

London Diocesan Fund



Scheme for the Inspection of Churches – 2002

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The Scheme for the Inspection of Churches 2002 has been established in accordance with the Inspection of Churches Measure 1955 and the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, and is to be read in conjunction with those Measures.

1. SCOPE OF THE SCHEME

(a) This Scheme shall apply to every parish having a consecrated or dedicated or licensed church, and to all Quinquennial Inspectors, whether appointed under this Scheme, or under any previous scheme.

(b) This Scheme shall include, in respect of each parish, the Parish Church and all chapels of ease, daughter churches, mission churches and the like, and all other buildings and structures or grounds or parts thereof for the maintenance of which the Parochial Church Council (hereinafter known as the PCC) is responsible.

(c) Churchyards and burial grounds closed by Order in Council and handed over to the Local Planning Authority for maintenance purposes

only, but within the curtilage of the Parish Church and subject to the legal effects of consecration shall also be included in this Scheme.

(d) A guild church under the Guild Churches Act 1952 shall be deemed to be a parish church, and the Guild Church Council to be the PCC, for the purposes of this Scheme.

(e) The following other bodies responsible for the upkeep of places of worship within the geographical area of the diocese may enter the scheme with the consent of the London Diocesan Fund (hereinafter known as 'The Fund') on terms arranged by The Fund:-

(i) Owners or trustees of or institutions containing places of worship which have registered with the Council for the Care of Churches under the Care of Places of Worship Measure 1999, but subject to the consent of the Council for the Care of Churches;

(ii) Owners or trustees of or institutions containing Church of England places of worship but not covered by paragraph [1\(b\)](#) of this Scheme and not subject to the Care of Places of Worship Measure by reason of Clause 1(5)(b) or (c) of that Measure.

(iii) Trustees or persons responsible for part of the premises containing a place of worship which is covered by paragraph [1\(b\)](#) save that those trustees or persons and not the PCC are responsible by virtue of a lease or licence.

2. APPOINTMENT OF QUINQUENNIAL INSPECTORS

(a) One inspector shall be appointed separately for each site containing 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 appoint the Quinquennial Inspector, after due consideration of the suitability of the nominated person, and after first obtaining his/her consent and the consent of the Diocesan Advisory Committee (hereinafter known as the DAC).

(c) In considering the nomination of a person as a quinquennial inspector, the DAC shall have regard to his/her qualifications and experience.

(d) In the event of a change in the appointed Inspector for a church, the PCC shall be responsible for informing the outgoing person of his/her replacement, after the necessary consents have been obtained ([2\(b\)](#) above)

(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 Archdeacon shall from time to time provide parishes with guidance on the appointment of quinquennial inspectors.

(g) The Secretary to the DAC shall be responsible for keeping a register of those sites and buildings which are covered by the Scheme, and of appointed Quinquennial Inspectors. The register shall also include dates of inspections and reports.

(h) In giving its consent under [2\(b\)](#) and [2\(c\)](#) above, the DAC shall not be taken as implying approval for the appointment of the person nominated for any other church in the Diocese, or for any other appointment by the same church, whether in connection with [5\(d\)\(vi\)](#) below or otherwise.

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 or subject to the legal effects of consecration;

(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 resorting to the church;

(vi) Any tree subject to a tree preservation order for the time being;

(vii) Any moveable article in the church designated under Schedule 3.3.1A(a) of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (hereinafter known as the Care of Churches Measure); see Appendix A to this Scheme.

(b) Consideration should be given by the PCC, or other person or body under [1\(e\)](#) above, 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\(a\)](#) above. 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 subject to a tree preservation order for the time being;

(vi) It is strongly advised that, pursuant to Schedule 3.3.1A(a) of the Care of Churches Measure, 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.

