

Maintenance Work Update
Quinquennial Survey
F&GP Review & Recommendations

AGM 2015 – St Edmund's
12th May 2015

Quinquennial Surveys

Background

QUINQUENNIAL INSPECTION

REPORT 2014

AT



CHURCH OF ST EDMUND, KING & MARTYR

19 CROFT ROAD

GODALMING

SURREY

GU7 1DB

- Each 5 years the Parish Priest is required to commission a Quinquennial Survey ("QS") of all Diocese owned property.
- To gauge the present condition of the buildings and to plan the likely maintenance requirements over the next 5 year period.
- Applies to St Edmund's Church, the Presbytery and St Joseph's Church.
- Does not include St Edmund's School.

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SEPTEMBER 2014

Quinquennial Surveys

Background

QUINQUENNIAL INSPECTION

REPORT 2014

AT



ST JOSEPH'S CATHOLIC CHURCH

PORTSMOUTH ROAD

MILFORD

SURREY

GU8 5DU

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- The current QS was completed late summer 2014.
- Observations and recommended works within the QS were categorised as follows:
 - a. H&S
 - b. Urgent
 - c. 0 - 1 yr
 - d. 1- 5 yrs
 - e. Desirable
- For each work item outlined in the QS budget costs were also specified.

QS Outcomes

Estimated costs over 5 years

OVERALL TOTALS

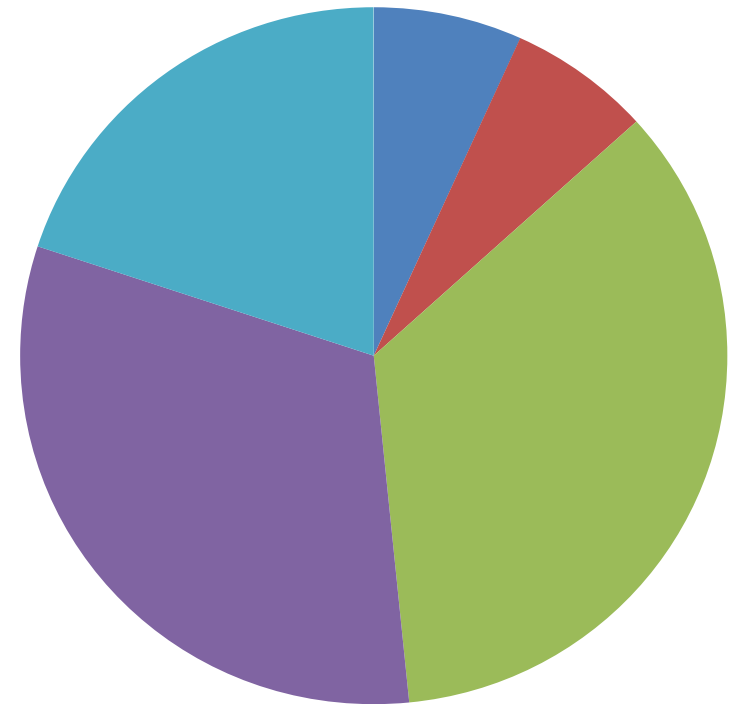
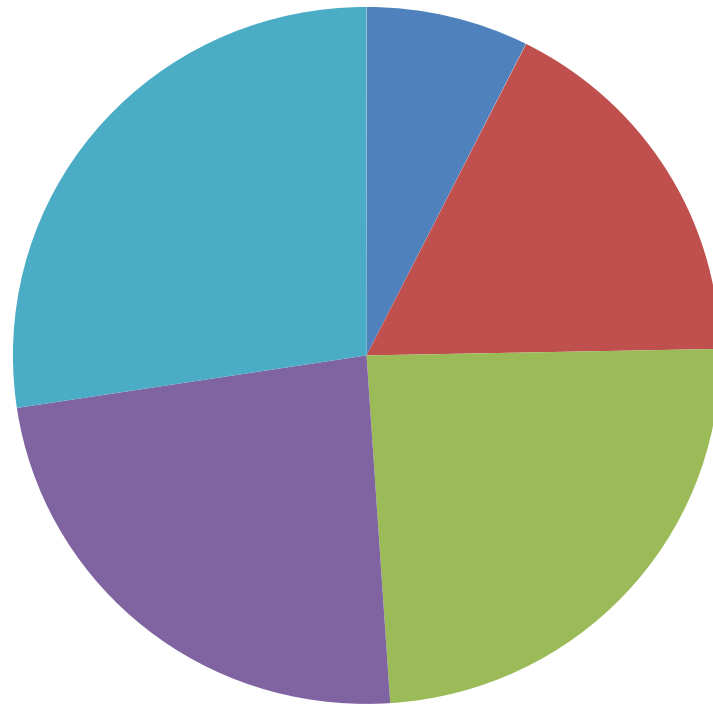
£207,700

