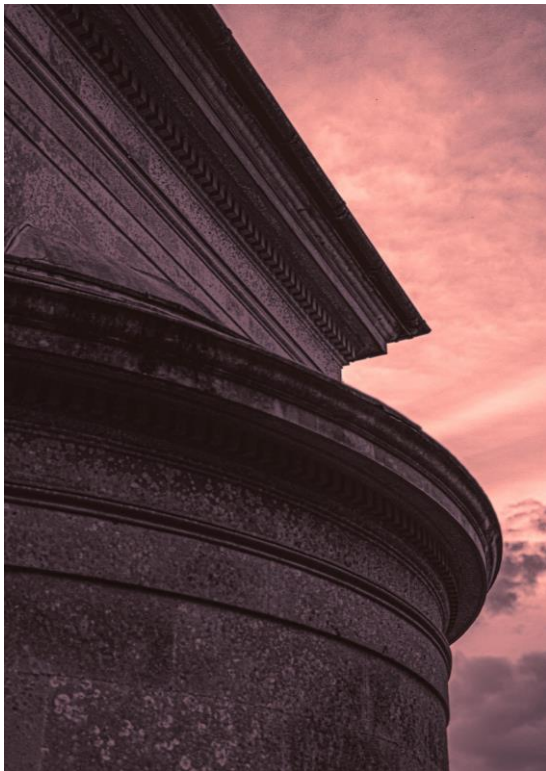




**Churches
Conservation
Trust**

ALL SAINTS' CHURCH, NUNEHAM COURTENAY

CHURCH PLAN



Introduction

Part A - Current Report

Church Introduction and Statement of Significance
Current Use (bookings) and voluntary activity
Collection Review
Conservation Reports
Income, Expenditure and Balances
Local Community Officers Report

Part B - Survey

Results of our open survey conducted in 2020, canvassing all community contacts for feedback on the current report.

Part C - Community Recommendations

Minutes of community meetings held to discuss opportunities, activities and plans for the church.

Part D - Action Plan

Details of short, medium and long term actions agreed upon through Community Recommendations, assigned to community participants or Churches Conservation Trust staff

Updated October 2023

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

Old All Saints Church, or Harcourt Chapel, is a redundant Church of England church near the village of Nuneham Courtenay, Oxfordshire, England. It is recorded in the National Heritage List for England as a designated Grade II* listed building, and is under the care of the Churches Conservation Trust. The church is southwest of the village, in the grounds of Nuneham House overlooking the River Thames, some 6 miles southeast of Oxford.

This church is the second of three parish churches serving Nuneham Courtenay, each of which was dedicated to All Saints. The original church dated from the medieval period but was in a "ruinous state" by 1762. The medieval church was demolished by Simon Harcourt, 1st Earl Harcourt. The churchyard was destroyed and turned into a "pleasure ground" for the earl. This church was built in 1764. It was designed by the earl himself, with alterations to the design made by the architect James Stuart. Its estimated cost was over £800 (equivalent to £110,000 in 2019).

The church was sited conveniently for the earl and his family, but not for the parishioners living in the relocated village. In 1880 the third parish church was built, this one next to the new village, and the original church (the subject of this article) was converted for use as a private chapel for the family and refurbished. It was declared redundant on 8 May 1980, and was vested in the Churches Conservation Trust on 28 October 1981.

The church is built of limestone ashlar and has a copper-covered dome. Its design is said to be based on one of the temples of Palmyra. The plan of the church is rectangular, with projections on each side. The principal front is the north, said to resemble the entrance front of Chiswick House. This has a projecting portico with six Ionic columns and a semicircular Diocletian window on each side of the portico. The portico is surmounted with an entablature consisting of a dentil cornice and a triangular pediment. The wall at the back of the portico contains a blind doorway and blind arches. The south front also has a pediment but this is enclosed. It has a central doorway with wrought iron gates. The east and west fronts are semicircular and are surmounted with half domes. The west front contains an entrance porch

with Ionic columns. The main central dome contains four Diocletian windows. On the exterior of the east wall is a large memorial that was moved from the earlier church.

