

SCHEME FOR THE QUINQUENNIAL INSPECTION OF CHURCHES 2019

The Scheme for the Inspection of Churches 2019 has been established by the diocesan synod, under the Inspection of Churches Measure 1955 and the Care of Churches and Ecclesiastical Jurisdiction Measure 2018, as amended by the Church of England Miscellaneous Provisions Measure 2019, providing for the inspection of every church or relevant building in the diocese at least once every five years.

This new scheme is to be used as a reference document to be given to all new Inspectors and to be read alongside *Guidance Sheet 6 – Quinquennial Inspection: Process and Content*.

I. SCOPE OF THE SCHEME

- (a) This scheme provides for the appointment of one or more persons to inspect the churches or relevant buildings in the diocese and make a report on each one inspected every five years.
- (b) This Scheme shall include, in respect of each parish, the parish church and any chapels of ease, and all other buildings and structures or grounds or parts thereof for the maintenance of which the parochial church council (PCC) is responsible.
- (c) Churchyards and burial grounds closed by Order in Council and where the maintenance responsibility has been transferred to a third party, shall also be included within the scope of this scheme if they are located within the curtilage of the church and remain subject to the legal effects of consecration.

2. APPOINTMENT OF QUINQUENNIAL INSPECTORS

- (a) The PCC of the parish in which the church is situated shall appoint a person to inspect the church and to make a report on the inspection. One person shall be appointed for each site which may contain one or more churches or places of worship together with, where applicable, their curtilage and any burial ground or other sites associated therewith. Such appointment shall be made separately for each church site in the Parish and shall not be deemed to include all churches in the Parish.
- (b) The PCC shall not make the appointment unless it -
 - (a) has obtained and had regard to the advice of the DAC on the appointment, and

- (b) is satisfied that the person to be appointed has the necessary qualifications and experience, and
- (c) for a copy of the report on the inspection to be sent to -
 - i. the archdeacon of the archdeaconry in which the church is situated
 - ii. the PCC
 - iii. the incumbent of the benefice to which the parish in which the church is situated belongs, and
 - iv. the secretary of the DAC.
- (c) The PCC and the DAC must have regard to any guidance issued by the Church Buildings Council.
- (d) In the event of a change in the appointed person, the PCC shall be responsible for informing the outgoing person of his/her replacement.
- (e) Churchwardens and members of the PCC of any parish shall be debarred from appointment as Quinquennial Inspector for any church in that parish.
- (f) The DAC secretary shall be responsible for keeping a register of those sites and buildings which are covered by the scheme, and of the corresponding appointed persons and dates upon which reports are due.

3. SITES, BUILDINGS, STRUCTURES AND ARTICLES TO BE INSPECTED

- (a) The following shall be included in every inspection:-
 - I. All accessible parts of the main structure of the church building whether or not in the use of the Parish;
 - II. All parts of the premises in regular use as a place of worship or in connection therewith;
 - III. Any halls or other rooms which have been formed within part of the original church building for use by the Parish;
 - IV. All listed buildings and scheduled ancient monuments within the site, including any ruins, lychgates, walls and fences, churchyard tombs and monuments and the like for the time being so designated;
 - V. All other perimeter walls, fences, gates, lychgates and all paths, forecourts, parking areas and hardstandings, whether or not the PCC is responsible for their maintenance, but to which the public may gain access in connection with their visit to the church;
 - VI. Any tree currently subject to a tree preservation order under the Town and Country Planning Act 1990;
 - VII. Any moveable article in the church which is identified as being –
 - i. of outstanding architectural, artistic, historical or archaeological value,
 - ii. of significant monetary value,
 - iii. at special risk of being stolen or damaged.
- (b) Consideration should be given by the PCC, or other person or body, to including the following parts of the premises within the inspection, at the same time as the foregoing items:-

