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QUINQUENNIAL INSPECTION REPORT



of

ST MARY, POLSTEAD, SUFFOLK

for

The Rector, Churchwardens & PCC
of St Mary, Polstead
c/o Mrs L Bartlett
Polstead Mill, Mill Lane
Polstead
Suffolk
CO6 5AB

Diocese: St Edmundsbury & Ipswich
Archdeaconry: Suffolk
Deanery: Hadleigh

Inspecting Architect: Philip Orchard
Date of inspection: 20th April 2023

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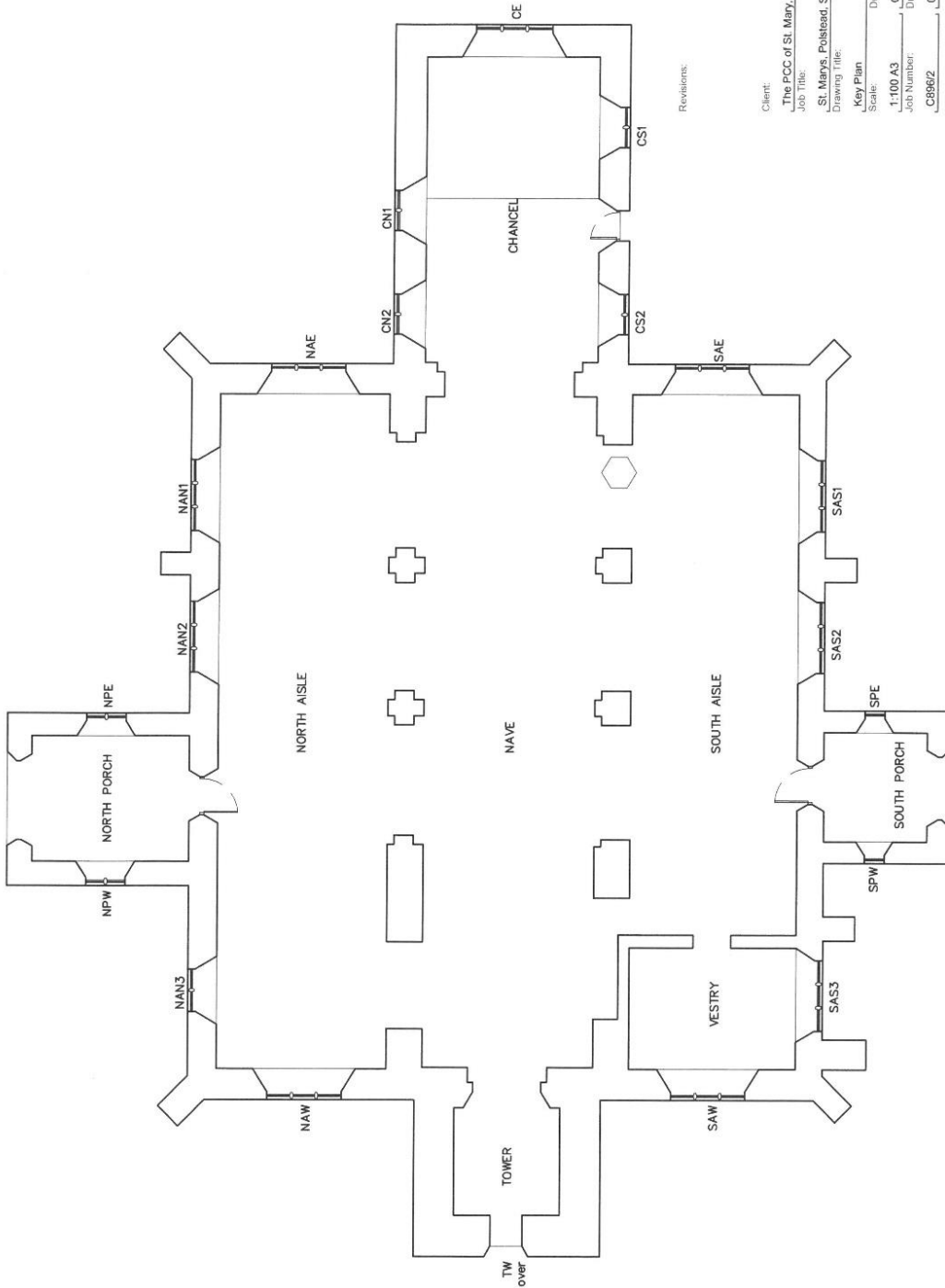
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21st April 2023

**QUINQUENNIAL INSPECTION REPORT 2022
ST MARY, POLSTEAD, SUFFOLK**

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**QUINQUENNIAL INSPECTION REPORT 2022
ST MARY, POLSTEAD, SUFFOLK**

Key:

- A - Denotes urgent, requiring immediate attention.
 - B - Denotes work which requires attention within 12 months.
 - C - Denotes work which requires attention in the next 18 – 24 months.
 - D - Denotes work which requires attention within the quinquennial period.
 - E - Denotes a desirable improvement with no timescale.
 - M - Denotes routine maintenance which may be undertaken without a Faculty or further professional involvement.
 - * - Denotes subject to further examination.
-

Date of inspection:

20th April 2023.

Weather:

Dry, bright sunshine.

Those present:

Mrs L Bartlett (Churchwarden)
Mr M Mitchell (PCC Treasurer)
Philip Orchard (Inspecting Architect)

Previous inspections:

Previous inspections were carried out in 2017 by Philip Orchard; in 2011 and prior to that by Roderick Shelton

This report should be read in conjunction with the previous reports.

QUINQUENNIAL INSPECTION REPORT 2022 ST MARY, POLSTEAD, SUFFOLK

1.0 EXECUTIVE SUMMARY

- 1.1 Substantial stone renewals are needed to the tower west belfry light. Otherwise, repairs to the church building are individually small and the totals are not large for a church of this size and age.
- 1.2 The boundary walls and the table tombs present challenges.
- 1.3 The church remains beautifully presented inside and outside and is in reasonable order overall.

2.0 NOTES TAKEN FROM THE LOG BOOK

- 2.1 Annual maintenance inspections: fire extinguishers, roof alarms, church clock and organ. Annual PAT testing carried out.
- 2.2 5 year inspections: lightning conductor and electrical system check, Smartwater repeat.
- 2.3 The churchyard west boundary wall and gate seem to have been repaired.

2017

- 2.4 The nave roof upper section and the north slope were re-leaded by Border Roofing, making good lead theft.

2020

- 2.5 The north aisle roof structure was repaired by Bakers of Danbury. Walling repairs were carried out to the tower parapet backs, the chancel flashings and pointing, the chancel south west elevation; the north aisle north west buttress; the south porch east elevation; the south and north elevations; the chancel south door and windows NAN2, NAN3 and NAW. The tower internal ground floor walls and the chancel north wall were replastered and redecorated.

2022

- 2.6 The south east corner of the south aisle now hosts the revamped children's play area.
- 2.7 The north aisle has been recast as a flexible area with moveable seating so it can be used for larger services, or simple post service refreshments etc.
- 2.8 Organ overhauled by Bishops 2022.
- 2.9 Roof alarm sensors renewed.
- 2.10 A leaky tap on shed wall replaced by Woods Brothers.
- 2.11 A new gate latch added to the car park gate.

- 2.12 The south door's barrel lock was realigned to allow easier sliding action.
- 2.13 Lectern light renewed. The brass stalk on the library style reading light on the lectern replaced by a rechargeable LED light.
- 2.14 CCTV installation (2 cameras, monitor, disc drive wiring) added.
- 2.15 A wooden book "table" donated by Kersey Church is now used for storage in the garden shed.
- 2.16 Regular grass cutting by the Polstead Parish Council's Contractor. Additional strimming by volunteer as and when.
- 2.17 Two leaning headstones: one replaced and one eased back to the vertical.
- 2.18 Neighbours' overhanging trees trimmed when they interfere with use of the graveyard and car park.
- 2.19 Compost heap removed and a garden area for quiet contemplation provided.
- 2.20 Minor branches had blown off trees to west and north of the churchyard.

3.0 DESCRIPTION OF BUILDING AND ORIENTATION

- 3.1 **Situation:** the church is located on the south side of the village, overlooking open countryside, to the east of the Hall.
- 3.2 **Ordnance Survey Reference Number:** TL989380
- 3.3 **The churchyard:** this is laid to grass with gravel paths; the church is located in the north-western part. The site slopes from north west to south east. There is a car park outside the churchyard on the north side with main access being through the northwest gate.
- 3.4 **Layout of building:** the church comprises nave with tower to the west, chancel to the east, north and south aisles and north and south porches; the vestry is formed out of the west end of the south aisle. The organ is at the east end of the north aisle and there are lower screens enclosing the choir vestry/servery at the west of the north aisle.
- 3.5 **Materials:** the walling is generally of flint with stone and brick dressings. The roofs are timber structured, except for the spire which is of stone. The nave roof is lead covered on the top and north sides, stainless steel on the south side; north and south aisles are roofed in stainless steel; north and south porches are roofed in plain clay tile.
- 3.6 **Historical Development:** the nave dates from about 1100 with further extension in 1160, including the addition of the aisles. The current aisles date from the mid-14th century as does the tower. The north porch was added in the 14th century. The south porch appears to be of similar date. The western arch of the nave south wall was remade in a similar period. Windows were enlarged in the 15th century.
- 3.7 **Spire:** a stone spire of the 14th century.

