

ST JAMES' CHURCH, CAMELEY

MAY 2023 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

The Church of St James is in Cameley, Somerset, and dates from the late 12th century. It is recorded in the National Heritage List for England as a designated Grade I listed building, and is in the care of the Churches Conservation Trust. It is dedicated to St. James of Compostela.

The church was declared redundant on 1 January 1980, and was vested in the Trust on 18 March 1981.

There are fragments of wall paintings on the nave north and south walls dating from the 12th to the 17th centuries. One of the most interesting is a jester or knave on the north wall who has a hare-lip and forked tongue and is holding his marotte. The north post of the chancel arch has a depiction of the three lions of the pre-1340 Royal Arms of England. On the south post is a coat of arms with two red chevrons, which is believed to be of the St Maur family (which later became the Seymour family). Almeric de St Maur was master of the Knights Templar in England and a signatory on Magna Carta.

The fine, 17th-century representation of the Ten Commandments over the chancel arch is framed in twining leaves with cherubs' faces. These remained hidden behind whitewash until the 1960s and, in turn, were painted over a Mediaeval (doom?) painting of which only an image of the sun "Lux in tenebris" (the sun in splendour) remains. John Betjeman to describe it as "Rip Van Winkle's Church".

The west gallery is dated 1711 but with Jacobean style balusters. Attached is a rare Charles I royal coat of arms which had been whitewashed and painted over with The Lords Prayer until the 1960s. The south gallery is dated 1819. There are two early-19th-century monuments to the Rees-Mogg family on the north wall of the nave, and a brass plaque commemorating the nine people from the village who died in World War I. The church is surrounded by ancient yew trees. Three chest-tombs in the churchyard are Grade II listed.

The 15th century tower is built of red Mendip stone which contrasts with the local blue lias limestone of the rest of the church. The tower contains two C15th bells (one of them from Bristol) and a bell dated 1779, by William Bilbie of Chew Stoke.

The Church was vested with the Churches Conservation Trust (CCT) on 18 March 1981.

Current use (bookings) & voluntary activity

St James' Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. CCT are very thankful for the support of the local incumbent and the Church hosts a number of services throughout the year, including at Christmas, Easter, Ascension, a Patronal service, Harvest and Armistice Day. The candlelit Christmas Carol Service, followed by traditional mulled wine and mince pies, is particularly popular.

There have been occasional weddings and funerals at St James' in the last few years and it was visited in 2019 on one of CCT's Historic Church Tours.

The Church is well known for its beautiful wall-paintings and it attracts a significant number of visitors each year.

The Church is extremely well supported by local residents who care very deeply about the Church, and CCT are very grateful for their support.

Voluntary activity undertaken by local residents includes:

- Daily unlocking and locking
- Ad hoc cleaning of the building when required
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Six-monthly inspections
- Arranging minor works directly with CCT's contractors
- Setting up and packing away of the Christmas Memory Tree.

The Local Community Officer also completes regular mandatory checks and actions including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments at the Church. In addition St James' also receives two maintenance visits per year from CCT's specialist maintenance contractor, a detailed Condition report from the allocated Architect, electrical safety and lightning conductor inspections (where present).

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Ad hoc cleaning as required
Welcome table:	Walkaround guide, postcards, stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Friends of Cameley Church
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Bob Medland (volunteer)
Accessibility details:	Provided via CCT website
CCT silver plaque:	Installed
CCT information board:	Not installed
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed
CCT A board:	No space – bespoke board fitted to gate daily
Gift Aid envelopes:	Provided
Visitor book:	Provided

Building services:	Electric lighting
Parking:	Limited - spaces for 1 or 2 cars in lane a short walk from the Church
Organ:	Electronic - playable
Churchyard:	Not owned by CCT
Ringable bells:	5 - not hung for ringing, three broken
Pews:	Sound, no defects
Fire rated capacity:	60 (or 80 if chancel door unlocked)
Seating capacity:	90 + 10 in balcony

Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Mendip Hills AONB, other CCT churches (Emborough, Holcombe, Hemington, Hardington Bampfylde)
Social media presence:	Nil
Images on CCT website:	Six
Regular feature parish news:	Yes
Services per year:	Six
CofE support for services:	Yes
Christmas memory tree:	Yes, some years sponsored
Tea Party:	No

Heritage Open Days:	No
Ride & Stride:	No
Champing:	No
Retail:	No, possible
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

<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>	<p>£2,958.44</p>
<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>	<p>£633.60</p>
<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>	<p>£265.00</p>
<p>- Replace missing finial clip from the lightning conductor (NB: two are now missing May 23)</p>	<p>£100.00</p>
<p>- Monitor gallery cracking (monitored by volunteer BM)</p>	<p>£165.00</p>

<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£107,750.00
- Wall paintings	£96,000.00
- Renew rainwater goods (update May 23: repaired by volunteers)	£2,250.00
- Re-pointing and re-plastering of the nave	£9,500.00
<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>	£1,300.00
- Window masonry repairs (update May 23: in hand by volunteers at own expense)	£1,300.00
<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>	£2,850.00
- Investigate loose plaster around the gallery and south nave window and carry out repairs as needed (update May 23: monitored and reported on by volunteers)	£2,850.00

<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>£0.00</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>	

Income, Expenditure & Balances

Income

	Wall Safe	Total Income
2022/23	£490	£590
2021/22	£543	TBC
2020/21	£99	TBC
2019/20	£570	£778
2018/19	£694	£813
2017/18	£397	£763
2016/17	£579	£1,083

2015/16	£515	£815
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Visitors

		Wall safe income per visitor
2022-23	3,843	£0.13
2021-22	1,920	£0.28
2020-21	TBC	TBC
2019-20	3,233	£0.18
2018-19	3,365	£0.21
2017-18	2,925	£0.14
2016-17	4,415	£0.13
2015-16	3,056	£0.17

Expenditure

Total spend since vesting (non maintenance): £165,056

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022-23	TBC	TBC	TBC
2021-22	TBC	TBC	TBC
2020-21	TBC	TBC	TBC
2019-20	£0	£528	£1,376
2018-19	£0	£528	£1,370
2017-18	£688	£2,015	£1,132
2016-17	£150	£1,362	£1,415
2015-16	£1,057	£1,057	£1,344

Balances

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

Restricted Balance Report Jul 2019	£0
Income less expenditure 2019/20	- £1,126
Income less annualised maintenance 2019/20	- £2,180.44

Local Community Officer's Summary

This pretty Church has a spectacular collection of wall paintings and benefits from very generous support from a number of community members, along with additional community support and attendance at services.

There is local support for two major future projects at St James', one focusing on the stabilising and conserving the wall paintings (estimated cost is £96,000), and one to repair and rehang the bells (estimated cost is £50,000). Both projects would require significant fundraising and relevant permissions. In terms of the conservation priorities for the Church the stabilisation of the wall paintings is a more urgent project due to their fragile condition. At the latest Church Plan meeting the group seemed united behind fundraising for the wall paintings as a first priority.

The regularity of church services presents an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability. This could be highlighted through regular updates to the parish newsletter and inclusion of church reports at parish council meetings.

It would be fantastic to make more use of the resource of local and voluntary knowledge about the history and fabric of the Church, to run new events to boost visitor numbers and donations, possibly for Heritage Open Days or Church Tourism Week. This kind of voluntary effort towards research and interpretation products could facilitate encouragement of more visits from local specialist groups, such as Archaeology and History societies, at the same time as enriching the visitor experience further.

Other activities and events the community could consider holding are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc. A supply of CCT Christmas cards might also help develop useful income.

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), **six** responses were received for **St James' Church, Cameley**, by the deadline of **31 August**.

