

ST JAMES CHURCH PLAN

DRAYCOT CERNE JAN 2025

Part A - Current Report

Church Introduction & Significance
Current Use & Voluntary Activity
Facilities & Collections
Conservation Reports
Income, Expenditure & Balances
Local Community Officer's Summary

Part B – Survey

Results of our open survey conducted in Summer and Autumn 2020, [open and available at this location](#) for initial or repeated surveys.

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.



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 relies on its communities. These communities keep the spaces alive, as well as helping to generate sufficient funds for maintenance to keep it in a good state of repair and campaigning to raise funds for specific repair and improvement projects.

Local Community Officers facilitate these aims by working with communities to co-create Church Plans.

These plans are living documents, subject to frequent review to ensure that they can meet the changing needs of their churches and communities.

This plan will outline information on the church's history and significance to illustrate why this church is so important, before explaining maintenance and repair needs to address the challenges faced. The document will then look at current use of the church with feedback and recommendations from the community, before concluding with an action plan to set out agreed short-, medium- and long-term goals to support the sustainable use and care of the church.

Further information on the maintenance and repair costs that CCT's churches face can be found in the appendices at the close of the document.

Part A - Current Report

Church Introduction & Statement of Significance

St James's Church in Draycot Cerne, Sutton Benger, Wiltshire, England was built between 1260 and 1280. It is recorded in the National Heritage List for England as a Grade II* listed building. It was declared redundant on 1 June 1994 and was vested in the Trust on 17 May 1995.

The church stands in parkland near the site of Draycot House, a manor house demolished c. 1955.

The name of the church has been changed over the centuries. It was All Saints' in the later 12th century and St. Peter's in the 18th century; it has been St James since the later 19th century. The church has an Early English chancel which is lower than the floor of the 13th-century nave. The two-stage west tower dates from the 16th or 17th century and is supported by diagonal buttresses. The church was altered and restored in the 19th century.

There were wall paintings in the chancel in the 15th and 16th centuries. The interior includes a Gothic pulpit and box pews.¹ There are also Victorian stained glass windows and monuments including a Perpendicular tomb chest, a 13th-century knight's effigy said to be of Phillip de Cerne, and a bust by Joseph Wilton to Sir Robert Long. The gothic painted tomb of Sir Thomas Long is within the church, along with tombs and memorials to members of the Long family. Some of the oldest tombs are to the de Cerne family from the 12th and 13th centuries. Sir Edward de Cerne is commemorated with a monumental brass on his tombstone. Henry of Cerne was the rector of the church in 1304.

Current use (bookings) & voluntary activity

St James has been fortunate to benefit from the support of several local volunteers and community members. There are usually two services each year (Harvest and Patronal) at St James', which volunteers help to organise. Other voluntary activity includes.

- Opening the church for visitors when requested and giving guided tours.
- Ad hoc reporting of building change
- Care and maintenance of the non-vested churchyard.

Collection Review

General Information	
Open Churches Policy status:	Open by request only
Local Community Officer:	Philippa Wood
Current project:	None
Parking:	None formal. Spaces on grass verge and private road. Field by church by agreement with Draycot Park Farm
Accessibility details:	Provided via website
Building services:	Electric lighting and sockets. Heating inoperable.
Organ:	Yes. Pipe Organ by Hunter of Clapham.
Churchyard:	Not vested. Owned by PCC and voluntarily maintained by Draycot Park Farm.
Ringable bells:	Yes. 3. Rung from tower
Pews:	Yes
Volunteering	
Keyholder role:	Fulfilled
Key representative role:	Partially fulfilled (CCT liaison, maintenance reporting)
Area volunteer role:	None
Fundraising roles:	None formal
Stewardship roles:	Informal tours available on request from keyholder.
Research, interpretation & talks:	Informal tours available on request from keyholder.
Cleaning Schedule	Before use
CCT Items	
Welcome table:	Present and stocked with leaflets
Visitor book:	Provided
Gift Aid envelopes:	Provided
CCT silver plaque:	Installed, poor condition
CCT information board:	Not installed
Oak post:	Not installed.
CCT freestanding board:	Provided
Wall safe poster:	Installed, current
CCT A board:	No
Tourism and Marketing	
Nearby attractions:	Bristol, Clevedon and Weston Super-Mare.
Public transport:	

Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Occasional. Via volunteers
Events and Activities	
Services per year:	2
CofE support for services:	Yes
Heritage Open Days:	No
Ride & Stride:	No
Christmas memory tree:	No
Tea Party:	No
Historic Church Tour:	No
Learning and Participation events	No
Explorer tags	No
Retail:	No
Champing:	No, but good potential. See Appendix 4 for further information
Health & Safety	
Fire rated capacity:	100
Seating capacity:	Not determined
Site plan:	Available
Individual item security measures:	Brass on chancel floor covered with carpet and secured by screws
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	2015

Conservation & Maintenance

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.

