



**Churches
Conservation
Trust**

BERWICK ST LEONARD. ST LEONARD'S 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.

The action plan splits tasks agreed at and implied by the community recommendations.

Part A - Current Report

Church Introduction & Statement of Significance

St Leonard's Church in Berwick St Leonard, Wiltshire, England, was built in the 12th century. It is recorded in the National Heritage List for England as a designated Grade II* listed building. It was declared redundant on 22 June 1973, and was vested in the Trust on 9 June 1976.

The manor was held by Shaftesbury Abbey's manor of Tisbury. The right of advowson was later held by a variety of individuals, including a dispute over the right between John Benett and John MacIntyre, a general serving the East India Company during the early 19th century.

The small church was built of flint and limestone, in the 12th century. The three bay nave is 33 feet 6 inches (10.21 m) by 16 feet 4 inches (4.98 m), while the chancel is just 18 feet 9 inches (5.72 m) long and 13 feet 3 inches (4.04 m) wide. The entrance is beneath the small two-stage south tower which was added in the 14th century, and is supported by diagonal buttresses. The tower holds two bells dating from 1725 and 1766. The church roof is tiled in a fishscale pattern. Monuments inside the church include those to George Howe, who dies in 1647, and his six children. The cylindrical stone font with a brass cover and a sculptured relief of the Lamb of God over the south doorway date from the Norman era.

By the 19th century the fabric of the building was decaying and, in 1859 a major restoration was undertaken. The parish was combined with Fonthill Bishop in 1916 and subsequently became part of a larger team parish. The church was closed in 1966.

Current use (bookings) & voluntary activity

St Leonard's is fortunate to have benefited from the voluntary support of several neighbors local community members, as well as the local parish who hold occasional services in the church. More recently St Leonard's has had the support of a CCT Area Volunteer.

Voluntary activity undertaken by this group includes:

- Organising and supporting occasional services in the church.
- Occasional Cleaning
- 6 monthly site inspection
- Voluntary maintenance of the CCT vested churchyard.
- 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:	None. Required
Key representative role:	AV role fulfilled (remittances, maintenance reporting)
Area volunteer role:	Fulfilled
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:	Installed.
Oak post:	Not installed.
CCT freestanding board:	Provided
Wall safe poster:	Installed, current
CCT A board:	None. Surplus to requirements
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	No electricity, no heating
Parking:	None formal. 2 – 3 Spaces on driveway next to the churchyard.
Organ:	None
Churchyard:	Vested CCT, maintained by the owners of neighboring farm.
Ringable bells:	Two. Hung for swing-chiming only.
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

<p>Annualised maintenance costs (Exclusive of VAT):</p> <p>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£2,273.44
<p>Routine maintenance costs (Per annum and exclusive of VAT):</p> <p>Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.</p>	£590.40
<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>	£190.00
-Binding on south door	£55.00
-Remove section of ridge tile to replace missing tile	£135.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£7,525.00
-Replacement of tiles and gutter adjustments	£1,780.00
-Repair and redecorate rainwater goods	£1,250.00
-Repointing and limited stone replacements	£4,225.00
<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>	£1,700.00
-Repair and redecorate D1 and D2	£700.00

-Internal redecoration	£1,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£9,450.00
-Repairs to various Plaques	£1,000.00
-Repairs and repointing to boundary walls	£8,450.00
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
All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.	

Income, Expenditure & Balances

Income

	Wall Safe	Total Income
2019/20	£73	£73
2018/19	£25	£25
2017/18	£83	£83
2016/17	£60	£60

Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20
Numbers of visitors	766	1,722	1,330	1,120	989
Wallsafe income per visitor (£)	0.08	0.03	0.06	0.02	0.07

Expenditure

Total expenditure since vesting: £55,674

	2015/16	2016/17	2017/18	2018/19	2019/20
Maintenance	810	1,339	936	1,140	1,426
Conservation	810	-	-	-	-

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	£0
Income less expenditure '19/'20	-£1,186
Income less ann. maint.'19/'20:	-£2,248.44

Local Community Officer's Summary

St Leonard's Church is fortunate to have the support of the owners of the adjoining farm complex. They have voluntarily kept the churchyard in a good condition for many years.

The church has also benefited from the more recent support of a CCT Area Volunteer, who has conducted 6 monthly building surveys.

St Leonard's a very quiet church with little evidence of activity other than occasional services. We know that these 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.

The lack of a consistent contactable keyholder volunteer is a bit of a gap at St Leonard's.

St Leonard's 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, and poor signposting to the church. The addition of video-directions on the church webpage might encourage additional visits over time, all of which would be certain to encounter a well-presented church thanks to the continuing and extremely dedicated care of its volunteers and neighbours who visit to clean throughout the season.

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

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.

It is hoped that new ideas for use and potential supporters 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), **no response** was received for **Berwick St Leonard, St Leonard's** by the deadline of **August 30th**.*

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

In addressing the question of a *perfect outcome for our work together at the church* the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

In relation to identifying conservation priorities for the church, the respondent provided **[no response]**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response]**. In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **[no response]**.

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

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

Nil

Part C - Community Recommendations

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 Leonard's Berwick St Leonard 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 use of St. Leonard's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
- 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)

- Identify and recruit new volunteer keyholders for the church.
- Review church web page to ensure clear directions available for all visitors
- Make contact with owners of the neighbouring farm to confirm arrangements for ongoing maintenance of the vested churchyard

Medium term actions (to end March 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
- 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'
- Investigate producing / working with volunteers to produce an online audio guide to address the lack of printed interpretation.

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.
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