All six responses received were from respondents writing in a **personal capacity**, rather than on behalf of an organisation. Many respondents gave more than one answer to questions and this is reflected in the responses below.

In addressing the question of **a perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** the respondents indicated the following:

- Conservation of the wall paintings: 4 people
- Restoring and rehangng the bells: 3 people
- Weddings as a source of income: 3 people
- The church as a learning centre for bell ringing: 1 person
- Involvement of, and use by the local school: 1 person
- Wider community use eg community picnics, poetry, nature in the churchyard, art, music, fun runs to the church, pop up drama: 1 person
- Christenings and funerals as sources of income: 1 person
- Church services: 1 person
- More detailed information about the bells: 1 person
- More activities aimed towards children, young to middle age people, and people in the newer housing estates: 1 person
- More use by younger members of the community: 1 person
- Preservation and protection of the building: 1 person
- Grant applications to organisations like The National Lottery Heritage Fund: 1 person
- Increased community appreciation of the Church: 1 person

In writing about challenges anticipated in respect of repair liabilities and running costs, respondents indicated that **the challenges they anticipated for a sustainable future at St James' included:**

- Finding enough money, including via private charities and private donations: 3 people
- Engaging the local community/lack of local involvement: 3 people
- Security: 1 person
- Engaging younger members of the community, including school children: 1 person
- Two other churches requiring repair in the parish: 1 person

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, respondents stated the following:

- None: 3 people
- Linking up with local history and archaeology societies and cycling or walking groups: 2 people
- Bell ringing: 1 person
- Linking up with other parishes for church walks and runs, or a booklet with a 'church stamp': 1 person
- Working with the local Primary School: 1 person
- Not a member of the parish so unaware of local community projects: 1 person

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, respondents replied:

- Yes: 6 people

Stated benefits included:

- Collections and awareness: 1 person
- Church could be used for Christian and secular use, as well as by other faiths: 1 person
- Bell-ringing centre of excellence to attract people from a wider area: 1 person
- To promote physical activity, walking, running or cycling: 1 person
- Creating a unifying sense of belonging and ownership of the building within the community and for a broader group of visitors: 1 person

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- Educationally, including for children: 1 person
 - Weddings as a source of income: 1 person
 - Wider community use and appreciation: 1 person
 - The church as spiritual centre for the local community: 1 person
 - No: 1 person
 - Other:
 - Would be nice if the Church could be used to attract more people to appreciate its beauty: 1 person

In relation to identifying **the most important conservation priorities for St James' Church**, respondents stated:

- Conservation of the wall paintings: 5 people
- Bells: 2 people
- Keeping the building weather proof: 1 person

Regarding priorities, opportunities or ideas for fundraising, respondents suggested the following **ideas and opportunities for fundraising** for St James' Church:

- None/no answer/skipped question: 2 people
- Weddings, christening and funerals: 1 person
- Raising funds through people being able to pay to ring the bells for anniversaries etc: 1 person
- Expressed frustration over delays to fundraising and plans: 1 person
- Sponsored cycle ride: 1 person

Also when asked what would be **the best ways to get started with the above suggested fundraising** respondents stated:

- None/no answer/skipped question: 2 people
- Expressed the need for a consensus amongst the community about conservation priorities: 2 people
- Expressed a wish for CCT to decide on fundraising priorities: 1 person
- Research: 1 person

When asked whether they would be **interested and available to take part in future fundraising** respondents answered accordingly:

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- Yes: 3 people
 - No: 1 person
 - Already take part in fundraising activity: 1 person
 - No answer/skipped question: 1 person

In seeking respondents' **participation in a future group discussion regarding church planning**:

- Available either in person or through digital meetings: 2 people
- Available in person only: 4 people
- Available via phone or digital meetings only: 0 people

In answering our final, open question about **any additional church matters** not covered in other areas of the survey, the following responses were received:

- None/no answer/skipped question: 3 people
- Expressed how much they value/love St James' Church: 2 people
- To ensure a broader audience are aware of St James: 1 person
- Expressed a wish for the Friends of Cameley to take a lead: 1 person
- Expressed wish for the church not to be turned into a bell ringing circus: 1 person
- Expressed frustration over delays but that progress has been made recently: 1 person

Part C - Community Recommendations

Summary of community consultation meeting #1

Invitations to attend a consultation meeting to discuss the Church Plan, along with a Doodle Poll link to canvass availability and arrange a meeting date and time, were sent to all Cameley contacts on 20 February 2021.

