



**Churches
Conservation
Trust**

LOWER BASILDON ST. BARTHOLOMEW'S

CHURCH PLAN



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Version Updated February 2024

Introduction

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

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

Part A - Current Report

Church Introduction & Statement of Significance

St Bartholomew's Church is the redundant Church of England parish church of Basildon in the English county of Berkshire. It is located in the hamlet of Lower Basildon and is now owned by the Churches Conservation Trust. The church is designated by Historic England as a Grade I listed building.

It was built in the late 13th century and is constructed of flint with stone dressings with an old tiled roof. The west tower of 1734 is of grey brick with red dressings and is in three stages. Below the louvred bell stage, containing four bells, is a clock on the south side. The church plan consists of nave, chancel, south porch and north aisle. The gabled porch is 19th-century, as are the lean-to north aisle and chancel roof of 1876. In the chancel wall is a 14th-century chest tomb, reused as a monument to Sir Francis Sykes who died in 1804. There is a 15th-century font.

The churchyard is notable as the resting place of Jethro Tull, the 18th-century farmer, whose modern memorial can be seen there. He died in 1741 but according to his memorial he was buried on 9 March 1740. This apparent confusion is due to the burial date being an Old Style date.

Current use (bookings) & voluntary activity

St. Bartholomew's currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. In recent years services have included Harvest Festival, Easter, Evensong, Holy Communion and Christmas Carol services as well as weddings and funerals. During recent years the church has also hosted choral concerts, an art exhibition, a CCT Trustee Tour, Mid-summer Tea Parties, a theatre performance, a talk and tea and a visit from Basingstoke Architecture and Historical Society. St Bartholomew's is lucky to have a choir who regularly use the church for rehearsals and performances.

Voluntary activity undertaken by the Friends of St Bartholomew's include

- Keyholding

- Cleaning as required
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change
- Setting up of a café area within the church
- Maintenance of the churchyard
- Design and commission or interpretation stands about Jethro Tull (whose memorial is located in the churchyard)

Voluntary activity undertaken by the Area Volunteer has included

- Remittance of wall safe funds
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open (Electric lock)
Local Community Officer:	Tina Osgood
Current project:	Cafe area, provision of water supply and toilet
Cleaning schedule:	As required, 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:	Vacant and necessary
Fundraising roles:	Fulfilled by Friends Group
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Fulfilled by volunteers
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Installed
Oak post:	Not installed
CCT freestanding board:	Not installed
Wall safe poster:	Installed
CCT A board:	Installed
Gift Aid envelopes:	Provided

Visitor book:	Installed
Building services:	Electric lighting
Parking:	Parking for several cars in nearby gravel car park
Organ:	None
Churchyard:	Owned by CCT, maintained by volunteers
Ringable bells:	Yes 4
Pews:	Sound (a few pew ends showing signs of damaged by damp)
Fire rated capacity:	250
Seating capacity:	240
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	National Trust Basildon Park, Beale Park, Peacock Restaurant, Hillfield Farm Wedding Venue, War Memorial at Whitchurch-on-Thames, Adventure Dolphin at Pangborne, The Living Rainforest in Newbury, Bucklebury Farm Park, Cholsey and Wallingford Railway, Reading Museum, Beale Park
Public transport	Goring and Streatley Train Station (2.7 miles), Pangbourne Train Station (2.4 miles). Bus route numbers 143
Social media presence:	Nil for church, Choir present on social media
Images on CCT website:	One of six
Regular feature parish news:	No, Local press presence: County Neighbour
Services per year:	5+
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	Yes
Historic Church Tours:	No, but regular Talks and Tea
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, but possible
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

Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.	£5,256.44
Routine maintenance costs (Per annum and exclusive of VAT): 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.	£604
Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£400.00
Maintenance Liability (Excluding VAT):	£225.00
- Missing brick from the base of the tower	£75.00
- Pointing required for some areas of flashing	£150.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.	£11,000.00
- Repainting and repairing rainwater goods	£5,000.00
Investigation into damp on West side of porch	£1,000.00
- Conserving Sykes monument	£4,000.00
- Monitoring stability of Devereux monument	£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.	£57,000.00
- Repair chancel stringcourse	£7,000.00
- Recover nave roof	£180,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the	£5,650.00

near future.	
- External masonry repairs and repointing	£5,650.00
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
2022/23	0	£1,015
2021/22	£201	£528
2020/21	0	£124
2019/20	£224	£1,267
2018/19	£315	£1,611
2017/18	£207	£7,392
2016/17	£179	£4,003
2015/16	£221	£2,261

