



**Churches
Conservation
Trust**

BERWICK BASSETT. 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's Church in Berwick Bassett, Wiltshire, England dates from the early 13th century. It is recorded in the National Heritage List for England as a designated Grade II* listed building, It was declared redundant on 30 June 1972, and was vested in the Trust on 12 December 1973.

The church can only be approached by a pedestrian footpath. The red brick chancel was built between 1199 and 1221, with the nave being added in 14th century and built of sarsen stone. On the south wall is a scratch dial. The interior includes a font from the 13th century and a rood screen from the 15th. The pulpit, altar rail and pews are from the 19th century. There is a trefoiled piscina, which is a shallow basin used for washing the communion vessels. The monuments include four wall tablets including those to Henry Webb, who died in 1776, John Nalder, a 1794 death, and Elizabeth Nalder, dating from 1835.

In the 1660s the church was visited by John Aubrey who described the memorials and tombs he saw. In 1857 the church had a major restoration by Thomas Henry Wyatt. This included replacement of the original wooden structure with the current stone tower which contains three bells dating from the 17th century. At this point the walls were rendered and whitewashed. The parish joined with Avebury and Winterbourne Monkton in 1970 and is now part of the benefice of Upper Kennett.

Current use (bookings) & voluntary activity

St Nicholas' benefits from the voluntary support of a few neighbours and members of the local community, as well as from the services of a CCT Area Volunteer. Voluntary activity undertaken by this group includes

- Regular calendar of services.
- Occasional cleaning
- 6 monthly site inspection
- Voluntary maintenance of the vested churchyard.

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- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Ed McGregor
Current project:	None
Cleaning schedule:	Before services
Welcome table:	Present
Keyholder role:	Present
Key representative role:	Fulfilled (remittances, maintenance reporting)
Area volunteer role:	Fulfilled
Fundraising roles:	none formal
Stewardship roles:	None.
Research, interp & talks role:	None formal.
Accessibility details:	Provided via website
CCT silver plaque:	Installed, poor condition
CCT information board:	Not installed
Oak post:	Not installed.
CCT freestanding board:	Provided
Wall safe poster:	Installed, current
CCT A board:	None
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	No electricity, no heating
Parking:	None formal. Spaces on road
Organ:	None
Churchyard:	Vested CCT, maintained by the owners of neighboring farm.
Ringable bells:	3. Hung for full-circle ringing but now only safe for swing-chiming.
Pews:	Yes.
Fire rated capacity:	60
Seating capacity:	Not determined

Site plan:	Available
Roof alarm:	None
CCTV:	None
Individual item security measures:	None
Nearby attractions:	
Public transport:	
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Unsure
Services per year:	2-3
CofE support for services:	Apparently
Christmas memory tree:	No.
Tea Party:	No.
Historic Church Tour:	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:	2015
Learning and Participation events	No.
Explorer tags	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.	£2554.44
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.	£780.00
Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£400
- Repair drain eye/inspection cover	£100.00
- Verge repairs	£300.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.	£6,750.00
- External repairs to W window	£2,500.00
- Reset and repoint paving outside church	£1,500.00

- Localised repointing to boundary walls	£2,750.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£11,700.00
- Repairs to Sound openings and improvements to weatherproofing	£7,000.00
- Conservator repairs to listed Nalder chest tomb	£4,700.00
- Repairs to Nave and Chancel plasterwork	£2,350.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£14,250.00
- Re-plaster and redecorate W wall	£7,500.00
- Timber screen report and repairs	£5,500.00
- Remove masonry paint from piscina	£1,250.00
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

<p>All cost figures are estimates, exclusive of VAT and professional fees.</p>	
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<p>VAT is charged at 20% of the total costs and can sometimes be recovered.</p>	
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<p>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.</p>	
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Income, Expenditure & Balances

Income

	Wall Safe	Total Income
2019/20	£0	£240
2018/19	£0	£200
2017/18	£15	£256
2016/17	£23	£73
2015/16	£0	£103

Visitors

		Wall safe income per visitor
2019-20	986	£0
2018-19	1002	£0
2017-18	1218	£0.01
2016-17	1424	£0.02
2015-16	1221	£0

Expenditure

Total expenditure since vesting: £61,569

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£0	£818
2018-19	£0	£798
2017-18	£1056	£1892
2016-17	£0	£697
2015-16	£996	£996

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	£440.81
Income less expenditure '18/'19	-£578
Income less ann. maint.'18/'19:	-£2,314.44

Local Community Officer's Summary

St Nicholas' Church, Berwick Bassett has been fortunate to have had many years of support from its nearest neighbours. They have kept the churchyard in a good condition for many years and helped with services and cleaning, as well as providing financial support to the church.

