

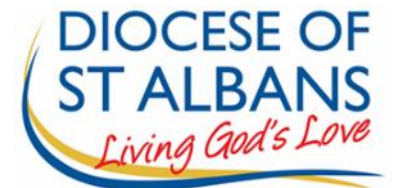
1. What QI reports tell you
2. What you do next
3. How I can help

David Bevan

Historic Church Buildings Support Officer



Historic England



1. What QI reports tell you

- QIs cover the condition, recommended repairs and maintenance for your church and churchyard
- The QI will also check that electrical, lightning conductor and other tests and checks needed have been carried out on time
- QIs and reports = good conservation practice
- Regular inspection and report - building a story of condition, priorities and works over time and keeping a record
- E.g. the QI should summarise what has been done since the last QI

QI reports are also ...

- The bedrock of your care for the church building and churchyard - fulfilling your churchwarden's responsibilities
- An essential tool for completing parts of the Parish Inspection Checklist before the Archdeacon's visitation
- Reliant on you giving the most complete access to your church architect/surveyor, keeping an up to date logbook/records and talking to your adviser e.g. when they visit
- A snapshot – not detailed investigations or specifications of work – may recommend further investigation
- **Written for you** - and a 'short story with pictures' not *War and Peace*

What QI reports contain

Standard approaches –

St Albans Diocese Advisory Leaflet ‘Your Quinquennial Inspection’

(St Albans Diocese website/Church Buildings/DAC Advice Leaflets)

ChurchCare Advice and QI proforma

(ChurchCare website/churches/guidance-advice/looking-after-your-church/quinquennial-inspections)

New advice and template expected soon

QI reports will have the same basic parts but differences in format, approach and length depending on the church architect

The main body of the QI report

Looking element-by-element – condition, repairs, maintenance, inspections – notes and photos

- **Outside of church** including masonry, windows, rainwater gutters and downpipes, lightning conductor, clock etc.
- **Inside of church** including internal walls and screens, state of decoration, monuments etc.
- **Services and protection** including heating, electrical system, fire precautions, security etc.
- **Legal and good practice requirements** such as the Disability Discrimination Act
- **The churchyard** and its boundaries, structures, memorials, paths, trees etc.

What actions are most important?

Urgency and likely priority of actions

- Category 1: of utmost urgency
- Category 2: essential within the next 18 months
- Category 3: essential within the next 5 years
- Category 4: within the next 10 years
- Category 5: items of routine maintenance
- Category 6: items requiring specialist advice

Where do I see the Big Picture?

- The General Statement or Summary of the Condition
- The Summary of Priorities in order of urgency
 - A table with the most urgent recommended actions (Category 1) at the top followed by the next most urgent (Category 2) and so on
 - Or a five year or longer programme showing the grouping of works and their phasing
- Both a table and programme can include approximate costs or bands of costs

What about routine maintenance?

- The overall state of maintenance can be suggested in the General Summary or Statement of Condition
- Routine maintenance and inspections - e.g. cleaning and checking gutters and downpipes - are picked out element-by-element in the main body
- Maintenance can have its own category – ‘Category 5: items of routine maintenance’ – or letter – ‘M’
- The report can say whether maintenance is a task for parish volunteers (DIY) or a contractor
- The summary priority table or programme will show the relative urgency of maintenance actions
- QI reports can give an outline maintenance plan and suggest sources of advice

*Maintenance Workshop
for
St Albans Parishes*

Saturday, 24th November, 2018

St Stephen's Church, St Albans

*Maintenance and inspections by
contractors, conservation cleaning and
more . . .*

