Churches Conservation Trust

ROLLESTONE. ST ANDREW'S

MARCH 2021 CHURCH PLAN

Part A - Current Report

Part B - Survey

Results of our open survey conducted in Summer and Autumn 2020, canvassing all community contacts for their reaction to Part A. The survey remains open and available at this location. Please feel free to repeat your survey response or complete the survey for the first time.

Part C - Community Recommendations

Minutes of any community meetings held to discuss the information available in other parts of the Church Plan.

Part D - Action Plan

Details of any actions agreed through Community Recommendations, assigned to community participants, Churches Conservation Trust staff, or to the Churches Conservation Trust Local Community Officer specifically.

Part A - Current Report

Church Introduction & Statement of Significance

St Andrew's Church is in Rollestone Road, Rollestone, Wiltshire, England. It was declared redundant on 1 July 1993, and was vested in the Trust on 8 February 1995.The church is recorded in the National Heritage List for England as a designated Grade II* listed building.

St Andrew's was built in the early 13th century. For the early part of its history, until the Dissolution of the Monasteries, the church was a possession of the Knights Hospitaller. It has been suggested that Jane Seymour was baptised at the church in the early 16th century around 1508, however this may be a confusion with another child of the same name.

It is constructed in flint and stone in a chequerwork pattern. The church consists of a chancel and nave which was given a new roof in the 16th century. The nave is 32 feet (9.8 m) by 15 feet (4.6 m) while the chancel is 9 feet 8 inches (2.95 m) by 9 feet 6 inches (2.90 m). Rebuilding work on the chancel and chancel arch were undertaken in 1845. The church has two large Perpendicular windows. The stained glass is 17th century. The font dating from the 13th century and has a 17th century cover.[] The oak benches were brought from the redundant church of St Catherine's at Haydon, Dorset in 1981.

Rollestone became part of the parish of Shrewton in the early 20th century. The parish now includes St Mary's Church, Maddington as well.

Current use (bookings) & voluntary activity

St Andrews is fortunate to benefit from the voluntary support of the neighbours and several members of the local community, and has a supportive incumbent vicar and churchwarden. This group of people collectively contribute by:

- Organising and supporting and annual service
- Running champing at the site in 2017/18.CCTs ambition is for this to take place again.
- Remittance of service funds
- Occasional conservation cleaning
- Completion of 6 monthly site inspection

- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Ed McGregor
Current project:	None
Cleaning schedule:	Before use
Welcome table:	Present. Good stock of new style CCT walk around guides.
Keyholder role:	Partially fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, 6 month check, maintenance reporting)
Area volunteer role:	Fulfilled
Fundraising roles:	None formal
Stewardship roles:	None
Research, interp & talks role:	None formal.
Accessibility details:	Provided via website
CCT silver plaque:	Installed, poor condition
CCT information board:	Not installed..
Oak post:	Not installed..
CCT freestanding board:	Installed.
Wall safe poster:	Installed, current
CCT A board:	Provided
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	Electric lighting and sockets. Off-Peak Electric Convector Heaters
Parking:	None formal. Approx 4 spaces on the grass verge.
Organ:	2 American.
Churchyard:	Not owned by CCT, maintained by PCC and volunteers
Ringable bells:	1 – Stationary Chiming only.

Pews:	Yes.
Fire rated capacity:	100
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	None
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Stonehenge. Salisbury.
Public transport:	
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Unsure
Services per year:	1. Service of Peace in August.
CofE support for services:	Yes
Christmas memory tree:	No.
Tea Party:	No.
Historic Church Tour:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	Yes, in 2017/18 season. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No.
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	2015
Learning and Participation events	No
Explorer tags	No.

Conservation reports

Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.	£2,958.44
Routine maintenance costs (Per annum and exclusive of VAT): Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.	£712.80
Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£950.00
- Remove moss from roofs	£450.00
- Replace dislodged ridge tile and cut back trees	£500.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.	£7,000.00
- Minor roof repairs	£1,000.00
- Re-pointing cement pointed areas	£6,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£0

Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£0
Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.	£0
All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.	

Income, Expenditure & Balances

Income

	2015/16	2016/17	2017/18	2018/19	2019/20
Wallsafe income	-	*20*	*23*	-	45
Total income	-	53	71	206	45

Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20
Numbers of visitors	1,301	1,561	1,596	1,656	1,281
Wallsafe income per visitor (£)	-	**0.01**	**0.01**	**-**	**0.03**

Expenditure

Total expenditure since vesting: £76,470

	2015/16	2016/17	2017/18	2018/19	2019/20
Maintenance	-	729	486	594	1,274
Conservation	-	-	-	-	-
Electricity	95	95	95	117	141

Balances

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

Restricted Balance Report Jul ‘19	£0
Income less expenditure ‘19/’20	-£1370
Income less ann. maint.’19/’20:	-£2913.44

Local Community Officer's Summary

St Andrews is a small picturesque church spectacularly located with views down the valley. With little use aside from the annual service, the church has been fortunate to have benefited from the support of several local volunteers and neighbours over my 8 years' experience with the CCT.