St Nicholas' has also benefited from the more recent support of two CCT Area Volunteers, who have conducted 6 monthly building surveys.

The main current issue at St Nicholas' is the rusted up and unusable donation box, which has rusted closed as a result of being rather unusually situated in the covered porch, where it gets very damp.

Regular services do take place at the church but historically the CCT have not been informed in advance of this, and we find out about it usually via the visitor book

St. Nicholas' inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the limited options for parking. The addition of video-directions on the church webpage might encourage additional visits over time, all of which would be certain to encounter an extremely well-presented church thanks to the continuing and extremely dedicated care of its neighbour who visits to clean throughout the season.

The availability of an electrical supply could enable flexible use of the interior for occasional performances, especially where any such would be of interest to local residents from nearby residential centres, or where audiences of sufficient number might be able to walk to the venue from other parts of the village.

Improved "open church" and donation signage and interpretation (no current guidebook in print) in the church could improve visitor numbers and donation per head.

It is hoped that new ideas for use and potential supporters for the church may emerge from the church planning process.

Part B - Consultation (Interim Round September 2020)

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), 1 response was received for **Berwick Bassett, St Nicholas'** by the deadline of **August 30th**.*

The response received was from **1** respondent writing in a **personal** capacity, who confirmed that their responses related to **St. Nicholas', Berwick Bassett**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **That the community was already involved with the church as much as it wanted to be.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **That continued upkeep of the building will be challenging.**

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 **There was very little local life away from the church as they are such a small community.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **They have as many services as the vicar is able to handle**

In relation to identifying conservation priorities for the church, the respondent provided **That continued use of the church was important**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **That this was very difficult in a tiny community.** In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they **are, and have been previously involved** in fundraising activity for the church.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **They'd be happy to meet through phone or video conference.**

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 - September 2020 Survey

Following the survey sent out in summer 2020, an invitation to an online meeting to discuss the church plan was sent to existing Churches Conservation Trust correspondents. No responses were received for St Nicholas' Berwick Bassett by the deadline of 8 January 2021.

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)
- Review CCT Cleaning Churches standard and report

Medium term actions (to end June 2022)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Consider working with LCO in producing an online audio guide for the church, to address the lack of interpretation.
- Consider use of the church 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
- Consider the suitability of the site for Champing

Long term actions (to end March 2024)

Actions complete (to end March 2021)

Local Community Officer Actions

Short term actions (to end June 2021)

- Review potential for promoting availability of secure parking outside church
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report
- Investigate the possibility of producing an online audio guide for the church to address the lack of printed interpretation.
- Share the annual maintenance figure via CCT website “church page” and other channels

Medium term actions (to end June 2022)

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

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- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
 - Encourage EO and CPM with replacement of donation box.
 - Consider use of the church 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
 - Consider the suitability of the site for Champing

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'
- Support EO and CPM in replacing the donation box.

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)

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

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, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00

Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43

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

Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)				£107,598.57
TOTAL (Excluding VAT) / 25 years				£4,303.94

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

Item	Method & Purpose
Gutters, downpipes and gully clearance	Gutters, hoppers and downpipes are easily blocked by leaves and debris both windborne and dropped by birds which can lead to overflowing and water damage to the building.
Roof, inspection & replacing slipped/missing slates/tiles	Over time some slates/tiles or the pegs/nails which hold them will reach the end of their useful lifespan. When this happens it will allow slates to move from their correct position which can let rain in to the building and potentially poses a risk to visitors as the slate/tiles can fall.
Vegetation, control of growth	Overgrown vegetation against walls and buildings can hold moisture against the building potentially causing damage and some plant species are invasive. Vegetation can also obscure the building hiding potential damage and can provide shelter for vermin such as mice.
Tower stairs & boiler room steps, sweeping	Leaves and other debris can build up on steps which could lead to accidents if people slip. Regular sweeping reduces the risk for potential accidents.
Principal steps and paths, clearance	Leaves and other debris can build up on steps which could lead to accidents if people slip. This is especially the case for churches with trees in the area. Regular sweeping of the steps reduces the risk for potential accidents.
Wall Safe, servicing	Servicing of the wall safe helps to ensure that the donations can be easily collected and also checks to



	ensure that there hasn't been an attempt to steal from the safe.
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Appendix 4: Typical Champing™ Arrangements and Related Income

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

Guests book online through the Champing™ website www.champing.co.uk 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