


5.11.2	As 5.11.1	As 5.11.1	E	
5.11.3	As 5.11.1	As 5.11.1	E	
5.11.4	In the St Claire Room, the wall facing the Church has now dried out following external gutter/downpipe repairs. The plaster has been affected.	Hack off area of damp affected plaster and renew in renovating plaster and decorate.	E	
5.11.5	Lack of a door stop has enables the handle to damage the plaster surface.	Fill and decorate. Provide door stop.	E	

5.11.6	At high level within the St Francis room, this damp patch indicates a possible valley problem.	Access the valley, clear any build-up of debris and moss, check the valley lining. Cut out damp affected plaster, renew in renovating plaster, and redecorate.	C  E	
5.11.7	Damp affected wall paper at low level in the corner of this small bedroom.	This appears to be residual staining from an old plumbing leak. During next decoration strip off the paper, hack off the affected plaster and renew in renovating plaster.	E	
5.11.8	The rippling of the wall paper in this bedroom has not deteriorated since the previous QQ (Photo 5.13.5), indicating that any movement of the walls here has not developed further.	None	-	

5.11.9	Damp affected wall paper in the corner of this cupboard.	This appears to be residual staining. During next decoration strip off the paper, hack off the affected plaster and renew in renovating plaster.	E	
5.11.10	This and 5.11.10 below. Fracture through the partition between the Hall and Living Room, above the door head. Previous QQ item 5.13.2. Comparison of the photographs indicates that there has been no significant further movement over the 5 year period.	None other than cut out and fill at time of next decoration.	E	
5.11.11	As 5.11.10	As 5.11.10	E	



5.11.12	Area of loose plaster to the left side of this radiator.	Allow to hack off to sound plaster at the time of next decoration, and re-plaster locally.	E	
---------	--	--	---	---


## 5.12 Floors

The upper floors and dining room of the Friary itself and the meeting rooms are in the main carpeted. The carpets are in reasonable condition.



The lower floors of the meeting rooms building, which are mainly offices, have vinyl tiles and these are quite poor.

The ground floor of the Friary, in particular the kitchen, the corridors and hall, and the main reception rooms, is provided with traditional woodblock flooring. This is in reasonable condition.

The garage has an exposed in-situ concrete solid floor.

No.	Condition	Repair Need	Repair Type	Photograph
5.12.1	The vinyl tile flooring of the offices. This aged and worn. Some tiles are lost or fractured.	If this building is to be retained these should be renewed. Ensure that they are tested for any asbestos content before undertaking any work on them.	D	



5.12.2	The woodblock flooring is sound. There are some local blocks which need re-bedding into position, some small inserts which have been lost, and some joints have opened up.	None. In due course it would be beneficial to undertake a comprehensive refurbishment of the woodblock floors. The kitchen floor requires sanding and sealing.	E  D	
5.12.3	Some repair of the boards is required around this floor grill.	Cut out damaged board and replace.	E	



### 5.13 Internal Stairs and Balustrading




The main stair of the Friary is not original to the building and was constructed during the conversion to house the Diocesan Priests. This is of timber conventional construction with timber balustrade and handrails and with boarding to the underside; all of which are in sound condition. The fracturing around the staircase relates to differential movement between the original and conversion structures.

The stair within the Meeting Rooms building is of timber construction with painted balustrading, vinyl tile treads and risers, and colour contrast safety nosings. This is sound, though I noted some loose tiles which need to be re-fixed into place.


From the upper floor of the Meeting Rooms there is an attic stair accessed via a lockable door. This is a very steep timber stair suitable only for maintenance and inspection access; it is however quite sound.

The steps down to the basement are brick steps between basement walls and with a timber handrail on one side. Again, these are suitable only for maintenance and inspection access to the plant room areas. They are sound.

