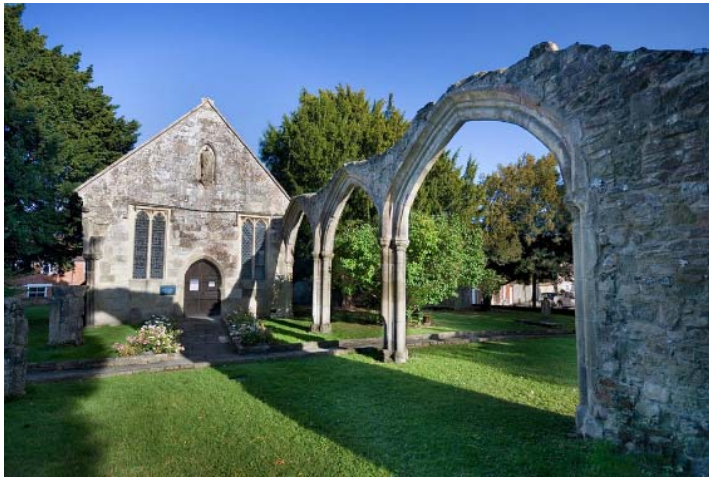


# **WILTON. OLD ST MARY'S**

## **February 2023 CHURCH PLAN**

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### **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.

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## Part A - Current Report

### Church Introduction & Statement of Significance

St Mary's Church in the Market Place of Wilton, Wiltshire, England, is largely the remains of a 15th century church which is the oldest in Wilton the site dating back to the 9th century. It is recorded in the National Heritage List for England as a designated Grade II\* listed building.

St Mary's was built on the site of an earlier church at which Bishop Robert de Bingham (the first Archbishop of Salisbury) was consecrated in 1229 before the completion of his cathedral church at Salisbury. His statue is still visible on the west gable. By the 9th century the Benedictine convent of Wilton Abbey was attached to the church. During the 14th and 15th centuries other medieval churches in Wilton closed and combined with St Mary's which was rebuilt and expanded to become, by the 16th century, the sole parish church. In 1441 parish records include the purchase of a great bell and around 1628 a carved pulpit was installed. In the early 19th century a parish rate was levied for the restoration of the church and a chandelier and pulpit sconces were bought to enable evening services.

In 1845 a new Church of England parish church of St Mary and St Nicholas was built at the instigation of the Countess of Pembroke and her younger son Baron Herbert of Lea, designed by the architect Thomas Henry Wyatt and D. Brandon in the Italianate Romanesque style, with considerable Byzantine influences. The bells and many memorials from the old St Mary's were transferred to the new.

As a result, the old church was partially demolished, apart from the chancel and one bay of the nave. The ruins consist of the three arches of the south arcade, fragments of the north arcade and the altered eastern arch of the west tower or west window within the churchyard.

Restoration was undertaken between 1933 and 1939, by Robert Worth Bingham, who was the United States Ambassador to the United Kingdom from 1933 to 1937, who claimed descent from Robert de Bingham and the then Mayor Edith Olivier. The church was declared redundant on 30 May 1972, and was vested in the Trust on 15 November 1977.

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## **Current use (bookings) & voluntary activity**

Old St Mary's benefits from a small but enthusiastic informal volunteer team, who have achieved some remarkable improvements to the site over the past 5 years.

Voluntary activity undertaken by this group includes:

- Regular cleaning of the church.
- Care of the churchyard and approach to the church entrance with the help of Wilton & District U3A.
- Producing high quality visitor display / information material
- Running guided tours of the village and church on request
- Occasional services, concerts, exhibitions and community events, although this takes a lot of work by the volunteer group to sustain.
- Hosting annual "This is my Theatre" CCT fundraising events.
- Remittance of wall safe, service and event funds
- Ad hoc reporting of building change