(Before VAT & Fees)

St Edmund's
£107,900

St Joseph's
£99,800

- a. H&S
- b. Urgent
- c. 0-1 Yr
- d. 1-5 yrs
- e. Desirable



QS Outcomes

By priority works

a. H&S

b. Urgent

c. 0-1 Yrs

**Short Term
Works**

d. 1-5 yrs

e. Desirable

**Long Term
Works**

**Approx 50:50 split between
short and long term works**

(Before VAT & Fees)

£55,400

£52,500

St Edmund's
£107,900

£51,500

£48,300

St Joseph's
£99,800

QS Outcomes

By priority works

**£270,700 budget costs
including VAT and fees**

	Short Term	Long Term	Totals
St Edmund's	£52,500	£55,400	£107,900
St Joseph's	£48,300	£51,500	£99,800
Subtotal	£100,800	£106,900	£207,700
VAT	£20,200	£21,400	£41,600
10% Fees*	£10,100	£10,700	£20,800
TOTAL	£131,100	£139,000	£270,100

* Fees allowance to draw up specification for various works,
tender the works and supervise such works.

F&GP QS Review

Approach to the works

- **Short Term** - Focus on most urgent matters until there is some resolution on the future of the churches.
- **Medium Term** - However, should the time frame for decisions be significant, will require us to undertake some of the deferred works, otherwise the potential cost of undertaking that work in later years may prove substantially more expensive.
- **Long Term** - Should the lead time be longer the F&GP will need to consider which of the more long term proposals need to be undertaken, to maintain the church buildings as required.

F&GP QS Review

Approach to the Short Term works

Short Term Works

- a. H&S
- b. Urgent
- c. 0-1 Yrs

- The outcome of the QS was the catalyst for the Parish Questionnaire, instigated to inform how best to prioritise the works.
- With the future of the church buildings still in discussion, the focus of the F&GP has been to review the proposed 'Short Term' works, budgeted at £131,100 for **both** churches.
- The F&GP review of the 'Short Term' works, determined the following:
 - » Works to be cancelled (deemed unnecessary)
 - » Work to be deferred (subject to churches' future)
 - » Works to be undertaken

F&GP QS Review

Approach to the works

- Review of the Short Term works based on the following criteria:
 - » H&S item that have been deemed important to implement,
 - » Fire protection and safety improvements (in consultation with the Surrey Fire officer),
 - » Lighting and electrics upgrades to improve safer use of the church at any time,
 - » Inclusion of repair works that if not undertaken straight away would lead to greater costs in the future,
 - » Maintenance of building and site elements that are ongoing concerns, such as gutter clearing, tree pruning, services testing, paving repairs, etc.

F&GP QS Review

Short Term works

**Budget costs of £57,200
for proposed works**

	Short Term	Works Cancelled	Works Deferred	Estimated Savings*	Proposed Works Costs
St Edmund's	£52,500	£7,400	£24,100	£1,700	£19,300
St Joseph's	£48,300	£12,300	£10,000	£1,300	£24,700
<i>Subtotal</i>	£100,800	<i>£19,700</i>	<i>£34,100</i>	<i>£3,000</i>	<i>£44,000</i>
VAT	£20,200				£8,800
10% Fees**	£10,100				£4,400
TOTAL	£131,100				£57,200

* Approximate savings where we undertake some basic maintenance ourselves.