No.	Condition	Repair Need	Repair Type	Photograph
5.13.1	The brick stair leading down to the basement.	None. This is adequate for occasional and controlled use to access the basement plant rooms	-	
5.13.2	The stairs up to the meeting rooms and down to the offices below. These are suitable and are in good condition. There are some loose tiles which need to be bonded back into position.	Localised vinyl repairs to the treads and risers.	C	


5.13.3	As 5.13.2	As 5.13.2	C	
5.13.4	The steep stair up to the Friary loft. This is very steep but acceptable for occasional and controlled access to the loft area.	None	-	
5.13.5	The main staircase within the Friary is in sound condition.	None	-	



5.13.6	A short flight up from the Friary into the entrance foyer. Timber floor boards and stairs with a wall handrail one side. Consideration could be given to providing colour contrast nosings, but this would not be a requirement in a domestic residence. If this area becomes more focussed on non-domestic usage, then nosings should be added.	None at present.	-	
--------	--	------------------	---	---

## 5.14 Internal Screens, Doors and Joinery




The internal doors within the Friary are timber painted, with some having glazed panels. Doors are in a good order. There is some minor misalignment caused by the differential movement between original and later constructions, but these are not significant. Throughout the Friary, and in particular the double doors within the main ground floor reception rooms, doors require adjustment to close and latch properly. (D)

No.	Condition	Repair Need	Repair Type	Photograph
5.14.1	The door into the office has been replaced with a glass door. The ironmongery is poorly fixed and requires attention.	Check and re-fix the ironmongery.	C	



## 5.15 Kitchens

The kitchen within the Friary is in fair condition and is serviceable, but in need of a number of repairs as noted below. It has laminated worktops, timber cupboards with laminated fronts, a stainless steel double bowl double drainer sink with mixer tap, an 8 ring gas hob, and with white tiled splashbacks. The cooker extract is recirculation only.

No.	Condition	Repair Need	Repair Type	Photograph
5.15.1	A number of the drawer units have become displaced and need repair.	Undertake a general overhaul of cupboard and drawer fronts.	C	
5.15.2	As 5.15.1	As 5.15.1	C	
5.15.3	There are a small number of cracked wall tiles - here on the window cill.	Cut out and replace cracked tiles. Re-grout all tiles. Renew the seals along the splashback edge and around fittings.	C	

## 5.16 Bathrooms and Toilets

Within the Friary there are three bathrooms within the first floor accommodation section of the building. These are in need of overhaul and in the main the defects noted in the 2012 QQ report still require attention.

### *Bathroom 1*

This has a shower, bath, toilet, and basin. These are all in good order, but the ventilation to the shower is inadequate and needs to be improved. (D)

As noted in the previous QQ the sealant to the shower cubicle needs to be completed at high level, and the sealing around the bath needs to be improved. (B)

The Aqualisa shower is stiff to operate and has low pressure. (B)

The vinyl flooring no longer fits following replacement of the toilet pan.

### *Bathroom 2*

This has a shower, toilet, and basin. This room requires complete refurbishment.

The toilet in this room is self-flushing periodically which needs adjustment. (B)

The tiles in the shower cubicle are poor and need replacement, the shower mixer is leaking, and the extract fan is not working. The shower screen needs replacing.

The towel rail is loose and needs re-fixing.

The vinyl flooring is poor and no longer fits following replacement of the toilet pan.

There appears to have been a plumbing or waste leak, now rectified, which has stained the wall at low level, and is the cause of the staining in the small bedroom noted under 5.11.7.

### *Bathroom 3*

This has a steel bath with thermostatic shower over, basin, and toilet. All are in good condition.

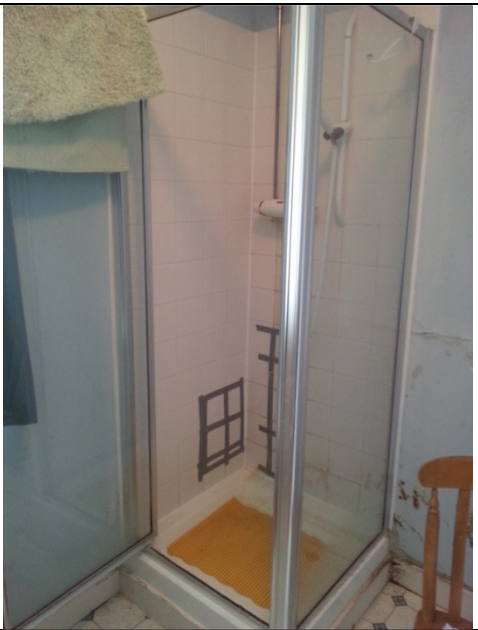


The vinyl flooring is in good condition. The extract fan is working.