3.8 **Wall paintings:** fragments of wall paintings on the south aisle north wall at the west end, on the nave north wall at the west end and on the north aisle north wall.

3.9 **Stained Glass (Haward):**

WINDOW	DATE	LIGHTS	FIRM – Designer DESCRIPTION – Notes
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SC			Frag of C15 and later
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3.10 **Clock:** 1922 by Smith of Derby.

3.11 **Bells:** There are six bells cast by T Mears of London in 1825 at the Whitechapel Bell Foundry, tuned and rehung in 1955 by John Taylor and Co Loughborough in a new iron and steel frame.

3.12 **Other items of significance:**

Nave arcade piers, 12th century

Nave west doorway 12th century stonework (enclosed by tower)

Communion rails, turned balusters and gates in Laudian fashion, presumed to be 17th century.

Font dating from the 13th century but with later brick support for the lead bowl.

16th century ceiling at the east end of the north aisle

Brasses: priest in vestments (approx. 1430) mounted on the north wall of the chancel. Family with husband, wife and five children (approx. 1490) on ledger slab in the nave.

17th century monument - Nave.

Organ: single manual and pedalboard with 8 stops, coupled together. Swell pedal. The brass plaque on the case says that it was presented in 1838, but the instrument is of the style of the later 19th century, possibly by Bevington, based on the style of the case.

Separately listed **First World War** memorial in the churchyard by A A Hunt and C L Coates of Bury St Edmunds; a small version of the Cenotaph in Whitehall

3.13 **Assessment of significance:**

Local: this is the oldest building in the parish; while not the largest, it has a prominent tall spire and a significant presence in the landscape together with a historical relationship to the Hall.

Regional: the spire is unusual for Suffolk being in stone. The Norman brick and Tufa blocks of the arcade are extremely unusual for Suffolk. The 12th century stone surround of the west door of the nave giving into the tower is an almost unique survival for Suffolk, a significant feature.

National: the stone surround of the doorway from the tower to the nave, the arcade and the stone piers of the nave itself and the spire are all nationally significant features warranting the Grade I listing of this church.

4.0 LISTING

4.1 Grade I (Babergh Mid Suffolk District Council)

4.2 List entry number: 1284554.

4.3 War memorial in churchyard: Grade II, List entry number: 1389369.

5.0 MAINTENANCE

5.1 Guidance to Church Officers on routine annual maintenance and information on grants are given as appendices at the end of the report.

5.2 Where a church has received an English Heritage grant, attention is drawn to the possible need to obtain written approval from English Heritage before work is put in hand, whether or not it is intended to request grant assistance.

6.0 LIMITATIONS OF THE REPORT

6.1 This report is based on an inspection made from the ground and other points of safe access. It is emphasised that the inspection is entirely visual and no enclosed spaces or inaccessible points have been opened for inspection.

This report is not a specification for the execution of works and should not be used as such.

I have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and cannot therefore report that any such part of the property is free from defect. No investigations have been carried out requiring exposure work and concealed structural elements have not been exposed.

I have not tested plumbing, drainage, electrics, lightning protection (if any) or heating. I recommend that electrical and lightning protection tests be undertaken at least every five years and encourage churches to co-ordinate this with the quinquennial inspection report.

The budget costs are "guessed" and are for guidance only for budgeting and grant purposes. Detailed inspections, specification and builder's estimates based on architect's specifications need to be obtained before firm estimates can be provided, and these will differ from the guessed costs.

		PRIORITY	BUDGET	COSTS
REPORT MAIN SECTION				
7.0	ROOFS			
	TOWER ROOF			
7.1	General description: stone spire with octagonal broaches at low level, lead lined parapet gutters and lead flashings.			
7.2	Spire: the stone spire is satisfactory seen from ground level and from tower gutter level. The weathervane gilding is in good order. The stone lucarnes with lead cladding on their cills and lead clad interiors are satisfactory.			
7.3	Parapet gutters: the lead linings are satisfactory although the west side lead feels as though there may be some corrosion of the underside of the lead, when walked on. Keep under review, especially inside. If splits or leaks develop it is likely that renewals will be needed.			
		ITEM	E	---
7.4	The flashings are satisfactory. On the east and west faces, the gutter leadwork is carried up under the rendered drip moulding instead of a flashing. The stone copings are soundly bedded. The rendered parapet backs are in reasonable order. Remake the flaunching over on west embrasure to prevent frost levering the stone below loose.			
		ITEM	B	100 - 150
7.5	The lightning conductor requires fixing at the lowest point of the spire.			
		ITEM	B	MAINTENANCE
7.6	The timber hatch in the small dormered opening and the stone surround on the west face of the tower requires painting.			
		ITEM	B	MAINTENANCE
7.7	The timber box over the clock mechanism on the east side used to have a bituminous felt covering. Check with the clock maintainers whether this should be reinstated.			
		ITEM	B	MAINTENANCE
	NAVE ROOF			
7.8	Timber structure pitched north/south with flattened "mansard" profile top. The south slope is finished in stainless steel, standing seams: north slope in lead with hollow cored rolls. The top was in lead with solid cored rolls; all but the westernmost bay was stolen in 2017. The lead was reinstated in 2017. Access to view them at close quarters was not possible, but it is presumed to be sound.			
		C/F	100 -	150

PRIORITY
B/F BUDGET COSTS
100 - 150

7.9 There are three lead clad dormer windows on the south slope of the wall with timber window frames; the jambs and mullions are lead clad with the heads and outer architraves only exposed. These are in oak. The condition of all three structures is satisfactory. For comments on the windows see 9.10 below. The lead flashings into the tower at the west end and the east end parapet are satisfactory (these were not stolen). The brick copings on the east parapet are satisfactory.

7.10 **Nave north slope:** the hollow cored lead here and the lead flashings at the east and west abutments is generally satisfactory. One bay which was stolen in 2017 has been renewed with the upper parts.

SOUTH AISLE ROOF

7.11 Stainless steel covered on timber structure falling from north to south with standing seams; stainless steel clad verges at the east and west ends. Projecting timber board at the east end stainless steel clad, similar detail at the west end. The eaves has a timber fascia board and soffit board. All these are in satisfactory condition. The condition of the roof finish is satisfactory seen from above, except that there are flashband patches at the heads of the seams in places and on the small offset under the nave roof onto the aisle roof. These are where the seams are pressed down as part of the general stainless steel detailing and it appears that water has blown under here in the past. Keep under review: the flashband may need to be renewed if leaks start.

ITEM E ---

7.12 Renew two pieces of flashband at the west end.

ITEM B MAINTENANCE

CHANCEL ROOF

7.13 Stainless steel covering on timber structure pitched north/south, standing seams on the sheeting with a stainless steel ridge capping, stainless steel north and south parapet gutters discharging at the east end, lead flashings at abutments. The steel roof covering, capping, gutters and flashings are generally in good order, except for sundry coping joints requiring pointing/grouting up to exclude the rainwater.

ITEM B 150 - 200

C/F 250 - 350

PRIORITY BUDGET COSTS
B/F 250 - 350

NORTH AISLE ROOF

7.14 Stainless steel covered with standing seams on timber structure falling from south to north, stainless steel capping to the verges at the east and west ends, stainless steel apron on the south edge under the eaves of the nave roof. For comments on structure see 11.13 below. There is a short downstand of stainless steel at both east and west ends with timber fascia board below that (natural finish). There are lead cover pieces over the joints in the apron, suggesting that there have been some past leaks here. Keep under review.

ITEM E ---

7.15 The eaves has a fascia board and soffit with a paint finish. The eaves timberwork is losing its finish but is in fair order, the east and west end timberwork is satisfactory. The condition of the steelwork is satisfactory. Repaint timberwork in the next quinquennium.

ITEM E ---

SOUTH PORCH ROOF

7.16 Clay tile on timber structure pitched east/west, pointed verge with asbestos cement slate undercloak on the south edge, mortar flaunchings at the abutment with the south aisle, projecting eaves timbers and boarding at the eaves with an undercloak layer of asbestos cement slates under the tiles. There is evidence of a bituminous sarking felt also.

The south slope tiling and the ridge are satisfactory. The west slope tiling is also satisfactory as are the mortar flaunchings. The eaves timber work is in reasonable order. The verge pointing is sound. There is a depression in the west slope tiling close to the ridge: keep under review.

ITEM E ---

NORTH PORCH ROOF

7.17 Red clay tile with hogback red clay ridge on timber structure pitched east/west, pointed verge with tile undercloak on the north gable, red clay tile creasing at the abutment with the north aisle wall; projecting timber sprockets and fillets at the eaves.

The tiling, creasing, ridge, verge and eaves timberwork are all satisfactory.

