

QUINQUENNIAL REPORT

For:

The Most Holy Trinity RC Church
High Street
Otford
Sevenoaks
Kent
TN14 5PH

On behalf of:

Fr. David Gibbons
12 Granville Road
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Kent
TN13 1ER

Inspection: 16 August 2018

Report: 30 August 2018

By:

Metcalfe Briggs Surveyors

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I.00 INTRODUCTION, SCOPE AND LIMITATIONS

- I.01 Our inspection and this report arise from instructions issued by the Reverend David Gibbons.
- I.02 We are instructed to inspect the church in order to prepare a quinquennial report. There has been one previous inspection of this church by this firm in 2009 but this inspection and report comprises a completely new assessment in order to assist, in more detail, with the budgeting and implementation of orderly and planned maintenance.
- I.03 The aims of our inspection and this report are:
- To describe the existing form of construction.
 - To assess and record the current condition of the building.
 - To give advice on the necessary maintenance and repair and an opinion on the level of urgency and likely costs using the following priority codes:
 - A Urgent
 - B Within 12 months
 - C Within 5 years
 - D Desirable in due course.
 - To offer a preliminary view on the mechanical and electrical services, making recommendations where necessary for further inspection, testing or investigation.
 - To summarise our conclusions and to provide an outline schedule for key maintenance and repair items allocating to each an approximate cost and a priority code.
- I.04 Our inspection took place during wet weather with continuous light drizzle turning to rain on 16th August 2018.
- I.05 Our inspection was visual only, was undertaken from ground level with the assistance of binoculars. We gained access to the front and rear flat roofs using a ladder to make a detailed inspection. Internally our inspection was more general and was made from accessible areas. No opening up was undertaken except where specifically mentioned in this report.
- I.06 The reader must be aware that we have not undertaken a full Building Survey or Structural Survey and that absence of critical comment on any particular element of the building does not necessarily mean that it is free from defect.

- 1.07 The reader must also be aware that this report and its appendices does not form a specification sufficient for the procurement of any recommended works; further detailed study, preparation of a specification and research into suitable materials will be needed to assist in procurement.
- 1.08 Where costs are stated within this report or its appendices, they are offered in good faith for preliminary guidance only. They have been prepared based on our own market experience of building costs but we have not undertaken any formal cost assessment, neither have we obtained builders quotations or the advice of a quantity surveyor. It is strongly advised that, prior to committing to a programme of works, further advice and investigation of the likely costs should be undertaken.
- 1.09 Where timescales are referred to within this report they are categorised as short term, medium term and long term which have the following meanings:
- | | |
|--------------------|---------------|
| Short term | 0 – 5 years |
| Medium term | 6 – 19 years |
| Long term | 20 years plus |
- 1.10 The main entrance to the church faces south and all other orientations will be described accordingly.
- 1.11 Where appropriate, orientations may also be described as front, rear, left or right in relation to an observer standing outside the church facing the main entrance.
- 1.12 Liability for the opinions expressed in this report is strictly limited to the instructing client.

2.00 DESCRIPTION

- 2.01 The Most Holy Trinity RC Church is of typical construction and believed to have been built in 1980 on a generously sized level plot fronting onto the High Street.
- 2.02 Set roughly centrally within the plot, the church is essentially a rectangular shaped main building with tiled slopes descending from a central ridge, with an apse to the western end and with single-storey flat roofed accommodation attached to the south and north of the church.
- 2.03 There is a porch to the south elevation which has the main entrance doors. The porch is under similar roof slopes. To the east side is another porch located under the rear flat roof that leads to double entrance doors into the church. There is another entrance door to the rear elevation.
- 2.04 There are stretcher bond, cavity wall brickwork elevations

- 2.05 Internally the church has a gabled roof with exposed structural timbers. There are brickwork and plaster, decorated walls and a solid floor, parquet timber panel finished. To the north are a series of rooms consisting of the sacristy with a priest's toilet, kitchen, confessional room, large meeting room, disabled toilet facility and an adjoining entrance lobby.