The tiles would benefit from cleaning and re-grouting. (D)

The toilet roll holder needs re-fixing.

### *Toilet by office*

There is a ground floor toilet by the office. This has a toilet, basin, and tiled splashback. There is a vent extract provided. All is in good order. The toilet seat fixing needs to be tightened. (B)


No.	Condition	Repair Need	Repair Type	Photograph
5.16.1	Bathroom 2 - the shower requires complete renewal.	Strip out and renew as part of refurbishment of the whole room.	C	
5.16.2	Bathroom 2 - plumbing leak - presumed to have been repaired.	During refurbishment of this room allow to hack off the plaster and repair in render prior to tiling.	C	
5.16.3	Bathroom 2 - poorly fitting vinyl flooring.	Replace	C	

5.16.4	Bathroom 1 - poorly fitting vinyl flooring.	Replace	C	
5.16.5	Bathroom 2 - the towel rail is loose	Re-fix	B	
5.16.6	Bathroom 3 - toilet roll holder is loose	Re-fix	B	

## 5.17 Decorations

The decorations have been largely untouched since the last QQ, but are in reasonable condition, though many areas would be affected by the various repairs advised above. I anticipate that within this QQ period the kitchen and bathrooms would need to be redecorated and with patching in elsewhere. (D)

If the Meeting Rooms building is to be retained long term, then consideration should be given to redecorating all areas of that within the QQ period, and particularly the lower floors. (D)

No.	Condition	Repair Need	Repair Type	Photograph
5.17.1	This wallpaper frieze, and the dado, within the Sitting Room is loose.	Remove and renew.	C	

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957



## 5.18 Services and AFD Installations

Note that it is a Diocesan requirement for electrical and gas installations to be tested every 5 years; and heating systems to be maintained every year.

### *Gas*

The gas supply enters into the basement and the meter is located here.

### *Heating, hot and cold water*

Heating and hot water is a conventional wet radiator system off a gas boilers located in the roof void. The boiler for the Friary is a gas fed Potterton Promax System HE Plus. The Friary hot water comes off the cylinder located at the base of the attic stairs. This is insulated, but it has been set directly on the floorboards. It should be set onto bearers to spread the weight over several joists. The storage tanks are located in the roof void and are of modern plastics construction with insulation jacket.

The heating to the Meeting Rooms area is combined with the heating of the Church. This is fed from the twin boiler plant located in the basement - see photographs below which illustrates the system provided.

The heating was not operating at the time of our inspection, but we have not been advised of any defects and all the hot water taps and showers were operational.

### *Ventilation*


As noted under 5.16, mechanical ventilation is provided to the 3 bathrooms and the ground floor toilet. Bathroom 1 vent is inadequate; bathroom 2 vent is not working. Mechanical ventilation needs to be provided to serve the kitchen. (C)





### *Power Installations*




Conventional power and lighting installations. No significant defects noted.


### *Security systems*

Some security floodlights and bulkheads have been installed on the building façade with surface cabling. There are intruder detectors within the Friary.

5.18.1	The main boilers within the basement plant room.	None	-	
--------	--	------	---	---

5.18.2	General view of the main plant installation.	None	-	
5.18.3	Incoming gas mains, valve, and meter - within the basement plant room.	None	-	
5.18.4	Feed and expansion tanks within the Friary roof void.	None	-	
5.18.5	Water storage tank within the Friary roof void.	None	-	

5.18.6	The Friary boiler, located within the roof void	None	-	
5.18.7	The hot water cylinder serving the Friary. It has been set directly onto the floor board without any spreaders. Whilst this is not good practice, there is no sign of any distress to the floor structure	None	-	
5.18.8	Friary living room. The drain down point below this radiator has a slow leak, which if left unattended could instigate a rot outbreak below the floor.	Instigate plumbing repair.	A	

5.18.9	As 5.18.8	As 5.18.8	A	
--------	-----------	-----------	---	---

## 5.19 Fire Precautions

### *Escape routes*

There are adequate escape routes from the rooms within the Friary. The Meeting Rooms at 1<sup>st</sup> floor level has a secondary escape through the Friary - it is essential this door is kept clear of any encumbrance within the Friary corridor; a screen seems to have been placed in this location.