C/F 250 - 350

		PRIORITY	BUDGET COSTS	
		B/F	250	- 350
8.0	WALLING			
	TOWER WALLING			
	Flint built, random laid and pointed with stone dressings.			
8.1	North elevation: the walling is satisfactory, including the two tie iron plates, but poison and remove ivy at low level regularly.			
		ITEM	B	MAINTENANCE
		ITEM	C	MAINTENANCE
		ITEM	D	MAINTENANCE
8.2	East elevation: the walling is satisfactory seen from roof and ground level. The clock drive has problems, and the hands are due to be recommissioned.			
		ITEM	A	MAINTENANCE
8.3	South elevation: the walling is satisfactory, including the two tie irons, apart from ivy at low level: this is largely dead now but some is still surviving the routine poisoning. Continue poisoning. Poison plant growth in the parapet from inside the parapet, if it is not dead.			
		ITEM	B	MAINTENANCE
		ITEM	C	MAINTENANCE
		ITEM	D	MAINTENANCE
8.4	Tower west elevation: the walling is satisfactory overall. The flintwork is quite open jointed under the old gargoye at high level. Point up while access is in place for window repairs.			
		ITEM	C	200 - 300
	NAVE WALLING			
8.5	Nave east wall: rendered masonry with brick coping. The coping is satisfactory. The rendered surfaces are in fair order: there has been much past cracking which has been pointed up. Keep under review.			
		ITEM	E	---
	CHANCEL WALLING			
	Flint built with brick dressings at the northeast and southeast corners, brick stringcourse on the parapet, parapet rendered with stone capping.			
		C/F	450	- 650

	PRIORITY	BUDGET COSTS	
	B/F	550	800
8.12	North aisle north elevation: black ash pointed as for the east elevation. There are some open joints at low level, but these are not critical. The northeast buttress is satisfactory. The buttress between windows NAN1 and NAN2 is in reasonable order: a cracked piece of stone in one quoin appears to have been repaired with mortar in the past and this is holding. The walling west of the porch is satisfactory but continue to poison and remove ivy growth.		
	ITEM	B	MAINTENANCE
	ITEM	C	MAINTENANCE
	ITEM	D	MAINTENANCE
8.13	North aisle west elevation: flint with black ash pointing as for the other elevations. The walling and corner buttress are in reasonable order.		
	NORTH PORCH EXTERNAL WALLING		
	Flint built with stone dressings, flints pointed in a grey ash mortar in ribbon fashion.		
8.14	North porch east elevation: the walling is in reasonable order apart from minor cracking in the northeast corner around the stone quoins (noted in 2017). This does not show significantly inside but keep under review.		
	ITEM	E	---
8.15	North porch north elevation: the condition is satisfactory. Quoin stones at the corners are decaying lightly but no action is needed at present.		
8.16	North porch west elevation: the flintwork is satisfactory.		
	SOUTH AISLE EXTERNAL WALLING		
	Flint built with stone and brick dressings, flints generally ribbon pointed in grey ash mortar.		
8.17	South aisle east elevation: the walling is satisfactory but point up next to the window south jamb.		
	ITEM	B	50 - 100
8.18	South aisle south elevation: the cementitious/ash pointing is cracked and is becoming loose. In some restricted areas it has fallen out. Internal conditions are not suggesting any damp problems yet and a general repointing is not yet due. However, point up sundry places to maintain the integrity of the flintwork.		
	ITEM	B	200 - 300
	C/F	800 - 1,200	

		PRIORITY	BUDGET COSTS
		B/F	800 - 1,200
8.19	South aisle west elevation: the walling is satisfactory, but poison and remove ivy.		
		ITEM B	MAINTENANCE
		ITEM C	MAINTENANCE
		ITEM D	MAINTENANCE
	SOUTH PORCH EXTERNAL WALLING		
	Flint built with stone dressings, finishes ribbon pointed in grey ash mortar.		
8.20	South porch east elevation: the condition is satisfactory apart from minor cracking above the window south jamb. Keep under review.		
		ITEM E	---
8.21	South porch south elevation: the condition is satisfactory. There is very small cracking above the west side of the archway (noted in 2017, not reflected inside); keep under review.		
		ITEM E	---
8.22	South porch west elevation: the walling is sound.		
9.0	WINDOWS AND DOORS		
	TOWER		
9.1	Belfry lights: each comprises two lights with stone cill, mullion, tracery, head and labelmould; these are infilled by timber latticework backed by bird mesh.		
9.2	North belfry light: the stonework and lattices are generally satisfactory. There is longer-term decay of one stone at the base of the east jamb and one of the slats in the latticework is disturbed.		
		ITEM E	---
9.3	East belfry light: the lattices are sound but refix (from inside) the section of board fallen from the north lancet head.		
		ITEM B	MAINTENANCE
9.4	The stonework of the mullion is decaying, being quite pitted, but not yet in need of renewal.		
		ITEM E	---
9.5	The rendered parts of the cill are decaying but there are no problems yet; unless the decay affects the roof alarm sensor. Keep under review.		
		ITEM E	---
		C/F	800 - 1,200

	PRIORITY	BUDGET COSTS
	B/F	800 - 1,200
9.6	South belfry light: the stonework is satisfactory. The lattices are decaying at the cill level. Renew in association with the west light repairs.	
	ITEM C	800 - 900
9.7	Tower west belfry light: the lattices are satisfactory. The stonework is quite decayed generally and significant renewals will be needed.	
	ITEM C	5,000 - 6,000
9.8	Clock chamber west window: single opening with stone cill, jambs and arched head (no labelmould). Opening infilled with lattices and bird mesh as for the belfry, with a pierced timber board in the head. The condition of all is sound.	
9.9	Tower west window TW: single light with stone cill, chamfered jambs and arched pointed head, cusped (no labelmould). Glazing of tinted diamond quarries in lead comes with internal saddlebars. The stonework is sound, but the glazing will need re-leading soon.	
	ITEM E	---
9.10	Tower west door: timber threshold over rubble masonry plinth, timber frame set within brick, jambs and arched pointed brick head; door vertically boarded inward opening hung on the north jamb, iron pull handle on the outside. The condition of all is satisfactory, but oil the timber.	
	ITEM B	MAINTENANCE
	NAVE WINDOWS	
9.11	Nave east window NE: three lights with stone cill, mullions, jambs and arched head to each light (no labelmould); glazing of tinted diamond quarries in lead comes with internal saddlebars. The condition is sound seen from outside the chancel parapet.	
9.12	Nave south windows: three dormer windows: for the general description of the dormers see 7.7 above. Each window comprises one fixed light and one opening light, cord operated from below, with timber frames (partly lead clad) and rectangular quarries in lead comes with internal saddlebars.	
	The condition of all three windows is satisfactory seen from the south aisle roof. The easternmost window opening light has seized shut and cannot be opened: release and renew the cords. Repaint the ironwork of the three windows and oil or lime the timberwork.	
	ITEM B	MAINTENANCE
	C/F	6,600 - 8,100

PRIORITY BUDGET COSTS
B/F 6,600 - 8,100

CHANCEL WINDOWS AND DOOR

9.13 **Chancel north window CN1:** two lights with stone cill, mullion, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at the lancet cills.

The condition of all is sound.

9.14 **Window CN2:** two lights with stone cill, mullion, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at the lancet cills.

The condition of all is sound.

9.15 **Chancel east window CE:** three lights with stone cill, mullion, jambs, tracery, head (no labelmould); glazing of tinted diamond quarries in lead comes with internal saddlebars; lead condensation trays at the cills. The condition of all is satisfactory, except for long-term decay of the cill stonework especially at the south end. Stone renewals will be needed in this quinquennium.

ITEM C 400 - 500

9.16 **Chancel south window CS1:** two lights with stone cill, mullion, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at the lancets cills.

The condition of all is sound.

9.17 **Chancel south window CS2:** two lights with stone cill, mullion, jambs, tracery, head (no labelmould); glazing of tinted clear diamond quarries in the lower parts of the lancet and in the tracery, with internal saddlebars; other parts of the lancets have pieces of mediaeval stained glass and tinted glass leaded together randomly with internal saddlebars; there are condensation trays to the cills. The glazing condition is sound, the stonework is generally satisfactory apart from longer-term decay of one east jamb stone.

ITEM E ---

9.18 **Chancel south door:** stone threshold, timber sub-frame with rendered jambs and arched pointed head, rendered labelmould over on an iron nail armature; door vertically boarded and battened with rails at the foot and head, inward opening hung on the west jamb, pull handle and escutcheon on the outside. The condition is generally satisfactory.

C/F 7,000 - 8,600

PRIORITY BUDGET COSTS
B/F 7,000 - 8,600

NORTH AISLE WINDOWS

- 9.19 **North aisle east window NAE:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at the cills. The condition is satisfactory.
- 9.20 **North aisle north window NAN1:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at the cills. There is an inward opening light at cill level in the centre lancet, iron framed. The condition of all is satisfactory.
- 9.21 **Window NAN2:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at the cills. The condition is sound.
- 9.22 **Window NAN3:** two lights with stone cill, mullion, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars. The stonework is sound, the glazing contains several cracked quarries. These do not seem to be problematic in such dark green glass but review if leaks occur.

ITEM E ---

- 9.23 **Window NAW:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted green diamond quarries in lead comes with internal saddlebars. The stonework condition is reasonable. The glazing is bowing and may need to be releaded in the next quinquennium.

ITEM E ---

- 9.24 Renew one broken quarry.