3.00 STRUCTURE

- 3.01 The structure of the church is conventional with a cavity brickwork walls and exposed timber rafters, purlins, struts and collars. The roof structure to the front and rear flat roofs although not visible are expected to be either timber joist and board or concrete plank construction.
- 3.02 From the extent of our inspection of what was visible internally from floor level and that we did not open up the roof voids of the flat roofs the structure was noted to be in visually sound condition.
- 3.03 We saw nothing to suggest any structural issues needing addressing.

4.00 ROOFS

- 4.01 The main part of the church has pitched roof slopes descending from a ridge. Perpendicular to this is a smaller roof over the main entrance porch with roof slopes to either side. There are raking, lead lined valleys between the main roof and porch slopes. The apse has three roof slopes. Behind the apse is a small duo pitched roof above the priest's toilet and adjacent storeroom. There is a hidden gutter between this roof and the apse roof. The main church roof, roof to the porch and the duo pitched roof have verges, mortar filled with a tile undercloak. The roof slopes descend to gutters. There are exposed rafter feet and a visible wood wool soffit board.
- 4.02 The roof slopes are concrete pan tile covered and the ridge is of similar material. The tiled roof slopes are generally in sound and serviceable condition. There is a minor amount of mortar missing from the ridge tiles to roof slope joint and in a few places the section of tile used for packing has slipped down the roof slope. Repairs are required.
- 4.03 The roof slopes have an amount of organic matter build up including moss which when roof access is provided should be removed.
- 4.04 The hidden gutter between the small duo pitched roof and the apse roof is very congested with organic matter. This must be regularly cleared so that the gutter does not overflow with rainwater penetrating the accommodation. It is a difficult gutter to reach and safe access at height must be provided.

- 4.05 We did not find any cause for concern in respect of the exposed timber rafter feet. However, they have not been recently treated with a timber preservative which we recommend is done.
- 4.06 The south facing verge of the main entrance porch roof is in poor condition. To both slopes there are cracks in the mortar and it appears that the tiles have started to slip. The verges need to be deconstructed and rebuilt.
- 4.07 The other verges have sundry mortar cracks that should be repaired when roof access is provided.
- 4.08 To the raking gutters between the south facing main church roof slope and the porch roof slopes sundry cement mortar is loose or has slipped to the joint between the gutter linings and the underside of the tiles. Loose and slipped material should be removed and this joint thoroughly repointed to provide a waterproof finish.
- 4.09 We were not able to inspect the tiling battens as the view obtained was obscured by wood wool panels located between rafters. However, we saw no signs of water penetration to the interior which would, if occurring, show up conspicuously on the panels.
- 4.10 The flashings to the apse roof slopes to the brickwork elevation above are lead replacement material. When they have been fitted the pointing has not been completed and there are voids to brickwork joints. All open joints must be raked out and pointed using sand and cement.
- 4.11 Above the apse roof slopes is a small flat roof with a polycarbonate domed roof light. It appeared to be in satisfactory condition and would benefit from being cleaned periodically to optimise daylight penetration.
- 4.12 To the front and rear of the main church building are single-storey flat roofs with a low parapet to the perimeter with concrete copings and rainwater outlets to downpipe hoppers.
- 4.13 Both roofs have a bitumen felt covering that is in generally satisfactory condition although to the front roof the bitumen felt upstand to the west facing porch roof slope is open in one location which will allow rainwater penetration. This must be repaired as soon as possible.
- 4.14 To the front facing flat roof the bitumen felt waterproof membrane has a ridge across its width in the middle of the roof where it is not stuck down properly. This does not appear to be an issue but should be monitored in case it becomes a point of weakness in future.
- 4.15 There is a general amount of organic debris on the flat roof surfaces that should be cleaned off. Given the proximity of trees and shrubs it is recommended that the flat

roofs are swept clear of debris on a six-monthly basis bearing mind that in the autumn more frequent clearing may be necessary.

