



**Churches  
Conservation  
Trust**

# **ST. NICHOLAS' CHURCH SAINTBURY**

## **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

**Updated November 2023**

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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**

The church of St. Nicholas' at Saintbury is visited each year by an average of 2,500 visitors, many entering the church as they walk past on the Cotswold Way. Rising above the North Cotswold escarpment and commanding views across three counties to the Malvern hills and Welsh mountains beyond, Saintbury's 13th century spire is a much-loved landmark. Behind its Arts & Crafts oak door is the enchanting legacy of ten centuries of worship & craftsmanship including work by Arts & Crafts colossi Ernest Gimson, CR Ashbee and Ashbee's Guild disciple Alec Miller. Other treasures include its important 17th century wall paintings, 11th century grotesque mask, its stone altar and its eight fine bells, four dating from 1638. Ashbee's chandelier, pictured left, is currently on loan to the nearby Court Barn Museum.

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

In recent years St. Nicholas' has not been used for services, perhaps due to the very low population density in the area, however a recently appointed incumbent vicar has expressed interest in occasional worship at the site.

Situated on a hilltop site with commanding views of the Cotswolds reaching Saintbury via the popular Cotswold Way makes this church a favourite of walking groups, and access to parking kindly provided by a local resident enables occasional coach tours to take place as well.

In an extremely welcome development the newly-formed, voluntary Saintbury Appeal Committee also proposes a gala event and dinner for 2021, aiming to raise funds towards replacement roof costs. As an electrified and potentially heatable church, occasional concerts in years past have demonstrated Saintbury's suitability for hosting public performances of this type.

Annual Heritage Open Days are supported by local residents on a voluntary basis, through their provision of parking, guided tours and teas.

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Voluntary activity undertaken by three local residents includes

- Provision of access to the church by appointment
- Cleaning days twice annually
- Remittance of wall safe funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change

## Collection Review

Open Churches Policy status:	Open - key available nearby
Local Community Officer:	Isobel Milne
Current project:	Top 15 Roof Repair Project
Cleaning schedule:	Twice annually, led by volunteers in accordance with CCT guidelines
Welcome table:	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 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, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting, electric sockets
Parking:	Limited, one space on the street, 50 yards from church yard. Additional parking subject to permission from car park owner

Organ:	Present, condition unknown
Churchyard:	Not owned by CCT, not maintained by Local Authority
Ringable bells:	Yes
Pews:	Sound, no defects
Fire rated capacity:	120
Seating capacity:	100
Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Chipping Campden, The Lygon Arms, Court Barn Museum, St. James' Chipping Campden, Broadway, Broadway Museum & Art Gallery
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	Nil
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	Guided tours
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> <b>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</b>	<b>£4,766.44</b>
Routine maintenance costs: (Per annum and exclusive of VAT): These are included in the annualised maintenance costs and are the total cost of two maintenance visits per year. A list of the typical maintenance tasks for any historic church included in the twice-annual maintenance visits is available to view at Appendix 3.	£552.00
<b>Other maintenance costs (Exclusive of VAT):</b> <b>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</b>	<b>£2,315.00</b>
Glazing repairs	£500.00
Arboriculture work	£1,750.00
Replace tower door locks to allow access	£65.00
<b>Other short term repairs:</b> <b>Small scale items of limited cost which could be fulfilled with minimal fundraising.</b>	<b>£5,675.00</b>
Repair of the damaged roof slates. Note this will probably lead to further works and so should be investigated first before any repairs are carried out.	£550.00
Replace tower padlocks	£25.00
Rainwater goods and Drainage channels	£5,100.00
<b>Total medium term repairs:</b> <b>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</b>	<b>£0.00</b>
<b>Total long term repairs:</b> <b>Items which are known to require works in the longer term but which are not essential in the near future.</b>	<b>£136,600.00</b>
Replace missing internal plaster	£47,200.00
Replace the missing roof covering	£65,000.00
Redecorate internally	£24,400.00
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.	£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	£0			£190			£225
2021/22	£0			£23,172			£24,020
2020/21	£72	£132					£204
2019/20	£442						£1085
2018/19	£394						£394
2017/18	£253						£1207
2016/17	£520						£520

