



**Churches
Conservation
Trust**

ST. JAMES' CHURCH CHARFIELD CHURCH PLAN



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Version Updated February 2026

Introduction

The Churches Conservations Trust's strategy is to empower and support communities to care for historic places of worship, for the benefit of all. A sustainable CCT church is well used by its community(ies), generates sufficient funds for the maintenance that keeps it in a good state of repair and is able to raise funds for specific repair and improvement projects. Local Community Officers facilitate this through their work with the community to co-create Church Plans.

Church plans are a living document which combines information on the church's history, significance, maintenance and repair needs and the current use of the church, with feedback and recommendations from the community, and concludes with an action plan setting out agreed short, medium and long term goals to support the sustainable use and care of the church.

Part A - Current Report

Church Introduction & Statement of Significance

St James' Church is a historic Anglican church at Churchend in the village of Charfield, Gloucestershire, under the care of The Churches Conservation Trust. It is recorded in the National Heritage List for England as a designated Grade I listed building. It stands on a steep hillside overlooking a valley. The church originates from the 13th century. It was largely rebuilt in the 15th century, using money from the local wool trade. During the 18th century the industry moved into the valley, isolating the church. It was repaired during the 1970s.

St James' is constructed in stone rubble, with Cotswold stone slate roofs. Its plan consists of a nave with a south aisle and a north porch, a chancel, and a west tower. The tower is in four stages with diagonal buttresses. In the top stage are two-light bell openings, and the parapet is battlemented. On top of the tower is a saddleback roof. In the north wall of the nave are two three-light windows, between which is a porch with a pierced parapet and a niche for a statue. The chancel contains two three-light windows in the north wall, a three-light east window, and a blocked priest's door. Along the wall of the south aisle are three three-light windows. Internally, between the nave and the south aisle is a three-bay arcade with octagonal piers. In the nave is a squint. The chancel contains a trefoil-headed piscina and the remains of heads to image niches. There are memorials dated 1717 and 1756.

The churchyard contains five separate chest tombs, and a group of four chest tombs, all of which are designated as Grade II listed buildings. They all date from the 18th century and are in limestone ashlar. The four grouped tombs date from the same period and are surrounded by cast iron railings. Also in the churchyard is a memorial to the 15 people who were killed in the Charfield railway disaster in 1928 and the war grave of a World War II airman.

Current use (bookings) & voluntary activity

St. James' in Charfield has an active Friends Group which is focused on care for the churchyard. Although this space is not owned by The Churches Conservation Trust, maintenance costs for the church are supplemented by Friends Group activities, particularly their organisation of services throughout the year, at Christmas, Harvest and on St. James' Day. The Friend's Group also meets at the church monthly in the season.

In 2019 the Friends launched a St. James' Day tea party, which is an annual fixture, enjoyed support from large numbers of visitors who encountered furniture for participants to enjoy the interior or sit outside, a tremendous spread of treats to buy, a raffle and a band. This is followed by a service.

Voluntary activity undertaken by the local Friends Group includes

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

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Isobel Milne
Current project:	None
Cleaning schedule:	Twice annually, led by volunteers in accordance with CCT guidelines
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Not installed

Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric sockets (2), gas bottle heating
Parking:	Limited, two spaces adjacent to church yard
Organ:	None
Churchyard:	Not owned by CCT, not maintained by Local Authority
Ringable bells:	No
Pews:	None, wooden chairs available, sound condition
Fire rated capacity:	240
Seating capacity:	174
Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Tortworth Estate, De Vere Tortworth Court, St. Nicholas' Ozleworth, St. Arild's Oldbury on the Hill, Wotton under Edge Farm Shop, Tyndale Monument
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	2
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	Yes
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