Visitors

		Wall safe income per visitor
2022/23	57	0
2021/22	770	£0.26
2020/21	0	0
2019-20	5,793	£0.04
2018-19	9,114	£0.03
2017-18	8,048	£0.03
2016-17	7,399	£0.02
2015-16	7,565	£0.03

Expenditure

Total spend since vesting 9th February 1978 (non maintenance): £357,274

	Conservation (repair) expenditure	Maintenance expenditure
2022/23	£25,798	£9,110
2021/22	£3,110	£5,888
2020/21	£800	£6,369
2019-20	£2,350	£2,227
2018-19	£0	£2,891
2017-18	£0	£6,415
2016-17	£300	£20,005
2015-16	£10,212	£10,212

	Electricity cost
2022/23	£365
2021/22	£251
2020/21	£267
2019-20	£1
2018-19	£407
2017-18	£387
2016-17	£388
2015-16	£17

Balances

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

Restricted Balance Report Jul 2019

£0 *

*NOTE: this figure is currently being reviewed in light of recent donations and fundraising for the roof appeal

Income less expenditure 2022/23	-£34,258
Income less annualised maintenance 2022/23	-£4,241.44

Local Community Officer's Summary

This pretty and extremely popular Berkshire church benefits greatly from the very generous support of the Friends of St Bartholomew's. Additional members of the community support the church well but less regularly through attendance of events and services throughout the year. St Bartholomew's is extremely lucky to have a choir that regularly rehearses and performs at the church. The churchyard is generously cared for by a member of the Friends who mows the paths, planted bulbs and flowers and liaised with contractors where necessary.

The regularity of church services presents an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability and the roof appeal. These messages have been amplified through regular updates to the parish magazine and could also be included in church reports at parish council meetings. Interest and use by local schools may also enable the community to communicate church needs to pupils' parents and extend offers of booked use to this prospective audience for alternative uses.

Marketing the venue for filming, photography, concerts, weddings and audio recordings may prove fruitful. Additional marketing could focus on historical societies, particularly those with an interest in agriculture (with St Bartholomew's interpretation stands and memorial to Jethro Tull) and local history e.g. the memorial to Sir Francis Sykes, who made his fortune in India with the famous East India company and built Basildon Park; seeking bookings to tour the church alongside other popular Berkshire venues with a related connection. Further promotion through the Ride & Stride scheme could also increase footfall. Volunteers are already holding Talks and Tea events.

The site has limited open floor space for alternative use but could be considered as a venue for Champing. Additional revenue has being generated by talks and using the "Tull's Teas" café area and further activities are being considered such as arts and craft events to compliment this initiative. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The amazing voluntary team deserves considerable recognition for their support of St. Bartholomew's, and a fundraising tea party or barbecue, sponsored by a local business, could provide good means for such acknowledgement. The community might also like to consider further fundraising theatre performances or flower festivals.

The Community may need to review some of the options detailed in this summary and other initiatives towards the shortfall against annualised maintenance costs, addressing the risk of necessary repairs wanting for funds in future seasons, and of course, the roof appeal. A fundraising working group separate to the Friends of St Bartholomew's is being formed to raise the significant funds needed for the roof appeal.

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

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 **Lower Basildon St Bartholomew's** by the deadline of **August 30th**.*

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

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that **St. Bartholomew's has a better layout for weddings than the active local church (which does not have an aisle). Weddings at St. Bartholomew's would therefore be of benefit to the community as well as bringing in revenue to maintain the church.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **that the Friends "pull out all the stops" for events but some members are in their 70s and recruitment of younger members willing to commit has been difficult.**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated that **inviting groups to use the West end of the church for meetings, the Talks and Tea events, plant and produce sales at harvest at Spring and Harvest times have all worked well and should continue to work well.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **that the population has increased and there is virtually no other infrastructure in Lower Basildon. This population could benefit from the opportunity to visit the church and the church will benefit from their donations.**

In relation to identifying conservation priorities for the church, the respondent provided the **following response: "Where to begin!"**

Regarding priorities, opportunities or ideas for fundraising the respondent **referred back to answers to previous questions.** In respect of means for initiating fundraising activity, the respondent **indicated that meetings of the Friend have ceased in recent months due to the pandemic, so ideas have not been discussed.** The respondent 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 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 **that the current level of community engagement and support is a result of a considerable amount of networking and effort by the friends. The respondent expressed double that it would be possible to double this effort, which seems to be required.**

In addition to responses fielded through the questionnaire, a further **1** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Respondent believes that Jethro Tull is not buried in the graveyard but is in the crypt. It is not a gravestone by the south wall of the nave but a comparatively modern memorial which has been restored recently.