ITEM B 100 - 150

NORTH PORCH WINDOWS AND DOORWAY

- 9.25 **North porch east window NPE:** two lights with stone cill, mullion, jambs, tracery, head (no labelmould); glazing of clear diamond quarries with some mediaeval diamond quarries, roundels and other pieces, all in lead comes with internal saddlebars. The condition is sound.
- 9.26 **North porch north archway:** stone threshold/steps, stone jambs and arched pointed head (no labelmould). The condition is satisfactory.
- 9.27 **North porch west window NPW:** two lights with stone cill, mullion, jambs, tracery, head (no labelmould); glazing of clear diamond quarries with some mediaeval diamond quarries, roundels and other pieces, all in lead comes with internal saddlebars. The condition is sound.

c/F 7,100 - 8,750

PRIORITY BUDGET COSTS
B/F 7,100 - 8,750

SOUTH AISLE WINDOWS

9.28 **South aisle east window SAE:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of clear and reamy diamond quarries in lead comes with internal saddlebars. The condition is satisfactory. There is longer-term stone decay.

ITEM E ---

9.29 **South aisle south window SAS1:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars, lead condensation trays at lancet cill level. The glazing is satisfactory. The stonework has long-term decay.

ITEM E ---

9.30 **Window SAS2:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars; iron framed opening light in the centre lancet at cill level. The glazing condition is reasonable. The stonework has long-term decay in the jambs. The ironwork requires repainting.

ITEM B MAINTENANCE

9.31 **Window SAS3:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars; iron framed opening light partway up the centre lancet. The condition is satisfactory, but repaint the ironwork.

ITEM B MAINTENANCE

9.32 **Window SAW:** three lights with stone cill, mullions, jambs, tracery, head and labelmould; glazing of tinted diamond quarries in lead comes with internal saddlebars.

The condition is sound.

SOUTH PORCH WINDOWS AND DOORS

9.33 **South porch east window:** single lancet with stone cill, jambs and arched pointed head (no labelmould); glazing of clear diamond quarries in lead comes with internal saddlebars. The condition is sound.

9.34 **South porch south archway:** brick threshold, chamfered stone jambs and arched pointed head (no labelmould). There is old decay on the north side of the arched head but otherwise the stonework is satisfactory.

9.35 **Window SPW:** single lancet with stone cill, jambs and arched pointed head (no labelmould); glazing of clear diamond quarries in lead comes with internal saddlebars. The condition is sound, apart from star cracking in one glass quarry, probably due to a stone thrown up by a mower.

C/F 7,100 - 8,750

	PRIORITY	BUDGET COSTS
	B/F	7,100 - 8,750
10.0 RAINWATER DISPOSAL		
10.1 Tower: water is discharged by chutes on the north and south elevation which are satisfactory.		
10.2 Nave: water is discharged straight onto the north and south aisle roofs with no rainwater goods.		
10.3 Chancel: water is discharged through two lead lined chutes on the east elevation: these are sound.		
10.4 North aisle: there is a cast iron eaves gutter with two rainwater pipes of cast iron (the east with a hopper also). These are in good condition.		
10.5 North porch: there are no rainwater goods and water drips to the ground. There is known to be dampness in the porch as a result but the open conditions in the porch seem to be keeping this at bay (see 11.24 below).		
10.6 South aisle: cast iron eaves gutter with two rainwater pipes with hoppers in cast iron. The condition is good.		
10.7 South porch: there are no rainwater goods and water drips from the eaves to the ground. Conditions in the porch are not particularly damp.		
10.8 Rainwater goods generally: clean out parapet gutters, eaves gutters, hoppers and check rainwater pipes annually.		
	ITEM	B MAINTENANCE
	ITEM	C MAINTENANCE
	ITEM	D MAINTENANCE
RAINWATER DRAINAGE		
10.9 Tower: water falls to earth but there is some evidence of a drain rodding eye in the shingle at the base of the north wall. Given the relative dampness inside, open up and rod out the drain, check that this carrying water away efficiently.		
	ITEM	B MAINTENANCE
10.10 Chancel: water from the chutes runs down the path or splashes onto the grass below. This appears to be reasonably efficient.		
10.11 North aisle: the two gullies with their brick surrounds are satisfactory.		
10.12 South aisle: the west gulley with its brick surround is satisfactory. The east pipe discharges straight into the drainage system with a rodding access point. Seen from above, the drain appears clear. Keep under review in case long term improvement is needed.		
	ITEM	E ---
10.13 The crown of the south drain run is exposed. Check that it is not damaged, then keep under review. It may need some form of protection if subject to damage.		
	ITEM	A MAINTENANCE
	C/F	<hr/> 7,100 - 8,750

PRIORITY
B/F 7,100 - 8,750

10.14 **Drainage generally:** open up gullies and inspection chambers and clean and check drains annually.

ITEM B MAINTENANCE
ITEM C MAINTENANCE
ITEM D MAINTENANCE

11.0 BUILDING INTERNAL FABRIC

TOWER FABRIC

11.1 **Spire:** the stone surfaces are satisfactory seen from the tower gutter level platform. The mortar joints are well pointed up and there is a stainless steel restraining plate for the apex of the spire. The boards retaining the leadwork set into the lucarnes are all satisfactory seen from the point of access. Lifting beams for the bells at low level are satisfactory. The timber platform and handrails for access are sound.

11.2 **Belfry:** the brick and flint walling with squinches in the corners for the base of the spire and relieving arches on the four walls are satisfactory. The later brickwork infill to the belfry openings is sound. The four tie rods at high level are satisfactory. The lattices and bird mesh in the belfry lights are sound seen inside. There is longer-term decay to the jambs of the west opening on the inner faces.

ITEM E ---

11.3 The timber floor boarding is modern, covered with carpet for sound deadening in the northern part but exposed in the southern part. Where visible the condition appears sound. Clean minor debris.

ITEM B MAINTENANCE

11.4 The concrete ring beams supporting the bell frame are satisfactory.

11.5 **Clock chamber interior:** the timber soffit over the joists for the belfry is satisfactory seen from floor level. The flint walls with some brick infill and a timber baulk built into the south wall are satisfactory: there is old cracking in the southeast corner and in some places on the north and east walls and in the southwest corner (noted in 2017). Keep under informal review.

ITEM E ---

11.6 The floor is covered with carpet underlay as a sound deadening measure. Where lifted in the southwest corner, it is satisfactory. It is partly visible under the clock case and is satisfactory.

C/F 7,100 - 8,750

PRIORITY
B/F **BUDGET COSTS**
7,100 - 8,750

- 11.7 **Tower ground floor chamber fabric:** the timber structure and the boarded soffit for the silence/clock chamber is sound seen from ground level. The plastered and limewashed walls are in reasonable order.
- 11.8 The solid floor is covered with fitted carpet which is in reasonable order.
- 11.9 The stonework of the 12th century arch into the nave and the pair of doors set within them is satisfactory.

NAVE INTERNAL FABRIC

- 11.10 The plastered ceiling is in reasonable order seen from ground level: decorations are satisfactory. There is evidence of old cracking but it seems to have been filled by the last redecoration and has not obviously reopened. The walls are generally plastered and limewashed, with three small patches of wall painting surviving on the north wall; former clerestorey windows have stone/brick jambs and arched brick heads, which are exposed in the internal walls. The condition is generally good: there is minor water streaking on the east wall under the window cill and minor cracking between the wall and ceiling at the west end with some cracking in the north and south walls. As far as can be seen from ground level, the fragments of wall paintings are satisfactory. The stone piers of the arcade and the stone/brick arches over are satisfactory except for a stone missing from the south west corner of the base of the nave westernmost freestanding south pier, which dates from before the current timber floor and is not affecting the structure. Remake the failing cement render (in lime render) on the easternmost south freestanding pier.

ITEM **B** **150 - 200**

- 11.11 The pavement floor in the gangways and the east and west ends is all satisfactory. The timber ramp leading up to the north aisle is satisfactory.
- The raised timber flooring of the main seating areas, the two Churchwarden's pews at the west end and the choir stalls at the east end are all satisfactory.

CHANCEL INTERNAL FABRIC

- 11.12 The plastered and painted ceiling is satisfactory seen from floor level. The plastered and painted walls are also sound apart from minor cracking in the east wall south of the window (noted in 2017).
- 11.13 The stone flooring is satisfactory in the chancel. The raised flooring in the sanctuary is covered with a thick fitted carpet and the precise construction is not known. It appears to be solid from walking on it. The carpet is all in good order.

c/F **7,250 - 8,950**

PRIORITY BUDGET COSTS
 B/F 7,250 - 8,950

NORTH AISLE INTERNAL FABRIC

- 11.14 The roof structure and boarding are satisfactory seen from below.
- 11.15 The plastered and limewashed walls are generally satisfactory. There is minor cracking under the west window cill in the choir vestry: keep under review.

ITEM E ---

- 11.16 The panelling on the east wall and the eastern part of the north wall, some of which has hinge marks showing that it was at one stage part of a larger box pew installation, is satisfactory. The low level walling west of the north door is the only part of the plastered walling exposed to view and is quite damp due largely to high ground levels outside but possibly also to the lack of rainwater goods on the porch (although the porch interior itself has not suffered unduly). A trial could be made of scraping down and redecorating the plaster here and then reviewing how long it takes for damp staining to reappear.

ITEM B MAINTENANCE

- 11.17 Replastering may be needed if the plaster itself is affected by hygroscopic salts.

ITEM E ---

- 11.18 The recess in the north wall west of the door, with the stone jambs and arched head is satisfactory. The timber screening around the choir vestry in the northwest corner is satisfactory. The raised timber flooring in the main part of the aisle and the small section of carpet are satisfactory. The pamment flooring and ledger slabs in the choir vestry at the west end are satisfactory.
- 11.19 The fragment of wall painting on the wall between window NAN2 and the north door is satisfactory as far as can be seen from ground level.