<p>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.</p>	£3,763.44
<p>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.</p>	£552.00
<p>Other maintenance costs: Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£645.00
Missing rodding eye cover	£35.00
Repoint cover flashings	£250.00
Remove blank church sign	£15.00
Remove moss from roof slopes	£350.00
<p>Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£112,000.00
Rainwater Goods	£10,000.00
High level masonry repairs/render/limewash	£100,000.00
Belfry masonry repair	£2,000.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£18,600.00
Repairs to S nave walls	£10,000.00
Investigate nave staining	£5,600.00
Lightning conductor repairs	£3,000.00
<p>Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.</p>	£99,000.00
Redecorate internal areas	£40,000.00
Remedial work to floor finishes	£4,000.00
Roof Repair fixings are beginning to fail	£55,000.00
<p>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.</p>	£4,500.00
Repair wall monument to Josiah Bennet	£4,500.00
<p>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.</p>	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2024/25	£151	£225		£385			£761
2023/24	£42	£200		£381		£250	£837
2022/23	£69	£150		£202			£422
2021/22	£21			£204		£300	£525
2020/21	£23	£63		£129			£215
2019/20	£189			£145		£201	£769
2018/19	£217						£270

Visitors

		Wall safe income per visitor
2024-25	2475	£0.06
2023-24	2513	£0.02
2022-23	4518	£0.02
2021-22	763	£0.03
2020-21	Data not collected	
2019-20	3753	£0.05
2018-19	2643	£0.08

Expenditure

Total spend since vesting 28th May 1974 (non-maintenance): £96,828

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2024-25	£0	£930	£248
2023-24	£540	£1860	£173
2022-23	£0	£1,297	£150
2021-22	£0	£823	£97
2020-21	£0	£389	£82
2019-20	£0	£592	£85
2018-19	£0	£1,600	£82

Income less expenditure 2024/25 -£169

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

Income less annualised maintenance 2023/24 -£3002

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

Balances

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

Restricted Balance Report March 2024 £273

Local Community Officer's Summary

This well-loved and spacious church benefits very considerably from local resident's support, especially through their recent addition of a summer tea party to the calendar. Alongside St. James' Day and Christmas services this new fixture represents an excellent opportunity to raise funds towards necessary repairs and maintenance costs.

The church is used annually as a venue on the Severn Vale Arts Trail with the Friends group offering refreshments and splitting the donations raised between the CCT and Friends group who are working on projects in the churchyard. There is potential for St. James' to be a gallery space for other local artists and makers giving them a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays.

Despite having adequate parking for one or two cars the St. James' is visited less often than it might be, suggesting that promoting its story to new audiences might help develop public awareness of the site.

The absence of fixed seating and the availability of electrical supply enables flexible use of the interior for occasional performances, especially where any such would be of interest to local residents in this growing community and where audiences of sufficient number might be able to walk to the venue from other parts of Charfield. A recently successful cello recital at an Oxfordshire church might be a very suitable model for this approach.

Additional proposals and options for maintaining the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this valuable building.

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020 - Nil

Summary of consultation responses received by end March 2021

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 Charfield St. James' by the deadline of August 31st. By end March 2021 four responses were received and are summarised below.

The responses received were from respondents writing in a personal capacity, who confirmed that their responses related to St. James' Charfield.

In addressing the question of a perfect outcome for our work together at the church one respondent indicated that they would like to raise community awareness of the needs of the churchyard (and the church) with a view to improving community involvement in fundraising to find sufficient funds to repair, stabilize and maintain all the memorials so that this history is preserved. Another respondent indicated that ideally St James would have a large number of supporters with the time, skills and passion to make it a vibrant community asset and that funds would be raised to secure the church's future maintenance. A third respondent described that St. James' is a perfect venue for the Severn Vale Art Trail which is coming in April/May, as there are no pews. This was tricky to confirm as CCT charge approx £200 a day or half a day to hire the space - a ridiculous amount to a small business or charity-better to hire out the space at a much cheaper rate as better a little money trickling in and raising the profile than none at all if people are put off. There was a classical music video filmed there in December, I'm not sure how much the musician was charged but I expect it was in this region! It is wonderful for weddings (there was a recent marriage proposal there) or murder mystery evenings. A fourth respondent indicated that it would be great if the church could have some improvements so it could be used by the wider community. Heating and lighting for example and used for some community events.