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## Collection Review

Open Churches Policy status:	Open +
Local Community Officer:	Rachel Whitty
Current project:	None
Cleaning schedule:	Before events and services and occasional cleaning days led by volunteers.
Welcome table:	Volunteer written guide, village trail, maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled.
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer group coordination, event organisation maintenance reporting)
Area volunteer role:	None. Currently surplus to requirements.
Fundraising roles:	None formal
Stewardship roles:	No stewards although volunteers do host occasional tours.
Research, interp & talks role:	None formal, but same as above
Accessibility details:	Provided via website
CCT silver plaque:	Installed. Poor condition. Replaced with laminated sign by volunteers.
CCT information board:	Not installed. Scheduled to receive one.
Oak post:	Not installed.
CCT freestanding board:	Provided.
Wall safe poster:	Installed, current
CCT A board:	Provided
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	Electric sockets.
Parking:	None formal. 2 free hours in Market Square public car park 20m away. Free Parking in South Street 100m away.
Organ:	None

Churchyard:	Churchyard and listed ruins owned by CCT. Churchyard maintained kindly maintained by local council and volunteers.
Ringable bells:	No.
Pews:	No. Stacking chairs
Fire rated capacity:	60
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	None
CCTV:	None
Individual item security measures:	None
Nearby attractions:	Wilton House. Wilton Carpet factory and shopping village.
Public transport:	Frequent bus service to Salisbury - Tisbury
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Occasional. Via volunteers
Services per year:	0
CofE support for services:	Unsure
Christmas memory tree:	Yes for the past 3 years but not sponsored.
Tea Party:	No
Historic Church Tour:	Included in the 2019 tour schedule.
Heritage Open Days:	Took part in 2019.
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

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Security Audit:	2015
Learning and Participation events	The church has been part of the Wilton History Festival for the past few years.
Explorer tags	No.

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## 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>	£4,106.44
<p>Routine maintenance costs (Per annum and exclusive of VAT):</p> <p>Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.</p>	£590.40
<p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£36,125 (repairs)
- Repair damage done by the electrical installation	£200.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£15,450.00
- Roof repairs inc. copings	£3,050.00
- Rainwater goods drainage and fascia repairs/redecoration as required	£3,825.00
- External walling repairs	£8,575.00
<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>	£18,175.00
- Repairs to ruins	£16,175.00
- Re-fix window guards	£500.00

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- Window repairs	£1,500.00
Total long term repairs:  Items which are known to require works in the longer term but which are not essential in the near future.	£500.00
- Repoint open joints in chancel arch	£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.	£2,000
- Rationalise wires installed by Council for Christmas lights on ruins	£2,000
<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>	



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## Income, Expenditure & Balances

### Income

	2015/16	2016/17	2017/18	2018/19	2019/20
Wallsafe income	149	-	458	578	504
Total income	229	100	1,722	778	767

### Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20
Numbers of visitors	3,211	2,638	7,743	9,253	5,737
Wallsafe income per visitor (£)	0.05	-	0.06	0.06	0.09

### Expenditure

Total expenditure since vesting: £25,332

	2015/16	2016/17	2017/18	2018/19	2019/20
Maintenance	-	697	2,914	492	521
Conservation	-	-	-	-	-

### 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 **£246**

Income less ann. maint.'19/'20: **-£3339.44**

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## **Local Community Officer's Summary**

Old St Mary's benefits from fantastic location in the centre of the bustling ancient market town of Wilton, the ancient capital of Wessex. Since opening daily via an electronic door lock and daily display of an Aboard, it has had a surge in visitor numbers but the average donation per head is low; Therefore it would be sensible to investigate ways to raise this, either through interpretation stewardship, or trial of contactless giving.

St Mary's has had an outstanding level of voluntary support in the past 5 years or so from two volunteers in particular who have, amongst other things, created a historical town trail leaflet run guided tours, organised fundraising theatre performances and gained support for the church from the local U3A. The volunteers have also recently restored and refurbished a scale model of the church, with electric lights. There is perhaps potential to set the lights to a paid electric timer once a protective cover has been completed.

Despite all this there is a currently a large gap between existing income and the annualised maintenance figure, therefore we will need to explore other income generating activities.