In 2017/18 Champing was trialed at St Andrew's. It was always understood that St Andrew's would be quite different from most of the CCTs champing churches in that it would only be able to accommodate two people, whereas most churches are set up for larger groups. However, given the proximity to Stonehenge it was predicted that there would be plenty of interest in the site. Whilst the first season was successful enough and enjoyed by all who stayed, the Champing team decided it was not economically feasible at the current time to continue with this small champing site. I understand that the Champing Team hoped to use Rollestone again in the 2020 / 2021 season, but obviously this couldn't go ahead due to Covid-19.

A CCT Area Volunteer completes the regular 6 monthly building inspection
The wall safe has been inoperable since 2018, and needs to be fixed as a priority. The wall safe income showing for the 2019/20 FY must be due to a mis-code, as the safe hasn't been emptied.

Aside from champing, the church brings in little regular income in comparison to annualised maintenance cost.

In terms of bringing in more small scale income the following could be implemented:

- When the wallsafe is fixed we can expect a small but steady income from this, particularly if champing is to go ahead again in future as indicated.
- Improved visitor interpretation (currently CCT Walk around Guide) and scheduled guided tours could increase the donation per head at Rollestone.
- A Walking trail of the Shrewton Churches was created by volunteers in 2019, but was not printed due to lack of funds. If the leaflet was printed and marketed, or hosted better online, this may increase visitor numbers and subsequent donations.

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

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), ***no response*** *was received for* ***Rollestone, St Andrew's*** *by the deadline of* ***August 30th****.*

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

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

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

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

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

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

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

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

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

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

Nil

Part C - Community Recommendations

Community Meeting 1: 25th Feb 2021

Attending: Ed McGregor (Local Community Officer) et al.

A notes that the community use the church once a year for a service. There are also occasional weddings and funerals. He drops in occasionally to keep an eye on it. He also reflects that the immediate neighbours to the church do a great job of voluntarily caring for the churchyard.

A reflects that the walk between the three Shrewton churches produced in 2017 / 18 unfortunately didn't come to much, although it is available on the CCT website. EM noted that CCT will be promoting a walking festival as part of the "Step into Spring" campaign in 2021, during which the walk could be promoted locally. EM also noted that there is an audio guide being produced for the church which should help raise additional donations from visitors. A is supportive of this initiative.

Ride and stride will continue to be encouraged. A notes that Covid Restrictions are going to impact again this year on attendance to all events including outdoors ones.

A notes that St Mary's (the active church) is significantly struggling with attendance. Getting funds from the village to support the CCT churches is going to be very difficult given the challenge that is faced at the active churches.

A notes that he is aware of the high costs of maintaining historic buildings and reflects that they are also struggling to find the funds to maintain the active church.

A thinks that champing should be re-investigated for Rollestone as all the equipment invested in is still there, such as the compost toilet. He would be willing to consider the champbot role again. EM agrees that 2021 could be a good year to look into champing again given the travel restrictions on holidaying.

Part D - Action Plan

Community Actions

Short term actions (to end June 2021)

- Review CCT Cleaning Churches standard and report

Medium term actions (to end June 2022)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Consider the suitability of the site for Champing

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- 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 June 2021)

- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- Repeat survey for additional respondents by end January 2021
- Consider ways to better promote and make available for visitors the Shrewton Churches walking trail which is currently only hosted on the CCT website.
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report

Medium term actions (to end June 2022)

- Consider adding video directions to the church for prospective visitors' information
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Consider use of the church as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
- Consider the suitability of the site for Champing

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include
    - Conservation interpretations
    - Presentation improvements
    - Champing data
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'
- Consider producing an online audio guide for the church to address the lack of printed interpretation
- Support and encourage the EO with replacing the wall safe.

CCT Actions Other

Short term actions (to end June 2021)

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

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Actions complete (to end March 2021)

Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)

2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.

3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.

4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.

5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?

6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?

7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?

8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?

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

addressing them.

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

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

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

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

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

Appendix 2: Typical Maintenance Tasks Forecast - 25 Years

(Not Including Twice-Annual Maintenance Visits)

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

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

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

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

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

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

Appendix 3: Typical Maintenance Tasks Forecast -

(Twice-Annual Maintenance Visits)

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

	ensure that there hasn’t been an attempt to steal from the safe.

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 Marchand 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