CHOIR VESTRY (SERVERY)

- 11.20 This is located at the west end of the north aisle and enclosed by head height screens with doors. There is no ceiling as such, see 11.13 above. The walls are satisfactory apart from minor cracking at the west wall above the counter. This does not show outside. The floor of pamments generally with two ledger slabs is satisfactory.

C/F 7,250 - 8,950

PRIORITY BUDGET COSTS
 B/F 7,250 - 8,950

VESTRY

11.21 This is located at the west end of the south aisle. The internal soffit of the south aisle roof is satisfactory seen from floor level, the plastered and painted walls are sound, the floor, part carpeted, of brick is satisfactory. The plaster at the head of the redundant flue in the south west corner is crumbling. Loose material was removed at the inspection and what remained was held together. Renew the plaster at the top in due course.

ITEM E ---

SOUTH AISLE INTERIOR

11.22 The timber roof structure and boarding is satisfactory seen from floor level. This continues through into the vestry at the west end. The plastered and limewashed walls with one small wall painting north of the font are in reasonable order. The softwood panelling on the east, south and part of the west walls is in reasonable order. There is evidence of past insect attack but the flight holes are all dark, suggesting that there is no current infestation. The pavement flooring in the gangway at the west end and across the east end is in good order. The carpet in the main part of the aisle is modern laid on a lime concrete slab and is satisfactory. The carpet in the western part is presumed to be of a similar date on a base of similar construction: again it is in sound order. The partition of the vestry at the west end, the door with its surrounding architraves and linings are all satisfactory.

SOUTH PORCH INTERNAL FABRIC

11.23 The timber roof structure and chicken wire anti bird mesh are sound. The door to the church (brick threshold, moulded stone jambs and arched pointed head; door mediaeval vertically boarded with moulded battens on the outside set in a timber sub-frame) is sound. The plastered and limewashed walls are generally satisfactory: there is minor water streaking on the north wall and minor cracking on the east wall at the south end and over the timber lintel in the south wall. Keep under review, especially the lintel.

ITEM E ---

11.24 The brick floor is satisfactory.

C/F 7,250 - 8,950

PRIORITY BUDGET COSTS
B/F 7,250 - 8,950

NORTH PORCH INTERNAL FABRIC

11.25 The timber roof structure and soffits of the tiles and battens are satisfactory seen from floor level. The plastered and limewashed walls are in sound order apart from minor damp at low level, particularly in the northeast and northwest corners where there is green algae. There is minor flaking of the decorations on the east wall also. The floor of pammments and bricks slips is in sound condition. The stone threshold, arched stone surround and labelmould and the mediaeval door (vertical lapping planks with internal framing, inward opening hung on the west jamb with strap hinges, pull handle and latch plate exposed on the outside) is satisfactory. There has been past insect attack, particularly to some boards at low level but the surfaces are solid to touch.

12.0 INTERNAL FIXTURES AND FITTINGS

TOWER FITTINGS

12.1 **External clock bell:** the beam holding the bell in position appears sound. The hammer is recessed back into the spire and appears satisfactory seen inside and out.

12.2 **Belfry fittings:** the iron bell frame is satisfactory, the six bells are reported to be running and in reasonable order.

12.3 **Clock chamber:** the timber case for the clock is satisfactory apart from some insect attack on the southwest corner (noted in 2017 and not showing signs of increase). There is further attack on the northwest corner. Clean down and treat the timberwork with insecticide if not done since 2017.

ITEM B MAINTENANCE

12.4 The clock (J Smith & Sons of Darby) appears to be in reasonable order and is running. The weights have been converted to electric winding. Check the security of the pulley wheels at high level when the clock is next serviced.

ITEM B MAINTENANCE

12.5 The aluminium ladders leading up from the clock chamber to the belfry and within the belfry itself are satisfactory.

12.6 **Ringng chamber fittings:** the portable aluminium ladder used for access to high level is in good order. The timber bench against the north wall, noticeboard on the south wall and the timber boxing around the clock weights in the southwest corner are all sound.

C/F 7,250 - 8,950

PRIORITY BUDGET COSTS
B/F 7,250 - 8,950

NAVE FITTINGS

12.7 The loose benches at the west end, the brass lectern with its foot pace, pulpit, choir stalls, Minister's chair and desk and the main benches are satisfactory. Check over the bench fixings: some of these are not secure.

ITEM B MAINTENANCE

12.8 Figure of angel hanging above the pulpit: satisfactory seen from ground level, but keep the fixings under review.

ITEM E ---

CHANCEL FITTINGS

12.9 The two loose benches and three chairs are satisfactory. The timber altar table, credence table, Laudian arranged communion rails and the timber reredos panelling is satisfactory. It can be seen that the main panelling visible is set in front of an earlier timber reredos which only rose as far as window cill level. There is minor past insect attack in the skirting boards at the base of the panelling.

NORTH AISLE FITTINGS

12.10 The loose benches against the north wall are satisfactory. The loose chairs, folding and other tables are sound. The organ is regularly maintained and while reported to require some longer-term work, it is in playable order. The brick and stone steps up to the north door are satisfactory, well-marked with white lines for visibility.

CHOIR VESTRY FITTINGS

12.11 The modern cupboards, countertops and kitchen type fittings are all in reasonable order but the cupboards on the north wall would benefit from drilling vent holes so the interiors can be kept more dry.

ITEM B MAINTENANCE

SOUTH AISLE FITTINGS

12.12 The loose chairs, tables, bookshelves are sound. The modern timber altar table, credence table and prayer desk at the east end and its timber flower stand are satisfactory. The font of brick with lead lining on stone pillars all on a 20th century stone base is satisfactory. The fibreglass font cover coloured to look like bronze is in good order.

VESTRY.

12.13 The modern storage fittings on the north and west walls are in good order, table, chairs, etc. are satisfactory.

C/F 7,250 - 8,950

PRIORITY
B/F BUDGET COSTS
7,250 - 8,950

SOUTH PORCH FITTINGS

- 12.14 The two noticeboards, the large garden type bench and the smaller low bench are satisfactory.

NORTH PORCH FITTINGS

- 12.15 The two substantial old rustic benches are in fair order. Treat minor insect attack.

ITEM B MAINTENANCE

13.0 MONUMENTS AND MEMORIALS

TOWER MEMORIALS

- 13.1 On the clock boxing and close by in the southwest corner, **Stephen Oxford** (died 1982), incised lettering in oak board, sound. Below that, **peal board** of 1985, painted or transfer lettering on timber board with timber edging, varnished. Sound.

A collection of six modern **records of peals**, ink on paper, standard Suffolk Guild of Ringers format, frames and glass covers, all sound.

On the doors to the church, **Reginald Sowman** (died 1994), incised black painted lettering in machine made brass. Satisfactory.

On the external door: **Marian Clayton** (d.1990), brass, satisfactory.

NAVE MEMORIALS

- 13.2 **Nave southeast corner:** John Brand, incised/painted lettering in black marble on the main tablet, substantial 16th century monument with kneeling figure of man and child, white and black marble surround and pink marble pilasters, gilt winged figure below and armorial bearings above painted. The condition is sound seen from ground level.

In the north arcade west of the gangway, **list of those who have served in the Second World War:** ink on paper, framed with glass cover. Satisfactory.

On the south arcade at the west end, two **lists of those serving in the forces during the First World War**, ink on paper, framed with glass front. Condition sound.

On the north wall towards the west end, small notice about the wall painting, ink on card laminated in some fashion, sound. At the west end, various framed inscriptions for patrons for the benefice of Polstead, Rectors of Polstead, photograph of the 17th century chalice and details of the bells. All are in ink on paper with frames and glass covers, in reasonable order except for the inscription of the retuning and hanging of the bells in 1955 in the southwest corner: this is quite stained and should be wedged clear of the wall to allow air to pass behind.

ITEM B MAINTENANCE

C/F 7,250 - 8,950

PRIORITY BUDGET COSTS
B/F 7,250 - 8,950

On the lectern, inscription **Mary Anne Coyte** (died 1878), incised black and red painted. In the pulpit, board commemorating **Robert Mckenzie** (died 1941). Incised grey-blue painted lettering on oak board, sound.

- 13.3 **Brasses:** three brasses under carpets at the east end are in reasonable order.

CHANCEL MEMORIALS

- 13.4 **On the north wall at the east end:** the **Rev James Coyte** (died 1886), **Mary Anne**, his wife (1878) and **Arthur** (died 1885), his son; incised black painted lettering in white marble in scroll form on black marble background. Sound.

West of this, **James Coyte** (died 1868), **William Coyte** (died 1856) and **Robert Coyte** (died 1847); incised lettering, formerly black painted in white marble with simple cornice and pediment over, on black marble background made by Gaffin, London. Sound.

West of that, the **Rev John Whitmore** (died 1840), incised black painted lettering on white tablet with acanthus leaf brackets below, simple cornice and funerary urn over, all on grey veined marble background. Dirty but sound.

Below this, mediaeval **brass of a priest** mounted on polished stone background. Sound.