The interior has a central rotunda and two rectangular spaces. Around the rotunda are niches, and there is a small baptistry to its south. On the walls are plaster panels containing texts. Along the walls are elaborately carved stalls that were introduced in 1880. These are in 16th-century Italian style; their backs are decorated with panels divided by Corinthian columns. The wooden lectern dates from the 17th or 18th century. The font is gadrooned and dates from 1843; it has an Italian cover in Baroque style. Also in the church are two chests, four hatchments from the 19th century, three tapestries, relics from the funeral of Edward VII, and monuments to the Harcourt family.

Current use (bookings) & voluntary activity

All Saints' Nuneham Courtenay occupies a salubrious, peaceful hilltop position within a private estate and looks down over the Vale of Oxford to the North. This inviting situation encourages not only walkers but also performing arts, with cellist Benjamin Dry, The Aylesbury Concert of Voices and The Dorchester Abbey Choir all filling the church in recent years. These events have often been accompanied by picnics at what must be one of the county's best spots for outdoor dining in the summer.

In the mid Autumn guided tours have been provided for visitors during the national Heritage Open Days as part of the Oxford Preservation Trust series.

With regard to private hire, the church has also been booked for filming by Hulu on one occasion.

Religious use of this church has been limited in recent years to one annual service, booked privately, at Christmas.

Voluntary activity undertaken by three local residents includes

- Daily unlocking and locking
- Cleaning days twice annually
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Isobel Milne
Current project:	None
Cleaning schedule:	Twice annually, 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:	Vacant
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Not installed
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	Parking on private estate, subject to permission from owner
Organ:	None
Churchyard:	Not owned by CCT, maintained by estate owner
Ringable bells:	No
Pews:	Sound, no defects
Fire rated capacity:	120
Seating capacity:	87
Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled

Individual item security measures:	Uninstalled
Nearby attractions:	Harcourt Arboretum, St. Edmund Hall, Dorchester Abbey, Pendon Museum, Iffley Lock
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	1
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	Guided tours
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.	£4,475.61
Routine maintenance costs: (Per annum and exclusive of VAT): These are included in the annualised maintenance costs and are the total cost of two maintenance visits per year. A list of the typical maintenance tasks for any historic church included in the twice-annual maintenance visits is available to view at Appendix 3.	£552.00
Other maintenance costs: (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£769.00
Stone decay over porch	£159.00
Moss buildup on roof over monuments	£75.00
Mice in the church	£35.00
Tree growth around monuments	£500
Total short-term repairs Small scale items of limited cost, which could be fulfilled with minimal fundraising.	£10,700.00
Rainwater goods	£3,500.00
Inspect dome under copper	£4,500.00
Internal joinery cleaning and minor repairs	£2,700.00
Total medium-term repairs More expensive needs such as roof repairs and tower repairs, which may require more involved fundraising and grant applications.	£21,500.00
Paving repairs	£7,500.00
Repair Pollard memorial	£4,000.00
Install lightning protection	£10,000.00
Total long-term repairs Items which are known to require works in the longer term, but which are not essential in the near future.	£153,00.00
External masonry inc curved sections	£144,500.00
Window and door repairs	£8,500.00
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	Service Collection	Services Fees	Events	Third Party Hire	Total Income
2022/23	£187	£133				£1971
2021/22	£10	£21				£10,544
2020/21	£0					£10
2019/20	£42					£308
2018/19	£14					£79
2017/18	£195					£289
2016/17	£32					£315

Visitors

		Wall safe income per visitor
2022-23	3696	£0.08
2021-22	1596	£0.01
2020-21	Data not collected	
2019-20	2548	£0.02
2018-19	3873	£0.00
2017-18	2695	£0.07
2016-17	5768	£0.01
2015-16	3851	£0.07
2014-15	5408	£0.07