- 4.16 The coping stone mortar joints are generally in poor condition. They are open and there is some loose mortar. This will allow water penetration into the fabric of the building. In our opinion all joints should be cut out to a depth of at least 15-20mm and the cement mortar replaced using a suitable coping stone joint specific external mastic sealant which will have the benefit of being flexible and should provide a 10+ year service life.
- 4.17 The joint between the underside of the coping stones and the bitumen felt upstand of the flat roofs is rather rough and poorly finished in places. However it appears to provide a waterproof finish. To the outside coping to brickwork joint the mortar has cracked in places and a small amount is missing. Either this joint, where defective should be raked out and repointed using sand and cement or the whole joint cut out and repointed using a suitable mastic sealant.
- 4.18 There is a small canopy above the rear elevation entrance door. It is soiled and would benefit from being cleaned regularly.
- 4.19 To the front facing flat roof the mortar to the lead flashing between the bitumen felt upstand and the brickwork elevation above is in poor condition with a number of sections of mortar missing. The joint should be raked out and a suitable lead pointing mastic sealant used to reseal the joint. As a point of note this flashing is lead and it appears that elsewhere lead has been replaced using a lead replacement product, perhaps as a result of theft. The opportunity might be taken to replace the lead flashing on the front facing flat roof with a lead replacement product as a precaution to prevent theft and damage in future.
- 4.20 We therefore report that the roofs our generally is in sound and serviceable condition and likely to remain so into the medium or long term subject only to the following maintenance matters that have been identified:
- Rake out and repoint loose/missing mortar from ridges.
 - Clean roof slopes of organic and moss deposits.
 - Regularly clear the hidden gutter between the duo-pitched small roof and the apse.
 - Treat the rafter feet with preservative.
 - Rebuild the verge to the front porch and make localised repairs to cracks to other verges.
 - Rake out and repoint loose mortar to the raking valley gutter to tile joints, from porch.

- To the flashings above the apse point in missing mortar.
- Regularly clean the domed roof light.
- To the front flat roof repair the bitumen felt upstand that has an open joint.
- Regularly clean the flat roof surfaces.
- Cut out and replace the defective coping stone joints, repoint using mastic sealant.
- Where defective repair the external face joint between the copings and the elevation brickwork.
- To the front flat roof rake out and repoint the flashing to brickwork joint using lead mastic sealant. Consider replacing the lead flashing with a lead replacement product.
- Regularly clean the small canopy above the rear entrance door.

4.21 We were not able to determine the quantity of insulation incorporated within the roof construction but this was presumably to Building Regulations standards contemporary with the year of construction.

5.00 RAINWATER GOODS

5.01 Rainwater from the roof slopes is collected in PVC eaves gutters which discharge at intervals to downpipes and thence directly to underground drainage and presumably to a soakaway or soakaways within the plot.

5.02 As the weather was wet during our inspection we have seen the system in operation although we have not seen it subject to the load of heavy rain.

5.03 Generally we noted the rainwater gutters and downpipes to be in satisfactory condition although one or two sections need re-jointing.

5.04 The rainwater goods have a white through coloured finish that due to the passage of time has discoloured and appears soiled. It is suggested that to improve their appearance either the rainwater goods are decorated, which of course would mean cyclical decorations circa every six years or that the rainwater goods are replaced with new PVC and perhaps black is considered rather than white.

5.05 All rainwater goods and gulleys must be cleared of debris build up at least every 6 months.

- 5.06 The flat roofs drain to PVC hoppers from outlets through the parapets. There is a lead chute overhanging each hopper. We found an appreciable amount of debris in some hoppers and suggest that regular clearance is required.

