

# **ST. KENELM' S CHURCH, SAPPERTON**

## **CHURCH PLAN**

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### **Introduction**

#### **Part A - Current Report**

Church Introduction and Statement of Significance  
Current Use (bookings) and voluntary activity  
Collection Review  
Conservation Reports  
Income, Expenditure and Balances  
Local Community Officers Report

#### **Part B - Survey**

Results of our open survey conducted in 2020,  
canvassing all community contacts for feedback on the  
current report.

#### **Part C - Community Recommendations**

Minutes of community meetings held to discuss  
opportunities, activities and plans for the church.

#### **Part D - Action Plan**

Details of short, medium and long term actions agreed upon through Community Recommendations,  
assigned to community participants or Churches Conservation Trust staff

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## Introduction

The Churches Conservations Trust's strategy is to empower and support communities to care for historic places of worship, for the benefit of all. A sustainable CCT church is well used by its community(ies), generates sufficient funds for the maintenance that keeps it in a good state of repair and is able to raise funds for specific repair and improvement projects. Local Community Officers facilitate this through their work with the community to co-create Church Plans.

Church plans are a living document which combines information on the church's history, significance, maintenance and repair needs and the current use of the church, with feedback and recommendations from the community, and concludes with an action plan setting out agreed short, medium and long term goals to support the sustainable use and care of the church.

## Part A - Current Report

### Church Introduction & Statement of Significance

St Kenelm's Church is a historic church in Sapperton, Gloucestershire in the care of The Churches Conservation Trust since 2016. It is listed Grade I on the National Heritage List for England. The churchyard contains several notable graves in the churchyard, a few of which are listed.

Sapperton parish church was founded in the early 12th century and has some traces remaining from that period in its north transept. The crossing tower, nave and chancel roofs are 14th century, and the church was largely rebuilt by the Atkyns family at the beginning of the 18th century.

St Kenelm is constructed of squared and coursed rubble stone, with the nave and south transept of ashlar. The church has a Cotswold stone- slate roof with coped gables surmounted with cross saddle stones and additional cross finial to chancel gable only. It has a cruciform plan with a tower to the east of the transepts. The tower has two stages with off-sets, double belfry openings with trefoil heads on the top stage, a broach spire and a weathercock. The tower is supported on four 14th century arches. The font in the south porch is 15th century.

The south transept has twin gables with a moulded entrance doorway. The chancel windows are round-headed with some of the original clear, greenish glass of early 18th century.

The spectacular carved pew ends and panelling in south transept, on the gallery frontal and on the oak cornice all came from the dining room at Sapperton Park which was demolished c.1730.

There is a very fine collection of monuments. In the north transept is a large Renaissance tomb of Sir Henry Poole who died in 1616, with kneeling marble effigies of him and his family. There is also a recumbent stone knight and Renaissance canopy, on the east wall of the north transept, by Gildo or Gildon of Hereford.

In the south transept there is a substantial monument to Sir Robert Atkyns, historian of Gloucestershire, who died 1711, by Edward Stanton.

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Near the south chancel wall is the grave of Rebekah Mason, the first wife of the astronomer Charles Mason (d. 1787) who was born in the village. With Jeremiah Dixon, Charles surveyed a boundary to resolve a border dispute involving Maryland and Pennsylvania, two of today's United States of America, in the 18th century. After Pennsylvania abolished slavery, the Mason-Dixon line separated the states where slavery was legal and those where it was not.

Sapperton village was closely associated with the Arts & Crafts movement and the cemetery also includes the graves of Ernest and Sidney Barnsley, furniture makers and leaders of the movement (Ernest also designed the nearby village hall) and the eminent printer and colleague of William Morris, Emery Walker.

### **Current use (bookings) & voluntary activity**

St. Kenelm's currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. In 2019 these have included three funerals, one wedding, two nativity plays hosted by the primary school nearby, a service for school leavers and a carol service at Christmas. During the most recent three years the church has also hosted learning events managed and delivered by the Churches Conservation Trust staff including KS1/2 'Old & New', 'Christmas Activities', and 'The Mason Dixon Line'. The church has also been booked twice for audio recording due to its quiet location, heating supply and electrical supply, one of which bookings featured recordings included by Ian Anderson of Jethro Tull in his 2017 album. The Prayer Book Society held a Eucharist Service in 2018. The church is popular with walkers, and coach tours have visited on two occasions through bookings, one of which was a CCT Historic Church Tour. CCT also mounted a popular conservation symposium at the church, and provided access to the Bristol-based church drawing group. The church was closed for a period of four months in 2017 for building work.