In writing about challenges anticipated in respect of repair liabilities and running costs, respondents gave the following responses:

1. The biggest challenge is always going to be finding funds but greater use of the building and it's environment is limited by a) a dilapidated and in some places unstable boundary wall b) a grave yard with mobile stones and voids, and therefore areas that are unsafe c) lack of parking, toilets and electricity
2. St James has such a small community due to its rural location that it is a challenge to secure a sustainable future.
3. Lack of money! These lovely old buildings can be a money pit. Other limitations are the fact that there is only one power socket (not two as stated in the report), there is no lighting, no running water therefore no toilet, and only limited parking, ie 2 or 3 spaces. The village of Charfield is only 1/4 mile along a lane, which is quite a way for some people. In the report, repair to a wall monument to Josiah Bennett for £4500 is mentioned. That plaque is fine, it is still legible and not dangerous in any way; the money would be better spent repairing the outer wall of the churchyard which has

collapsed in parts, especially near the road. It makes the church and churchyard look uncared for and unloved, which it is not. It was visited by CEO Peter Aires on the National Steeple Chase in 2019, demonstrating what an important and beautiful place St James is. I know, sadly, that the wall is not the responsibility of the CCT, but it would be good if South Glos Council and CCT could work together to get it repaired.

4. Always funding is an issue. Greater awareness of the church in the community, getting more people involved in helping out and fundraising.

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondents indicated:

1. Friends of St James. If the local quarry extension goes ahead there likely would be some funding available there that would help. Any other village groups
2. We tried a few years ago to get a project going with Charfield Out of School Club, to get the children to make bird boxes, but it went by the wayside as we are such a small committee. CCT can't really rely on help from Friends of St James for 'man'power; we have tried to recruit locally but have struggled. We advertise and write an article for the Charfield Newsletter, we now have a page on Charfield.org and we have an active social media presence on Facebook.
3. Use of the building by community groups, school visits, arts, music and other events
4. CUGUC clean up green up Charfield; The memorial hall; The school; The parish St.Johns; Fighting for Charfield; Chadra, Charfield newsletter

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, respondents indicated

1. Increased use of the church would improve/increase community awareness of both the benefits of the place and its needs, of work that needs to be done and financed
2. Yes, it would benefit the wider community and should bring in funds to help maintain the building.
3. Yes certainly! Increased use would encourage people to visit and get involved, not just from the religious point of view but from a local history angle. As already mentioned, there are limitations re the lack of parking, electric sockets, toilets, etc. More should be made of the The Charfield railway disaster in 1928 from a history point of view. It was a fatal 3 train crash when 15 people died and a further 23 were injured. Among the dead were the remains of two small children, who have never been identified. This is a very interesting event in the history of train crashes. The memorial structure in the churchyard is the responsibility of Network Rail, but the volunteers keep it free from weeds and ivy as much as possible.
4. Could be used for local events if it had lighting and heating, parking is also an issue. The church could charge for the usage but would have to be a minimal cost or people would likely book the village hall instead as this is much cheaper and has a lot more facilities

In relation to identifying conservation priorities for the church, the respondents noted:

1. Any repairs to keep the church safe and usable
2. There is an issue with damp, as in many old buildings. The churchyard needs to be maintained to encourage visitors, to make it a welcoming place. I know that some companies do a local community working days, something like that would be good to get involved in.

