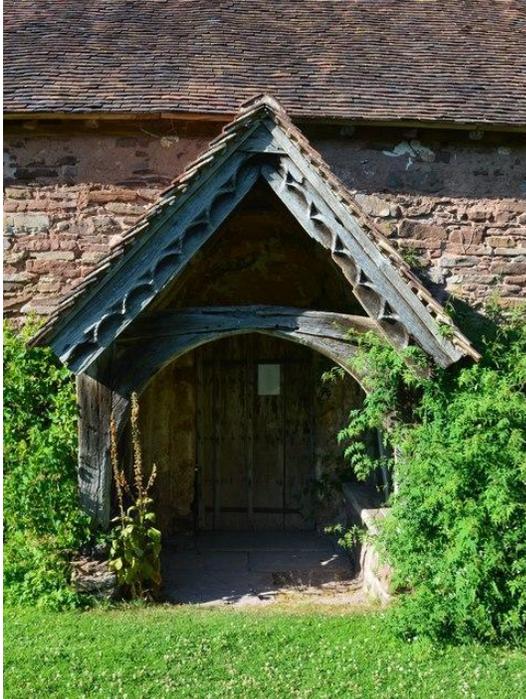


St Bartholemew's Lower Sapey

March 2021 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

The church dates from the late part of the 11th century. It is likely that an earlier church existed on the site because the Domesday Book records the presence of a priest, but no trace of that church has survived. In the 14th century the south porch was built and a window was added to the south wall of the chancel. During the 19th century further alterations were made, including widening of windows, re-seating the church, and installing a west gallery. It is likely that the chancel arch was removed at this time. The functions of the church were replaced in 1877 by St Bartholomew's Church, Harpley. It was then neglected and was used for a time as a farm building. Since 1990 repairs and restoration have been carried out. This has been assisted by the formation of a local trust known as The Friends of Old St. Bartholomew's. The work included reinstating the west gallery. The intention of the restorers was "to make it appear as though we had never been on the site". The church was vested in the Churches Conservation Trust on 21 January 1994.

St Bartholomew's is constructed in sandstone rubble with tile roofs. The exterior of the church is partly rendered. Its plan is simple and consists of a nave, chancel and south porch. The nave measures 34 feet 4 inches (10.5 m) by 19 feet (5.8 m), and the chancel 19 feet 8 inches (6.0 m) by 15 feet (4.6 m). There are two windows on the south wall of the nave, one original 11th century arrow slit window and the original east window which was widened downward in later years. The east window consists of a single light under a pointed arch. On the south wall of the chancel is a window of two trefoiled lights under a square head, to the west of which is a blocked priest's door. On the north wall of the chancel is a narrow round-headed window. The south porch is built in timber on a rubble plinth. It has a gabled roof over curved wind braces. Its walls are weatherboarded, and its bargeboard is decorated with moulding. The doorway is Norman and consists of a single order with a tympanum. In the west wall is a large square-headed 19th-century window over which is a small 12th-century opening. The north wall contains a blocked doorway and a 19th-century window.

The interior of the church is plastered. In the north wall of the chancel are two square aumbries, and in the south wall is a piscina and another square aumbry. Over the east window is a

blocked 12th-century window. At the west end of the church is a gallery. Also in the church are the remnants of a circular font base. The Norman bowl of the font has been removed to the new church. On the north wall of the nave are traces of medieval paintings.

Current use (bookings) & voluntary activity

St. Bartholemew's currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis, however at present the local incumbent does not permit more than two services per year. In 2019 there was one service. During this time the church also hosted a local historical society tour. The church is popular with local volunteers, though visitors struggle to access due to a lack of parking in the vicinity of the church.

Voluntary activity undertaken by two local residents includes

- Cleaning days annually
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change
- Churchyard maintenance

Collection Review

Open Churches Policy status	Open
Local Community Officer:	Leigh-Anne Beattie
Current project:	N/A
Cleaning schedule:	Regularly led by volunteers in accordance with CCT guidelines

Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Key holder role:	N/A
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Vacant, not necessary
Fundraising roles:	Vacant and necessary
Stewardship roles:	Vacant, not necessary
Research, interp. & talks role:	Vacant, not necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Not installed, needed
Oak post:	Not installed, not needed
CCT freestanding board:	Installed
Wall safe poster:	Installed, current
CCT A board:	Not installed
Gift Aid envelopes:	Provided

Visitor book:	Installed
Building services:	N/A
Parking:	None
Organ:	N/A
Churchyard:	Owned by CCT, maintained by volunteers
Ring-able bells:	No
Pews:	N/A
Fire rated capacity:	40
Seating capacity:	86
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Not installed
Individual item security measures:	Uninstalled
Nearby attractions:	Bromyard attractions
Public transport:	None
Social media presence:	Nil

Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	One
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored
Tea Party:	No
Historic Church Tour:	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
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. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£2,273.44
<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>	£552.00
<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>	£3,500.00
- Steps leading to the church are beginning to collapse	£3,500.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£20,700.00

- Minor roof repairs as 2010 report	£6,700.00
- Renew the French drain	£8,000.00
-Render patch repairs	£6,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£26,500.00
- Mortar repairs and pointing	£19,000.00
- Repairs to porch	£12,500.00
- Minor internal plaster repairs	£5,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£0.00
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.	