The main annual fundraiser at Old St Mary's recently has been through hosting "This is My Theatre" productions in the church. There have also been two "Wilton History Festivals" in the past, organised by one a registered CCT volunteer, from which we have benefited. CCT might be able to play a more active part in this in future if they are to continue.

A flower festival had been planned for 2020 but this had to be postponed due to Covid-19.

It might be interesting to explore the potential for stewarding the church on particular days such as Heritage Open Days in September, or Market Days (Thursday), to increase the average donation per visitor.

The church lends itself well to commercial opportunities and potential tenants, due to its location and provisions. For example, in the past there has been an interest expressed in hosting a small museum in the church. I have been seeking a local Event Coordinator Volunteer to help realise some of this potential.

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Old St Mary's might be a suitable site for the previously successful Champing™ model as applied to other Trust churches in the area. It would certainly give a unique town centre site to contrast with our more rural sites.

More community based voluntary, or ideally staff based leadership and support would be needed to properly explore Old St Mary's commercial potential.

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.

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## 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), **One response** was received for **Wilton, Old St Mary's** by the deadline of **August 30th**.*

The response received was from a respondent writing in a **Personal** capacity, who confirmed that their responses related to **Old St. Mary's, Wilton**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **Second hand books for sale. A small museum. Things that might not be too badly affected by Covid restrictions.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **Audiences for large events go home covered in whitewash which rubs off on them if they sit near the walls. This needs attention.**

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 **Wilton History Society and Wilton and District U3A.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **Yes to both questions. It is very central and close to local businesses. The church has regular visitors who would stay longer if there was more to see and do in the church.**

In relation to identifying conservation priorities for the church, the respondent provided **Not sure**

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 be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **They would be happy to meet in any format.**

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**

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## **Part C - Community Recommendations**

### **Community Meeting 1: 6th January 2021**

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

*A notes that the church has done relatively financially well during Covid 19 restrictions due to local efforts with church opening, U3A flower beds, the Christmas memory tree, etc. It is the only church open in Wilton. People have been using it as a place of contemplation and this is reflected in the increased donations.*

*A notes that the church plan seems to be written with the assumption that there is an active group of volunteers associated with the church, which is misleading. All of the positive results shown on the report for St Mary's have been achieved by two individual volunteers who are stretched to capacity and cannot offer additional voluntary support.*

*These current volunteers do actively seek new volunteers for the church, for instance asking all members of the U3A if they wanted to be engaged further. EM recruited a new volunteer in early 2020 but his induction and any resulting work was postponed due to Covid-19. A notes that he has tried to make contact with this volunteer with no response to date.*

*A had planned to do a flower festival which would have raised some funds for the church which was cancelled due to covid-19. This will hopefully be reinstated as and when is possible.*

*The church model has been delivered to the local hospital rehabilitation unit to have a case made for it but of course this has been postponed too.*

*The second hand book sales idea perhaps might be revisited when restrictions allow.*

*A has already taken steps towards the museum idea by designing and funding a banner explaining the history for the church.*

*A notes that the main barrier to running any events is the damp on the floor and the flaking limewash on the walls and requests input from the Conservation Team on these issues before progressing. This would also apply to live streamed / remote events.*

*A expresses disbelief in the idea of introducing champing at Old St Mary's due to the nature of the building.*

*EM to send A examples of existing on-line audio guides. A notes that he has given quite a few talks to historical societies on the building and has a script already in place (which features vivid and interesting anecdotal information on the memorials) which would form the basis of an online audio guide.*

*A notes that all the conservation seems to be focussed on the outside of the church and it might be useful to focus on the interior of the building to allow for more events and fundraising opportunities.*

### **Community Meeting 2: 22nd September 2021**

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**Attending: Ed McGregor (Local Community Officer) and 2 of the main volunteers referred to A1 and A2**

A1 notes that the volunteers from the CCT website that EM has put in contact with them have not developed into active volunteers.

EM explains that the problem of the flaking limewash has been shared with CCTs conservation Team and they have suggested willingness to host a limewash day for volunteers and community at the church. This of course does not address the problem of damp walls, but this has been noted in the conservation costs in part A in terms of roof and drainage repairs.