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3. To make the building watertight.
 4. The boundary wall is in dire need of repair but is beyond the ability of Fo St. James (both in skills and finance) and is in any case responsibility of South Gloucestershire council. Listed Tabletop tombs require work, fundraising ongoing

Regarding priorities, opportunities or ideas for fundraising the respondent noted

1. Once covid regulation is done friends of St.James will put together a fundraising events plan to include Thornbury arts trail, summer cream teas day, music evening and an autumn jumble sale
2. Ideally, toilet facilities are required to facilitate more events. Accessibility is also poor - grassy path to porch.
3. Raising the profile of the church so people visit from afar is always good-local communities can struggle maintaining all the local amenities and charities. We have evidence of visitors in the visitor's book, which is currently unavailable to write in due to Covid 19. We get many verbal and written comments from people appreciating the work we are visibly doing. Over the last few years we have had people visiting from within the UK (Pembrokeshire, Dartmoor, and Essex are examples), to people who come from much further afield specifically to this churchyard, researching their family history-The Netherlands, Canada and Australia. These visitors boost the local economy-spending money on accommodation, travel, eating out, etc.
4. No response.

In respect of means for initiating fundraising activity, the respondents suggested.

1. Promoting locally
2. We need more people to help us with making inquiries, sending emails, etc. It would be good to hold our Tea party every year, as it was many years since an event like that was held in the church and the grounds.
3. There's a bit of a conflict here between raising funds for our plans as FOSJ and raising funds for CCT. As a group we lack fundraising skills for large scale applications.
4. FoSJ will meet, plan, advertise and spread the word

Two respondents indicated that they would be available to participate in fundraising activities. Another two respondents indicated that they already support fundraising activity for The CCT at the church.

In seeking respondents' participation in a future group discussion regarding church planning three respondents indicated that they would be available for meeting in person or via conference call, and one respondent noted that they would not be available in either way.

In answering our final, open question about any additional church matters not covered in other areas of the survey, one respondent indicated that **we need more people to help us with making inquiries, sending emails, etc. It would be good to hold our Tea party every year, as it was many years since an event like that was held in the church and the grounds.**

Part C - Community Recommendations

Community Meeting: 25th March 2025 – Attending Isobel Milne (Local Community Officer et al

Bat Event

Date set for Bat Event as Friday 19th September. Agreed that it would be paid for by donation. Event to start at dusk. Being led by expert Ella, using Bat detectors. All ages will be welcome. Drinks will be available in the church. Need to decide whether the focus will be on the trees or the church. K is in contact with Sally Patterson at South Gloucestershire Council re involvement.

Flower festival

W and K are creating a display for the Flower Festival to represent St James' church. IM to share a QR code for donations and to go to the webpage to be displayed. Display will use cockles and a Celtic cross.

Other events

The community are still keen to hold a joint fundraising event on the first May bank holiday, even though the space will not be being used by the Severn Art Trail this year. The event will be 2-4pm with refreshments, crafts and displays with funds split 70/30 between the Friends and CCT. IM thanked the Friends for organising.

The cream tea event will be taking place on 27th July this year.

IM mentioned a choir had been interested in hiring the church but they required more facilities and parking. K mentioned that there could be potential parking in the field behind the house or in Steve Bills field. There has also been permission previously to use the toilets in the cheese shop area. Mike at the industrial site said we could pay to use the space if needed.

K reported that the Christmas service went well.

IT was noted that St. John's Church in Charfield is currently raising funds for roof repairs.

Church Building

IM asked if K would be able to take a monthly meter reading. IM confirmed that she had asked the estate officer for suggestions for someone to fix the lock on the door. IM to chase. IM has installed a contactless machine as an experiment to see if it increases the donations from just having the wall safe alone.

Bones

The Avon Constabulary are happy to release the bones which were passed on to them having been discovered in a bag in the vestry. Rev Rick has agreed to re-bury them when they are returned. K to follow up with police.

Guidebook

K asked whether we had a printer. IM confirmed that CCT have been moving away from printing guides and instead were using boards, like the ones already in the church at Charfield. If the Friends would like to produce a guide then we can reformat the old version and look at how we share the income. IM confirmed we usually try to use a local printer.