St Bartholomew's has a lot of potential as it has a group of Friends. There is, however, a limit to what they can do so they select what to concentrate on and then do it very well. Coronavirus has very much disrupted their plans and planning.

Part C - Community Recommendations

Minutes of Zoom meeting held on 24th February 2021

Present: Attendee A, Attendee B, Attendee C, Attendee D, Attendee E, Local Community Officer

An amend needed on page 3 of the plan was noted as there is a Jethro Tull memorial in the church yard, not gravestone.

Attendee A confirmed that the first section of the church plan is fine and reported that Attendee B is maintaining the church yard and that there has been one cut done by a contractor this year. The snowdrops are looking great at this time of year. Peter has worked to clear the brambles.

Service income had been split, but in recent years has all gone to the CCT. It is felt that the new incumbent will be supportive and work well with the Friends Group and CCT.

The meaning of the volunteer level listed in the Collection Review was discussed.

The Friends reported that the cafe area work is ongoing.

Planning permission was granted pre-lockdown for a toilet nearby, but due to further work now being planned it will go back to planning.

The group discussed forthcoming internments of ashes.

Attendee E requested clarification on promoting the church for weddings etc. Carol stressed how difficult it is to get married in a CCT church and Local Community Officer explained the necessity to obtain a special license in any decommissioned church, which is a necessity through the Church of England. Attendee D confirmed that it would be good to have more weddings or blessings in the church.

Attendee B said that the bells need some attention to be used regularly, which would be the case for weddings. Attendee B said that the bell specialists have a long waiting list.

It was agreed that it would be better to promote the church for blessings and renewal of vows in light of the necessity for special licenses for weddings.

Attendee C confirmed that the next wedding is planned for 4th September.

Attendee A queried the capacity of the church. **ACTION:** Local Community Officer to check the fire risk assessment.

A discussion on the suitability of the church for champing was deferred to a later date as there is currently no toilet or water supply.

Attendee A confirmed that the toilets at Beale Park can be used for church events.

Attendee D questioned the considerable cost of the work listed in the conservation report to the roof. Attendee B updated that some work has been done to the nave, but that the pegs that hold the tiles on are deteriorating causing tiles to slip meaning that every time repairs are made, other tiles are often damaged.

Work to drainpipes has been completed.

Attendee D questioned if there is capacity for new graves in the church yard. Attendee B confirmed that it is quite full.

Attendee E asked about the Memory Tree campaign, so Local Community Officer gave an overview to the group who agreed that it would not be successful at St Bartholomew's.

The group queried the CCT production of a walk around guide. Attendee B stated that there hasn't been a new guide since 2001 and offered put something together. Local Community Officer suggested that this could be funded from the remaining legacy funds. **ACTION:** Friends Group to discuss this.

Christmas cards: Attendee E reported having had difficulty selling CCT cards in the past as they tend to be issued too late and suggested that they should be available to order from Harvest Festival and have more varied and interesting images. **ACTION:** Local Community Officer to feed this back to CCT.

Attendee D asked about electronic payments. **ACTION:** Local Community Officer to send laminated text payment posters to Attendee B.

The birds nests in the bell tower are being removed soon. It was reported that annual maintenance was done to the clock and there is more work needed via another chamber. The necessity to clear the nests ASAP was stressed as birds will start nesting again soon. **ACTION:** Local Community Officer to introduce Attendee B to the Estates Officer to coordinate access and also liaise with on the felling of dead trees to minimise impact of this work on the church yard.

Attendee A stressed that new people are needed to join the Friends group moving forward. There is a new volunteer starting soon.

On May 23rd the Rectory garden will be open and St Bartholomew's have been asked to do the teas, but it would need to be organised differently this year.

Reading Phoenix are booked in September and the hope is that this event will be combined with the 800th celebration.