Voluntary activity undertaken by three local residents includes

- Daily unlocking and locking
- Cleaning days twice annually
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change

Students at the nearby school have also volunteered to install a reusable plastic Christmas tree and decorations under the CCT Christmas Memory Tree scheme.

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## Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Isobel Milne
Current project:	None
Cleaning schedule:	At least quarterly
Welcome table:	Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant
Stewardship roles:	Surplus to requirements
Research, interp. & talks role:	Vacant
Accessibility details:	Provided via website
CCT silver plaque:	Not installed, not due
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting (LED efficient), electric heating (timer), potable water
Parking:	Limited to roadside parking in the village
Organ:	Playable
Churchyard:	Not owned by CCT, maintained by Local Authority (grass cut once every two weeks in growing season)
Ringable bells:	One on an electronic ring
Pews:	Sound, no defects
Fire rated capacity:	160
Seating capacity:	Not determined

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Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	The Bell Inn; The Daneway (pub); Cirencester attractions; Stroud attractions; local, very popular walks.
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	10+
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

## Conservation reports

<b>Annualised maintenance costs (Exclusive of VAT):</b> Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.	£5,186.44
<b>Routine maintenance costs: (Per annum and exclusive of VAT):</b> Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.	£552.00
<b>Other maintenance costs: (Exclusive of VAT):</b> Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£0.00
<b>Total short term repairs</b> Small scale items of limited cost which could be fulfilled with minimal fundraising.	£850.00
Repair and fit new bird mesh	£850.00
<b>Total medium term repairs:</b> More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£85,000.00
Chancel roof	£85,000.00
<b>Total long term repairs:</b> Items which are known to require works in the longer term but which are not essential in the near future.	£6,500.00
Structural cracks	£6,500
<b>Total desirable repairs:</b> Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.	£0.00
All cost figures are estimates, exclusive of VAT and professional fees VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.	

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## Income, Expenditure & Balances

### Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£405	£502	£300	£47			£1281
2021/22	£227	£225	£700	£143	£77		£1681
2020/21	£216						£216
2019/20	£1114	£190	£500				£1804
2018/19	£1249			£928			£3196
2017/18	£279			£435			£1271
2016/17	£407		£450	£7903			£9160

### Visitors

		Wall safe income per visitor
2022/23	7640	£0.05
2021/22	Data not collected	
2020/21	Data not collected	
2019/20	4727	£0.24
2018/19	5062	£0.25
2017/18	4298	£0.06
2016/17	1386	£0.29

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## Expenditure

Total spend since vesting as of March 2023 (non-maintenance): £5,551

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022/23	£399	£1,021	£1,974
2021/22	£0	£1,296	£432
2020/21	1,020	£1,662	£339
2019/20	£252	£552	£917
2018/19	£3,880	£1,794	£714
2017/18	£0	£663	£619

Income less expenditure 2022/23 **-£139**

(Income from all sources, minus maintenance and conservation expenditure)

Income less annualised maintenance 2022/23 **-£3,905.44**

(Income from all sources, minus the annualised maintenance cost, as shown in the Conservation Report section above)

## Balances

The restricted balance is the amount of money which has been covenanted or restricted for expenditure at the church. Any expenditure needs to match the terms of the covenant under which the money was donated, for example, a term expressing that a donation is intended for roof repairs only.

Restricted Balance Report March 2022                      £0



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## Local Community Officer' s Summary

This pretty and popular Cotswold church benefits from very generous support from a small number of regularly active community participants from the village of Sapperton. Additional members of the community support the church well but less regularly through cleaning days and attendance at events. Turnout at the recent summer 2019 Steeple Chase (Chief Exec' s Tour) indicates popular support for the church and for The Churches Conservation Trust throughout the village. The regularity of church services presents an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings. Interest and use by the school may also enable the community to communicate church needs to pupils' parents, and extend offers of booked use to this prospective audience for alternative uses.