Cleaning the wood in the church

IM to share cleaning guidelines, and treatment options for the cross with W who is keen to help in the church.

Community Meeting: 4th August 2023 – Attending IM (Local Community Officer) et al

Building Works

MC offered to help to cover the costs for new power points and potential lighting. It was mentioned that potential lighting might be affected by the presence of bats.

The group mentioned that there are potentially flagstones in the tower which could be used to fix the one in the porch that is broken.

KC would discuss with the stone mason about a minimal intervention way to add a new lock to the main door to replace the historic lock.

The group discussed the potential to paint the church. It was last painted many years ago when a theatre group hired the space.

Wall between the historic and new churchyard is damaged. Network Rail has previously paid for the upkeep. There is an ongoing issue with who is responsible for rebuilding.

There are swallows in the porch, a couple have died this year. The group talked about putting swallow boxes to divert them somewhere else. The group discussed contacting the RSPB.

The bell in the church was last rung in 2000. IM mentioned that the bell is not currently in a ringable condition especially as the tower is not accessible as there are old chairs and other junk in the way.

Financial Support

The road beyond the church is currently closed as a tunnel is being built for the local quarry. IM suggested approaching quarry for financial support. The community mentioned that 'Helping Hands' are helping with the churchyard on 14th August. They have donated money to the Friends group for the churchyard.

The parish council have funds and could potentially help with funding. They give out grants in December of £500 to £3000

The Friends have raised more than £18k for a stonemason to start work on the monuments in the churchyard imminently.

Events

The community noted the good acoustics, Time and Tide have played previously. The group suggested Keith Christmas as someone who could potentially put on a concert. IM mentioned the oboe player Ben who had been suggested for a concert by the previous LCO. The group mentioned that there is a classical concert series in Wotton Under Edge. IM suggested the community could contact them to see if the church could be a venue. Would need to work out a location for a portable toilet. IM also asked if there were any local choirs who could be approached to sing.

The group thought if the lock was fixed it would be a great space for photography and art exhibitions. The Severn Vale Art Trail in July went well. IM suggested hosting a This Is My Theatre production at the church.

The church has also been used by the Castle School in Thornbury for some filming. The group also mentioned Tortworth Primary School. IM mentioned Sportility who use the church at Sapperton and could be approached to use the church.

1928 is the year of the big train crash close by. Would be good to mark 100 years of this in 2028.

IM suggested linking with cheese company based across the road from the church, for perhaps a cheese and wine night. The group mentioned that the company had offered parking for the Severn Vale Art Trail event.

The group also discussed the possibility of holding talks or using the church for a book club or book signing. IM mentioned that Sapperton church are looking to hold a ceilidh but the group were not sure about holding one in the church.

One of group proposed an event with flowers and a singer they know from New York.

The group asked for confirmation of candles policy in churches and mentioned St Michael on the Mount Without who have candlelit events and have a potential link to the church.

Marketing

Chadra is the local magazine which could be used to promote hire of the church. The group asked for clarity on what the hire prices are for using the church.

Community Meeting: 15th March 2021 Attending: PJ (Local Community Officer) et al

- A recommends CCT applies pressure for wall repair notwithstanding non-ownership
- B notes that Friends have been contacting S. Glos Council and indicating the need to repair. S. Glos Council inspected, but there has been repair only at the burial ground next door.
- Patrick notes that CCT colleagues might usefully review notes regarding recent progress on church wall repair towards correspondence urging repair. C offers to provide a summary of recent communication.

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- Worryingly, C mentions that advice from S. Glos Council has mentioned linkage between approval for construction of many new houses nearby and progress regarding the churchyard boundary wall has consisted in recent conversation between Friends and S. Glos. Council.
 - A refers to health and safety hazards regarding outstanding work.
 - C reports that the maintenance team at SGC also note that guidance will be required from the conservation officer given proximity of the wall with the listed building.
 - Attendees also identify that Friends might usefully contact S.Glos Cllr. D regarding his interest in the repair.
 - B reports Cllr. D has in the past supported Friends' applications for projects, and attendees confirm also that Cllr D might usefully receive a church plan copy for comment.