Expenditure

Total spend since vesting 28th October 1981 (non maintenance): £208,244

	Conservation (repair) expenditure	Maintenance expenditure
2022-23	£0	£3,049
2021-22	£5,832	£2,922
2020-21	£0	£690
2019-20	£0	£710
2018-19	£0	£1,444
2017-18	£1,132	£486
2016-17	£4,731	£20,508
2015-16	£0	£0
2014-15	£412	£412

Income less expenditure 2022/23 **-£1,078**

(Income from all sources, minus maintenance and conservation expenditure)

Income less annualised maintenance 2022/23 **-£2504.61**

(Income from all sources, minus the annualised maintenance cost, as shown in the Conservation Report section above)

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 Feb 2022 **£450**

Local Community Officer's Summary

Set in extremely beautiful surroundings this relatively little-known church benefits from the support of regularly active community participants living nearby. Members of the community support the church through cleaning and through planning of occasional concerts, both of which contribute directly to the much needed funds intended for repair and maintenance of the property. There may be an opportunity to supplement this income further by publicising information about the repair and maintenance needs of this much-loved local place. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings.

Interest in the site and use by schools nearby 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 through location agents for filming, photography, weddings and additional audio recordings may prove fruitful. Additional marketing could focus on the potential for domestic and inbound tourism in Oxfordshire, seeking bookings to tour the church alongside other Trust sites nearby at Wallingford and Shirburn. Voluntary work towards research and interpretation could facilitate these bookings at the same time as enriching the general visitor experience.

The site has limited open floor space for alternative use but could be considered as a venue for Champing, albeit without an electricity supply. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church, as could information describing the repair and maintenance needs of the church for visitors' interest.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability. However, additional proposals and options for maintaining and repairing the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this attractive building.

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** responses were received for **All Saints' Nuneham Courtenay** by the deadline of **August 31st**.*

The responses received were from respondents writing in a **personal capacity**, who confirmed that their responses related to **All Saints' Nuneham Courtenay**.

In addressing the question of *a perfect outcome for our work together at the church* respondents indicated their priorities as

- **I would like to see a team of helpers to raise funds**
- **would be good to see more events held, especially musical**
- **I would like it to be kept as a hidden gem. Open to the public but not overly commercialised. I think champing is a TERRIBLE idea. The church is used for private reflection and prayer by people who lived here, not just sightseeing, and to have access restricted because people are SLEEPING in there would be outrageous.**
- **The MOST useful thing you could do would be to raise money for a generator so that the building could be used for concerts in autumn/winter months. I could personally organise whole concert series for you which would raise money and awareness, as well as being an incredible benefit to the musical community of Oxford. It is also an ideal recording venue. But without a power supply there are limitations.**

In writing about challenges anticipated in respect of repair liabilities and running costs, respondents indicated that **more money is needed for repairs, the church has an isolated situation with no footfall. Unless advertised no one would know it was there.**

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 that **they are not aware of any other than concerts.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, respondents indicated **concerts for fundraising could be useful, or that because the community is very small, the church might be considered a suitable equivalent to a village hall.**

In relation to identifying conservation priorities for the church, respondents indicated that **the paint is peeling off the walls and the historic carpet is in need of attention.**

Regarding priorities, opportunities or ideas for fundraising one respondent noted that **film work would be good, (it was in an episode of Morse). Period drama would be suitable. Flower arranging courses or flower exhibition. I did a children's trail to spot the mice - perhaps involve the local school, story telling evening in candle light ...**

In respect of means for initiating fundraising activity, one respondent **suggested identification of a group that could raise funds**. Both respondents also indicated that they **would** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be available either in person or through digital meetings**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, one respondent indicated that **before the renovations at the main house we used their toilet facilities, I hope this will be the case once they finish, makes a difference to what events we can hold**.

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

Nil

Part C - Community Recommendations

Community Meeting 14th August 2023

Lead Local Community Officer Isobel Milne et al

Marketing

The community mentioned that there was a good Wikipedia page on the church.