### Visitors

Year	Visitors	Wall safe income per visitor
2022-23	2660	£0.00
2021-22	882	£0.16
2020-21	Data not collected	
2019-20	2685	£0.16
2018-19	2979	£0.13
2017-18	2870	£0.09
2016-17	2532	£0.21
2015-16	5325	£0.08
2014-15	4360	£0.05

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## Expenditure

Total spend since vesting 1<sup>st</sup> April 2016 (non-maintenance): £ 313,001

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022-23	£115,783	£2,703	£800
2021-22	£65,393	£1,480	£339
2020-21	£3,350	£1,112	£89
2019-20	£4,244	£2,158	£72
2018-19	£525	£1,201	£94
2017-18	£0	£2,053	£94
2016-17	£0	£2,407	£92
2015-16	£11,335	£11,335	£88
2014-15	£24,174	£1,818	£95

Income less expenditure 2022/23 -£118,261

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

Income less annualised maintenance 2022/23 -£4541.44

*(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 Jul 19 £23,601

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## Local Community Officer's Summary

2017 was marred by a theft of lead from the roof at Saintbury. Water ingress stained the plastered interior walls and ceiling, with an unknown impact on painted layers beneath. Although the thefts were reported and actioned immediately, (roofs covered with plastic and battens), these measures required a permanent solution for preventing water damage during the wettest weather.

Consequently, funds were raised for a new roof to prevent further deterioration of the interior. The walls were also cleaned and all other water damage was addressed by removing tannin stains, and a conservators' report was commissioned on the condition of the monuments. In reaction to these urgent building needs supporters formed a committee to explore options for fundraising. This voluntary committee organised the Saintbury Festival in September 2021 which was a day of performance, food and conversation celebrating the hamlet's amazing links with CR Ashbee, the Arts and Crafts movement and the English Renaissance. This included a performance Shakespeare on Love directed by Caroline Gawn with The Choir of Exeter College, Oxford joining forces with stars of stage, film and television Michael Maloney, Emerald O'Hanrahan, Golda Rosheuvel and Owen Teale to bring alive the words and music of Shakespeare and his contemporaries. There was also a talk from leading artist and writer Edmund de Waal CBE. The day ended by a dinner of locally sourced food and wines.

Continuing operations at the church include visits by appointment with local voluntary supporters - via contact details published at their request on The Trust's website. This position is understandable given the value and vulnerability of contents, and especially in light of recent thefts, but limits visits as people turn away when they find the door locked. Daily open access through installation of a key safe, matched with a solar-powered CCTV system and considerate signage could provide means for an increase in visits throughout the year. It is important to note that all of these current operations are enabled by very generous support from local volunteers who not only provide means for access on request, but also open the church for the annual Heritage Open Days, providing teas and tours for all-comers.

Additional proposals and options for maintaining and repairing the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this attractive building.



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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), two responses were received for St. Nicholas' Saintbury by the deadline of August 31st.*

The responses received were from respondents writing in a **personal capacity**, who confirmed that their responses related to **St. Nicholas' Saintbury**.

In addressing the question of *a perfect outcome for our work together at the church* respondents indicated their priorities as **the need to keep a community interest in the upkeep and vibrancy of the church by involving and including the village in any changes, progress**. Another perspective expressed was the need to **see the church used more, within the constraints of parking and access as well as repair of the roof so no further damage can occur**.

In writing about challenges anticipated in respect of repair liabilities and running costs, respondents indicated that **maintaining and increasing donations to meet the cost of necessary repairs and ongoing maintenance was the primary challenge**.

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 respondents indicated that **Chipping Campden has a unique music festival over two weeks in May which takes place in St James Church. It would be good to use the church for a couple of small concerts during this festival. Also there is a literary festival (albeit small which would also be helpful)**.

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, respondents indicated **that Saintbury residents are few, that community benefit through increased use would be limited, but perhaps we could offer use of the church further afield**.