Minutes of Zoom meeting held on 27th July 2022

Present: Attendee A, Attendee B, Attendee C, Attendee D, Attendee E; Head of Fundraising, CCT, Attendee F: Fundraising Manager, CCT, Local Community Officer

All present made introductions and Local Community Officer introduced topics for discussion as follows:

- Update on Roof
- Orthodox Church update
- Charitable Trust to fundraise for St Bartholomew's
- Applicable Grant funding
- Recruiting Trustee and fundraising volunteers/engaging with stakeholders
- Press release/statement

Roof Update – Local Community Officer updated that CCT can confirm that they will cover the cost of a felt covering, and have asked that this work is started ASAP. This news was welcomed by the community.

It was confirmed that the tarpaulin and tiles will be removed before felt put on, which should last approx 5 years.

Orthodox church – Attendee C explained that the Orthodox Church currently have a long lease at St Marks in Reading and are very happy there, but are considering their options should this arrangement not be able to continue. The church are therefore looking at a few years down the line if it is decided that they would like to proceed with a move. The church are ideally looking to buy their own church. Their next home would need some amenities, and might have some funds to adapt a church to their needs. Local Community Officer explained that the sale of a church would be a very long process as it would require approval from the Church of England and DCMS. Attendee D offered his support to help where necessary in the process of working with the Church of England.

The Orthodox Church hold services every Sunday and try to merge their Greek lessons with religious services. When they merge their worship with another local Orthodox church, services run from 10.30 to 1pm and during Holy Week use would be most of the day from Wednesday to Sunday. Their Patronal Festival is on 20th July, so their celebration is held on the nearest Sunday, they then break until the first Sunday in September. The average congregation is between 25-40, but could exceed 100 in Holy Week. The lack of public transport links are an issue for consideration with St Bartholomew's Church. Attendee D expressed his support of the Orthodox Church using the St Bartholomew's and looks forward to welcoming them. Attendee C highlighted that incense is used extensively in services, which needs to be considered by other users of the church and the CCT. They are looking for a place where they would not have to remove equipment between services. Attendee B mentioned that there is an area where storage could be created, but noted that St Bartholomew's is a listed building and this needs to be taken into consideration when planning any installation of storage or facilities.

ACTION: Attendee C will send a photographs to Local Community Officer to show the set-up in St Mark's.

It was agreed that there would be a meeting at St Bartholomew's on 2nd August at 10am with Attendee A and Attendee B, Attendee C and Local Community Officer to look at the practicalities of the space.

Fundraising: The group discussed the fundraising strategy and fundraising opportunities to be investigated.

The group agreed to meet again at **2pm on 6th September 2022** when we will have a better idea of the potential use of the church by the Orthodox Church and if VAT needs to be included in fundraising.

ACTION: Local Community Officer to set up Zoom meeting to include core group of Attendee A, Attendee B, Attendee E, Local Community Officer as well as other interested parties.

It was agreed in October 2022 that meetings would be put on hold until the church had been re-opened. The church remained closed until Easter 2023 after a temporary felt roof was installed. There was a further closure in December 2023 for a metal roof covering to be installed when the felt covering failed.

Meeting to discuss Fundraising Opportunities on 31st October 2023

Present: Attendee A and Attendee B (Volunteer Centre, West Berkshire), Attendee C, Attendee D and E (artists), Local Community Officer

Local Community Officer and Attendee C updated on the need for funds in the region of £180,000 to repair the nave roof and community engagement in recent years and that there is a St Bartholomew's Choir.

Local Community Officer shared information about the fundraising concert that the CCT has organised at Dorchester Abbey in aid of the roof appeal.

Attendee C showed the group the County Neighbour Parish Magazine that he has written an article about the rood appeal mentioning the Fundraising Concerts by the St Bartholomew's Choir on the 9th December and at Dorchester Abbey on 4th December.

Attendee D and Attendee E shared their proposal for an arts project at St Bartholomew's focussing on the church to include workshops and an exhibition at the end of the project. The aim of the project would be to raise the profile of St Bartholomew's within the community and engage with the wider community.

Attendee A suggested a visit to City Arts, which Attendee B agreed to coordinate. City Arts is a successful local arts centre in a heritage space locally that could offering advice/inspiration.

ACTION: Local Community Officer and Attendee B to liaise on suitable date for a visit to City Arts.

The group discussed ways to engage with the wider community including leaflet drops and the online survey drafted by Local Community Officer, Attendee d and Attendee D.