6.00 ELEVATIONS

- 6.01 The elevations are constructed in stretcher bonded face brickwork suggesting cavity wall construction. It is not known what quantity of insulation is included within the cavity wall but presumably an amount consistent with Building Regulations at the time of construction.
- 6.02 Below the damp proof course (DPC) which was visible in a number of locations generally the brickwork pointing is in poor condition. It is recommended that work be completed to rake out the brickwork joints and repointed using sand and cement below the level of the DPC.
- 6.03 Generally, the brickwork pointing is becoming eroded. It is recommended that a programme over a number of years is undertaken to rake out and re-point specific elevations, each elevation being done in full as a 'panel' but not necessarily at the same time as others dependent on its condition. The West facing elevation of the rear flat roofed part of the church is in the most deteriorated condition and it is suggested this is repointed in the next two years.
- 6.04 There are other minor localised areas that require repointing that should be repaired. This includes to the elevation above the rear flat roof and surrounding a waste pipe to the west elevation.
- 6.05 To the west facing brickwork elevation of the single-storey rear flat roof there is a stepped crack that descends from under the rear window. This does not appear to be a recent occurrence and it is suggested it is raked out and repointed. If the crack reappears further repairs may be required using brick stitching and resin.
- 6.06 To the south facing elevation above the front flat roof one concrete window cill has a small area of damage and the reinforcement bar is exposed. Repair is required to treat the area of corrosion and apply mortar to cover the bar and repair the cill.

7.00 FOUNDATIONS AND SUBSOILS

- 7.01 Reference to British Geological Survey data reveals that the church is situated in an area where the predominant subsoil is Alluvium – clay, silt, sand and gravel deposits / Gault Formation - mudstone. This is normally considered to be an adequate load bearing medium as witnessed by the extensive residential and non-residential development in the immediate vicinity.
- 7.02 Whilst we have not exposed the foundations or the subsoils upon which they bear, we confirm that we saw no evidence in the visible structures above ground to suggest serious foundation movement or failure either past or present.

8.00 EXTERNAL JOINERY AND DECORATIONS

- 8.01 The elevations have metal framed, single glazed casement windows. Generally these are in satisfactory condition and will need re-decorations in 3 to 4 years time.
- 8.02 The mastic sealant between the metal frames and the brickwork window reveals is at the end of its life and in places has failed. It should be cut out and replaced with new suitable mastic sealant.
- 8.03 We were informed on site that the large timber framed window to the east elevation has recently been replaced. The varnish finish will need cyclical decorations in 4 to 5 years time. At the bottom of the frame externally there is damage caused by birds pecking at the putty. The defective putty should be cut out and replaced.
- 8.04 The south and east facing solid timber entrance doors are in satisfactory condition. That they require decorations in the short-term.
- 8.05 The soffit paintwork to the east facing porch is peeling. Preparation and decoration is required.
- 8.06 The north facing elevation single entrance door is constructed in composite materials and has multiple-locking points. We did not identify any issues with this door.
- 8.07 The south and east facing porches have metal gates, decorated. The decorations are at the end of life and there is corrosion stain on surfaces. Thorough preparation, corrosion inhibitor application and decorations required short-term.
- 8.08 There is an enclosed noticeboard, timber framed which is in poor condition. Repairs and decoration are required to improve its appearance.
- 8.09 Adjacent to the south facing main entrance porch is a handle attached to the wall to assist pedestrian access. This was found to be slightly loose and repair is required.

9.00 INTERNAL

- 9.01 The church roof soffit is lined with wood wool panels. The structural timbers have a preservative finish. There is no real need to redecorate the lining or timber structure in the short to medium term, it merely needs periodic cleaning. Beyond this period decoration may be considered if finishes start to deteriorate but this will initiate the need for a cyclical decoration cycle which would be difficult due to the requirement for safe access at height.