### *Escape signage*

Within the Meeting Rooms building escape signs have been provided. None are required within the Friary.

### *Emergency lighting*

Within the Meeting Rooms building emergency lighting has been provided. None is required within the Friary.


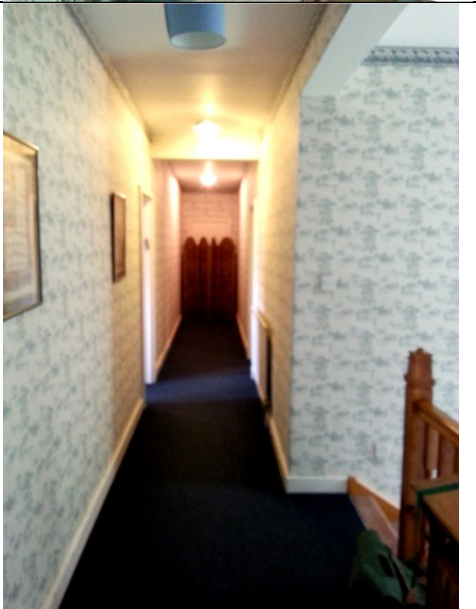
### *Fire detection and alarm*

An AFD system with smoke detection has been provided to the Meeting Rooms Building. There is a smoke detector in the 1<sup>st</sup> floor landing of the Friary.

### *Fire extinguishers*

Fire extinguishers are provided and are next due for maintenance and inspection in February 2018.



No.	Condition	Repair Need	Repair Type	Photograph
5.19.1	Flammable items are being stored within the basement adjacent the plant room. These should be removed.	Remove all stored flammable items	A	
5.19.2	A mobile screen has been placed at the end of the Friary corridor.	This is the secondary escape route from the 1 <sup>st</sup> floor of the meeting rooms. It is imperative that the route be kept clear.	A	

## 6.0 External Grounds




### 6.1 External Walls





The boundary wall along Friary Close, at the East end, is approximately 1.8m high in fair faced solid brickwork with brick on edge capping and high brick plinth.

The boundary at the West end of Friary Close is a dwarf brick wall with brick piers, stone cappings, and ironwork railings.

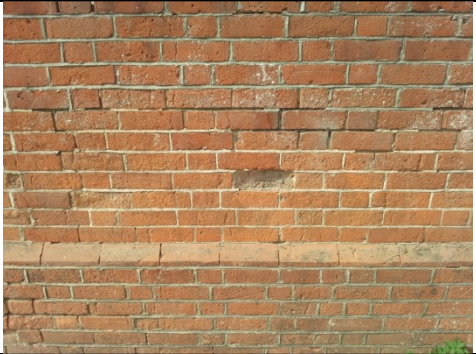


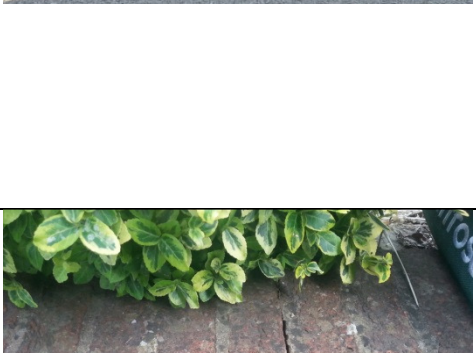
Along the frontage with Coronation Road there is a low brick wall approximately 0.5m high with brick on edge capping.

There are a number of defects to these external walls as illustrated below.

No.	Condition	Repair Need	Repair Type	Photograph
6.1.1	The side wall and railings. Repairs were undertaken following the 2012 QQ report, but some further damage has occurred subsequently.	Local minor repairs following impact damage. The brickwork requires raking out and repointing.	C	
6.1.2	This pier has been hit by a vehicle; the top portion has slid on the base. The raking crack can be seen just above the tarpaulin.	It may be possible to slide the pier back into position, rake out and repoint; though this would be a limited repair. The alternative is to reconstruct it.	C	
6.1.3	As 6.1.2	As 6.1.2	C	

