



**Churches
Conservation
Trust**

WEST DEAN. THE BORBACH CHANTRY

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

Borbach Chantry, West Dean, Salisbury, England, was built in 1333. It is recorded in the National Heritage List for England as a designated Grade I listed building. It was declared redundant on 5 October 1971, and was vested in the Trust on 19 January 1973.

The chapel was built of flint with limestone dressings, about 1333 by Robert de Borbach as part of a fourteenth-century parish church, but is all that remains. When the church was demolished in 1868 the arcade which connected the chapel to the church was walled up and a new south porch added.¹

The chapel contains a series of monuments, including those to the parliamentarian John Evelyn who died in 1684 and his family. Other memorials are to the Pierrepont family who inherited the adjacent manor house from him, which has since been demolished.

Current use (bookings) & voluntary activity

The Borbach Chantry church has been fortunate to benefit from the support of several local volunteers, neighbours and members of the Parish, most notably; the previous key-holders who emptied the donation box and conducted a 6 monthly site inspection.

Volunteers keep the church clean, tidy and welcoming to visitors at all times.

Following a public consultation on the opening arrangements for the church in 2014 it was decided to leave the church unlocked. Previously it was kept locked, with a key available from two nearby key-holders. There has been a small increase in visitor numbers since then, but it's still somewhat of a hidden gem.

The church has been used a couple of times in the past decade for photo shoots, but no other interest in third party hire use.

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Ed McGregor
Current project:	None
Cleaning schedule:	Before use
Welcome table:	Present. New style CCT walk around guide
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, 6 month site inspection, maintenance reporting)
Area volunteer role:	None
Fundraising roles:	None
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:	Provided
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	No electricity, no heating
Parking:	None formal. 2 spaces on grass layby near the church.
Organ:	None
Churchyard:	Not owned by CCT
Ringable bells:	1 – Hung for swing-chiming only.
Pews:	Two along wall of church.

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:	None
CofE support for services:	Unsure
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

<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>	£3982.61
<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>	£590.60
<p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£0
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£12,500.00
- Minor roof repairs	£5,600.00
- RWG	£2,400.00
- Patch pointing and minor mortar repairs	£4,500.00
<p>Total medium term repairs:</p> <p>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£11,450.00
- Renew bird mesh	£250.00
- Repairs to internal joinery	£1,200.00
- Monument conservation	£10,000.00

<p>Total long term repairs:</p> <p>Items which are known to require works in the longer term but which are not essential in the near future.</p>	<p>£0</p>
<p>Total desirable repairs:</p> <p>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</p>	<p>£0</p>
<p>All cost figures are estimates, exclusive of VAT and professional fees.</p> <p>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.</p>	

Local Community Officer's Summary

The Borbach Chantry has been fortunate to benefit from the support of several local volunteers over the 9 years I've been with the CCT; most notably the 2 key-holder volunteers who were essential in enabling visitors to access the church, prior to opening arrangements changing in 2014.

Following the church being left open to visitors, there has been a healthy increase in visitor numbers. The installation and launch of a historic trail around the village, in which the church features, has also helped this.

As no services are held at the church, the only regular financial income from the Borbach Chantry is from the wall safe. There is a significant gap to bridge in terms of income from the site meeting the annualised maintenance cost.

Improved signage and visitor interpretation (currently an old style CCT guidebook) and scheduled guided tours could increase the donation per head at the church.

The Borbach Chantry might be a suitable site for the previously successful Champing™ model as applied to other Trust churches in the area, although lack of an electrical supply could be problematic.

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

Part B - Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **Two response** was received for **The Borbach Chantry, West Dean** by the deadline of **August 30th**.*

The responses received were from respondents writing in a **Personal** capacity, who confirmed that their responses related to **The Borbach Chantry, West Dean**.

In addressing the question of *a perfect outcome for our work together at the church* the respondents indicated **1) Glamping would work and I don't see lack of electricity as a particular problem - though I suppose a mobile loo would need to be installed.** **2) I would like to see the Chantry kept open and structurally/cosmetically maintained to enable the public to enjoy a hidden gem within our community. It is of such historical importance it should not be neglected. The current funding model (donations) does not cover the expenses needed to maintain it I think there should be an annual fundraising event in the village (eg. garden crawl, book sale, safari supper etc.) to raise money for the Chantry. I think we need to raise awareness of the Chantry particularly within the cycling community (I have noticed lots of cyclists have visited in recent months) and have links to it on cycle routes/maps/websites. It is also very accessible as a day trip from Salisbury or Southampton on the train (do other churches in the local area advertise it?). While the Champing idea may work for other church buildings, I am against using the Chantry for this due to a lack of basic amenities (electricity, toilets etc.) and I would have significant concerns not only for the Chantry itself but also the surrounding properties if it were used in this way (I would not support that).**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondents indicate **1) The sums are obvious. 2) Footfall into the church - awareness of its presence needs increasing. Community support (although I suspect the village would be happy to fundraise for its upkeep).**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondents indicated **1) Dean Hill Park on other side of village are always burnishing their conservation and community credentials so it might be possible to get in their ribs for a bit of money especially when they are applying for planning consent to increase their activities. 2) I've only just moved to the village so am not familiar with other community projects as yet. Perhaps the local primary schools could incorporate it into an annual school trip for different year groups which may also be used to raise money.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **1) I frequently introduce people who have lived in area all their life to Borbach Chantry and they have never been aware of it.**

More

publicity in local media might help. Village has a vibrant village hall and members club so community as a whole unlikely to use it for functions.

2) It is only a small Chantry so it's difficult to know what events could be accommodated. I don't see why you couldn't have baptisms/christenings there. Having a few events there each year could help to raise money (book sale/old clothes sale etc). and improve the sustainability of the Chantry.

In relation to identifying conservation priorities for the church, the respondent provided **1) The monuments The structural integrity which protects the monuments Surely conservation is your job. 2) Preserving the interior. Maintaining the roof.**

Regarding priorities, opportunities or ideas for fundraising the respondents noted **1) This is not really the year for ideas and opportunities. I might lead the way by having a birthday party there - but if someone else owns the churchyard that might be awkward**

2) Ideas highlighted in answers to other questions. Fundraising events need not have to take place in the Chantry. Perhaps an event could be held in the Village Hall or Social Club.

In respect of means for initiating fundraising activity, one respondent answered, saying **I am happy to get involved in fundraising for the Chantry and could discuss with villagers as I get to know them in due course.** The respondents also indicated that they both would be interested to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning both respondents indicated **that they would be willing to participate.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, one respondent indicated **The Chantry is such a beautiful piece of history that has been incredibly maintained to date. It must be preserved in its current state for future generations to enjoy.**

In addition to responses fielded through the questionnaire, a further **[no response]** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

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 The Borbach Chantry West Dean 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
- Consider actions noted in Part B, particularly the annual fundraising festival, and approaching Dean Hill park for funding

Medium term actions (to end June 2022)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- 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)

- 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
- 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
- Respond to Part B survey respondents who both provided helpful and interesting answers.
- Particularly follow up on the mention of the annual fundraising festival and potential local funding bodies.
- Consider producing an online audio guide for the church to address the lack of printed interpretation due to Covid-19.

Medium term actions (to end June 2022)

- Consider adding video directions to the church for prospective visitors' information
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- 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
- 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'

CCT Actions Other

Short term actions (to end June 2021)

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

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Actions complete (to end March 2021)

Appendix 1: Summer 2020 Questionnaire

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.

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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