A2 notes that there is a "man shed" club in Wilton which they are engaging with building a cover for the church model. They hope that this will be done by Christmas. They are also going to approach them to help with building an external temporary building to store the plastic chairs. The local newspaper has also offered to promote this collaborative activity. EM encouraged this relationship and requested ongoing documentation of the projects.

A1 is producing a small booklet on the church model which they hope to be able to sell in the church. A2 aims to make Christmas cards to sell in the church. Last year about £400 was raised through sale of booklets and cards. Most of this is going to be reinvested in the model church cover.

A1 has been speaking to a contact about voicing for the guide and there is a script in place and they aim to get in place for Christmas.

A1 notes that the banner detailing the history of the church has been very well received and has boosted donations already.

A2 explains that a new choir "The Wilton Wailers" have started up and has asked if they could perform in the church. The Christmas tree is supposedly the biggest in England and A2 would aim to get the choir to sing at the Christmas tree lighting ceremony. A1 notes that they aim to erect the Christmas Memory Tree again this year.

There are still discussions afoot about a flower festival potentially in Easter 2022. The U3A are still involved by keeping the flower beds well-tended regularly.

More minor vandalism and anti-social behaviour has been noted in the church from local youths. A1 has confronted them and reported vandalism in the churchyard to the police. There is continued anti-social behaviour towards both the volunteers.

A1 reflects on the CCTs prior relationship with the Pilgrims Trust and how they hoped that would be productive in Wilton. St Peter's Fuggleston's community is having discussions about opening up the church more frequently, which presents potential for church tours in the area. EM notes a new volunteer applicant who is producing a trail from Stratford tony to Wilton and suggests he will put in touch with A1 and A2

**Community Meeting 3: 11<sup>th</sup> May 2022**

**Attending: Ed McGregor (Local Community Officer) plus 3 volunteers referred to A1, A2 and A3.**

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A2 drew attention to the fact that Wilton house have a lot of international visitors coming to see the sets for the Crown, Bridgerton, and other TV series set in Wilton House. EM suggested that it would be easy to provide translated versions of online audio guides, and that he has volunteers who are willing to do these translations remotely.

A2 provided an update on the recent vandalism at the church, during which windows have been broken, furniture damaged and rubbish left in the church. The Police Local Community Support officer has spoken to the family of the young person involved in the vandalism and they are hopeful that there will not be a repeat occurrence.

A2 confirmed that there was an “Art with Heart” exhibition in the church, and it was successful raising money for a local hospice. EM requested that all future events in the building be run past him and CCT so that he can ensure that proper booking process is applied. A2 confirmed that there is a music event in planning.

A1 has a piece of the original king post from Salisbury cathedral, which he would like to display on a bracket in the church. EM suggests that A1 send him a written proposal with photos identifying proposed placement and fixings to check with conservator colleagues.

A1 confirmed that This is My Theatre have moved on to bigger venues and do not plan on coming back to Wilton. EM pointed out that Troubadour Stageworks are looking at venues for this season and beyond.

There followed a discussion about the placement of CCTV security cameras to prevent any further vandalism or anti-social behaviour in this town centre church. One dummy camera is already installed above the door, but the Police Local Community Support Officer has advised installation of a proper camera in the fuseboard cupboard. A1 to obtain quotes for installation for a CCTV system.

#### **Community Meeting 4. February 24<sup>th</sup> 2023**

**Attending Rachel Whitty (Local Community Officer) and 2 volunteers – referred to as A2 and B1 (unfortunately A1 who had attended previous meetings was unable to make it due to illness)**

RW welcomed the volunteers to the meeting and was pleased that a new volunteer had joined the group. RW thanked them for all the support that A1 and A2 had given the church not only in emptying and banking the wall safe, counting the visitor numbers but also for all the extras such as the model and walking guides.

RW explained the process for the meeting which was to work through the previous actions listed on the Church Plan, and agree to close them off or carry them forward, discuss potential fundraising ideas and discuss any on-going maintenance issues. The aim at the end would be to capture these ideas into short, medium and long term actions.