6.1.4	The 1.8m high boundary wall along Friary Close. This is stable but has a number of fractures and defective areas of brickwork.	Locally cut out raking fractures and re-point in a lime based mortar to allow for movement.	E	
6.1.5	Some repointing of the coping bricks is required.	Local repointing in a suitable lime based mortar.	C	
6.1.6	Local areas of repointing required - here at the top of the photograph and juts above ground level.	Local repointing in a suitable lime based mortar.	C	
6.1.7	A typical raking vertical fracture.	As 6.1.4	E	



6.1.8	Areas of loss of pointing. An isolated brick has softened and spalled.	Cut out the spalled brick and replace. Local areas of repointing.	E	
6.1.9	The boundary wall of the car park against Coronation Road. This is in good condition.	None	-	
6.1.10	The dwarf boundary wall in front of the Friary. A dense render has been applied to the face onto the footpath and this is falling away, probably due to saturation and frost action.	The brickwork behind the render has lost its face and will continue to deteriorate. I do not advise rendering in this location. It will be necessary to remove the damaged brickwork to ground level and reconstruct.	D	
6.1.11	As 6.1.10. Here ground movement has fractured the wall.	As 6.1.10	D	




6.1.12	As 6.1.10	As 6.1.10	D	
6.1.13	As 6.1.10	As 6.1.10	D	

## 6.2 Gates and Fencing

Fencing bounding onto the School is chain link and generally encompassed within high hedging. This is in good condition.

The gate to the front of the Church premises is a low steel barrier at the access into the car park and is in good condition.

There is a short section of timber fence and gate leading into the Chapel garden, which is sound. The gate bolt needs adjusting and the gate needs adjusting as it has dropped on its hinges.

No.	Condition	Repair Need	Repair Type	Photograph
6.2.1	Timber gate into the Friary garden has dropped.	Ease and adjust.	C	

**the aed practice ltd**

Architects • Project Managers • Building Surveyors • Construction Technologists • Principal Designers

Rockwell House, Wartling, BN27 1RY • t:01323 832632 • e: mail@aedpractice.co.uk • w: www.aedpractice.co.uk • Reg No: 3738957


### 6.3 Paving, Ramps, and Steps




There is macadam surfacing to the car park and drive; a small section of concrete paving to the garage; and garden paths within the Friary garden. The car park surface remains in reasonable condition and no significant repairs identified. It needs periodic cleaning to prevent the build up of moss and plant debris.

The macadam paths within the Friary garden are starting to lose their wearing course.




The macadam path around the ground floor of the Meeting Rooms building is breaking up and losing its surface. It is this path which is partly responsible for the internal damp as it is high against internal floor levels.

The steps up to the Reception building are of recent construction and are in sound order.



No.	Condition	Repair Need	Repair Type	Photograph
6.3.1	The path adjacent the ground floor of the Meeting Rooms / offices.	Consider breaking this up and replacing with a permeable surface.	E	

6.3.2	Macadam path within the Friary garden. The wearing course is starting to fail and the lack of edges is leading to breaking up of the macadam along the edges.	None at present, but budget for replacement during the next QQ period.	E	
6.3.3	The sloped path up to the rear entrance to the Reception rooms. This is sound.	None	-	
6.3.4	Since the last QQ this area has been opened up for drainage repairs.	Ensure levels are reduced to below dpc and internal floor level. Consider finishing in a permeable surface.	E	





6.3.5	The small forecourt at the front of the Church. An area of macadam is breaking up, probably a consequence of being trafficked by large vehicles.	Cut out and patch in macadam, or revert to soft landscape.	D	
6.3.6	The main entrance path up to the Reception. This is in good condition.	None	-	
6.3.7	The car park macadam is sound.	None other than minor patch repairs as illustrated below	-	





6.3.8	Patch repairs to the car park. An area to the left of the inspection chamber cover requires patching.	Cut out locally and patch.	D	
6.3.9	Local wear of the car park surface.	As 6.3.8	D	

## 6.4 Trees and Landscape

No.	Condition	Repair Need	Repair Type	Photograph
6.4.1	The rear boundary with the school has an overgrown conifer hedge.	This hedge needs to be kept under control by regular hard pruning, or to be removed to prevent it becoming a nuisance.	M	
6.4.2	The landed area along Friary Close. The planting alongside the Church is bamboo which needs to be rigorously kept under control.	Regular cutting back of the bamboo, and clearance from the moat which protects the Church from damp ingress.	M	

## 6.5 Outbuildings

There is an attached garage to the Friary. It is low grade construction, but is used by the Priest to garage his car. It has a felted flat roof of timber construction, single skin brick walls with brick piers, a concrete floor slab, timber single glazed windows and door, and a steel up-and-over door. The ceiling lining is a mineral board; this should be checked for asbestos content. All are in a usable but low grade condition. I understand that it is planned for removal to make space for a future Parish Centre project.