(c) Where a new quinquennial inspector is appointed after the coming into operation of this revised Scheme, the scope of inspections for the purposes of [3\(a\)](#) and [3\(b\)](#) above and [section 5](#) below shall be defined at the time of appointment. For all quinquennial inspectors already serving at the date of operation, and/or in case of alterations or additions having been made to the buildings to be inspected, the scope of each inspection shall be agreed between the PCC and the Inspector before the inspection is made, if necessary with the help of the Archdeacon. It is essential that any items should be inspected if there are reasonable grounds for fearing a hazard. This should be discussed between the Inspector and the PCC's representative before commencing.

4. MAKING OF THE INSPECTION AND SUBMISSION OF REPORTS

(a) The Quinquennial Inspector, on the instruction of the Archdeacon on behalf 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 if necessary as to whether further expert advice should be obtained, by virtue of [3\(a\)\(vii\)](#) or [3\(b\)\(vi\)](#) above or otherwise.

(b) Within 3 calendar months from making the inspection, the Inspector shall make a written report in accordance with the guidelines which are attached as Appendix A to this Scheme, subject to reasonable amendments from time to time by resolution of the DAC. Standard forms may also be attached as Appendix B, to assist with the inspection of special fixtures under [3\(b\)\(vi\)](#) above.

(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 (see Appendix A).

(d) The inspection shall be undertaken and the report signed by the appointed Quinquennial Inspector in person, and shall not be delegated to any other member of his or her firm.

(e) Four copies of the report and any appendices or additional specialist reports shall be submitted, one copy each being sent to:-

- (i) The Incumbent;
- (ii) The PCC;
- (iii) The Archdeacon;
- (iv) The Secretary of the DAC.

(f) 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 Fund.

5. FINANCES

(a) The Fund shall pay the Quinquennial Inspector's principal fee, on behalf of the PCC. The rate or rates for the principal fee shall be set by The Fund and reviewed annually for the church or class of churches or all churches in the Diocese, at the discretion of The Fund.

(b) The principal fee payable shall be a fixed lump sum for the church concerned, and one such fee shall be payable by the Fund for each separate building in regular use as a consecrated or licensed place of worship, together with its contents and curtilage where applicable (see [3\(a\)\(i\)-\(vi\)](#) above).

(c) Where applicable, VAT shall be paid additionally by The Fund at the current rate.

(d) 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\(b\)\(i\)-\(v\)](#) above;

(ii) Additional inspection of any fixture under [3\(b\)\(vi\)](#) above other than by the Quinquennial Inspector (see also [4\(b\)](#) above);

(iii) All previously arranged attendance (see [4\(c\)](#) above); and in addition, any opening up found to be necessary in particular cases during the inspection, and reasonably requested by the Inspector not being able to be carried out by him;

(iv) Any further expert advice pursuant to [4\(a\)](#) above;

(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.

(e) The basis of such additional fees shall be a matter for negotiation between the PCC and the Quinquennial Inspector and/or other expert or contractor before any inspection is undertaken. In cases of difficulty, the Archdeacon shall act as referee.

(f) If any parts of the church interior, which have been divided from the consecrated parts by a scheme under the Pastoral Measure or are licensed for use by persons other than the Parish, are instructed to be included in an inspection, this work may also be subject to an additional fee, which will not be payable by The Fund (see [1\(e\)\(iii\)](#) above).

(g) Other than the foregoing, the fixed fee payable by The Fund shall be deemed to include all normal disbursements and expenses incurred by the Quinquennial Inspector.

6. DATE OF OPERATION, INTERPRETATION AND AMENDMENT

(a) This revised Scheme is established by the London Diocesan Synod by a resolution of **25 June 2002**. It shall supersede the Scheme which was introduced on 1 January 1998 and all previous schemes, and shall become effective on **1 January 2003**.

(b) Any questions which may arise concerning the interpretation of this Scheme may be referred to the Diocesan Bishop's Council, the decision of which shall be binding.

(c) Subject only to [4\(b\)](#) above, 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.

Enquiries should be addressed to:

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**London Diocesan Advisory Committee
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