South wall east of the door: the **Rev Adam Barnes** (died 1759), **Anna** his wife (died 1759), and the **Venerable William Backhouse** (1788); incised lettering in veined white marble with more pronounced veined grey marble cornice and base moulding on brackets. Sound.

West of this, the **Ven. Eric Buckley** (died 1948); incised red painted lettering in grey stone with moulded edges. Sound.

Below this, printed **inscription of 1867** commemorating the gift of chairs with cushions within the communion rails. Ink and gilding on paper with coat of arms of the Coyte family at the top. All set within a frame with glass cover. The paper is buckling and suffering from damp: wedge clear of the wall to allow air to pass behind.

ITEM B MAINTENANCE

NORTH AISLE MEMORIALS

- 13.5 On the organ, brass commemorating gift of the organ in 1838 by **Mrs Anne Whitmore**, sound (does not relate to the current organ which is obviously of a later date).

On the north wall at the east end, **benefactions board**, black painted lettering on stone coloured background with moulded frame hung on brackets on the wall. The back boarding is split in one position but otherwise all is satisfactory. Air can pass behind the board.

c/F 7,250 - 8,950

PRIORITY BUDGET COSTS
 B/F 7,250 - 8,950

North wall towards the west end, **Royal Coat of Arms**, George I, II or III. The church guidebook refers to this as Queen Anne amended by initials to make King George but the heraldry is Hanoverian? Quite dirty and dark, but satisfactory physically as far as can be seen from ground level. It would be good as a long-term project to mount the arms clear of the wall to allow air to pass behind and to clean and conserve them.

ITEM E ---

- 13.6 North aisle west wall (above choir vestry), tablet commemorating the installation of the electrical lighting 1947 in memory of **Ethel Mckenzie**; incised black painted lettering in stone with moulded edges, sound. Ledger slab in the choir vestry: **Elizabeth Brand** (died 1764?), incised lettering on black marble with heraldic achievement. Cracked but soundly bedded.

In the southwest corner partly under the screen into the nave, a Purbeck marble slab, no inscription or brass showing. Sound.

SOUTH AISLE MEMORIALS

- 13.7 On the panelling at the east end, **Reg Bradshaw** (died 1991), incised black painted machine cut lettering in simple brass. Sound.

On south wall east end at high level: **Sir Charles Vincent** (died 1700), white painted lettering in Latin on black marble with grey marble surround, cornices at the top and bottom, winged figure at the base with leaf work, curtain swag work on the sides, coat of arms above, painted. Satisfactory seen from floor level, although part of the top of the tablet has been lost in the past due to a rusting pin/cramp. Keep under review.

ITEM E ---

- 13.8 Below this, **Captain Charles Pierson** (died 1914); incised black and red painted lettering in brass with black painted decorative border, all mounted on timber backboard, stained. Streaked by bat urine but otherwise satisfactory.

On the wall between windows SAS1 and SAS2, **benefactions boards**, black painted lettering of 1814 on stone coloured board with moulded timber surround. The backboard is split in one position but all is otherwise satisfactory. Air can pass behind this board.

c/F 7,250 - 8,950

PRIORITY
B/F 7,250 - 8,950

13.9 **South wall at the east end:** Thomas Cooke (died 1825), black painted incised lettering on white marble with funerary urns at the base of the main inscription, simplified pediment and pilasters at the sides on a base with heraldic achievement supported on brackets, all in black marble. Between the brackets at low level, Mary Anne (died 1849), relict of Thomas Cooke, afterwards wife of Charles Tyrell, all sound.

On the east face of the font base, inscription commemorating the restoration of the font in 1960 in memory of **Alfred le Maitre**; incised lettering, red and blue painted. Sound.

On the north wall **two hatchments** and on the west wall **three hatchments**, all related to the **Brand** family, to judge from the heraldry. The condition is variable. Those on the west wall look to be in fair order, the eastern of the two north hatchments shows marks where the stretchers are grinning through the canvas. It would be wise to obtain a report on the condition of all the hatchments and plan for any future conservation work as funds/grants become available.

ITEM B 500 - 600

VESTRY MEMORIALS

13.10 There is a ledger slab on the north side of this space which is satisfactory. The Purbeck marble slab on the south edge is sound. In the vestry there is a further ledger slab largely covered by carpets.

14.0 SERVICES INSTALLATIONS

14.1 **Heating installation:** this is by high level infrared electric heaters in the nave and aisles. While not particularly efficient in terms of energy use, they are physically sound. The PCC could consider upgrading to a more modern form of radiant heating in the future?

ITEM E ---

14.2 **Electrical installation:** this was tested in June 2016 by K D Schofield. Defects found were put right and systems retested. A fresh test is overdue.

ITEM A MAINTENANCE

14.3 **Water supply:** this feeds the sink and dishwasher in the choir vestry and the WC and wash basin in the outhouse. The systems are satisfactory.

14.4 **Sound system:** there is a loudspeaker system with hearing aid loop. This is all functioning, although the PCC considers that upgrading would be desirable in the longer term.

ITEM E ---

c/F 7,750 - 9,550

	PRIORITY	BUDGET COSTS
	B/F	7,750 - 9,550
14.5	Fire protection: there is a 6 l foam extinguisher next to the south door, 6 l foam in the kitchen/choir vestry and a 2 kg carbon dioxide extinguisher in the tower. These should be serviced annually as at present.	
	ITEM B	MAINTENANCE
	ITEM C	MAINTENANCE
	ITEM D	MAINTENANCE
14.6	Lightning protection: routine testing by a specialist is due.	
	ITEM A	MAINTENANCE
14.7	Foul drainage: system appears satisfactory. The cesspit should be emptied when necessary: check.	
	ITEM A	MAINTENANCE
15.0	CHURCHYARD AND ENVIRONS	
15.1	The churchyard is laid to grass with gravel paths leading from the northeast gate grounds around to the south porch, the outbuilding and the north porch. Grass has largely overtaken the north porch path but all are still in reasonable order and firm.	
15.2	The remainder of the churchyard is kept in neat condition.	
15.3	Boundaries: the south, east, west and part of the north boundaries are marked by steel estate type fencing in sound order. The brick and flint wall on the west side opposite the tower is in good condition. The timber fencing and iron gate giving into the grounds of the Hall are in fair order. The fence needs to be repaired at the north east, with a new top rail.	
	ITEM B	MAINTENANCE
15.4	The short stretch of brick wall north of this and the flint and brick walling up to the northwest corner has been repaired and is in good condition.	
15.5	The north boundary wall is in poor order overall: poison and remove ivy growth in places.	
	ITEM B	MAINTENANCE
	ITEM C	MAINTENANCE
	ITEM D	MAINTENANCE
15.6	A loose patch of wall on the north side requires consolidation.	
	ITEM B	200 - 300
15.7	The western end will need repairs in this quinquennium.	
	ITEM C	2,000 - 2,500
	C/F	9,950 - 12,350

	PRIORITY	BUDGET COSTS
	B/F	9,950 - 12,350
15.8 The eastern end will need consolidation and resetting of the coping bricks which are loose. Assume this to be carried out after the ivy has been poisoned and stripped. For ivy poisoning and stripping.	ITEM B	MAINTENANCE
	ITEM C	MAINTENANCE
15.9 For repairs provisionally.	ITEM C	2,500 - 3,000
15.10 The timber gates and lamppost in the north east corner are in sound order.		
15.11 The noticeboard is just outside the churchyard but is in reasonable order.		
15.12 Grave markers: there is currently great concern in municipal burial grounds over the stability of headstones and the PCC should check the stability of these stones. Any which are loose will require refixing for safety and this should be the responsibility of the relatives of the deceased.	ITEM B	MAINTENANCE
15.13 Chest tombs: these are generally in fair order but poison and remove ivy from the two memorials north of the tower to prevent further damage to the structure.	ITEM B	MAINTENANCE
	ITEM C	MAINTENANCE
	ITEM D	MAINTENANCE
15.14 The southern (coffin shaped) monument has a loose south end panel and the footstone has moved out. Keep under review.	ITEM E	---
15.15 The northern has a badly cracked top, the west end has fallen out, the south panel has movement. Overall, the condition is sound but it needs reconstruction. Strap the sides together, to prevent collapse.	ITEM A	MAINTENANCE
15.16 For reconstruction.	ITEM B	4,000 - 5,000
15.17 War memorial: this is a scaled-down version of the Cenotaph in Whitehall (listed separately from the church). It and the flagpole nearby are satisfactory.		
	C/F	16,450 - 20,350

	PRIORITY	BUDGET COSTS
	B/F	16,450 - 20,350
15.18 Outbuilding: a timber framed building on a brick plinth, clad externally with horizontal weatherboard (unstained) and with red clay pantile roof with back PVC rainwater goods. There is a water butt at the north side with overflow connection to the drain in good order. The condition inside and out is satisfactory, but the gutter on the south eaves needs to be repaired and a stop end provided at the east end of the gutter.	ITEM B	MAINTENANCE
15.19 The putty and broken pane in the window on the south side needs to be remade.	ITEM B	MAINTENANCE
15.20 The WC interior is satisfactory. The fittings are sound.		
15.21 There is a memorial on the north west corner to Maria Marten (d.1828), painted on board. It is much faded and requires repainting.	ITEM B	MAINTENANCE
15.22 Trees: it is reported that there are no substantial trees in the churchyard, although the fencing appears to go on the outside of one tree on the west boundary? This may be an error in fixing the fencing? Check the ownership of the tree. There is a small hawthorn in the south east corner.	ITEM B	MAINTENANCE
16.0 MISCELLANEOUS		
16.1 The log book was inspected. It is up to date.		
16.2 Disaster Plan: the PCC is recommended to prepare a disaster plan which should list names of key holders, the name of the Parish officer responsible for keeping the list of key holders' names and addresses up to date, information stating which parts of the church should be cleared in what order of priority in the event of fire, provisions for storage of salvaged items in the event of a fire, provision for servicing of fire extinguishers.	ITEM B	MAINTENANCE
16.3 The Construction (Design and Management) Regulations 2015: the importance of these regulations and their implications for the parish under criminal law were discussed. The PCC members should familiarise themselves with the requirements of the regulations, which have changed in April 2015. See link: http://www.hse.gov.uk/construction/cdm/2015/index.htm	ITEM B	MAINTENANCE
16.4 Tree preservation orders: the PCC confirms there are no preservation orders.		
	C/F	16,450 - 20,350

PRIORITY
B/F BUDGET COSTS
16,450 - 20,350

16.5 **Asbestos:** the PCC should prepare a record of any asbestos containing materials in the church, or a record confirming that there are no such materials. The organ blower box was cleansed in about the year 2000. The status of the electrical switchgear is unclear. It is possible that the artificial slates under the verges and the eaves of the south porch contain asbestos?