- 9.02 The internal walls of the main church are exposed, pointed brickwork. These were found to be in satisfactory condition and do not have a regular maintenance requirement.
- 9.03 The apse elevations and soffit have a plastered, painted finish which have been recently redecorated. These will be subject to cyclical decorations in approximately 5-6 years time.
- 9.04 The floor of the main church and the apse are parquet timber finished on a solid substrate. The parquet finish is a little worn in places particularly to walkways. The floor covering would benefit from minor repairs and sanding, preparation and resealing.
- 9.05 The windows as previously described are mostly metal framed, single glazed with quarry tiled cills. The windows were found to be in satisfactory condition and will be subject to decorations in 3 - 4 years time.
- 9.06 The solid timber double entrance doors to the south and east elevations require re-vanishing in the short-term.
- 9.07 The rooms to the north of the main church have plastered ceilings and soffits with a painted finish and walls which are either exposed brickwork or are plastered and painted. We did not find any concerns with these items nor signs of water penetration. The painted surfaces will be subject to a redecoration cycle. Particularly the ceiling and walls to the large meeting room, the sacristy, priest's toilet facility and confession room require decorations in the short-term.
- 9.08 All room floors to the north of the church have a solid substrate. Most have vinyl sheet floor covering which is in satisfactory condition. The exception is in the sacristy and kitchen where there is slight lifting of joints which could become a trip hazard. Where there are raised parts of the vinyl floor they should be firmly stuck down. The large meeting room has a carpet which we consider a loose fitting which will be replaced periodically. The priest's toilet facility as quarry tiles on the floor which are serviceable albeit a rather cold finish.
- 9.09 Doors are generally flush-faced timber, self-finished which do not need periodic redecoration. Some doors require cleaning of greasy finger marks that have built up over time to maintain their appearance. Where doors have been decorated cyclical decorations in the future will be required. The door between the large meeting room and the lobby requires adjustment to close on the latch.
- 9.10 A kitchen has a range of wall and floor hung units, worktop, sink and drainer. These are basic units but found to be in broadly serviceable condition.
- 9.11 There is a freestanding gas cooker against an internal wall in the kitchen. We were informed on site that it is not in use. It appears to be connected to the gas supply. It is beyond the scope of our brief to comment in respect of this being a suitable

location for its operation and we suggest this matter is discussed with a Gas Safe engineer. No cooker hood or extraction system is provided for its current location.

- 9.12 The disabled toilet appears to be a compliant facility and the sanitary fittings were found to be in acceptable condition.
- 9.13 The priest's toilet sanitary fittings are very basic but are operable. It is suggested that the WC pan and cistern be replaced and upgraded with a modern low-level cistern appliance. However, the rear wall is not perpendicular to the other walls in the room.

10.00 EXTERNAL AREAS

- 10.01 To the south elevation there is a ramp that provides adequate disabled access into the church. It has a paving slab finish. Some pavings are loose, vertically misaligned and there is missing mortar between pavings with weed growth. Repairs are required to firmly fix all pavings, remove any vertical misalignment, remove weed growth and to point all paving joints.
- 10.02 There is no railing or kerb to the side of the ramp. This would prevent users falling from the ramp edge as well as providing assistance to users of the ramp. It is recommended that a kerb, railing and hand rail is installed to Building Regulations Part M Access to and Use of Buildings requirements.
- 10.03 The macadam path to the rear of the church is in poor condition and is weed strewn. It is considered that this path is beyond repair and that replacement is required using either macadam, concrete or pavings.
- 10.04 There is a concrete step adjacent to the entrance door into the sacristy. It is rather narrow and although current building control requirements do not have to be met a larger landing step approximately 1 metre square would provide a safe landing for users. If this is an emergency exit the addition of a ramp with handrail adjoining the landing should be constructed.
- 10.05 The car park area macadam based, stone/gravel hard standings are generally in serviceable condition. The stone finish should be redistributed periodically.
- 10.06 The two pairs of vehicle entrance gates are metal, galvanised and do not require decoration.
- 10.07 To the west elevation there is a feather edged timber board fence on the boundary. Ownership of this fence is not known but it appeared reasonably firm. There may be a responsibility for its upkeep including decorations which are required in the short term.