In relation to identifying conservation priorities for the church, respondents **indicated that the roof repair and plaster repairs and wall painting protection are the priorities**

Regarding priorities, opportunities or ideas for fundraising one respondent noted that **pictures, paintings or photos of the church available to buy would generate income because inbound tourists would be keen to purchase, and that the church would be an ideal location for filming**. Another respondent referred to the potential of the Saintbury Appeal Committee Gala event scheduled for September 2021.

In respect of means for initiating fundraising activity, one respondent **suggested progress is already underway**. Both respondents also indicated that they **already** participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be available either in person or through digital meetings**.

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

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## **Part C - Community Recommendations**

### **Community Meeting 2: 9<sup>th</sup> November 2023 Isobel Milne (Local Community Officer) et al**

#### **Wall safe**

A and IM confirmed that the key stuck in the wall safe has been removed and the wall safe is now full operational. IM to collect key from A

#### **Opening full time**

The lock for the church tower has been replaced giving us the opportunity to store anything the community think may be tempting to steal safely in this area. IM expressed thanks to A and J who have covered the cost of the new lock. A to move items to tower and confirm when this is completed so that IM can update the website and risk assessment to state that the church will be open without needing a key. A key safe has been installed in the porch with the tower key inside to be used by the bellringers. A confirmed the code has been given to them.

#### **Hole in the Church Yard**

IM informed the community about the hole that has opened up at the rear of the building in the church yard. IM confirmed that CCT does not own the church yard but will be working with the PCC to resolve next steps. A mentioned that there is meeting PCC tomorrow where they will be discussing it.

#### **Finance**

IM confirmed that she has emailed CCT finance for confirmation of restricted balance today to understand what, if any funds are left from the roof appeal so that we can allocate them as required.

#### **Interpretation**

The group discussed the potential to create a for a board for the information produced from recent geophys and building investigations by Newcastle University. There is potential to add information to easel that was used for the fundraising board. The chancel was suggested as a good space to put information. The community suggested approach a local university- Gloucester, Worcester, Royal Agricultural University, Bristol to see if there was a student who would be able to produce interpretation panels or the walk around boards that are used in other churches. Would like Walk around information boards with a QR code that goes to more information available online.

#### **School Link**

Would like to link to primary school, not sure how previously approached but Willesley Primary were hoping to visit although issue with not being in walking distance so a coach would be needed.

#### **Fundraising**

The community felt May is the key time to raise funds with a local art festival and a literary festival. It would be a good opportunity to make people aware that they could use the church as a venue or visit as part of the festival.

The group discussed a potential to have a reunion event from Saintbury Festival event in 2022. The feeling was they would like a more simple event. There was a suggestion they could use the recent

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archaeology investigations as a focus. There was a suggestion to approach the choir to sing again could this time link to the Court Barn Museum – linking to Ashbee.

The group suggested a date to aim for the event could be Saturday 11<sup>th</sup> May. The Literature festival is in May as well so there are more people in the area. IM discussed the community liaising locally to make sure that anything we do does not clash with another local event. The group commented that Simon Russell Beale is performing at the local school in the evening and proposed they could approach him to perform at the church in the afternoon. Greg Doran was suggested as a performer– Ab could approach. Literature festival timetable has been drawn up already, IM asked if it would it be a possibility to approach to see if the church could be involved as a venue.

### **Contactless**

The group discussed the wish to install a contactless donation machine in the church. Participants discussed the need for wifi and that Fibre Optics had been installed in the village and went to the stairs on the edge of churchyard. IM confirmed CCT were rolling out an initial amount of contactless machines across suitable sites with the hope to then invest in further units in the next financial year. IM confirmed that there was no need for wifi but that the machines would require a good phone signal and an electric point so that they could be positioned in a sight line to the entrance to encourage use. IM confirmed she would propose that Saintbury is put forward for a machine next year.

### **Marketing**

The group confirmed there were leaflets available that had been produced as part of the roof appeal with the intention that they would still be available to use post project to promote visiting the church. IM stated that she would help to ensure they were in the TICs in Broadway and Chipping Campden, The group also discussed the promotion opportunity from linking with Court Barn Museum. A confirmed that leaflets were displayed at the museum.