No.	Condition	Repair Need	Repair Type	Photograph
6.5.1	The exterior requires decorating, the timber doors and windows need to be replaced. The felt roof would benefit from a cap sheet and repairs to the flashings.	None if this is planned for removal. If it is to be retained long term, then a comprehensive overhaul is required.	E	
6.5.2	The front of the garage and showing the concrete drive.	As 6.5.1	E	




## 6.6 External Services and Drainage

Drainage repairs were undertaken following the 2012 QQ. Defects noted in this inspection are illustrated below.

No.	Condition	Repair Need	Repair Type	Photograph
6.6.1	Leaves are blocking the external gullies.	Clear leaves monthly.	M	



6.6.2	Missing grating on this slipper gully, which takes combined waste and surface water.	Provide grating.	C	
6.6.3	As 6.6.1	As 6.6.1	M	
6.6.4	As 6.6.1	As 6.6.1	M	
6.6.5	As 6.6.1 This is within the moat along the side of the Church.	As 6.6.1	M	
6.6.6	As 6.6.1 This is at the front corner of the Church and the gully must be kept clear to enable water from the downpipe to run away to the channels.	As 6.6.1	M	

6.6.7	The downpipe adjacent the entrance porch discharges into a shallow dished gully and then down to a small channel drain. The water does not clear this area in heavy rain and is saturating the brickwork and most likely part of the cause of the internal damp in this location.	Cut out the paving and install a drain and discharge the rainwater direct into it. Alternatively cut out along the face of the walls and construct new channel drains.	C	
6.6.8	The other flank of the porch. Here the housing for the boiler extract bridges the damp course, and contributes to the build-up of rainwater against the building. The downpipe offsets across the housing roof and then onto a shallow dished gully.	First check the underground drainage from the gully; internally the walls are affected by damp. The right hand downpipe could be connected with a junction into the adjacent downpipe. Remove the housing and check the damp proofing of the walls behind, and reconstruct.	C	
6.6.9	This is most likely a vent pipe from the main drain visible top left. It has been fractured.	Check whose responsibility this is. Repair if required.	E	



## **7.0 Energy Efficiency**

### **7.1 Fabric Insulation**

Consideration should be given to the following:-

- When renewing felted flat roofs introducing insulation board above the decking.
- Increasing the level of roof insulation within the Presbytery roof voids.

### **7.2 Draught Stripping**

- Draught sealing the timber doors.

### **7.3 Services Installations**

Consideration should be given to the following:-

- Time and movement controls on external security lights.
- Use of energy light bulbs and fittings.
- Movement sensor operated lighting to areas of intermittent use.
- Movement sensor operated extracts to toilet areas.
- Increasing zoning of heat installations and providing accessible programmable controls.
- Use of local instantaneous hot water fittings to areas of low and intermittent use, such as the toilet areas.
- Installation of water saving cisterns and taps during any toilet or kitchen refurbishment works.

## 8.0 Indicative Outline Costs

### 8.1 Costing Basis

- The budget costs are based on estimated prices prevailing at the time of this report.
- It is assumed that minor works will be undertaken by local trades and handymen. But that significant works will be undertaken as a single contract to gain efficiencies of combined costs for access and management.
- No allowance has been made for the following:
  - Future inflation of building materials and labour prices.
  - Statutory fees including Planning and Building Regulations that may be necessary.
  - Building Insurance.
  - Interest on expenditure.
  - Any professional fees (for example - Legal or Project Management).
  - Contingencies.
  - Value Added Tax (VAT).
- It is assumed that the works will be undertaken during normal working hours.
- Guide prices have been derived from a visual inspection and are of an indicative nature only. They are not based on any detailed measurement or specification.
- Costs have not been provided by maintenance items.