- 10.08 There are many mature shrubs and trees in the grounds of the church which will require attention and particularly cutting back before they become large specimens and a much more significant task and cost to bring back under control.
- 10.09 The north boundary is not clearly marked. There appears to be a ditch/stream albeit obscured by plant growth. On the far side of the ditch, we assume not on the church land as far as could be determined is a large area of Japanese Knotweed growth. Any owner who has growth of this plant on their property has a legal obligation not to allow it to spread to neighbouring properties. It is a fast growing plant that will spread quickly and we have concern that it may encroach onto the churches land. We suggest that the owners of the adjoining property are contacted and advised of the situation and they take action to kill off the Japanese knotweed growth as soon as possible. As a point of note Japanese Knotweed is very visible during the summer but dies back to below ground level during the winter and so cannot be easily detected.
- 10.10 There is a conifer growing next to the south facing elevation of the apse. A tree growing close to an elevation can have a detrimental effect on the foundations although at the time of inspection none were found. However, the branches and leaves of the tree are interfering with the roof slope and gutter. In our opinion the tree should be cut down and removed and the roots killed off.
- 10.11 The boundary to the north-west corner of the grounds are not clearly marked and are in poor condition and do not provide any degree of security and little resistance to stock straying onto the site from the adjacent agricultural/smallholding land. We were advised that this has been a recent occurrence. We suggest that a fence is erected to prevent this possibility.

11.00 DRAINS

- 11.01 We located a number of inspection covers to the foul drainage system to the rear and the west side of the church. The drainage run appears to go towards the main road where we assume it will join the main public sewer.
- 11.02 We were unable to lift the very heavy inspection covers and so could not make an inspection of the chambers. Should you have any concerns with regard to the foul drainage system a drainage consultant can be employed as a separate instruction who would complete a subsurface drainage test and provide you a report. Should you require the name of a suitable consultant please advise us.

12.00 ASBESTOS

- 12.01 With the church having been built in 1980 it is possible that asbestos was incorporated within the construction, it cannot be ruled out.

12.02 It is necessary for you to be aware of your obligations in respect of asbestos under current legislation which requires an asbestos survey to be undertaken and, if asbestos is detected, a management plan to be put in place.

13.00 SECURITY

13.01 The church is potentially vulnerable. The south and east facing entrance doors have the added security of the locked, metal gates. The rear door has a multiple locking point system. The windows only have latches which could have security improvement added. We suggest this matter is reviewed with the building insurers.

13.02 Whilst renewal of the boundary fences will not prevent intruders, it will impede them and discourage them and this together with automatic external lighting may improve matters considerably.

13.03 If the building does not have an intruder alarm system this may be a matter for consideration in conjunction with the building insurers.

14.00 DISABLED ACCESS

14.01 The church in its current form is acceptably accessible for disabled persons. However, the rear door which if an escape route can only be used by disabled persons with assistance.

14.02 The previous comments in respect of a ramp kerb and a handrail would improve the access for users.

15.00 MEANS OF ESCAPE AND FIRE

15.01 The church presumably complied with the Building Regulations at the time of construction.

15.02 However, the means of escape to the rear of the building is less than ideal as it requires access to the possibly locked sacristy. This exit door has a handle and lock rather than emergency escape door furniture.

15.03 We did not find any fire rated doors in the property or emergency escape signage. In our opinion a fire risk assessment is required by a qualified consultant from which a report with actions will be produced.

16.00 LIGHTNING CONDUCTOR

16.01 We did not find a lightning conductor installation on the church.

16.02 The church is a relatively low-level building but we suggest that you contact a specialist lightning conductor company for advice in respect of current requirements.