Part D - Action Plan

Community Actions

Short term actions (to end January 2024)

- K to complete booking form for Bat event
- Send booking form for July cream teas
- K to send monthly meter readings.
- Review CCT Cleaning Churches standards
- Review CCT Candles Policy
- Discuss potential new lock with ironmonger or other relevant professional
- Investigate opportunities with local contacts for events – musicians, choirs, artists, photographers, authors, speakers

Medium term actions (to end August 2024)

- Review best ways strengthen links between CCT and Friends of Charfield St. James' to work collaboratively for events planning and fundraising
- Identify suitable prospective audiences for promoting visits
- Consider best means for promoting use to performing arts
- Assess feasibility of use as gallery space
- Contact RSPB about Swallow boxes

Long term actions (to end August 2026)

- Start planning events to mark the centenary of the local train crash

Actions complete (to end July 2023)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Complete a Community Initiative Project form for additional power points and potential lighting
- Complete booking form for 5th May event
- K to contact Avon Constabulary re bones

Local Community Officer Actions

Short term actions (to end January 2024)

- Share cleaning guidelines and treatment for cross with W
- Chase EO for potential contact for door lock
- Review potential for promoting availability of secure parking outside church
- Review church web page to ensure clear directions available for all visitors
- Share hire rates with the community

Medium term actions (to end August 2024)

- Review best ways strengthen links between CCT and Friends of Charfield St. James' to work collaboratively for events planning and fundraising
- Identify suitable prospective audiences for promoting visits

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- Consider the best means for promoting use to the performing arts or as a gallery space
 - Talk to conservation about potential lime washing day
 - Make contact with local cheese company
 - Approach Benjamin Dry cellist in case of availability and interest in concert
 - Share CCT Cleaning Churches standard and report
 - Send church candles policy to community

Long term actions (to end August 2026)

Actions complete (to end July 2023)

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Update the initial plan according to staff and community feedback.
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'

- Distribution Part A reports for each church to all existing correspondents, together with survey

- Share QR code for use at the flower festival
- Contact This Is My Theatre

CCT Actions Other

Short term actions (to end January 2024)

- Investigate options for lock replacement for main door

Medium term actions (to end August 2024)

- Look at a potential for a lime washing day

Long term actions (to end August 2023)

Actions complete (to end July 2023)

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

Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
12. If you don't already, would you be interested and available to take part in future fundraising activity?
13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

Appendix 2: Typical Maintenance Tasks Forecast - 25 Years

The list below gives examples of items that CCT needs to maintain in its churches. Some items on this list will not relate to this church but give guidance as to the typical items we cover. These estimations are based on the cost in 2020, please note we are not able to predict inflation costs and therefore these are not included.

A specific report is created for each church every nine years by an experienced and trained building inspector. This details the repair needs of the building and lists the repairs required according to their priority. Please contact your Local Community Officer if you wish to see this report.

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

The total cost over 25 years for this example of a typical church is £107,598.57 (exc. VAT)

The average yearly cost for this example of a typical church is £4303.94 (exc VAT)

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

For those churches without electricity we provide a gas camping stove and we also provide amply bottled water for Champers and all visitors to use.

Typically Champers are couples and families. Some of our churches are large enough to welcome groups of up to 16 people. We are dog-friendly, and child-friendly. Many Champers appreciate the history, architecture, and unique features of their surroundings, and come to learn about the building and its locale through this unique accommodation. We offer those staying for the first time a free CCT membership so they can learn more about our work and consider support for The Trust after their visit.

You can evaluate typical income which derives from Champing™ in the table below.

Church	2017	2018	2019	2020	2021	2022
Langport, Somerset	£10,472	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset		£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire		£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire		£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006