ITEM B MAINTENANCE

16.6 **The Equality Act 2010:** in the first instance, the PCC is advised to evolve and adopt an equal access policy, then to carry out an audit of the building and surroundings so that problems can be identified.

ITEM B MAINTENANCE

16.7 **Zero carbon:** the PCC should review the whole of the church in light of the Church of England aims for net zero carbon by 2030. This will include an energy audit of the building in due course and identifying ways to minimise heat loss and energy use together with moving to a low carbon source of heat and the cost implications. The simplest and easiest step although not without financial implications, is to switch electricity suppliers to a green tariff if not already done. Light fittings should progressively be changed over to LED to reduce electricity usage. Savings in energy use can be achieved by careful heating controls without necessarily changing the heat source.

ITEM B MAINTENANCE

16.8 **Access matters:**

- There is parking in the church car park. It is not certain whether a car can pull up to the south door for visitors on occasion.
- The paths are reasonably solid and compact
- There is level access by paths from the car park gates through to the north porch and to the south porch.
- There are steps down into the north porch and two further steps down into the north aisle from there. This is not the regular entrance to the church.
- There is level access from the paths into the south porch and a small timber threshold at the south door traversable by wheelchairs.
- There is level access through the south aisle, nave and chancel generally.
- There is informal seating in chairs in the south aisle which can accommodate wheelchairs.
- The seating in the nave is generally raised up one step.

c/F 16,450 - 20,350

PRIORITY **BUDGET COSTS**
B/F **16,450 - 20,350**

- There is room for wheelchairs at the east end of the nave and at the west end.
- There are no steps up the chancel arch, there is one step up to the sanctuary rails, although the communicants can receive easily from the west side at chancel floor level.
- There is level access into the choir vestry and tower from the nave.
- There is a timber ramp up from the nave to the north aisle upper level.
- There is informal seating in the north aisle generally with room for wheelchairs.
- Day lighting in the church is good
- Artificial lighting is reported to be good in the aisles but poorer in the nave.
- Lighting provision in the chancel appears to be adequate for the space.
- There is a PA and hearing aid loop system.
- There is a WC in the shed: this could be upgraded to improve equal access.

£16,450 - £20,350

PRIORITY	GUESSED BUDGET COST	GUESSED BUDGET COST & PROFESSIONAL FEES & VAT AT 40%
A	---	---
B	£5,550 - £7,150	£7,800 - £10,050
C	£10,900 - £13,200	£15,300 - £18,500
D	---	---

Whitworth
Unit 12 Park Farm
Fornham St Genevieve
Bury St Edmunds
Suffolk
IP28 6TS

PEO/cm/C896/1
21st April 2023

**QUINQUENNIAL INSPECTION REPORT 2022
ST MARY, POLSTEAD, SUFFOLK**

SUMMARY

A PRIORITY MAJOR REPAIR WORKS

No items noted under this heading

A PRIORITY MAINTENANCE

- 8.2 **Tower east elevation:** clock drive has problems, and hands are due to be recommissioned
- 10.13 **South aisle drainage:** check for damage
- 14.2 **Electrical installation:** retest
- 14.6 **Lightning protection:** retest
- 14.7 **Foul drainage:** check cesspit
- 15.15 **Chest tombs:** strap the northern monument together to prevent collapse

B PRIORITY MAJOR REPAIR WORKS

7.4	Tower parapet gutters: remake flaunching over on west embrasure	100	-	150
7.13	Chancel roof: minor repointing of sundry coping joints.	150	-	200
8.8	Chancel east elevation: point gap in the stone stringcourse	100	-	150
8.17	South aisle east elevation: point up next to the window south jamb	50	-	100
8.18	South aisle south elevation: point up sundry places	200	-	300
9.24	Window NAW: renew broken quarry	100	-	150
11.10	Nave internal fabric: remake failing cement render on arcade pier	150	-	200
13.9	Hatchments: obtain report on the condition of all the hatchments	500	-	600
15.6	Boundaries: consolidate loose patch of wall on north side	200	-	300
15.16	Chest tombs: for reconstruction	4,000	-	5,000

£5,550 - £7,150

**GUESSED BUDGET INCLUSIVE OF PROFESSIONAL FEES AND VAT
@ 40% PROVISIONALLY**

£7,800 - £10,050

B PRIORITY MAINTENANCE

- 7.5 **Tower roof:** fix lightning conductor at lowest point of the spire
- 7.6 **Tower roof:** paint timber hatch and the stone surround on the west face of the tower
- 7.7 **Tower roof:** check with clock maintainers whether to reinstate timber box over clock mechanism
- 7.12 **South aisle roof:** renew two pieces of flashband at the west end
- 8.1 **Tower north elevation:** regularly poison and remove ivy growth
- 8.3 **Tower south elevation:** continue poisoning ivy growth, poison plant growth in parapet
- 8.6 **Chancel north elevation:** continue to poison and remove ivy growth under both windows
- 8.10 **Chancel south elevation:** keep plant growths at low level at bay
- 8.12 **North aisle north elevation:** poison and remove ivy growth
- 8.19 **South aisle west elevation:** poison and remove ivy
- 9.3 **East belfry light:** refix section of board fallen from the north lancet head
- 9.10 **Tower west door:** oil the timber
- 9.12 **Nave south windows:** release seized opening light, renew the cords, repaint ironwork and oil/lime timberwork
- 9.30 **Window SAS2:** repaint the ironwork
- 9.31 **Window SAS3:** repaint the ironwork
- 10.8 **Rainwater goods generally:** clean out parapet gutters, eaves gutters, hoppers and check pipes annually
- 10.9 **Tower: rainwater drainage:** open up and rod out, check that this is carrying water away
- 10.14 **Drainage generally:** open up inspection chambers and check drains annually
- 11.3 **Belfry:** clean minor debris
- 11.16 **North aisle internal fabric:** scrape down plaster at low level west of the door and redecorate, monitor how long it takes for damp staining to reappear.
- 12.3 **Clock chamber:** clean out and treat timberwork with insecticide.
- 12.4 **Clock:** check the security of the pulley wheels at high level when the clock is next serviced
- 12.7 **Nave fittings:** check bench fixings: some of these are not secure
- 12.11 **Choir vestry fittings:** drill vent holes in cupboards so the interiors can be kept more dry
- 12.15 **North porch fittings:** treat minor insect attack in two old benches
- 13.2 **Nave memorials:** wedge clear of the wall an inscription of the retuning and hanging of the bells in 1955
- 13.4 **Chancel memorials:** wedge clear of the wall an inscription of 1867 commemorating the gift of chairs with cushions
- 14.5 **Fire protection:** continue servicing extinguishers annually
- 15.3 **Boundaries:** repair fence at the north east
- 15.5 **North boundary wall:** poison and remove ivy growth
- 15.8 **Eastern boundary:** poison and remove ivy growth; reset loose coping bricks
- 15.12 **Grave markers:** check stability of head stones and report accordingly
- 15.13 **Chest tombs:** poison and remove ivy growth
- 15.18 **Outbuilding:** repair gutter and provide a stop end
- 15.19 **Outbuilding:** remake putty in window on the south side
- 15.21 Repaint Maria Marten memorial
- 15.22 **Trees:** check ownership of one tree on west boundary
- 16.2 **Disaster plan:** PCC to prepare a disaster plan
- 16.3 **The Construction (Design and Management) Regulations 2015:** PCC members to familiarise themselves with the requirements of the regulations
- 16.5 **Asbestos:** the PCC to prepare a record of any asbestos containing materials in the church or confirm that there are no such materials
- 16.6 **The Equality Act 2010:** carry out an audit of the building and surroundings to identify any equal access problems
- 16.7 **Zero carbon:** review and plan feasible improvements