There is an Oxfordshire Open Doors event on the first weekend In September run by the Oxford Preservation Trust.

Context

The village of Nuneham Courtenay has a uniform appearance with peacocks. Locally is Harcourt Arboretum which is owned by the University of Oxford and is popular for walks. They are currently working on walks from the arboretum to the estate. There is an issue with the busy A4074 cuts of many local residents from the church.

The community reported that they wanted to turn the church into a wedding venue but there was opposition from the retreat who were not keen on the extra visitors.

The Global Retreat adjacent had an open day in the summer which was very well attended with a large marquee and hundreds of people. The retreat had restored the flower garden and at the open day promoted the history of the site.

The Coronation Carpet of King Edward VII which runs down the length of the church was featured in the Churches Conservation Trust's Coronation celebration. LCO to share the final film with the community. The community confirmed that Queen Victoria used to visit and the site has long royal connections.

Connecting with the community

There is a local WhatsApp group, Nuneham Courtenay Spirit. The group suggested contacting the parish council.

Local family names associated include Gasgoine and previously Harcourt.

Services

Historically there was one service where the Dorchester Abbey Choir would sing and the retreat put on a spread of food. They have tried to hold more services for the Nuneham Courtenay residents, these were short monthly services from May to September. The community reported that the local choir would be interested in performing. This year's service did not have a good attendance. They usually have a candlelit crib service close to Christmas and a service is planned for 3rd September. LCO to send booking form to the reverend for services.

Events

There is a potential to get a grant from the Nuneham Courtenay parish council for education purposes. Could potentially have a talk from historian Dr. Geoffrey Tyack.

Professor Malcolm Airs is writing a book on Nuneham Courtenay and the group discussed him using the church to launch the book and the potential to link for educational purposes. The local primary school is Marsh Bolden who may be interested in visiting the church.

Fundraising

The LCO discussed the maintenance costs associated with the building and the challenge of raising funds to cover these. The LCO thanks S for banking the wall safe income and asked that S complete a form when she submits income so that it is associated with the church

T asked if there was potential to start a Friends group as there are lots of people locally who are interested in historical buildings. LCO said she would send guidance information.

The group mentioned that the wall safe is broken. The LCO stated she is looking on how it can be replaced and would be adding a new poster with a QR code for donations.

The LCO suggested using the church for the champing – the community fed back that it would depend on how the retreat felt about it.

Building Issues

The group discussed the damage to the Coronation carpet and the potential for a campaign for conservation of it.

The LCO took samples of paint to get confirmation from the Conservation Team next steps for dealing with the peeling paint.

S mentioned that there are pigeons nest in the porch, and asked whether they can be moved and that the lock on the door is still broken which means the door will blow open in bad weather. There is also water leaking in under the door in the transept.

Community Meeting 26th October 2021

Patrick Joel et al.

The community note that two days from today the church will pass its 40th anniversary of ownership under The Churches Conservation Trust.

A notes that there will be a service at the church on 18th December at 3.00 p.m.

A introduces herself as the church cleaner, raising the issue of the regular struggle she encounters with the runner carpet. Mice are eating the carpet and the underlay is artificial, preventing ventilation to the rug. Without electricity A cannot effectively clean the carpet, but can only sweep. A notes that there are additional issues with textiles, the curtains around the apse collecting damp.

PJ delivers notes from The Churches Conservation Trust disposal policy and seeks committee views. B expresses difficulty determining a view because we don't know how many people know of the carpet. C describes local awareness of the carpet being various. B queries, could it be lifted and stored elsewhere to determine whether there are any benefits to the building as a result of revealing the air vents, and to determine the level of community interest in its removal. A notes that as an interim step the underlay

should be removed. C notes that there will be a shadow in the area where the carpet has been. The group notes that the carpet is also a tripping hazard.

Action PJ - PJ will consult CCT conservators regarding means for initiating the disposal policy in respect of the underlay and the rug itself.