Attendee A highlighted the importance of projects at the church being community led.

ACTION: Attendee A offered to share notes of following the meeting with his and Attendee B's recommendations.

12th February 2024 Church Plan Meeting

Present: Attendee A Alison Laing
Attendee B Nigel Suffield-Jones
Attendee C Kate McMahon
Attendee E Suzanne Harris, Fundraising Manager, Churches Conservation Trust
Tina Osgood, Local Community Officer, Churches Conservation Trust

Introductions:

Attendee F introduced herself as the Fundraising Manager for the Churches Conservation Trust.

Attendee A introduced herself as a local member of the community keen to supporting St Bartholomew's. Attendee A kindly offered the use of facilities for events taking place at St Bartholomew's.

Attendee B introduced himself as a member of the community with a particular interest in the church as he was originally responsible for opening the church again and brought the choir to the church. The choir is led by the Musical Director, but Attendee B is representing the choir at this meeting.

Attendee C introduced herself as a member of the Friends of St Bartholomew's who updated the inventory and is the architectural historian of the group.

Local Community Officer introduced herself as the Local Community Officer and update on the situation to date regarding the decision previously reached that the Friends of St Bartholomew's do not have the capacity to raise the funds for the roof to be repaired and that the intention is that a separate working party should be formed to fundraise. It was not possible to generate income while the church was closed in 2022, but last year was successful with the Open Garden at the Old Rectory when the Friends of St Bartholomew' provided refreshments at the church (with proceeds going toward the roof appeal) and a concert at the church by the resident choir. There was a later Christmas concert by the choir which was moved to St Mary's Church at Whitchurch.

Local Community Officer updated that some members of the Friends and local community were not able to make the date and it was noted that one member of the friends who had indicated that they would be free on the date of the meeting was not present. Local Community Officer will update everyone who was invited, but not present.

Local Community Officer updated that the Churches Conservation Trust held the fundraising concert at Dorchester Abbey in Dorchester on Thames to raise the profile of the appeal, not only locally, but engaging CCT members.

Local Community Officer updated on the need to raise the profile of the appeal and attracting volunteers to lead and support the campaign. Local Community Officer attended a volunteer recruitment event arranged by Volunteer Centre West Berkshire in Newbury to attract volunteers and to network. Local Community Officer updated that a contactless machine has now been installed in St Bartholomew's and an online survey has been drafted to obtain feedback from the community on what the church means to them, how they would like to see it used and how they would like to be involved. This survey will be printed in the Parish magazine with the appeal information. Local Community Officer suggested that participants could put their completed surveys from the magazine in a box in the church if they do not wish to complete it online. The online version can be shared on social media.

ACTION: Local Community Officer to draft piece for the Parish Magazine and share with the rest of the group for feedback.

ACTION: Attendee B to share the article and survey in Pangbourne through the choir.

Attendee C asked if local traders have been asked to quote for the work, suggesting that they might be cheaper. NS informed the group that he has contact with a local roofing company and will ask if they would like to quote.

ACTION: Attendee B to share contact details of roofing contractor with Local Community Officer. Local Community Officer to share the contact with CCT Conservation Team.

ACTION: Attendee A offered to share the word to the Pangbourne swimmers who are a large local group.

Fundraising update from SH

Attendee D explained that the best way to ensure community engagements will be to drip feed messaging. This approach will engage new volunteers and ambassadors for the appeal. This will be done through CCT newsletters and to CCT members as well as local communication.

CCT emergency funds were used to cover the cost of the temporary roof covering, which should last 5 years. These costs are not included in the figure of £183,000 needing to be raised. Approximately £180,00 needs to be raised as there are already funds restricted to the project from recent fundraising events and donations.

Attendee C asked if the work could be done in stages to show progress so that the community could see progress. However, this would result in an increased costs as scaffold would need to be erected at each stage.

Attendee D said that it would be helpful if the group could find out what appeals are going on locally and what funding opportunities there are.

ACTION: Everyone to look on noticeboards and in local press for local appeals and funding opportunities.

It would be helpful if potential donors are invited to join the CCT newsletter so that the Trust can then make contact about the appeal.

Attendee D advised that Local Authority Funding is a possibility, but there is no relevant local conservation funding from landfill. Another good option would be local organisations who could donate or offer sponsorship for fundraising event etc.