Everyone who completed the Doodle Poll was then invited to a consultation meeting held via Zoom on **15 March 2021** with the following attendees:

CCT's Local Community Officer (LCO)

Respondent A

Respondent B

Respondent C

Respondent D

Notes of the meeting

LCO explained:

- Introduction to Church Plans: to create a more structured and planned approach to our work at CCT churches.
- The aim of the Church Planning process: to increase usage of the church, visitor numbers and wall safe donations, and to increase income and fundraising activities; to move towards a point where the income generated from the site pays for the annualised maintenance costs and other high priority or urgent conservation projects and repairs.
- The current situation at St James', including a focus on:
 - Visitor numbers
 - Income and expenditure, including wall safe donations and total conservation spend since vesting
 - The annualised maintenance cost and an explanation of what this includes

The following were then discussed:

Maintenance issues:

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- Respondent A asked for more information about what worked needed to be done on the gutters, whether they needed completely renewing or just repainting.

Action: LCO to discuss the rainwater goods with the Conservation Team and find out what work is required on them.

- Respondent C mentioned there might be a small water issue on the North wall.

Action: Respondent C to forward some photos of this to HB.

- Respondent B and Respondent A mentioned that the chancel door and the gallery door need repainting and that they had some paint for this.

Action: LCO to forward relevant guidance from Conservation to Respondent B.

- The anti bird netting in the eaves (externally) has been nested in by jackdaws. Respondent C had previously requested for this netting to be removed.

Action: LCO to raise the issue of the netting with the Conservation Team.

- The bees in the nave ceiling are an annual issue, and when they start to produce honey this attracts wasps into the church as well. The warning notice about the bees is displayed in the porch.

Action: LCO to also add a warning note about the bees and wasps to the Cameley web page.

Weddings:

- There was discussion about how wedding arrangements worked in CCT churches and LCO explained about the requirement for an Archbishops Special Licence. The residents were interested in the model of weddings at nearby Holcombe as LCO's understanding is that a Special Licence is not needed at Holcombe. Respondent D asked whether it would be possible to speak to the incumbent at Holcombe about how she managed to arrange weddings without requiring the Special Licence.

Action: LCO to confirm their understanding of the wedding arrangements at Holcombe are correct, and to ask the incumbent if the Cameley residents could speak to her about this.

Filming:

- The Poldark filming at Holcombe was discussed, and whether something like this could be an option at Cameley.

Action: LCO to check with Communications colleagues to find out what information about St James' is included on the filming register.

Fundraising and events:

- Tea parties have been run at St James' before.
- The Chew Valley run was discussed, and it was suggested that there may be a way of linking in with that or with similar races.
- Speaking to local firms about sponsoring the church and displaying their logo in the porch was discussed.

Action: LCO to investigate the work of the Corporate Sponsorship working group and forward any relevant information or guidance about sponsorship to the attendees.

Champing:

- The attendees had been looking at the Champing website prior to the meeting to find out more about it. They feel that it may not be suitable for St James', but they would be open to further investigation and more information.

Linking up with other CCT churches:

- There was discussion about ways to link up with other churches, CCT and active churches, particularly as there are a number of other CCT churches within a short drive of Cameley, for instance a themed route or trail (church orienteering: 'churcheering'), maybe with a stamp. This would also promote well being and other similar trails such as the Christmas window trail are very popular locally.