17.00 MECHANICAL and ELECTRICAL SERVICES

17.01 Detailed assessment and testing of mechanical & electrical services is not within the scope of our survey. However, for general guidance we note the services present and make appropriate recommendations for further investigation and testing.

17.02 The church is connected to mains electricity which enters from below ground in the sacristy where there are the distribution boards for power and lighting circuits. There is a label on the distribution board that states that the next test is due February 2022.

17.03 There is a brickwork enclosure in front of the church to the left that houses the electric meter. Adjacent to it is another enclosure with the gas meter.

17.04 We did not discover a rising main water meter externally. This may be considered as the water usage of the church will be low and a water utility company may install a meter free of charge.

17.05 The cold water supply rises in the priest's toilet and is distributed to the kitchen and toilet facilities by copper pipes.

17.06 Heating is by means individual gas heaters on external walls. Most are rather aged. The exception is a recently replaced gas heater adjacent to the main entrance doors. Overall it is our opinion that the provision of heating is less than today's requirements and a programme might be considered for upgrading the heating system.

17.07 We cannot comment in respect of whether ventilation requirements are met for the individual gas heaters. A Gas Safe engineer should be contacted in this respect.

17.08 Externally from the individual heaters there are gas flues each with a cage cover. Some cages have failed having corroded through and require replacement. It is noted that some have already been replaced.

17.09 The heating was not in operation at the time of our survey but it appeared visually sound and no doubt is subject to annual service and gas safety check by a Gas Safe engineer.

17.10 Hot water is provided locally in both toilet facilities and the kitchen by wall hung electrical heaters. These were not in operation at the time of our visit and so we cannot confirm their operation.

18.00 SUMMARY

- 18.01 Overall, this modern church was constructed to good original standards and survives in good condition to date.
- 18.02 There is an amount of external catch up maintenance in terms of the roofs, copings, rainwater goods and brickwork elevations that should be addressed within 12 months. The verge to the front of the porch is a priority. In the longer term all elevations will need re-pointing but this can be done over a number of years.
- 18.03 Internally cyclical decoration is required to painted surfaces. The sacristy, priest's WC, confessional room and meeting hall are the greater priority. The raised corners of floor vinyl sheet must be stuck down.
- 18.04 The site boundary to the north west needs improvement and the path at the rear of the building should be reconstructed.
- 18.05 The pedestrian ramp requires repairs and would benefit from a kerb and hand rail. The rear door would benefit from a landing and if an emergency exit a ramp and handrail.
- 18.06 The reader is referred to the detailed text of this report to supplement the summary above.

Metcalfe Briggs Surveyors **Chartered Building Surveyors**



P W W Kelley FRICS

Date: 30 August 2018

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APPENDIX A – Summary Costed Maintenance Plan