** Estimated fees allowance to tender and supervise the works.

F&GP QS Review

Proposed works breakdown

	Immediate	Tranche 1	Tranche 2	Proposed Works Costs
St Edmund's	£2,100	£8,100	£9,100	£19,300
St Joseph's	£1,700	£7,900	£15,100	£24,700
<i>Subtotal</i>	<i>£3,800</i>	<i>£16,000</i>	<i>£24,200</i>	<i>£44,000</i>

- VAT and fee provision not shown in this table as (a) certain maintenance items will be undertaken by ourselves and (b) not all of the remaining works will be tendered.
- Immediate works to be undertaken principally by Sean and Arthur.
- Tranche 1 next set of priority works, completed as soon as possible.
- Tranche 2 may be viewed as the 2nd phase of items that may need action but dependent on the timing of other discussions post AGM.

Proposed Works Summary

Immediate

- a. Shrubs / trellis / signage to prevent access to front garden at St Edmund's.
- b. The clearing of gutters and gullies on both sites and the fitting of balloon grilles to downpipes.
- c. Removal of twigs, broken branches and excess moss from the flat roof over the St Joseph's Parish Room and Sacristy.
- d. Rebedding of several loose bricks on the steps leading to St Edmund's.
- e. Fixing door stays to the internal lobby doors of St Edmund's Church and replacing the loose laid coir mat with a thin backed commercial door mat and similar style mats will replace the loose floor mats in the inner hall of the Parish Room at St Edmund's leading to the kitchen area.
- f. Relocating the First Aid boxes to a more prominent position in both Sacristies.
- g. Provision of battery operated smoke alarms in both Churches and other miscellaneous items.

Proposed Works Summary

Tranche 1

- £ 4,500 Woodwork related both churches (doors, windows, choir loft access)
- £ 2,800 External lighting both Churches
- £ 2,500 Fence and gate St Edmund's (Butts Lane steps)
- £ 1,600 Boiler room steps guard rails at St Joseph's
- £ 1,300 Emergency lighting to nave at both churches
- £ 1,300 Provide fencing to end of St Edmund's garden overlooking Croft Road
- £ 800 Front step/entrance at St Joseph's
- £ 800 Entry phone St Edmund's
- £ 400 Other

£16,000 Total (£19,200 incl.VAT)

Tranche 2

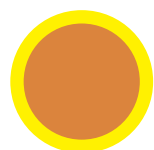
- £ 6,500 Redecorations Presbytery windows
- £ 6,000 Redecorations St Joseph's windows
- £ 4,000 Side path at St Joseph's
- £ 3,800 Lightning protection service / upgrade – both Churches
- £ 3,400 Trees – St Joseph's
- £ 500 Other

£24,200 Total (£29,040 incl.VAT)

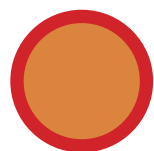
Next Steps

Financial Context

Parish end of year bank balance last 5 years



2010/2011: An increase of £16,000 – higher level of offertory contributions and one large S.O. credit.



2011/2012: A reduction of approx £41,000. Building costs associated with the St Joseph's Parish Rooms amount to some £50,000.

Next Steps

Way forward

F&GP intention is to proceed with the Immediate and Tranche 1 works in the coming year

- Immediate works already being actioned - budget £4,000
- Surveyor to be appointed to tender and oversee the works for Tranche 1 and Tranche 2, allowing us to get more accurate cost figures - Surveyor fee £4,200 for specifications and tendering.
- Tranche 1 works - budget £16,000 (£19,200 incl. VAT).
- Tranche 1 oversight surveyor fee - budget £1,500.
- F&GP in correspondence with the Diocese about potential additional funding or loan.
- Regarding the Tranche 2 works of £24,000 (estimated costs), a number of questions remain outstanding of the Diocese and we need some responses before we engage in these additional, and any further works.

Next Steps

Way forward

£25,000 - £30,000
anticipated expenditure
in the next 6-12 months