The committee notes that the new alarm panel is a mystery - they have no knowledge of the installation of any alarm, but are concerned that the alarm panel is making a long high pitched noise intermittently and every few minutes.

Action PJ - PJ will consult CCT conservators regarding the alarm, and seek information regarding its installation and intended operation / malfunction.

In respect of the peeling paintwork A asks if the committee could recommend that loose paint could be scraped off without plans for expensive redecoration, especially if the deterioration is driven by other more expensive and extensive conservation issues. C notes that volunteers might be able to undertake this work with guidance.

Action - PJ to consult CCT conservators about desirability and method of suggested paint removal activity.

C notes that very few people know the estate. He references the website *Nostalgic Oxford*, at which a number of respondents begin discussing Nuneham Courtenay occasionally. He recommends that websites of this type could offer a good way to reach new audiences of supporters. C notes that a number of families at the estate have long standing connections with the estate.

B notes that new audiences might be approached about events and fundraising towards maintenance of the fabric.

A notes the need to replace the wall safe urgently.

Action PJ - PJ will consult CCT conservators about means for replacing the wall safe.

Community Meeting 17th December 2021

Patrick Joel et al.

The community began discussing maintenance liability. D recommends that the estate and its tenants might address signage and guidance for prospective visitors.

The community begins to discuss ownership of the (non CCT) church nearest the village, (also All Saints), specifically uncertainty about the possibility that the estate might own it, contrary to the diocesan registrar's advice that the university own it.

D points out that there is huge excitement about the possibility of increased services at the Georgian church. There is sufficient appetite for as many as 12 services per year. PJ notes that 50% of service collections can be restricted for expenditure on preferred projects.

B responds by raising the question of access. There is a proposal that the sign indicating that access to the church is limited should be removed.

B also raises the question of use for events, such as the cello recital. Daytime events could encourage more use of the church especially including religious services.

B also recommends that a walking route could be established to help local residents and visitors explore the area and learn about the church.

C proposes that the group begins to post on the channel *Nostalgic Oxford*. D notes that she promotes events and activities on the Nuneham Courtenay and Baldons Facebook pages.

D proposes the group should focus on resolving next steps which include arrangements for enabling people's visits and participation as easily as possible. The group notes that involvement from the tenants of the estate, The Brahma Kumari group, must feature in this process.

B notes that The Brahma Kumari group are excellent at organising their own events and queries would they advise the church plan committee.

The community expresses how good it would be if a forthcoming guide book for the village could be launched at the church.

The group also notes that the parish council should be represented at the church planning meetings.

D proposes that at the next meeting she will bring proposals for services at the church. Her ideas included Forest Church, a celebration service, and other monthly services in the summer months.

The group has not resolved a date for the next meeting. PJ notes the outstanding actions in Part D below.

Community Meeting 17th May 2022

Patrick Joel et al.

- E raises the point that bookings for use of the church should be coordinated with the Brahma Kumari for proper estate management. **PJ proposes that whenever he will receive a booking form for use of the church he will notify BK via E to ensure no double booking or other planning issue.**
- The committee notes that there will be a service of evensong on 19th June, but that BK will be running an event to 4.00 p.m.
- E raises the question of parking arrangements. E notes that the estate have prohibited parking for events attendees and church visitors at the nearby roadway with the gate leading to the church path. In years past BK have as a result offered use of their car park for visitors. **PJ asks if the committee will seek a service booking form for the service on 19th June.**
- In connection with these points the committee notes that the Global Retreat is a place of sanctuary, healing and reflection, a special spirit of place which enhances the appreciation of the church and which should be considered as a context for future decisions, mindful of the preserving tranquility of place.