The Most Holy Trinity RC Church, Otford

Estimated maintenance costs

	Priority Code	Location	Work description	Priority				
				Immediate A	Year 1 B	Years 2-5 C	Future D	Annual / cyclical
1	B	Roofs slopes generally	Remove moss and organic growth		120			*
2	B	Roof ridges	Rake out and repoint defective mortar		280			
3	A	Hidden gutter	Regular clear hidden gutter of debris	25				*
4	B	Rafter feet	Treat with preservative		580			*
5	A	Front porch verge	Rebuild verge	750				
6	B	Valley gutter	Rake out and repoint defective mortar		300			
7	B	Apse flashings	Point in missing brickwork mortar		420			
8	B	Domed roof light	Regularly clean surfaces		30			*
9	A	Front flat roof	Repair bitumen felt upstand open joint	50				
10	B	Flat roofs	Regularly clear flat roofs of debris and organic matter		60			*
11	B	Flat roof copings	Rake out and repoint defective mortar using mastic sealant		630			
12	B	Flat roof copings	Inner and outer joints rake out and repoint defective mortar using sand/cement or mastic sealant		300			
13	B	Front flat roof flashings	Rake out and repoint defective mortar using lead mastic sealant		120			
14	D	Rainwater goods	Consider replacement with black PVC to improve appearance		1,850			
15	B	Rainwater goods	Regularly clear rainwater goods and gulleys of debris and organic matter including flat roof hoppers and downpipes.		100			*
16	B	Elevations	Rake out and repoint defective low level brickwork.		1,360			
17	C	Elevations	Undertake a programme of brickwork repointing. Provisional sum of 20sqm allowed			500		
18	B	West elevation	Repair the stepped crack		100			
19	B	Front facing window cill	Repair the damaged concrete cill		100			
20	C	External decorations	Cyclical decoration of window frames, entrance gates, porch soffit and doors			√		*
21	B	Window frame mastic sealant	Rake out and replace defective mastic sealant		400			
22	B	Large timber window	Repair damaged putty.		50			
23	D	Notice board by porch	Repair notice board and decorate				100	
24	B	Wall access handle	Firmly fix to wall		20			
25	B	Gas flue cages	Replace defective gas flue cages		100			
26	C	Internal decorations	The sacristy, priest's WC, confessional room and meeting hall are the priority.			√	√	*
27	D	Parquet floor	Minor repairs and all floor area resealing				4000	
28	A	Vinyl floor covering	Firmly fix down raised edges	50				
29	B	Front elevation access ramp	Repair pavings to provide a firm, trip free surface. Provide a kerb and handrail.		1750			
30	D	Rear elevation path	Replace the path with macadam, concrete or pavings				950	

	Priority Code	Location	Work description	Priority				
				Immediate A	Year 1 B	Years 2-5 C	Future D	Annual / cyclical
31	D	External step to sacristy	Consider enlarging the step.				inc.	
32	C	Car park surface	Redistribute chipping periodically and deweed			50		*
33	C	West boundary fence	If owned, treat fence with preservative			900		
34	B	Japanese Knotweed	Inform neighbouring property of location of plant and their obligations	√				
35	B	Conifer next to elevation	Remove tree		300			
36	B	North-west boundary	Provide a stock-proof fence on the boundary.		500			
WORKS TOTAL				£875	£9,470	£1,450	£5,050	
CONTRACTOR 15% OH&P				131	1,421	218	758	
TOTAL				£1,006	£10,891	£1,668	£5,808	

An indicative contractor's overhead and profit figure of 15% has been included. This figure will vary between contractors. All of the above figures are net of VAT and have been estimated without the services of a Quantity Surveyor or Builder's quotes. The figures provided are for indicative budget purposes only and no allowance has been made for inflation or professional fees. Scaffold / access costs are approximate and will vary according to work scheduling / grouping

Metcalf Briggs Surveyors
Chartered Building Surveyors
The Old Engine House
Goblands Farm
Cemetery Lane
Hadlow
Kent TN11 0LT
01732 852258

APPENDIX B – Photographs

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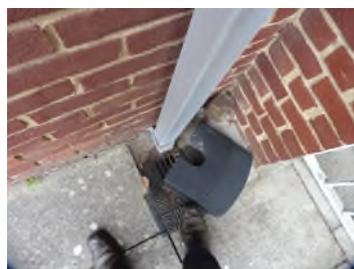
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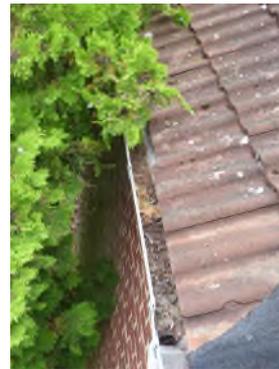
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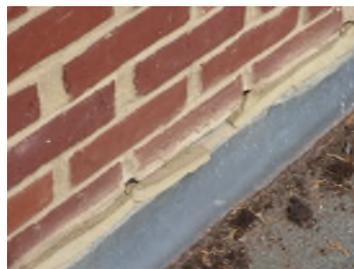
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