- I. Any halls, vestries, parish rooms or similar buildings within the site, but outside the church building;
- II. Any halls or other accommodation within the main church building containing the place of worship but licensed or leased for use by others;
- III. All other buildings or structures within any of the premises covered by this scheme but not included in 3(a). Particular consideration should be given to the advisability of inspecting any such parts which may affect safety of persons or the well-being of the principal building - for example, retaining walls, ledger slabs, kerbs and edgings, diseased or unstable trees and tree roots which may affect foundations, collapsing tombs, loose gravestones.
- IV. Detached burial grounds or other sites or parts of the church site detached by a scheme under the Pastoral Measure 1983 as revised, and which it is desired to inspect together with the church;
- V. Trees which are not currently subject to a tree preservation order;
- VI. It is strongly advised that any instruments and other fixtures of special value within the church, and which have any mechanical or electrical parts or operation, should be inspected together with all surrounding parts of the fabric contributing to their support and protection. This may include any organ, turret clock or bell(s). Where such inspection is required to go beyond a normal visual inspection by an architect or surveyor, it should be carried out by the firm responsible for maintenance or use of the article, or else by a suitable specialist.

4. MAKING OF THE INSPECTION AND SUBMISSION OF REPORTS

- (a) The appointed person, on the instruction of the PCC, will be required to make an inspection of each church once in every period of five years and to report upon the state of the fabric, making a recommendation as to whether further expert advice should be obtained.
- (b) Within two calendar months from making the inspection, the Inspector shall make a written report in accordance with the guidelines given in the *Guidance Sheet 6 – Quinquennial Inspections: Process and Content* which is to be sent out by the DAC Secretary to each Inspector. The separate document *Organs, Bells & Clocks survey* may also be completed and included in the report to assist with the inspection of special fixtures under 3(b)(vi).
- (c) The PCC shall be responsible for arranging any preparatory work to enable the inspection to be made. This may include the removal of obstructions, cleaning, provision of safe access, attendance by builders on the day with ladders, carrying out of service tests, making available reports of these, and any other documentation.
- (d) The inspection shall be undertaken and the report signed by the appointed person, and shall not be delegated to any other member of his or her firm.
- (e) All Quinquennial Inspectors shall be responsible for entering into and maintaining sufficient Professional Indemnity Insurance cover for purposes of the making of

inspections and submission of reports. A copy of the Inspector's policy or cover note shall be submitted on request by the DAC.

5. FINANCES

- (a) The PCC shall pay the appointed person's fee and the invoice should be sent to the relevant PCC's Treasurer.
- (b) Fee rates are set annually and details of the current fees are available either from the DAC Secretary or from our website.

There are three bands of fees which reflect the complexity and size of the churches concerned.

- (c) The following items may be liable to reasonable additional fees, payable by the PCC, including any VAT thereupon:
 - I. All parts ordered to be included in the inspection by the PCC or others under 3(b)(i)-(v);
 - II. Additional inspection of any fixture under 3(b)(vi) other than by the appointed person;
 - III. All previously arranged attendance (see 4(c)); and in addition, any opening up found to be necessary in particular cases during the inspection, and reasonably requested by the appointed person not being able to be carried out by him/her;
 - IV. Any further expert advice pursuant to 4(a);
 - V. Any measurement or preparation of plan(s) and/or other drawings, other than a site plan and key plan of the building;
 - VI. Any design and specification work for repairs arising from the inspection, which would be the subject of separate commissions and instructions by the PCC.
- (d) The basis of such additional fees shall be a matter for negotiation between the PCC and the appointed person and/or other expert or contractor, before any inspection is undertaken. In cases of difficulty, the Archdeacon shall act as referee. Additional fees should be invoiced to and be payable by the PCC.
- (e) The fixed fee payable by the PCC does not include all normal disbursements and expenses incurred by the appointed person.

6. DATE OF OPERATION, INTERPRETATION AND AMENDMENT

- (a) This revised scheme shall supersede all previous schemes, and shall become effective on the date on which it is signed by the chair of the meeting of diocesan synod (**2nd November 2019**).
- (b) Any questions which may arise concerning the interpretation of this scheme may be referred in the first instance to the DAC Secretary. If the issue cannot be resolved it may be referred up to the Bishop's Council, the decision of which shall be binding.

(c) This scheme shall be subject to amendment only by means of a formal motion, presented after due notice to the Diocesan Synod and approved by it.