-
- The committee resolves that a preferred approach to alarm installation would have included information for if not consultation of local residents and tenants.
 - PJ asks if the committee will consider means for capturing and celebrating details of long-standing, voluntary community support for the church in years past, and whether there might be an opportunity to thank all involved at the church. PJ also asks if this might coincide with this year's anniversaries of CCT ownership and BK tenancy. The committee begins discussing the possibility of a ticketed event to this end.
 - The committee proposes to send notes ahead of its next meeting for discussion of the following outstanding issues:
 - Conservation, presentation and storage of the carpet and its underlay, particularly in relation to cleaning, underlay, pest control and the need for specialist attention and conservators' quotes. **Action PJ to send CCT conservators' notes from recent meeting regarding carpet together with the disposals policy.**
 - Removal of flaking paint following permission from CCT's conservator
 - Replacement of the wall safe

Review of signage, walking routes, access to the church and parking

Part D - Action Plan

Community Actions

Short term actions (to end March 2024)

- Review information about forming a Friends group
- Discuss means for recruiting a team of helpers to raise funds
- Discuss means for increasing events use
- Consider means for addressing deterioration of carpet
- Complete booking forms for upcoming services
- Consider means for addressing peeling paint

Medium term actions (to end March 2025)

- Review suitability of fundraising towards generator purchase
- Review suitability of venue for recording
- Review suitability of venue as alternative village hall
- Consider suitability of venue for flower arranging events or flower display exhibition
- Consider means for story-telling evening by candlelight for local children
- Negotiate continued use of lavatories at nearby property
- Publicise information about the repair and maintenance needs of this much-loved local place. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings
- Identify school parents', governors' and staff's interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Marketing focus on the potential for domestic and inbound tourism in Oxfordshire, seeking bookings to tour the church alongside other Trust sites nearby at Wallingford and Shirburn
- Investigate potential for voluntary work towards research and interpretation which could facilitate these bookings at the same time as enriching the general visitor experience
- Consider Christmas cards and a sponsor for the Christmas Memory Tree which might help develop useful income against maintenance liability

Long term actions (to end August 2026)

Actions complete

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

Local Community Officer Actions

Short term actions (to end March 2024)

- Send booking form to Reverend for services.
- Send guidance for setting up a Friends group

-
- LCO to mention nests in porch to conservation and see if there is anything that can be done about them.
 - Pass paint sample to Conservation team and discuss options for peeling paintwork

 - Consider means for addressing deterioration of carpet
 - Discuss with Retreat how they would feel about Champing
 - Following up on alarm found in vestry

Medium term actions (to end March 2025)

- Discuss means for recruiting a team of helpers to raise funds
- Discuss means for increasing events use
- Review suitability of fundraising towards generator purchase
- Review suitability of venue for recording
- Review suitability of venue as alternative village hall
- Consider suitability of venue for flower arranging events or flower display exhibition
- Consider means for story-telling evening by candlelight for local children
- Negotiate continued use of lavatories at nearby property
- Publicise information about the repair and maintenance needs of this much-loved local place. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings
- Identify school parents' , governors' and staff' s interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Marketing focus on the potential for domestic and inbound tourism in Oxfordshire, seeking bookings to tour the church alongside other Trust sites nearby at Wallingford and Shirburn
- Investigate potential for voluntary work towards research and interpretation which could facilitate these bookings at the same time as enriching the general visitor experience
- Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability

Long term actions (to end August 2026)

Actions complete

- Update initial plan based on feedback from a review by staff and the community.
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 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
- Consult CCT conservators regarding means for initiating the disposal policy in respect of the underlay and the rug itself.
- Consult CCT conservators regarding the alarm, and seek information regarding its installation and intended operation / malfunction.
- Consult CCT conservators about desirability and method of suggested paint removal activity.
- PJ will consult CCT conservators about means for replacing the wall safe.

CCT Actions Other

Short term actions (to end March 2024)

- Feedback on how to address peeling paint.
- Feedback on birds nests, replacement lock and on alarm found in the vestry
- Feedback on potential for grants for carpet restoration.

Medium term actions (to end March 2025)

Long term actions (to end August 2026)

Actions complete

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

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 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	2021	2022
Langport, Somerset	£10,47	£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