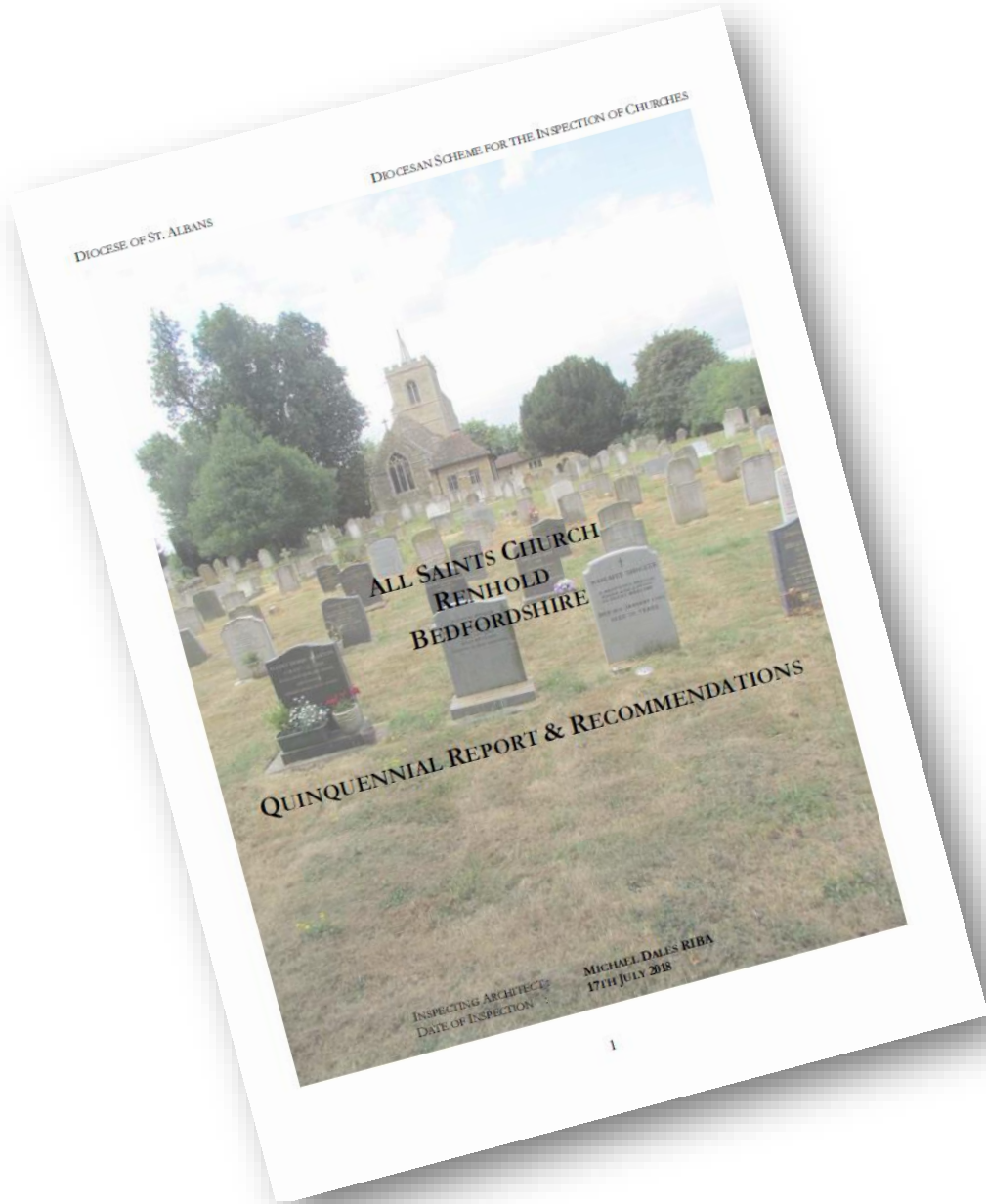


1. What QI reports tell you – *questions?*

Your QI Report

Questions and Comments

QI exercise



QI exercise

Take one of the two QIs, spend a few minutes skimming through it, then think:

- Where does the report summarise the general condition of the church and is it good news?
- Look at how one element is covered in detail in the main body of the report e.g. external walls – what does each entry tell you?
- Where are the pictures and how do they help?
- Look for a table setting out the actions needed in order of priority – what is most urgent?
- Does the report show approximate costs and does it give you a 5 or 10 year programme?
- Does the report have a section on general care and maintenance?

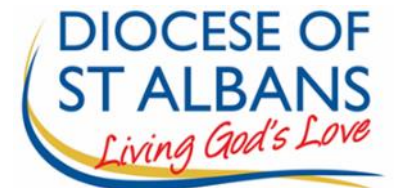
2. What you do next

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2. What you do next

Wait for the QI report to arrive -

- Your church architect will send the QI report to you
- And to the Archdeacon, the diocesan office (Emma's team including me) and the DAC's archaeological adviser
- You may have a good sense of what is coming from talking to your church architect when they visited
- But you may want to have a stiff drink, have a lie down or possibly both ...