### **Next meeting**

The date was set as 12noon on 14<sup>th</sup> December.

### **Community Meeting 1: 22<sup>nd</sup> September 2023**

**Attendees: Isobel Milne (Local Community Officer), Meriel O’Dowd (Conservation Projects Officer) et al**

### **Bellringers**

A asked what the rules for Bellringers. A has been keeping half of the bellringing funds which has recently been used to fund works to the bells. The group discussed using a spider to keep the bells out of reach.

### **Churchyard**

The churchyard is not owned by the Churches Conservation Trust and is looked after by the PCC. The Alex Miller memorial which has broken in the storm is being stored in A’s barn. The community would like to get it fixed.

### **Services**

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There was a wedding at the church last August and some funerals. The local incumbent contact is possibly Craig Bishop. The attendees felt it would be worth checking who carries out services at nearby Willesley to confirm. The Bible from the church is in K's house.

### **Church Access**

The group discussed the options for improving access to the church which is currently accessed via emailing a volunteer for a key to access. The group discussed a rota for opening the church on a daily basis. B confirmed that the aim was for the church to be more accessible as part of the roof appeal project. The group discussed putting in CCTV but concluded it would not be a deterrent to damage. The group concluded that they would leave the church open and use the local community to check in on the building and utilise the village Whatsapp group. The group discussed replacing the lock on the bell tower as there are no keys to allow them a safe place for storage if the church was open all the time. J to see if he can locate a suitable lock and identify any pieces to be removed from display for security. IM to check for any other keys for the site. The group also decided that they would like the key safe that was to be installed in the church porch to still go up so that the key for the bell tower could be stored in it so the bellringers etc. can use it for access or the main key can be stored in it if they decide that the church needs to be closed for any reason.

### **Interpretation**

The group talked about the recent standing building survey and geophysical survey which was carried out by Newcastle University and wondered if the information could be added to the website and boards being added to the church. IM confirmed that the university has offered to generate some materials for CCT based on the information they have gathered. The group also talked about a potential app with a map.

The group talked about other options for interpretation. IM noted the boards in place were out of date as they were for the roof appeal which has been completed. IM confirmed she had brought with her a new donation poster which includes a QR code for online donations. B to pass on a copy of the interpretation report that was completed as part of the roof appeal.

### **Fundraising and Events**

IM talked about the annualised maintenance costs which is £4,766. The attendees talked about various options for events and confirmed parking and toilets have been arranged for previous events.

A confirmed there was previously a Friends group which had their own bank account. A thought there may be some money left in it but it would not be much.

The group discussed the remaining funds available from the fundraising and Heritage Stimulus Funding after the community raised 20% match funding for the roof works. As part of the repair works a lighting scheme was produced for the church. Some lights have been taken down for the works and have not been put back up. The group discussed the lighting scheme that was previously proposed and felt that the lighting needed to reflect the future use of the building, perhaps lighting the crossing between the transepts as this was an ideal performance area. MOD suggested that the group ask for another quote for lighting to compare cost.

It was noted the chandelier from the chancel is now in the Court Barn Museum on a 3-year loan. A who attended the meeting is also involved with the Court Barn Museum, who hold a meeting at the church in May to coincide with the birthday of Charles Robert Ashbee who was a leader in the Arts

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and Craft Movement. This annual event brings in good donations to the church. IM asked that a booking form is completed for this event so we can record the activity and the number attending.

The group discussed the possibility of running a competition for someone to design a replacement for the chandelier with the agreement of the Churches Conservation Trust.

The group discussed creating a Friends group for fundraising. IM to send details on how these are set up.

The group felt there was potential for a follow-up event on the Saintbury Festival as it was so popular. The group discussed whether there was an opportunity to take part in the Chipping Campden Music and Literature Festival in May. H said that she would investigate.

Other potential events discussed were those arts and crafts related with possible a talk. Or a walk from Chipping Campden with refreshments provided at the church to raise funds.