C PRIORITY MAJOR REPAIR WORKS

8.4	Tower west elevation: point up open joints	200	-	300
9.6	South belfry light: renew decaying lattices	800	-	900
9.7	Tower west belfry light: significant stone renewals	5,000	-	6,000
9.15	Chancel east window CE: stone renewals	400	-	500
15.7	Boundaries: western end wall repairs	2,000	-	2,500
15.9	North boundary wall eastern end wall: for repairs provisionally	2,500	-	3,000
		<hr/>		
		£10,900	-	£13,200
		<hr/>		
GUESSED BUDGET INCLUSIVE OF PROFESSIONAL FEES AND VAT @ 40% PROVISIONALLY		£15,300	-	£18,500
		<hr/>		

C PRIORITY MAINTENANCE

- 8.1 **Tower north elevation:** regularly poison and remove ivy growth
- 8.3 **Tower south elevation:** continue poisoning ivy growth, poison plant growth in parapet
- 8.6 **Chancel north elevation:** continue to poison and remove ivy growth under both windows
- 8.10 **Chancel south elevation:** keep plant growths at low level at bay
- 8.12 **North aisle north elevation:** poison and remove ivy growth
- 8.19 **South aisle west elevation:** poison and remove ivy
- 10.8 **Rainwater goods generally:** clean out parapet gutters, eaves gutters, hoppers and check pipes annually.
- 10.14 **Drainage generally:** open up inspection chambers and check drains annually
- 14.5 **Fire protection:** continue servicing extinguishers annually
- 15.5 **North boundary wall:** poison and remove ivy growth
- 15.8 **Eastern boundary:** poison and remove ivy growth; reset loose coping bricks
- 15.13 **Chest tombs:** poison and remove ivy growth

D PRIORITY MAJOR REPAIR WORKS

No items noted under this heading.

D PRIORITY MAINTENANCE

- 8.1 **Tower north elevation:** regularly poison and remove ivy growth
- 8.3 **Tower south elevation:** continue poisoning ivy growth, poison plant growth in parapet
- 8.6 **Chancel north elevation:** continue to poison and remove ivy growth under both windows
- 8.10 **Chancel south elevation:** keep plant growths at low level at bay
- 8.12 **North aisle north elevation:** poison and remove ivy growth
- 8.19 **South aisle west elevation:** poison and remove ivy
- 10.8 **Rainwater goods generally:** clean out parapet gutters, eaves gutters, hoppers and check pipes annually.
- 10.14 **Drainage generally:** open up inspection chambers and check drains annually
- 14.5 **Fire protection:** continue servicing extinguishers annually
- 15.5 **North boundary wall:** poison and remove ivy growth
- 15.13 **Chest tombs:** poison and remove ivy growth

E PRIORITY REPAIR WORKS

- 7.3 **Tower parapet gutters:** keep lead corrosion under review
- 7.11 **South aisle roof:** flashband may need to be renewed if leaks start
- 7.14 **North aisle roof:** keep under review for leaks
- 7.15 **North aisle roof:** repaint timberwork in the next quinquennium
- 7.16 **South porch roof:** keep depression in the west slope tiling close to the ridge under review
- 8.5 **Nave east wall:** keep cracking under review
- 8.7 **Chancel east elevation:** repair decayed brickwork
- 8.9 **Chancel south elevation:** ribbon pointing is beginning to fall out
- 8.14 **North porch east elevation:** keep cracking under review
- 8.20 **South porch east elevation:** keep cracking under review
- 8.21 **South porch south elevation:** keep cracking under review
- 9.2 **North belfry light:** longer-term decay of one stone at the base of the east jamb
- 9.4 **East belfry light:** stonework of the mullion is decaying
- 9.5 **East belfry light:** keep decaying rendered parts of cill under review
- 9.9 **Tower west window TW:** glazing will need re-leading soon
- 9.17 **Chancel south window CS2:** replace/repair east jamb stone
- 9.22 **Window NAN3:** keep cracked quarried under review
- 9.23 **Window NAW:** relead glazing
- 9.28 **South aisle east window SAE:** repair decayed stonework
- 9.29 **South aisle south window SAS1** repair decayed stonework
- 10.12 **South aisle drainage:** keep under review in case long term improvement is needed
- 11.2 **Belfry:** monitor decay to the jambs of the west opening on the inner faces
- 11.5 **Clock chamber interior:** keep cracking under review
- 11.15 **North aisle internal fabric:** keep cracking under the west window cill in the choir vestry under review.
- 11.17 **North aisle internal fabric:** re-plastering may be needed if affected by hygroscopic salts; keep under review
- 11.21 **Vestry internal fabric:** renew plaster at the head of the redundant flue
- 11.23 **South porch internal fabric:** keep under review water streaking on the north wall and cracking on the east wall
- 12.8 **Nave fittings:** figure of angel hanging above the pulpit: keep the fittings under review
- 13.5 **North aisle memorials:** Royal Coat of Arms: mount clear of wall
- 13.7 **South aisle memorials:** Sir Charles Vincent memorial: top of the tablet has been lost in the past due to a rusting pin/cramp. Keep under review
- 14.1 **Heating:** consider upgrading to a more modern form of radiant heating
- 14.4 **Sound system:** consider upgrading
- 15.14 **Chest tombs:** keep southern (coffin shaped) monument under review

Whitworth
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21st April 2023

**QUINQUENNIAL INSPECTION REPORT 2022
ST MARY, POLSTEAD, SUFFOLK**

PHOTOGRAPHS



Exterior from north east



Exterior from south east



Exterior from south west



Exterior from north west



Interior looking east



Interior looking west



7.4 Tower west parapet embrasure



7.5 Spire lightning conductor



7.6 Spire hatch



7.12 South aisle roof



8.8 Chancel east elevation



8.18 South aisle east elevation



8.19 South aisle south elevation (typical)



9.3 East belfry light infill (fallen)



9.5 East belfry light cill



9.6 South belfry light



9.7 West belfry light



9.12 Nave south window (east)



9.12 Nave south window (centre)



9.12 Nave south window (west)



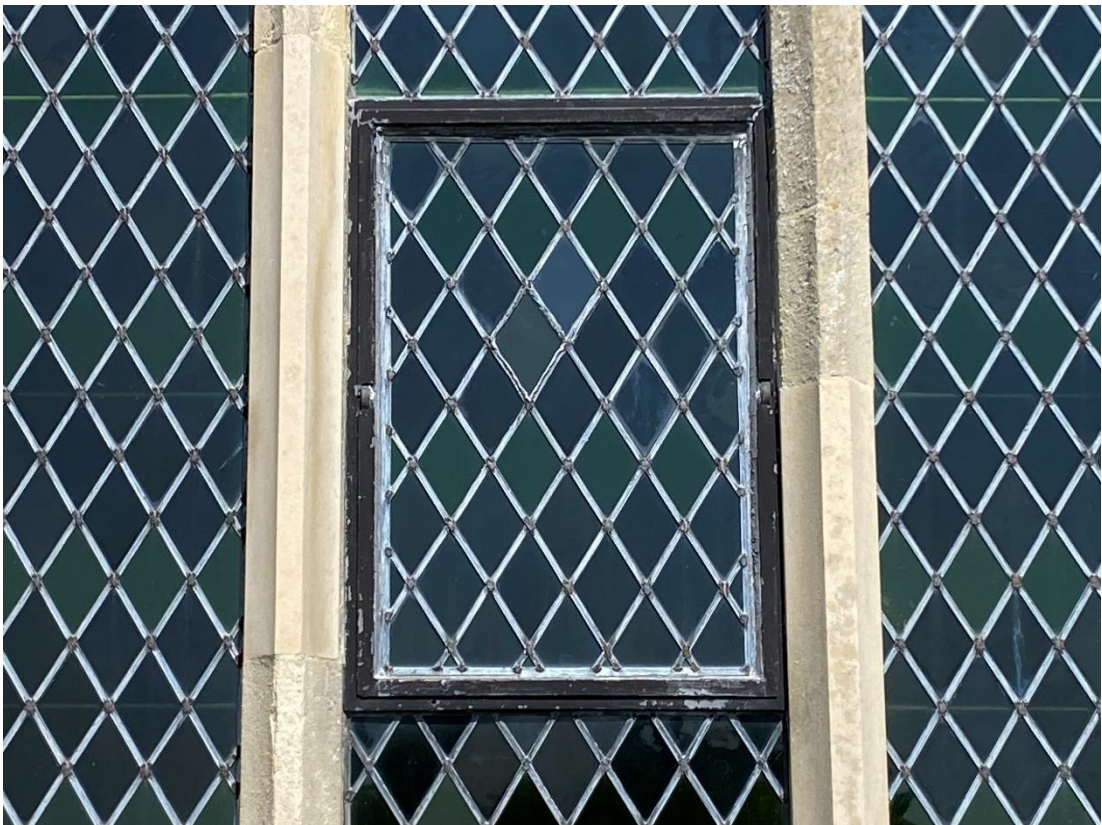
9.15 Window CE



9.25 Window NAW



9.31 Window SAS2



9.32 Window SAS3



11.10 Nave south pier



12.15 North porch benches



13.2 Bell inscription



13.4 Chancel south wall inscription



15.3 West boundary fence



15.6 North boundary wall north face



15.7 North boundary wall east section



15.8, 15.9 North boundary wall east section



15.13, 15.14 South chest tomb



15.13, 15.5, 15.16 North chest tomb



15.18, 15.9 Outbuilding gutter and window



15.21 Maria Marten memorial



15.22 West boundary and tree