Hire of the church for audio recording suggests that marketing the venue through location agents for filming, photography, weddings and additional audio recordings may prove fruitful. Additional marketing could focus on historical societies with an interest in the history of The Americas and of The Arts and Crafts Movement, (as well as to the Ride & Stride scheme), seeking bookings to tour the church alongside other popular Cotswold venues with a related connection. Voluntary effort towards research and interpretation products could facilitate encouragement of these bookings at the same time as enriching the visitor experience further.

The site has limited open floor space for alternative use but could be considered as a venue for Champing. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The voluntary team deserves considerable recognition for having adopted the requisites of support for a CCT site so fully since vesting in 2017, and a fundraising tea party or barbecue, sponsored by a local business, could provide good means for such acknowledgement.

The Community may need to give consideration to the sustainability of the opening and closing regime at the church, ably managed by two local residents at present, and to review some of the options detailed in this summary towards the shortfall against annualised maintenance costs, addressing the risk of necessary repairs wanting for funds in future seasons.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability.

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## Part B - September 2020 Survey

### Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **one** response was received for **Sapperton St. Kenelm 's** by the deadline of **August 31st**.*

The response received was from a respondent writing in a **personal capacity**, who confirmed that their responses related to **St. Kenelm 's Sapperton**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that there **needs to be an increase in the number of volunteers active in support of the church**.

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **St. Kenelm 's is in a solid state of repair, but that there are always things that need doing**.

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated that **the village hall committee might like to be involved**.

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **doubt**.

In relation to identifying conservation priorities for the church, the respondent **provided no response**.

Regarding priorities, opportunities or ideas for fundraising the respondent noted **acoustic qualities of the church indicating suitability for concerts, but that seats can be uncomfortable**. In respect of means for initiating fundraising activity, the respondent **gave no response**. The respondent also indicated that they would **not** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would not be available either in person or through digital meetings**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **a likelihood of their reducing involvement**.

In addition to responses fielded through the questionnaire, a further **x** respondents wrote back to their Local Community Officer, expressing the following perspectives:

**Nil**

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## Part C - Community Recommendations

### Community Meeting 3. 22<sup>nd</sup> May 2023

**Attendees: IM (Local Community Officer) et al.**

#### **Cleaning**

When discussing **cleaning of the church** the group noted that this had been disbanded. There are now two big cleaning days each year and the church is swept and mopped before each service. There is approximately one service a month. The current volunteers would like more support to clean the church so the rota could be reinstated. It was noted that the local school that uses the church do not currently help with cleaning it. The group noted that there were some people who attend the cleaning days who are not usually involved in the day-to-day looking after the church. Potential to contact local primary school cleaner to help.

A provides the **flower arrangements** in the church.

#### **Volunteer recruitment/ promotion**

The group talked about **recruiting local supporters** and noted that there was no local Facebook group but they do use the next door app locally. There is a Parish Magazine called The Watershed which is delivered to everyone's home which could be good to appeal for supporters through and to promote events.

It was noted Frampton Mansell village has a strong community and organise lots of events and would be good to advertise to as they have a Facebook group. There is also opportunity to link to Rodmarton Manor.

A suggested a new website for the village would be good for promotion although not something this group could do.

E suggested that IM created a notice and was happy for her details to be added as the **local contact**. E noted that the village hall did not have many people on their committee. The group felt they would need to recruit more volunteers if they were to put on events.

When discussing opening and closing of the church, this is covered by one volunteer, who arranges cover when they are away. The group discussed other potential people to help when needed.

It was suggested that the church could be added to **film location** sites by the LCO. A stated she had a potential person that may want to film in the church that she could contact.

#### **Events**

The group discussed various events to help raise funds to help cover the annualised maintenance at the church which is over £5,000 a year

When discussing previous **events** the group mentioned a Marimba concert that was held at the church and noted that this was poorly attended. The group stated that they would be interested in more musical events if they would appeal to a wider audience. When asked about local musicians who could perform the group mentioned that Sade lived in Stroud.

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IM mentioned the new CCT pop up bar which could be used for events.

