

ST JAMES' CHURCH, LUFFINCOTT

June 2023 CHURCH PLAN



Part A - Current Report

Part B - Survey

Results of our open survey conducted in Summer and Autumn 2020, canvassing all community contacts for their reaction to Part A.

The survey remains [open and available at this location](#). Please feel

free to repeat your survey response or complete the survey for the first time.

Part C - Community Recommendations

Minutes of any community meetings held to discuss the information available in other parts of the Church Plan.

Part D - Action Plan

Details of any actions agreed through Community Recommendations, assigned to community participants, Churches Conservation Trust staff, or to the Churches Conservation Trust Local Community Officer specifically.

Part A - Current Report

Church Introduction & Statement of Significance

St James's Church in Luffincott, Devon, England was built in the 15th century. It is recorded in the National Heritage List for England as a designated Grade I listed building.

Some parts of the church are the original mediaeval structure however the tower was rebuilt in 1791 as part of a wider renovation. The interior includes Georgian sash windows and a simple 14th century granite font.

St James' is now a redundant church in the care of the Churches Conservation Trust, and was vested in the Trust on 19 December 1979.

Current use (bookings) & voluntary activity

St James' Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. Since being vested with CCT the Church has hosted a baptism, and holds an annual Christmas service organised by Tetcott and Luffincott Parish.

CCT are grateful to the Parish for organising the annual Christmas service and for the resulting collection money, and also for the support of the local residents, particularly for mowing an access path to the church now that CCT are no longer able to pay for regular mowing of the churchyard.

Voluntary activity undertaken by local residents includes:

- Ad hoc reporting of building change
- Mowing the churchyard and a path for access to the Church

The Local Community Officer (LCO) completes biannual Site Inspection Forms, including collecting the visitor numbers, and empties the wall safe and banks the donations. The LCO also completes regular mandatory checks and actions including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, lightning conductor tests (where relevant), and a detailed Condition report from the allocated Architect every seven years.

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal
Welcome table:	Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Vacant and necessary (wall safe remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Vacant
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Not installed
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Not installed, not needed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	Limited, on private land
Organ:	None
Churchyard:	Yes, owned by CCT
Ringable bells:	No
Pews:	Sound, no defects
Fire rated capacity:	60
Seating capacity:	60
Site plan:	Available
Roof alarm:	Uninstalled

CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Holsworthy Museum, The Gnome Reserve and Wildflower Garden, Dingles.
Social media presence:	Nil
Images on CCT website:	One of three
Regular feature parish news:	No
Services per year:	2
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No
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

<p>Annualised maintenance costs (Exclusive of VAT):</p> <p>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.</p> <p>A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£2,433.44
<p>Routine maintenance costs (Per annum and exclusive of VAT):</p> <p>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.</p>	£1,152.00
<p>Additional maintenance costs (Per annum and exclusive of VAT):</p>	£900.00
<p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£415.00
- Repoint open joints to tower parapet	£45.00
- Replace bird guards	£375.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£1,300.00
- Tower roof repair	£350.00
- Repair/replace the ladder leading to the tower	£950.00

Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£12,000.00
- Render repairs, repointing and limewashing to the tower	£8,500.00
- Internal plaster repairs	£3,500.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	None
Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.	None
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.	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£5						£230

2021/22	£35						£40
2020/21	£9						£21
2019/20	£62						£127
2018/19	£182						£257
2017/18	£0						£0
2016/17	£0						£125

Visitors

	Visitor Numbers	Wall safe income per visitor
2022-23	1336	£0.004
2021-22	548	£0.06
2020-21	Data not collected	
2019-20	567	£0.11
2018-19	749	£0.24
2017-18	556	£0
2016-17	1,022	£0
2015-16	900	£0.09

Expenditure

Total spend since vesting (non maintenance): £195,757

	Conservation (repair) expenditure	Maintenance expenditure
2021-22	£0	£1,041
2020-21	£0	£526
2019-20	£0	£1,832
2018-19	£0	£2,082
2017-18	£0	£1,262
2016-17	£0	£1,748
2015-16	£1,577	£1,577

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 Jul 2019	£0
Income less expenditure 2019/20	- £1,001

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

Income less annualised maintenance 2019/20	- £2,393.44
--	-------------

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

Local Community Officer's Summary

This pretty rural Devon church benefits from support from a small number of community members. Additional members of the community support the church well but less regularly through attendance at the Christmas service.