Action: LCO to suggest this to other contacts at nearby churches and gauge their thoughts on this.

Churchyard:

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- Respondent B said they are taking part of Somerset Wildlife Trusts rewilding project in the churchyard (not CCT owned). Bird boxes have been put up, and wildflower patches are being encouraged around the older less frequently visited graves.
 - Respondent D mentioned they have contact details for Mike Dilger, a TV ecologist and ornithologist, and suggested he could be approached to film at St James' or give a talk.

Guided tours:

- Respondent C said Bath & Counties Archaeology Society have visited some of the nearby CCT churches (Holcombe and Emborough), and Respondent C said he would be happy to show groups around Cameley. He thought it would be helpful for CCT to keep a record of which churches are willing to provide tours so this could be sent to relevant groups and organisations.

Actions: LCO to start to collate a list of all churches with community members willing to give tours so this can be sent out to local history, archaeology etc groups.

Respondent D to investigate what history, archaeology and other relevant societies and groups there are locally who tours could be promoted to.

LCO would like to express their thanks to all the attendees for their time and input.

Actions arising from the meeting:

- **LCO** to discuss the rainwater goods with the Conservation Team and find out what work is required on them
- **Respondent C** to forward some photos of the water issue on the North wall to **LCO**
- **LCO** to forward relevant guidance about repairing doors from Conservation to **Respondent B**
- **LCO** to raise the issue of the bird netting with the Conservation Team.
- **LCO** to also add a warning note about the bees and wasps to the Cameley web page.
- **LCO** to confirm her understanding of the wedding arrangements at Holcombe are correct, and to ask the incumbent if the Cameley residents could speak to her about this.

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- **LCO** to check with Communications colleagues to find out what information about St James' is included on the filming register.
 - **LCO** to investigate the work of the Corporate Sponsorship working group and forward any relevant information or guidance about sponsorship to the attendees.
 - **LCO** to suggest CCT churches linking up and creating a trail to other contacts at nearby churches and gauge their thoughts on this.
 - **LCO** to start to collate a list of all churches with community members willing to give tours so this can be sent out to local history, archaeology etc groups.
 - **Respondent D** to investigate what history, archaeology and other relevant societies and groups there are locally who tours could be promoted to.

Summary of community consultation meeting #2

A Church Plan meeting was held at Cameley St James' Church on Wednesday 10th May 2023 with eight members of the community (their input added below as C1-8). Items discussed were:

1. Friends of Cameley Church

The attendees were members of Friends of Cameley Church (FoCC). This supportive local group started in the 1960s to fundraise for a new church roof and gallery restoration. C1 explained that the group supports the costs, maintenance and repairs at St James on an ongoing basis, paying contractors for minor works. The group are currently paying CCT's contractor, Minerva to carry out work to the tower flashing mortar fillet, micro-pinning the South side window mullion and repair and re-pointing to the porch and nave/chancel abutment. The group are also carrying out repair and monitoring work (e.g. 10 Commandments wall painting monitoring) which does not require a specialist contractor. Recognition from the CCT for the huge amount of work volunteers carry out at St James which saves the CCT money as 'payment in kind' was raised, as this contribution feels undervalued at present.

2. Wall Paintings

The FoCC started a campaign to raise money for repairs to the wall paintings in the past and are interested in re-launching this. C3 explained that there is a lot of support nearby for this cause and frustration from the group that the campaign didn't gain momentum or sufficient support from the CCT. The expert conservation contractor has agreed to break down the quote into manageable pieces so work can commence in stages as fundraising targets are achieved. The LCO suggested this fundraiser could work as a Community Initiative Project – a new scheme the CCT is using to try and support communities with specific fundraisers. The long term vision of raising money for the bells was voiced by C2 but there was general agreement

that the wall paintings take priority for now. C2 knows the fundraising team from nearby East Harptree and wants to talk to them about how they raised the funds needed.