The community discussed **previous events** at the church including a History day with visiting lectures which was around £125pp for the day. The group discussed the Arts and Crafts theme in the village which includes the village hall and the houses built by Arts and Crafts architects for themselves adjacent to the churchyard. Links to the church include the war memorial carved by Norman Jewson. The group mentioned **connections** to The Wilson Museum in Cheltenham and curator Ann-Rachael delivering talks as well as Jayne from the Tetbury History Society.

The group noted the **carol service** has good attendance of around 70 people and raised £120 for CCT. E and F to reiterate the message that the collection of the service is for the upkeep of the church.

The group discussed the potential for a pet service which the local church at Frampton Mansell have held in previous years but it was noted that there would be no incumbent from September as the current one was leaving and they may go into interregnum.

A stated that she would be interested in having a **poetry day** at the church promoting local connections. A was attending an event at the Ashmolean. Local connections to Indian poet Rabindranath Tagore or Alice Jolly a local novelist. A and B offered to investigate the potential of the event. It was noted the village hall could also be used.

The group mentioned they would like a contact list for successful events. The group felt **Open Studios/Art exhibition** would be difficult as it needs to be manned all the time. A stated that having one big event would be easier than having many. The group also mentioned previously trying to link to St Kenelm's church in Winchcombe.

The church has not been involved in **Ride and Stride** events before.

B suggested that they could organise a **ceilidh** at the village hall as a fundraising event and that they would be preliminary research into costs. Suggested date November 30<sup>th</sup> – St Andrews Night.

IM mentioned flower festivals which has been successful in helping fundraise in other churches and would see if there was information available to share.

E confirmed that she would organise a **cleaning day**.

A suggested an **evening hymns** but noted that the organ was small in size so limited what you could play. It was noted that there is a small local choir in Frampton Mansell that could be approached to sing.

### **Fundraising**

The group were keen to have **contactless donations** or a QR code to a website for donations providing an example of Gloucester Wild Trust in Siccaridge Woods to research to understand if it would be successful. The group asked the LCO replace the wall safe sign.

A noted there were some wealthy residents but they were not currently involved with events at the church. It was also noted that although the local school makes good use of the church, the school parents are not involved with the church. IM agreed she would take to the Heritage Learning Officer about the existing relationship and whether there is potential to appeal to school parents.

The group would be interested in having a **Friends group** but would want someone to run it.

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A stated that she would be happy to produce some cards that could be sold in the church (not Christmas cards)

### **Christmas Tree**

The community were not interested in having a **memory tree** as the church has a real tree each year at the back of the church. They noted that the school had previously added memories to the memory tree and it was available if anyone else wanted to facilitate having it out on display.

### **Champing**

Looking at the possibility of using the church for **Champing** it was noted that the church would need a toilet and the community felt that they would need professional support to clean it. Community members proposed there could be a possibility to link with the landlord of the Bell in Sapperton, who already runs a B and B from the pub and may be able to offer breakfast to those staying as well as other facilities. He is already an active supporter as he delivered a reading at the Carol service. The community however noted that the path to and from the pub can be dangerous as you would be walking on the road.

## **Community Meeting 2: 14th April 2021**

### **Attending: PJ (Local Community Officer) et al**

- A notes that the church would benefit from continuing Heritage Learning Officer support. The Trust's Heritage Learning Officer has been working with the school in relation to the church and it would be beneficial to be able to review the HLO's plans for involvement in 2021.
- A and B agree that it will be necessary to contact the regional conservator regarding next steps in relation to repair of the South Transept ceiling. It is important to note that the community have needed to manage the associated clearing and cleaning, and that this was an unexpected task left for local residents rather than having been requested of local residents.
- In respect of the idea to include the village hall committee in plans, A recommends that this would not be fruitful. However, planning of events in parallel, for example having an event for arts and crafts sales at the church with refreshments at the village hall will be a more suitable approach.
- Discussion begins in relation to religious use, particularly the suitability of using the church for weddings and the group notes the desirability of additional wedding business at this popular venue wherever possible. PJ notes that wedding enquiries as with all enquiries regarding use should be relayed to him in the first instance.
- In discussion about encouraging maximum cleaning activity PJ asks if there might be any good way to encourage participation. B mentions that the high proportion of rented property in the village will hinder involvement. B further notes that linkage with a scheme such as Duke of

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Edinburgh Awards might encourage groups to consider taking part, and offers to discover more about the means for linking this voluntary activity with such a scheme.