**Quinquennial Inspection Report on St Francis of Assisi, Ascot**  
July 2017

INDICATIVE OUTLINE BUDGET COSTS <small>issue 1</small>									
Item	Description		Outline budget per Category (£)						Notes
			A	B	C	D	E	M	
	<b>CHURCH</b>								
4.1.1	Repair roof verge	C			75				
4.5.1	repoint buttresses	D				600			
4.5.2	local brick pointing	D				0			included in 4.5.1
4.5.3	cut out damaged brick	D				0			included in 4.5.1
4.5.4	local brick pointing	D				0			included in 4.5.1
4.5.5	point below copings and check copings	E					1,200		at time of next external renovation
4.5.6	fit rainwater deflector	E					300		
4.5.7	repoint buttresses	D				0			included in 4.5.1
4.5.8	point above sign	D				25			use lead sealant
4.5.9	fill holes in arch	E					75		
4.5.10	point below copings and check copings	D				750			
4.5.11	Repair to statues	E					2,000		
4.5.12	Gable repairs	D				5,000			requires access scaffold
4.5.13	Gable repairs	D				0			included in 4.5.12
4.5.14	Gable repairs	D				0			included in 4.5.12
4.9.1	glass repairs	D				700			specialist works
4.9.2	re-fix grill	B		25					
4.9.3	glass repairs	E					0		included in 4.9.1
4.11.1	ceiling repair	C			75				
4.11.2	Monks' Chapel ceiling	C			350				safe access, inspection, sampling
4.11.2	Monks' Chapel ceiling	E					2,000		clean, prepare, re-varnish
4.12.1 - 4.12.3	Reception plaster	D				800			external drainage works included elsewhere
4.12.4	fill hole in wall	E					30		
4.12.5	repair damaged plaster	E					75		
4.13.1	Sacristy corridor floor	E					600		specialist repair works
4.15.1	toilet door ironmongery	B		100					
4.16.2	replace Sacrarium	E					250		
4.17.1 4.17.2	stone arch repair	D				900			stonemasonry
4.18	Vandex to basement walls	E					1,500		or equivalent system
4.21	escape signage	C			150				
4.22	emergency lighting	E					6,000		
	<b>FRIARY</b>								
5.1.1 5.1.2	slipped slates	B		200					
5.1.3	missing secondary felt	M						M	Review for water ingress
5.1.4	reinstate roof insulation	C			50				
5.4.1	Hopper joint	C			75				
5.4.2	eaves render repair	E					500		requires access tower
5.4.3	eaves stop end	C			250				requires access tower
5.5.1	repair holes in brickwork	D				100			from ladder
5.5.2 - 5.5.4	monitor fracturing of meeting rooms walls	M						M	if repair is proposed to this building allow £2,000 for pointing and brick repairs
5.5.5	remove vine eyes	E					275		and repoint
5.5.7	renew downpipe	E					250		requires access tower
5.5.8	point in hole	E					40		from ladder
5.8	sash window maintenance	M						M	Periodically adjust and ease
5.8	sash cord replacement	C			600				includes overhaul