The possibility of one or two church services a year presents an opportunity to raise awareness of the annualised maintenance costs and to encourage collection contribution. Updates to the parish newsletter and inclusion of church reports at parish council meetings could also highlight the annualised maintenance costs of St James', and promotion of the Christmas service and any other services on the CCT website and in CCT Bulletins, may be helpful in increasing visitor numbers, service collections and donations.

Other activities and events the community could consider holding are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc, to address the shortfall against annualised maintenance costs and the risk of necessary future repairs.

It would be great to find one or two individuals locally who would be happy to have a role in arranging one or two additional services or events each year, to empty the wall safe, or to complete basic building checks twice a year. All necessary training would be provided for these roles.

Weddings or blessings at the church would also be possible depending upon Archbishops Special Licenses being obtained, along with baptisms all of which would generate additional income. Extra marketing of the Church could focus on local historical, archaeological, walking groups or other relevant special interest societies with an interest in the history of the local area. Voluntary effort towards research and interpretation products could facilitate encouragement of these bookings with tours of the site and details about its architecture and history (eg for Heritage Open Day to encourage donations or ticketed special events during the Summer) at the same time as enriching the visitor experience.

The site has quite limited open floor space for alternative use but could be considered as a venue for Champing if appropriate (see Appendix 4 for more information). Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The Church would benefit from a CCT noticeboard and insert, upon which site specific health and safety and historical information, and details about upcoming events and local information.

A supply of CCT Christmas cards might also help develop useful income against maintenance costs.

Part B - September 2020 Survey

Summary of consultation responses received by end of 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), **no response** was received for **St James' Church at Luffincott** by the deadline of **31 August**.

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to **St James' Church**.

In addressing the question of a perfect outcome for our work *together at the church* the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

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 **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

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

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response]**. In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **[no response]**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **[no response]**.

In addition to responses fielded through the questionnaire, a further **[no response]** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Summary of community consultation meeting 1

A Church Plan meeting was held at Luffincott St James' s Church on Friday 16th June 2023. Present were the Local Community Officer (LCO), the incumbent and 3 members of the community (their input added below as C1-4). Items discussed were:

1. Services

St James is still considered part of the community and there have been two services a year in recent years. A group from nearby Ashwater play music at the services. The new incumbent is very supportive and happy to continue these.

2. Events

Aside from very occasional services St James is not used for community events or third party hire. It would be great to have occasional community events at the church to help with the annualised maintenance costs and fundraising, as well as bringing new visitors to this beautiful church. C1 is very interested in local history and the possibility of the LCO working with C1 to put on a Heritage Open Days event was discussed.

3. Maintenance Issues

The poor state of the sash windows was mentioned. The font cover is also broken. C2 and C3 are very supportive and mow the churchyard as well as helping with occasional cleaning. C4 has offered to keep an eye on the leaflet rack and restock leaflets as needed.

Part D - Action Plan

Community Actions

Short Term Actions (arising from Meeting 1, June 2023)

- C4 to help with restocking leaflets
- Possible Heritage Open Days history tours? C1 and LCO to discuss.

Actions complete

- None as yet.

Local Community Officer Actions

Short Term Actions (arising from Meeting 1, June 2023)

- To send a box of leaflets to C4 which can be stored at the church.
- To liaised with C1 about a possible Heritage Open Days event.

Actions complete

- None as yet.

Local Community Officer & Community Medium/Long term actions (suggested by previous LCO – look at during next Church Plan meeting)

- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, and for general fundraising
- Investigate availability of a local contact interested in completing basic building checks twice a year
- Investigate potential for scheduled cleaning days
- Review CCT Cleaning Churches standard
- Consider means for increasing additional public interest, footfall and consequent donations
- Investigate possibility of one or two additional church services a year
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Investigate participation in Ride & Stride scheme
- Investigate musicians, artists, theatre companies or poets who might wish to use the church

-
- Review methods for promoting church to location agents, wedding companies etc
 - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
 - Review church web page to ensure clear directions and parking information is available for all visitors
 - Investigate whether it is possible to obtain a CCT noticeboard and insert

CCT Actions Other

Short term actions

- None as yet

Actions complete

- None as yet

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

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.

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 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