3. Bees

There's a problem with resident bees at Cameley and there's a swarm currently active in the church. Some of the community don't mind the bees but they represent a risk to any members of the community or visitors with an allergy to bee stings. There is already a notice on the CCT's web page for Cameley about the presence of bees and the FoCC have a sign on the door.

4. Fundraising events

The FoCC raise money from their annual Christmas Carol Concert. The date is set for 2023 – 17th Dec 6.30pm. The LCO was invited to attend and hopes to do so. C1 also gives guided tours and the group have taken part in Heritage Open Days before but didn't find it was well attended. A visiting soprano sang in the church for an Easter service and C2 would like to organise another visit since it was so popular. There are 6 services a year at Cameley which have about a dozen people. There is also a wedding this summer. C2 expressed general frustration that weddings are not more easily allowed at CCT churches and wasn't satisfied with the CoE requirements that couples need to get a special license and demonstrate a strong connection to the CCT church. C2 wants to explore this further.

5. Champing

The pros and cons of Champing were discussed. Champing can be a great fundraiser for a church but the lack of toilets at Cameley makes going ahead more difficult since composting loos would be needed. There would also need to be strong support from the community and interest from someone to be a Champing Assistant. Places very nearby for breakfast and evening meals are also a requirement.

Part D - Action Plan

Community Actions

Short Term Actions (arising from Meeting 2, April 2023)

- C2 knows the fundraising team from nearby East Harptree and wants to talk to them about how they raised the funds needed.
- The FoCC are currently working with Minerva and paying c.£2000 for minor works most important for the protection of the fabric.
- C1 is monitoring the wall paintings and supporting with maintenance checks

Actions complete

- Work with Minerva is taking place in May/June 2023.

Local Community Officer Actions

Short Term Actions (arising from Meeting 2, April 2023)

- To discuss with the CCT the value that volunteer time, support and skills provides to the CCT as payment in kind and give it a higher sense of worth in our messaging.
- Send FoCC the Community Initiative forms and help progress the wall paintings fundraising project
- To see if Cameley can be one of the churches in the card machine trial.

Actions complete

- The LCO has sent C1 the Community Initiative forms.

Local Community Officer & Community Medium/Long term actions (discussed with previous LCO – look at during next Church Plan meeting)

- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, and for general fundraising
- Consider means for increasing additional public interest, footfall and consequent donations
- Respondent C to investigate what history, archaeology and other relevant societies and groups there are locally who tours could be promoted to
- Investigate potential for scheduled cleaning days
- Review CCT Cleaning Churches standard and report
- Investigate possibility of one or two additional church services a year

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- Investigate suitability of church for religious use, including use by different denominations
 - Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
 - Investigate musicians, artists, theatre companies or poets who might wish to use the church
 - Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
 - Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
 - Investigate participation in Ride & Stride scheme
 - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
 - Review methods for promoting church to location agents, wedding companies etc
 - Check with Communications colleagues to find out what information about St James' is included on the filming register
 - Investigate the work of the Corporate Sponsorship working group and forward any relevant information or guidance about sponsorship to the attendees.
 - Investigate whether any other nearby CCT churches would be interested in linking up and creating a trail to, and with, nearby churches
 - Collate a list of all churches with community members willing to give tours so this can be sent out to local history, archaeology etc groups
 - Investigate potential for scheduled cleaning days
 - Share CCT Cleaning Churches standard and report
 - Review church web page to ensure clear directions and parking information is available for all visitors
 - Investigate whether it is possible to obtain a CCT noticeboard and insert

CCT Actions Other

Short term actions

- None as yet

Actions complete

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- None as yet

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?

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9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.

 10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.

 11. What do you think might be the best ways to get started with any fundraising activities you have suggested?

 12. If you don't already, would you be interested and available to take part in future fundraising activity?

 13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?

 14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

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

Item	Method & Purpose	Cycle/Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00

Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00

Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00

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

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

For those churches without electricity we provide a gas camping stove and we also provide 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