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RW noted that the figures in the current Church Plan required updating so would be used a guide for this meeting. Once more up to date figures were available, the Church Plan would be amended accordingly and recirculated to the group. A2 also raised that whilst they collected reasonable amounts of cash from the wall safe, it would be good to have a cashless alternative such as a contactless payment device. This would also help with other sales at potential events, art exhibitions and walking guides, for example. RW agreed that Wilton should be put on the list for when more contactless devices were being planned for rollout by the CCT as they had the right ingredients, electricity and a strong 4G WiFi signal.

**Action – Short Term :RW to action putting Wilton forward for a contactless device and updating the income and maintenance costs for the next Church Plan meeting in planned for September.**

RW updated the group on the West Region focus for the coming year and wider updates on the CCT, the new CEO and the strategy.

The first part of the discussion focused on the building and in particular the state of the flaking plaster and the CCT silver plaque. The flaking plaster which had during previous events brushed on visitors' clothing had been temporarily fixed by fixing thin cotton duster sheets to the walls but both volunteers were keen to pursue the idea of a lime washing party in consultation with the Conservation Team.

**Action – Short Term :RW to raise this in the monthly meeting with the Estate Officer and Conservation Project Manager and report back.**

Regarding the silver plaque, RW suggested that the volunteers could investigate replacing it with a simple slate sign like some on other CCT Churches. Potential sponsorship could be obtained through Reeves the Baker and possibly the Rotary Club.

**Action – Short Term: RW to send an example photo so that A2 and B1 could do some research and come back with costings and design for approval.**

The ownership of the Churchyard was raised as in the Church Plan it states that the Churchyard and listed ruins are owned by the CCT. The maintenance of the Churchyard though was kindly done by the local council and volunteers such as U3A.

The issues with vandalism that had been raised in previous meetings was discussed. A2 reported that the Local Police Officer had spoken to the families of the suspects involved. Apologies for the behaviour had been received and so far there had been no more vandalism.

The discussion then focused on fundraising ideas, upcoming local community initiatives such as Coronation Events, Wiltshire Art weeks, Local History events which could be linked with the Church. Wilton is also on Cycle Route 24 so local cycling clubs could be approached. B1 was keen to promote the Church with the new Mayor and persuade them to consider the CCT as one of their adopted charities.

**Action – Short Term: B1 agreed to approach the new Mayor.**



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RW spoke about the success of Flower Festivals in other CCT Churches. Both A1 and B1 were very keen to pursue the idea of a Flower Festival which has been raised previously but postponed due to Covid. It was agreed that this would be the first event to plan this year, potentially in May around the Coronation depending on what other activities were being planned locally. B1 would approach the Town Council and knew a Chelsea Flower exhibitor who could be drafted in to help. A1 could also display Bonsai and talk about Japanese flower arranging. There were good links with the local paper and they would be approached to do a feature on the Church and the Flower Festival.

**Action – Short Term: B1 agreed to take the action of being the primary lead for organising the Flower Festival.**

The idea of theatre events were discussed and potentially poetry readings in the Church. A2 mentioned that a play had been written about St Edith who is associated with Wilton. RW wondered if “This is my Theatre” would be interested in performing it.

**Action – Short Term: RW to send “This is My Theatre” details to A2 with a view to scheduling a performance.**

Other fundraising ideas were discussed such as producing line drawings or colourising old photographs to sell in the Church. There was also discussion around setting a picture exchange in the Church potentially.

**Action – Short Term: A2 agreed to take the action to speak to A1 about a potential project around these ideas as they had professional expertise in this field.**

The link to Wilton House was discussed and the potential to display CCT leaflets at Wilton House. B1 mentioned that the actor Timothy West had recently been involved in a fundraising event at Wilton House reading poetry and the potential of approaching him to voice an audio guide for the Church.

**Action – Short Term: B1 agreed to find out further details to progress this idea.**

Potential links with the Godolphin School at Salisbury were discussed and the potential of learning activities/school events with the CCT Heritage Learning Officers.

