

OZLEWORTH ST. NICHOLAS'

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

St Nicholas of Myra's Church is a redundant Anglican church in the village of Ozleworth, Gloucestershire, England, in the care of The Churches Conservation Trust. It is recorded in the National Heritage List for England as a designated Grade II* listed building. The church is unusual because it is one of only two churches in Gloucestershire with a hexagonal tower, the other being St Lawrence's Church in Swindon.

The church stands in a circular churchyard, suggesting that there was an earlier church on the site, or even that the site could be pre-Christian. However, there is no mention of the church in the Domesday Book. The oldest part of the present church is the tower, which is Norman in style, and which may have acted as the original nave. It probably dates from the 12th century. During the following century a small nave was added to the west of the tower, and the chancel was added to its east side. In 1732 a west gallery was erected; this was approached from the outside of the church by steps and a south doorway. In 1873 the church was restored by Rev W. H. Lowder. The church was declared redundant on 1 March 1981, and was vested in The Churches Conservation Trust on 27 October 1982.

The church is constructed in stone, with stone slate roofs. At its centre is a Norman tower, the plan of which is an irregular hexagon. To the east of the tower is a chancel, and to the west is a nave with a south porch. The tower is divided into three stages by string courses. In the top stage, in each face, is a two-light window under a round-headed arch. On the summit is a pyramidal roof. In the north and south chancel walls are two single-light windows; between those on the north side is a priest's door with a trefoil head. At the east end is a two-light window above which is a gable with a cross at its apex. The windows in the nave are similar in style to those in the chancel, and between the two windows on the north side is a blocked doorway. The south porch is opposite to this and is gabled. Its inner doorway, dating from the 13th century, has two orders and is elaborately carved. Inside the church, the west tower arch is also elaborately carved. The font dates from the 13th century. In the east window are fragments of medieval stained glass, depicting a saint's head. In the southwest window of the

tower are four panels of painted Flemish glass dating from the 16th or 17th century. The remainder of the stained glass is from the 19th century.

Current use (bookings) & voluntary activity

St. Nicholas' occupies a beautiful position within a private estate which provides footpath access to the church for walkers. Notes from visitors reveal that the site is popular with walking-tour groups including the University of the Third Age, but otherwise the site is in use only for its annual Christmas Service.

The church is smartly cleaned and presented by staff from the estate.

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Patrick Joel
Current project:	None
Cleaning schedule:	Unknown - expected monthly, 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:	Not required
Key representative role:	Vacant
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, three spaces 100 yards along footpath
Organ:	Present, unknown condition
Churchyard:	Not owned by CCT, maintained estate owner
Ringable bells:	No
Pews:	Sound, no defects
Fire rated capacity:	120
Seating capacity:	70
Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Newark Park, St. Arild's Oldbury on the Hill, St. Saviour's Tetbury, St. James' Charfield, The Royal Oak Leighterton, Westonbirt Arboretum, Wotton under Edge Arts Centre, The Ram Inn Wotton
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	1
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current

Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

<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>	£3,763.44
<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: (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£2,200.00
Block access to higher level	£450.00
Remove moss from roof slopes	£550.00
Repair felt to stop bird access	£1,200.00
<p>Total short term repairs</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£5,400.00
Patch pointing	£3,500.00

Paintwork to south window	£900.00
Repair unfixed benches at west end of nave H&S	£1,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£7,500.00
Review condition of floor paving within the church and carry out remedial works; re-form sacrificial mortar floor surround to pulpit	£5,000.00
Remedial work to wall monument to William Miller on south wall of nave	£2,500.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£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	£761	£761
2018/19	£10	£213

2017/18	£502	£652
2016/17	£678	£794
2015/16	£599	£734
2014/15	£537	£537

Visitors

		Wall safe income per visitor
2019-20	3444	£0.22
2018-19	4018	£0.00
2017-18	5835	£0.09
2016-17	5103	£0.13
2015-16	4298	£0.14
2014-15	3640	£0.15

Expenditure

Total spend since vesting 27th October 1982 (non maintenance): £110,963

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2019-20	£0	£693	£1,587
2018-19	£0	£1,385	£139
2017-18	£0	£486	£171
2016-17	£126	£762	£168
2015-16	£1,094	£1,094	£166
2014-15	£1,099	£1,099	£29

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	£25
Income less expenditure 2019/20	-£1,519
Income less annualised maintenance 2019/20	-£3,002.44

Local Community Officer's Summary

St. Nicholas' at Ozleworth is one of the most intriguing and most picturesque churches in The Trust collection and situated within a private estate, one of the most carefully looked-after. While contact between the estate and The Trust is limited, it is believed that estate staff regularly visit the church to clean, and also coordinate with the incumbent vicar regarding arrangements for a popular annual carol service at Christmas.

Despite being relatively popular as a destination for walkers and touring groups, and despite those visitors' generosity through wall-safe contributions, income at the site is significantly outstripped by expenditure however. As a result the church planning process should consult neighbours and prospective participants at the site regarding desirable approaches to its upkeep.

As an electrified and potentially heatable location the church offers some of the elements necessary for champing TM or for performance art, as well as for resident artist's exhibition of works. These options would all rely however on support from estate owners inasmuch as all attendance would depend on access through the estate.

Consequently the primary means for resolving a plan for this celebrated location will be to consult estate owners in the first instance, while welcoming any additional responses from interested parties situated nearby.

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

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

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

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that **any increased use or footfall could impact neighbours living on a private estate**.

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **finances are the main 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 respondent indicated **no further response**.

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **that whilst increased use of the Church may benefit the small local community it could also have a detrimental impact on Ozleworth Park depending of course on scale and frequency of use. Access is also limited to a public footpath. Occasional events are a possibility but the Estate would request they are first consulted..**

In relation to identifying conservation priorities for the church, the respondent **identified the priority as conserving the historic and elegant building**.

Regarding priorities, opportunities or ideas for fundraising the respondent noted that **they would be happy to support the occasional fund raising event subject to being first**

consulted and a security protocol being put in place, but that they would not support champing for security/privacy reasons.

In respect of means for initiating fundraising activity, the respondent indicated that **the estate would like to be involved in fundraising discussions. Assuming these may involve increased access, the Estate would wish to reserve it's position before consenting to such events.** The respondent also indicated that they **are** available to participate in fundraising activities.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be happy to meet in person.**

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

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

Nil

Part C - Community Recommendations

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Part D - Action Plan

Community Actions

Short term actions (to end June 2021)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)

Medium term actions (to end June 2022)

- Discuss suitability of Champing
- Review suitability of use for performances
- Review suitability of use for exhibitions
- Review suitability of use for any other fundraising events

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)

- Undertake Community Audit to identify new community contacts towards church plan review
- Discuss suitability of Champing
- Review suitability of use for performances
- Review suitability of use for exhibitions
- Review suitability of use for any other fundraising events

Long term actions (to end March 2024)

Actions complete (to end March 2021)

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- Update the wall safe poster
 - Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
 - 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
 - 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

CCT Actions Other

Short term actions (to end June 2021)

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Actions complete (to end March 2021)

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

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?

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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,	Annual servicing of the heating system to ensure the efficiency and	1	£ 384.00	£ 9,600.00

servicing	safe working order of the boiler etc.			
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	9	£ 450.00	£ 1,250.00

	all required repairs will be created.			
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