Income, Expenditure & Balances

Income

	Wall Safe	Total Income
2019/20	£203.00	£960.00
2018/19	£120.00	£518.00
2017/18	£107.00	£285.00
2016/17	£248.00	£770
2015/16	£251.00	£251.00

Visitors

		Wall safe income per visitor
2019-20	1,135	£0.18
2018-19	1,748	£0.07
2017-18	1,408	£0.08
2016-17	1,595	£0.16
2015-16	1,477	£0.17

Expenditure

Total spend since vesting (non-maintenance): £119,001

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£0.00	£597.00

2018-19	£0.00	£642.00
2017-18	£0.00	£486.00
2016-17	£0.00	£792.00
2015-16	£0.00	£0.00

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	£7,360.02
Income less expenditure 2019/20	-£363.00
Income less annualised maintenance 2019/20	-£1,313.44

Local Community Officer's Summary

This Worcestershire churches benefits from very generous support from a small number of regularly active community participants from Lower Sapey. Additional members of the community support the church well but less regularly through attendance at the annual service.

The annual service 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.

Hire of the church for alternative uses is difficult due to the lack of parking for the church. Any large events would require permission from local landowners for use of the field for parking.

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 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 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.

CCT will need to provide a walk around guide and additional notice board signage for visitors early in 2020.

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

Part B - 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), no response was received for Lowe Sapey St. Bartholomew's by the deadline of August 30th.

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to the St. Bartholomew's, Lower Sapey.

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

Part C - Community Recommendations (to follow meetings scheduled for October 2020 - January 2021 ahead of final report April 2021.)

Community contacts have preferred not to take part in additional church planning discussion at present (Part C).

Part D - Action Plan

The action plan below has been written for the *interim edition* of the church plan, published at the end of **September 2020**. The action plan, summary of consultation responses in part B above and the initial report (part A) will form the reference material for face-to-face and / or digital meetings between Autumn 2020 and Spring 2021. These meetings, together with review of findings by expert colleagues at The Churches Conservation Trust, will lead to a first full edition of the church plan to be published at the end of March 2021.

As inclusions in the *interim* church plan, the suggested actions listed below under **community actions**, indicated by the survey responses summarised in part B above as well as in the Local Community Officer's summary (part A), are subject to confirmation by community participants.

Community Actions

Short term actions (to end June 2021)

- Agree dates for face-to-face or digital meeting to review church plan

Medium term actions (to end June 2022)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences or audiences travelling from the surrounding area
- Consider use of St. Bartholomew's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays

Long term actions (to end March 2024)

Actions complete (to end March 2021)

Local Community Officer Actions

Short term actions (to end June 2021)

Medium term actions (to end June 2022)

- Consider adding video directions to the church for prospective visitors' information

-
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences or audiences travelling from the surrounding area
 - Consider use of St. Bartholomew's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- 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
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include
 - Conservation interpretations
 - Presentation improvements
 - Champing data
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- 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'
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report

CCT Actions Other

Short term actions (to end June 2021)

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
- Fix the steps and handrail leading to the church yard

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Actions complete (to end March 2021)

Appendix 1: Summer 2020 Questionnaire

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!)

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.

People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.

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.

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?

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?

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?

Here are two questions together... Could increased use of the church benefit the community?
How would this increased use benefit the church itself?

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.

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.

What do you think might be the best ways to get started with any fundraising activities you have suggested?

If you don't already, would you be interested and available to take part in future fundraising activity?

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?

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	Total
Langport, Somerset	£10,472.40	£2,765.60	£3,809.94	£3,128.00	£20,175.94
Emborough, Somerset		£2,024.30	£1,378.49	£2,625.00	£6,027.79
Chiselhampton, Oxfordshire	£10,156.29	£2,696.40	£5,864.11	£1,705.00	£20,421.80
Wolfhamcote, Warwickshire		£3,001.00	£2,213.77	£1,624.00	£6,838.77
Holme Lacy, Herefordshire		£4,368.80	£4,758.55	£1,004.00	£10,131.35
TOTAL	£20,628.69	£14,856.10	£18,024.86	£10,086.00	£63,595.65