ACTION: Attendee D to share her report on potential funding via Local Community Officer with the minutes of the meeting.

Attendee D updated on grant funders which will be included in the separate report shared with meeting attendees.

Events update:

- Attendee C confirmed that services start at Easter, 3 Evensongs and 3 early morning communions.
- Local Community Officer shared updated on performance ideas from This is My Theatre. Unfortunately there are no summer dates available, but a Christmas performance has been offered by This is My Theatre.
- Local Community Officer share idea of performance focussing on the characters linked with the church such as Jethro Tull, drowned boys, the Sykes and Morrison families.
- Local Community Officer shared idea of sponsored walk.
- Attendee A suggested event with river swimmers such as selling refreshments and bacon rolls.
- Local Community Officer introduced the proposal of artists who already have a relationship with the CCT working with local artists to put on workshops inspired by the church. This would involve group visits to the church for inspiration and the workshops taking place locally e.g. at the village hall where there are better facilities. Local Community Officer has discussed these

ideas with Volunteer Centre West Berkshire who have access to groups who would benefit from these workshops. The artists have discussed the idea with member of the Friends Group and the Vicar and would be happy to work with local artists. The work produced in the workshops would be exhibited in the church. This project would take a long lead and ideally suited to next spring.

It was agreed that priority would be to get the service dates first and it was suggested that someone could talk at the services about the appeal. Local Community Officer agreed that she would be happy to do so. Local Community Officer is currently awaiting dates from the Vicar, but the door handle needs to be repaired first so that the church can be fully opened.

ACTION: Local Community Officer to liaise with Vicar regarding Evensong dates and get them into the piece for the Parish Magazine. Local Community Officer to share link to sponsored walk between CCT church in Oxfordshire as an example. Local Community Officer to share link to This is My Theatre.

Attendee A suggested putting an A-board nearer the parking so that walking and visitors to Beale Park see that the church is open to visitors, and kindly offered to put it on her property. Attendee A also offered to find someone with property by the river to grant permission for an A board promoting the church.

ACTION: Attendee A to find location for board by river. Local Community Officer to liaise with Friends Group about sign going nearer to parking directing to the church.

Attendee A offered to ask the Vicar if the local churches do leaflet dropping.

Attendee A suggested contacting Basildon Park about filming opportunities and Attendee B mentioned that George Ferdinando, who owned Basildon Park 1930-1952, is buried in the churchyard.

ACTION: Attendee E will share documents regarding fundraising as separate documents.

Local Community Officer updated that she has installed a contactless machine in the church, but that it does not appear to have an option to make donations to the appeal, which would be very helpful. Attendee D advised that Local Community Officer should liaise with colleagues in the Finance Team to arrange for this to be possible.

ACTION: Local Community Officer to liaise with Finance colleagues so that contactless machine can take donations to the roof appeal.

It was agreed that an outdoor notice about the appeal would be very helpful and Attendee D highlighted that it would be very helpful to share information about legacies in a prominent place.

Case for support: Attendee D updated that it is important to include what the church means to the community, what use it gets and how the community engages with the building. This information can be obtained from the online and printed community questionnaire.

Attendee A suggested that the appeal should be called "raise the roof", which was agreed as a good name.

Attendee B updated that there is a stock of tiles locally that match the roof tiles at St Bartholomew's that have been offered to the CCT.

ACTION: Local Community Officer to liaise with the Conservation Team and Attendee B about this offer and how they could be transported and stored.

Local Community officer updated that she will share the updated church plan with members of the Friends, the Vicar and community members who were not able to attend the meeting.

UPDATE FROM LOCAL COMMUNITY OFFICER: Since the last meeting, the community have heard that there may be disruption to the printing and distribution of Parish magazines.

Part D - Action Plan

Community Actions

Short term actions (to end August 2024)

- Work toward setting up a Fundraising Board for fundraising for repair of roof
- Visit City Arts
- Investigate location for sign by river to direct swimmers and walkers to the church
- Check local noticeboards and in local press for local appeals and funding opportunities.
- Share contact details of local roofing company with Local Community Officer
- Share the word about the Roof Appeal to the Pangbourne swimmers
- Article and survey about roof appeal to be shared in Pangbourne through the choir
- Consider a sponsored walk to raise funds for roof appeal
- Consider This is My Theatre performance around Christmas time
- Consider arts project proposal including workshops and art exhibition

Medium term actions (to end February 2025)