And read the thing from cover to cover and make some notes

Post Quinquennial Inspection Report Digestion Syndrome

If you're lucky –

'Not too many surprises – its more or less what we expected'

'Thank heaven its only one or two downpipes that needs fixing'

'Good thing we've planned for funding future repairs'

If you're not –

'But we spent a fortune repairing the nave 15 years ago'

'If we couldn't fund the repairs in the last five years how will we find the money in the next five? '

'I never wanted to be a building manager!'

KEEP CALM AND CARRY ON

At least the south porch is still standing!

Historic buildings are very resilient but parts do wear out over time

Our churches are an amazing work of faith and devotion, human skill and endeavour, architecture and history

A medieval church may have been cared for and passed on by 30 or 40 generations since it was built – now it's your turn

And Rome wasn't built, demolished or restored in a day – don't panic and take a deep breath

Next steps

- Read the report carefully again and ask the architect if there is anything you don't understand
- Circulate it to the PCC and discuss it and its implications at the next PCC meeting
- Meet with the architect to go through the report and discuss the next steps – the QI report may suggest or offer such a meeting
- I am happy to go to such a meeting or a follow-up one to help make progress

The aim –

to identify a practical package of works which respond to the QI priorities and your wider plans and has a realistic chance of being funded

Joining the Dots

- What are the QI report priorities? – discussed and tested with your church architect
- How do these priorities fit with your other needs, plans and priorities? – would they be part of the same or a different project?
- What is a practical package of works – a sensible, efficient selection of repairs etc. ?
- What are the outline costs?
- What are the grants and fundraising opportunities? How much could you get and what are the chances of success?
- How do the grant criteria fit with your project? – *funding for building repair, Heritage at Risk or other critical priorities, engaging people in heritage – community benefits, religious objectives - or a mix*

Some pointers going forward

- Do you need investigations or other work to develop your project? – this could get grant aid
- The QI report is a key document for supporting grant applications – a short, dramatic Tabloid-style report can sometimes help too
- When are outline descriptions of works and costs OR detailed specifications and estimates needed for grant applications?

And ...

- Try and involve people from the parish, Friends and community in your project
- Form a project team with clear responsibilities
- Consult and gain support from your community and key partners like parish councils, schools, heritage groups, social services
- Clearly define your project – what it is and isn't

Working with your church architect

- Your architect will help turn your ideas into a physical scheme
- Your architect will have a key role in managing the construction elements of your project on your behalf - *including selection, procurement and co-ordination of contractors and specialists; advising on and handling consultations, permissions etc.*
- Your advisor has the professional knowledge and experience but you are the client and in charge!
- Keep engaged through the process, ask questions and challenge and decide as necessary

2. What you do next - after your QI report – *questions?*

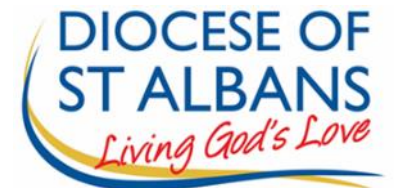
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VARIETY PACK

All churches and parishes/PCCs are not the same – I respond to the different challenges you face and the different strengths and capacity you have

Advice given -

General - events like this, website

Tailored for your project –

emails, phone plus visiting, meeting and talking plus supporting grant applications

St Albans Diocese web pages

<https://www.stalbans.anglican.org/dac/repairs-maintenance-grants/>

[Home](#) / [Church Buildings](#) / [Repairs, Maintenance And Grants](#)

Repairs, maintenance and grants



St Faith's, Hexton is no longer 'Heritage at Risk' with the help of a range of grants and local fundraising

Repairs, maintenance and grants

- **National grants**
- **Local grants**
- **Grants for specific types of project**
- **Landfill Communities Fund**
- **Diocesan Funding**
- **Grants for roof alarms**
- **Local fundraising**

- **Organising projects**
- **Training – information and events**
- **Learning from successful churches**
- **JustGiving**
- **Make a donation to the Beds & Herts Historic Churches Trust**

TOP TIPS

There are better ways of making a case for funding –

- Why your church is important – heritage, community, mission etc.
- What your situation, problems and opportunities are
- The negative impact of your problems including on the lives of people

- What your project is
- How it will deal with the problems and exploit opportunities
- The benefits of the changes including to the lives of people
- Why you need the money and their grant is right for you

Tell you story with conviction and enthusiasm! Yes we can!

Every church is unique and has its own story

The what, when, where, who, why and how of your church building

And the tale of the people of the church and local community through time



**How I can help -
*questions?***

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