## **Community Meeting 1: 24th February 2021**

### **Attending: PJ (Local Community Officer) et al**

- A notes that some corrections are due under Part A above. The description of cleaning days is inaccurate - in fact cleaning takes place at the church takes place every week, not twice annually. A notes that a regular rota worked less well, but proposes that we could prefer a monthly or quarterly cleaning day. PJ wonders if The Trust could promote these events to the wider community through its website and its social media channels.
- During lock-down it is not straightforward to plan cleaning days effectively, but we aspire to initiate quarterly cleaning days following withdrawal of lock-down controls (Covid19).
- A notes that Part A conservation report does not mention timescales for chancel roof repair in respect of definition of 'short, medium and long-term' ,, and that details of all conservation reports require further interpretation to help explain the inclusions covered under annualised maintenance, short, medium and long term repairs and the differences between annualised maintenance and routine maintenance.
- A notes that there will be a need to introduce text-giving or contactless giving at the church. A also notes that it is not currently possible to donate to individual churches via the website.
- In respect of the wording '*hire of the church for audio recording suggests that marketing the venue through location agents for filming, photography, weddings and additional audio recordings may prove fruitful*', A notes that weddings are only permitted at the church under special circumstances. PJ notes that religious use is in the gift of the incumbent vicar.
- A notes that in respect of Champing, such an undertaking could not be managed by the local community but would need to be supported by recruitment of staff.
- A considers that advertising local business in the church might not be successful given the number of potential partners in such a scheme.
- A notes that the Christmas Memory Tree could work again in future years if the school will be enlisted in preparation, display and dismantling.
- Review means for providing suitable contact details regarding church matters for visitors and other interested parties.
- PJ & A propose next meeting 14th April 3.00pm.

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## Part D - Action Plan

### Community Actions

#### Short term actions (to end Nov 2023)

- Investigate the potential to hold a fundraising Ceilidh at the village hall in Nov 2023
- E and F to reiterate the message that the collection at the services held in the church should go towards the upkeep of the church as congregants may be currently unaware of our annualised maintenance liability
- A to produce cards to sell in the church
- A to contact potential contact re using church as a filming location
- A to investigate Duke of Edinburgh Award Scheme in relation to conservation cleaning at the church.
- Investigate options for involving village hall committee in church planning and church activity
- Organise a cleaning day
- Review opening and closing regime in terms of safety and sustainability

#### Medium term actions (to end Nov 2024)

- A and B to investigate potential for a poetry day at church and village hall to raise funds
- Investigate options for recruiting additional volunteers
- Investigate suitability of church for concerts
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Identify school parents', governors' and staff's interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies and Arts & Crafts groups
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and continuation of the sponsored Christmas Memory Tree initiative

#### Long term actions (to end May 2026)

#### Actions complete (to end May 2023)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Review means for providing suitable contact details regarding church matters for visitors and other interested parties.
- Consider the suitability of the site for Champing

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## Local Community Officer Actions

### Short term actions (to end Nov 2023)

- Share model information on successful flower festivals at other churches
- Share information on audience and set up for champing
- Investigate options for involving village hall committee in church planning and church activity
- Investigate potential for scheduled cleaning days
- Review opening and closing regime in terms of safety and sustainability
- Update wall safe signage and introduce text-giving at the church and address considerations of contactless giving.
- Introduce suitable contact details for interested parties at the church
- Update on church repairs

### Medium term actions (to end Nov 2024)

- Investigate options for re-launching and promoting quarterly cleaning days
- Investigate options for recruiting additional volunteers
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Identify school parents', governors' and staff's interest in church fundraising
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies and Arts & Crafts groups and linking with The Wilson and Tetbury History Soc.
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and continuation of the sponsored Christmas Memory Tree initiative
- Share case studies of successful fundraising events

### Long term actions (to end May 2026)

### Actions complete (to end May 2023)

- Review initial church plan with staff and colleagues and update according to feedback
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Publish Church Plan Version '2021-22'
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- Consider the suitability of the site for Champing
- PJ to note to colleagues that the mess associated with recent ceiling repair was left for local residents to clear.
- Contact Marie Sellars re. Heritage Learning Officer plan for 2021
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Publish walk around guide
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability



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## **CCT Actions Other**

### **Short term actions (to end Nov 2023)**

- Estate officer to confirm arrangements for the church repairs.