- Investigate options for recruiting additional volunteers
- Consider funding to develop Tull's Teas area of the church in partnership with the CCT (although not current priority with roof appeal having taken priority)
- Investigate suitability of church for recording and live-streaming of performances
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
- Identify school parents', governors' and staff's interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies particularly those interested in agriculture and Jethro Tull
- Review prioritisation of and means for repair / conservation works outlined in the conservation report
- Consider means for increasing footfall and consequent donations
- Provision of lavatories for events use
- Potential for future use of the church
 - Repair cafes
 - Bring and buy craft sales
 - Seasonal workshops e.g. Christmas wreaths

Long term actions (to end February 2028)

- Work with community and CCT Fundraising team to secure funding for roof repair

Complete

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

-
- Sent photographs to Local Community Officer to show the set-up for the Orthodox Church in St Mark's Church.
 - Meeting held at St Bartholomew's to discuss practicalities of Greek Orthodox Church use for services
 - Consider the suitability of the site for Champing – not suitable
 - Investigate suitability of church for concerts – successful concerts have been held in the church
 - Investigate suitability of church for exhibitions or use as gallery space – successful exhibition has been held in the church
 - Church related features shared in Parish Magazine

Local Community Officer Actions

Short term actions (to end August 2024)

- Organise visit to City Arts
- Liaise with Conservation colleagues and local community regarding offer of additional tiles for the roof repair.
- Liaise with Finance colleagues so that contactless machine can take donations to the roof appeal.
- Share fundraising reports/documents from Fundraising Manager with updated Church Plan following Feb 2024 meeting
- Liaise with Vicar regarding Evensong dates and add the dates into the piece for the Parish Magazine.
- Share link to sponsored walk between CCT church in Oxfordshire as an example.
- Share link to This is My Theatre with community.
- Share contact details of local roofing company with Conservation colleagues so that they can be offered the opportunity to quote for roof repairs.
- Draft piece about roof appeal including service dates for the Parish Magazine and share with the rest of the group for feedback.
- Share roof appeal fundraising video with community.

Medium term actions (to end February 2025)

- Investigate suitability of church for recording and live-streaming of performances
- Investigate participation in Ride & Stride scheme
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings (in progress)
- Consider means for increasing footfall and consequent donations
- Identify school parents', governors' and staff's interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies particularly those interested in agriculture and Jethro Tull
- Review prioritisation of and means for repair / conservation works outlined in Conservation Report
- Potential for future use of the church
 - Repair cafes
 - Bring and buy craft sales
 - Seasonal workshops e.g. Christmas wreaths

Long term actions (to end July 2025)

- Work with community and CCT Fundraising team to secure funding for roof repair

Complete

- 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
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Update wall safe signage
- Provide Open Church sign to be located by river to attract footfall
- 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'
- Provided contact details for Volunteer Center West Berkshire for support in setting up charity to fundraise for roof repairs
- Investigate options for recruiting additional volunteers where needed – attended volunteer recruitment event in Jan '24 and registered volunteering opportunities with Volunteer Centre West Berkshire
- Investigate suitability of church for concerts – successful concerts held
- Investigate suitability of church for exhibitions or use as gallery space – successful exhibition already held by Friends and investigating arts project
- Provide laminated text payment posters to Friends Group
- Consider the suitability of the site for Champing
- Share feedback from volunteers on CCT Christmas Cards
- Confirm Church capacity with Friends Group
- Work with Friends Group on potential fundraising celebration event for 800th anniversary and to to recognise and acknowledge community support for the church – church was unfortunately closed for this anniversary

CCT Actions Other

Short term actions (to end August 2024)

- Liaise with Local Community Officer and local community regarding offer of additional tiles for the roof repair.
- Share fundraising documents with fundraising group

Medium term actions (to end February 2025)

Long term actions (to end February 2028)

- Fundraising with community for long-term repairs to roof

Complete

- Set up appeal page for roof repairs to St Bartholomew' s church
- Provide press release wording for roof appeal
- Arrange for felt roof covering to affected areas of roof to make watertight so that church can be re-opened and subsequent metal roof covering
- Create appeal video to promote roof appeal
- 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?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
12. If you don't already, would you be interested and available to take part in future fundraising activity?
13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

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

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

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

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

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

For those churches without electricity we provide a gas camping stove and we also provide ample 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	£10,472	£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