**Action – Medium Term: RW agreed to follow this up with the West Region’s HLOs.**

**The meeting concluded with RW summarising the action points agreed and that the next meeting should be held in 6 months time – possible September. Both volunteers agreed it had been very productive and there was a lot to go away and think about.**

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## Part D - Action Plan

### Community Actions – reviewed and amended February 2023

#### Short term actions (to end Sept 2023)

- B1 to lead on organising Flower Festival in May, liaising with Town Council and Mayor.
- Replacing silver plaque - RW to send an example photo so that A2 and B1 could do some research and come back with costings and design for approval.
- A1 producing a small booklet on the church model which they hope to be able to sell in the church – **carried forward to next meeting as A1 was unwell**
- Volunteers to investigate potential to host a theatre production based on the life of St Edith in the church in late 2023/early 2024 – RW to send A2 details of “This is my Theatre.”
- Obtain quotes for installation of CCTV system- **carried forward to next meeting as A1 was unwell**
- Forging a link to Wilton House to display CCT materials and discuss potential joint fundraisers.

#### Medium term actions (to end March 2024)

- Consider assisting in production of an online audio guide for the church.
- A1 to make a proposal to CCT regarding the installation of the piece of Salisbury Cathedral’s king post.
- Consider producing line drawings as postcards/Christmas Cards for sale and setting up a picture exchange scheme in the Church. A2 agreed to take the action to speak to A1 about a potential project around these ideas as they had professional expertise in this field.

#### Long term actions (to end September 2024)

#### Actions complete (to end Feb 2023)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Explore options proposed in Part B response, in particular book sales and local museum idea
- Church model is restored and re-instated in the church with the help of Wilton Men’s Shed group.
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Volunteers to continue to inform LCO of any upcoming events in the church to ensure booking procedure is followed
- Progress the induction of new volunteer who joined just prior to Covid-19 restrictions. **This volunteer did not re-engage post Covid.**
- Encourage existing / new volunteers to offer scheduled guided tours of the church, perhaps on market days.
- Consider the suitability of the site for Champing – **at present ruled out**

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## Local Community Officer Actions

### Short term actions (to end Sept 2023)

- Work with current volunteers to complete a community audit to identify additional volunteers and supporters.
- From community audit, repeat survey for additional respondents by end of September 2023
- Review potential for promoting availability of secure parking outside church
- Review church web page to ensure clear directions available for all visitors and consider adding video directions to the church for prospective visitors' information
- Seek opportunities to formally acknowledge significant volunteer contributions to date at Wilton.
- Update Church Plan with up to date income and maintenance costs. **Once completed recirculate to volunteers in time for next Church Plan meeting**
- Liaise with Conservation about potential lime washing party/solutions to flaking plaster and churchyard ownership.
- Support volunteers with suitable display posters and on information on Church web page to:
  - Promote suitability of church for concerts or other uses, and of promotion to prospective local audiences.
  - Promote the 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

### Medium term actions (to end March 2024)

- Work with HLOs to identify potential School liaisons and workshop activities

### Long term actions (to end March 2024)

### Actions complete (to end Feb 2023)

- 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'

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- Investigate producing an online audio guide for the church.  
Consult with EO / CPM regarding interior lime wash flaking, as reported in Part B.

## **CCT Actions Other**

### **Short term actions (to end September 2023)**

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
- Investigate flaking interior lime wash identified in part B.

### **Medium term actions (to end March 2023)**

### **Long term actions (to end March 2024)**

### **Actions complete (to end May 2022)**

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## Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community?  
How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.

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10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
  
  11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
  
  12. If you don't already, would you be interested and available to take part in future fundraising activity?
  
  13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
  
  14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

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

<b>Item</b>	<b>Method &amp; Purpose</b>	<b>Cycle/Yrs</b>	<b>Estimated Cost per visit (present day levels)</b>	<b>Cumulative Estimated Total Cost After 25 Years (2020 values)</b>
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

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

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

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#### **Appendix 4: Typical Champing™ Arrangements and Related Income**

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

Guests book online through the Champing™ website [www.champing.co.uk](http://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.

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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