### **Marketing**

Attendees suggested Broadway or Chipping Campden Facebook groups as a good place for promotion.

### **Building**

MOD confirmed there were some repairs needed for the stone tiles which would be a priority and there may be other issues picked up in the next nonennial Inspection (Detailed building Survey completed every 9 years). There was not much concern shown about limewashing the whole church but a desire to limewash the part above the Joseph Roberts monument.

### **Next meeting**

The group agreed to meet up online to discuss fundraising ideas further. Meeting set for Thursday 9<sup>th</sup> November at 5pm.

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## Part D - Action Plan

### Community Actions

#### Short term actions (to end March 2024)

- Follow up on the replacement lock for the belltower, a keysafe and any items to be removed to facilitate opening the church full time in line with the CCT Open Churches Policy.
- Review options to create a Friends Group.
- Identify opportunities to use church more for any suitable purpose and consider promotion of its availability for communities outside Saintbury village.
- Review opportunities to maximise local community interest in upkeep and vibrancy of church through updates and progress reports.
- Investigate the potential for a fundraising art project for a replacement for the chandelier
- Complete booking forms for Court Barn Event in May.
- Review the previous quote for a lighting scheme against current aspirations and get a second quote to compare.
- Investigate options for displaying information from the Newcastle University building and geophysics surveys.
- Review options for an Arts and Crafts related event.
- Pass on interpretation information created as part of the roof appeal to LCO.
- Contact potential performers to confirm availability and willingness to perform.
- Investigate potential to link with universities regarding students producing interpretation.

#### Medium term actions (to end March 2025)

- Investigate the possibility of use as a music venue during the May music festival and for readings during the literary festival.
- Identify and prioritise repair and maintenance costs extra to Repair Project
- Consider means for selling pictures, paintings or photos at the church.
- Identify means to promote the church as a filming or recording venue.
- Review minutes of Saintbury Appeal Committee to identify means for additional support.
- Fulfil Saintbury Appeal Committee fundraising and church use objectives.
- Consider arrangements for future Heritage Open Days, tea parties and tours.

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

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

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Review means for public access under Open Churches Policy
- Review arrangements for security
- Review conservation objectives to be funded

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## Local Community Officer Actions

### Short term actions (to end March 2024)

- Update website and risk assessment once the community have confirmed that everything is place to open the church full time.
- Provide information on setting up a Friends group
- Identify and prioritise repair and maintenance costs extra to Repair Project
- Share bellringing policy and booking forms with A
- Contact local TICs
- Contact local incumbent to encourage services and send new booking forms.
- Investigate potential to link with universities regarding students producing interpretation.

### Medium term actions (to end March 2025)

- Review opportunities to maximise local community interest in upkeep and vibrancy of church through updates and progress reports
- Identify opportunities to use church more for any suitable purpose and consider promotion of its availability for communities outside Saintbury village
- Investigate possibility of use as music venue during May music festival and for readings during literary festival
- Consider means for selling pictures, paintings or photos at the church
- Identify means to promote the church as a filming or recording venue
- Review Saintbury roof project fundraising plan draft
- Review conservation objectives to be funded
- Review minutes of Saintbury Appeal Committee to identify means for additional support
- Fulfil Saintbury Appeal Committee fundraising and church use objectives
- Review means for public access under Open Churches Policy
- Review arrangements for security
- Consider arrangements for future Heritage Open Days, tea parties and tours
- Put Saintbury forward to have a contactless machine is the signal strength and plug location are viable.

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

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

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff and community consultation and update church plan accordingly
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'
- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions



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- Share information from Newcastle University research.
  - Check for belltower keys
  - Investigate information on previous Friends group
  - Follow up on the replacement lock for the belltower, a keysafe and any items to be removed to facilitate opening the church full-time in line with the CCT Open Churches Policy.

## **CCT Actions Other**

### **Short term actions (to end March 2024)**

- Identify and prioritise repair and maintenance costs extra to Repair Project

### **Medium term actions (to end March 2025)**

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

### **Actions complete (to end September 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

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.

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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