### **Medium term actions (to end Nov 2024)**

- Heritage Officer to investigate means for resuming Christmas Memory Tree activity with local school

### **Long term actions (to end May 2026)**

### **Actions complete (to end May 2023)**

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.

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## Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
12. If you don't already, would you be interested and available to take part in future fundraising activity?
13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

## Appendix 2: Typical Maintenance Tasks Forecast - 25 Years (Not Including Twice-Annual Maintenance Visits)

Item	Method & Purpose	Cycle/ Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43

Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)				£107,598.57
TOTAL (Excluding VAT) / 25 years				£4,303.94

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### Appendix 3: Typical Maintenance Tasks Forecast - (Twice-Annual Maintenance Visits)

Item	Method & Purpose
Gutters, downpipes and gully clearance	Gutters, hoppers and downpipes are easily blocked by leaves and debris both windborne and dropped by birds which can lead to overflowing and water damage to the building.
Roof, inspection & replacing slipped/missing slates/tiles	Over time some slates/tiles or the pegs/nails which hold them will reach the end of their useful lifespan. When this happens it will allow slates to move from their correct position which can let rain in to the building and potentially poses a risk to visitors as the slate/tiles can fall.
Vegetation, control of growth	Overgrown vegetation against walls and buildings can hold moisture against the building potentially causing damage and some plant species are invasive. Vegetation can also obscure the building hiding potential damage and can provide shelter for vermin such as mice.
Tower stairs & boiler room steps, sweeping	Leaves and other debris can build up on steps which could lead to accidents if people slip. Regular sweeping reduces the risk for potential accidents.
Principal steps and paths, clearance	Leaves and other debris can build up on steps which could lead to accidents if people slip. This is especially the case for churches with trees in the area. Regular sweeping of the steps reduces the risk for potential accidents.
Wall Safe, servicing	Servicing of the wall safe helps to ensure that the donations can be easily collected and also checks to ensure that there hasn't been an attempt to steal from the safe.

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## Appendix 4: Typical Champing™ Arrangements and Related Income

Champing™ is the exclusive overnight hire of a church to visitors. Camp beds and chairs are set up inside the church, along with tea making provisions, battery lighting, and cushions and blankets to give guests a cosy stay.

Guests book online through the Champing™ website [www.champing.co.uk](http://www.champing.co.uk) and these bookings are related to local contacts so everyone knows when visitors are staying. A local member of staff sets out equipment for the night and removes all gear each morning. Guests have exclusive access to the church between 6.00 p.m. until 10.00 a.m. so visitors can enjoy the church during the day.

Champers don't expect much in the way of facilities and understand that these are ancient buildings. For most churches we've installed eco-loos either inside or outside in wooden cabins. We don't allow candles but provide battery lanterns and fairy lights. As most of our churches don't have heating we only operate Champing™ between the end of March and the end of October, and we recommend Champers bring warm sleeping bags and extra blankets. We also supply bedding and breakfasts but this option isn't available at all churches. Most Champers will eat out locally or may bring their own picnic.

For those churches without electricity we provide a gas camping stove and we also provide amply bottled water for Champers and all visitors to use.

Typically Champers are couples and families. Some of our churches are large enough to welcome groups of up to 16 people. We are dog-friendly, and child-friendly. Many Champers appreciate the history, architecture, and unique features of their surroundings, and come to learn about the building and its locale through this unique accommodation. We offer those staying for the first time a free CCT membership so they can learn more about our work and consider support for The Trust after their visit.

You can evaluate typical income which derives from Champing™ in the table below.

Church	2017	2018	2019	2020	2021	2022
Langport, Somerset	£10,47	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset	/	£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire	/	£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire	/	£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006