**Quinquennial Inspection Report on St Francis of Assisi, Ascot**  
**July 2017**

5.8.1	replace window	E					1,200		Includes repairs to 5 other windows
5.8.2	Concrete cill repair	E					150		
5.10	Office ceiling	E					400		includes plaster skim
5.10.1	skim coat ceilings	E					600		electricians to remove and reinstate
5.10.2									
5.10.3	stain block to ceiling	E					10		check leak is rectified
5.10.4	Shower area ceiling	C			300				extract vent costed below
5.10.5	local ceiling repair	E					75		
5.10.6 - 5.10.8	ceiling repairs	E					175		
5.10.9	replace ceiling	E					300		
5.10.10	plaster and ceiling repair	E					150		check above for pipe leaks
5.10.11	plaster skim ceiling	E					275		electricians to remove and reinstate
5.11	reduce levels outside office	C			100				likely cause of damp in office
5.11.1 - 5.11.3	Damp in meeting rooms building	E					2,000		includes renovating plaster works
5.11.4	Renew damp-affected plaster	E					450		St Claire Room
5.11.5	Door handle damage	E					20		
5.11.6	St Francis room damp	C			275				check and clear valley
5.11.6	St Francis room damp	E					375		renew plaster
5.11.7	renew damp affected plaster	E					300		
5.11.9	renew damp affected plaster	E					300		
5.11.10 - 5.11.11	crack repair	E					50		at time of next decoration
5.11.12	plaster repair	E					125		at time of next decoration
5.12.1	vinyl tile renewal	D				800			check for asbestos content
5.12.2	refurbish woodblock	E					1,500		
5.12.2	Kitchen floor	D				600			sand and seal only
5.12.3	repair timber floor	E					75		
5.13.2	vinyl repairs to stair	C			150				ad hoc repair only
5.13.3									
5.14	ease and adjust doors	D				175			
5.14.1	glass door latch	C			25				
5.15.1	overhaul kitchen drawers and cupboards	C			250				
5.15.2									
5.15.3	Kitchen tiles and sealing	C			275				includes regrouting
5.16	Bathroom 1 ventilation	D				0			included in 5.18
5.16	Bathroom 1 sealant	B		75					
5.16	Bathroom 1 shower unit	B		800					worst case for replacement
5.16	Bathroom 2 flush repair	B		100					
5.16	Bathroom 3 tile grouting	D				275			
5.16	Ground floor toilet seat	B		5					
5.16.1	Bathroom 2 shower	C			2,000				renew entirely
5.16.2	Bathroom 2 wall repairs	C			200				
5.16.3	Bathroom 2 flooring	C			275				
5.16.4	Bathroom 1 flooring	C			275				
5.16.5	Bathroom 2 towel rail	B		20					re-fix
5.16.6	Bathroom 2 t roll holder	B		10					re-fix
5.17	Decorations	D				1,800			kitchen and bathrooms +
5.17	Decorations	D				2,500			lower floor and staircase of meeting rooms building
5.17.1	Sitting room frieze, dado	C			200				renew paper friezes
5.18	mechanical ventilation	C			900				kitchen, bathrooms 1 and 2
5.18.8	plumbing repair	A	175						drain down point in living room
5.18.9									



**Quinquennial Inspection Report on St Francis of Assisi, Ascot**  
**July 2017**

5.19.1	Clear basement	A	0						remove stored items
5.19.2	keep escape route clear	A	0						relocate mobile screen
	<b>EXTERNAL GROUNDS</b>								
6.1.1	repoint brick wall	C			450				dwarf wall below railings
6.1.2	Reconstruct pier	C			500				
6.1.3									
6.1.4	local repointing	E					180		
6.1.7									
6.1.5	Coping brick pointing	C			200				
6.1.6	local repointing	C			100				
6.1.8	local repointing, replace brick	E					200		
6.1.10 - 6.1.13	reconstruct dwarf boundary wall	D				2,000			
6.2.1	adjust gate	C			100				Friary garden gate
6.3.1	paths around meeting rooms	E					3,000		reduce levels and use permeable pavings
6.3.4									
6.3.2	garden paths	E					1,800		renew
6.3.5	macadam patch repair	D				750			
6.3.8	macadam patch repairs	D				500			minor ad hoc repair
6.3.9									
6.4.1	conifer hedge	M						M	pruning
6.4.2	Bamboo control	M						M	regular clearance
6.5.1	Garage repairs and decorations	E					2,500		may be planned for removal
6.5.2									
6.6.1	keep gullies cleared	M						M	
6.6.3 - 6.6.6									
6.6.2	install grating	C			75				
6.6.7	porch roof drainage	C			800				
6.6.8	porch roof drainage	C			300				
6.6.8	vent housing by porch	C			250				resolve drainage first
6.6.9	repair drain vent	E					125		establish responsibility
	<b>TOTALS</b>		<b>175</b>	<b>1,335</b>	<b>9,625</b>	<b>18,275</b>	<b>31,430</b>		
	<b>Figures are outline budget costs at the date of report not including VAT or Professional Fees</b>								
	A: Urgent requiring immediate attention (urgent repairs, compliance or safety issues)								
	B: Requires attention within 12 months								
	C: Requires attention within the next 18-24 months								
	D: Requires attention within the quinquennial period								
	E: Desirable improvement with no timescale								
	M: Routine items of maintenance								