Maintenance Costs

Annualised Maintenance Costs (exc. VAT)	
Total costs of church maintenance forecast over 25 years divided by 25. Includes all maintenance costs except the twice-yearly maintenance visit and any anticipated repairs are also excluded. See Appendix 2 for a list of typical maintenance tasks.	£3,763.44
Routine Maintenance Costs (exc. VAT)	
Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. See Appendix 3 for tasks included in the twice-annual maintenance visits	£712.80
Other Maintenance Costs (exc. VAT)	
Additional maintenance needs discovered during routine maintenance (see below)	
Damaged tile on south roof slope	£125.00
Work alongside the residents of Draycot House to work on small projects	£450.00
Total	£575.00

Forecast Conservation Costs

Short Term Repairs	
Small scale items of limited cost which could be fulfilled with minimal fundraising.	
Investigate the water ingress in the roof	£900.00
Roof repairs inc. ridge, haunchings, and stone tiles	£8,450.00
Redecorate RWG and weathervane	£7,500.00
Total	£16,850.00
Medium-Term Repairs	
More expensive needs which may require more involved fundraising and grant applications.	
Glazing repairs	£3,500.00
Repairs/alterations to pews and platforms	£2,000.00
Repair and ventilate dado at tower base	£3,000.00
Total	£8,500.00
Total Long-Term Repairs	
Items which are known to require works in the longer term but which are not essential in the near future.	
Tower repointing	£12,500.00
Total	£12,500.00
Total Desirable Repairs	
Repairs not essential to the conservation health of the church but which might improve aesthetics or usability of the building.	
Total	£0.00

Total Essential Repairs:	£37,850.00
Total Desirable Repairs:	£0
Other Maintenance Costs:	£0
Total Repair Costs:	£37,850.00

Income, Expenditure & Balances

Income

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
Wallsafe	£244	£27	£273	£0	£294	£57	£71	£135
Total	£254	£27	£273	£0	£294	£275	£509	£501
Visitor #	79	126	112	0	655	307	1041	765
Wallsafe per visitor	£3.09	£0.21	£2.44	£0.00	£0.45	£0.19	£0.07	£0.18

Income / Expenditure (2023 – 2024)

	Unrestricted	Restricted	Grant	Total
Income	£244.20	£10.00	£0.00	£254.20
Expenditure	£3,522.16	£10.00	£0.00	£3,532.16

Restricted Funds*			
Opening Balance 01-Apr-2023	Income	Expenditure	Closing Balance 31-Mar-2024
£0.00	£10.00	£10.00	£0.00

Income by Category (2023 – 2024)			Expenditure by Category (2023 – 2024)		
Category	Value		Category	Value	
Box Collections	£244.20	U	Electricity	£2,147.98	U
General Donations	£10.00	R	Routine Maintenance	£984.18	U
			Periodic Maintenance	£390.00	U
			Routine Maintenance	£10.00	R

Balances (2023 – 2024)

Income less maintenance / conservation expenditure	- £3,277.96
Income less annual maintenance costs	- £3,519.24
Restricted balance*	£ 0.00

* Restricted funds are restricted or covenanted for expenditure at this church.

Restricted funds without a covenant will be used for maintenance of the building fabric.

Covenanted funds (those donated for a specific purpose such as roof repairs) must be spent according to the terms of this covenant and are not shown in these figures.

Local Community Officer's Summary

St James' is the only CCT church of the 21 in Wiltshire which remains locked, with visitors needing to pick the key up from a volunteer keyholder who lives a mile or so away from the church.

The church is situated in the private Parkland of Draycot Park and vehicular access onto the driveway to the church must be arranged in advance. There is a pedestrian access gate, but nowhere near-by to park off the busy and fast-moving main road to the park, all of which makes it a rather challenging site to visit.

Once inside the church visitors' efforts are well rewarded, with many interesting and unusual features in the church, including the sunken chancel, Norman knight's tomb and exquisite brass crest. The volunteers and community keep the church immaculately clean and tidy and the churchyard well maintained, for which CCT are grateful.

Improved opening arrangements for the church (currently keyholder only) and an improved arrangement for vehicular access onto the estate, along with improved signage from the main road could increase visitor numbers. A team of volunteer stewards (occasional) and improved interpretation (currently CCT guidebook) could provide a better visitor experience and increase donations per head.

St James' has great potential as a champing site, particularly due to being within walking distance of the village pub.

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

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

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

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

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

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

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

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

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

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

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

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

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

Nil

Part C - Community Recommendations

Community Meeting 5

Friday 21st March 2025

Present: Philippa Wood (LCO), Community Supporter (J)

LCO & J met briefly at Draycot Cerne during site inspections as J was unable to attend the earlier Church Plan meeting.

J keen to see church open more and would be supportive of additional services (if ministry team were able to provide them). J also expressed a willingness to open the church for a few days a year.

LCO and J admired the small toy dog that had been installed as a feature of the new Athelstan trail.

J stated that the Estate would contribute towards cost of conserving the St James stained glass windows which was identified as a priority in the Church Plan meeting and also expressed support for the idea of fitting an electrical mechanism to the clock face to make the clock operational again.

Community Meeting 4

Monday 3rd March 2025

Present: Philippa Wood (LCO), Volunteer (T) and members of the local ministry team (K & S)

Apologies: Community Supporter (J)

LCO greeted the community on arrival, and the group agreed to meet in the sunshine outside the church.

S suggested that the meeting begin by discussing items raised for discussion by Jeremy Bent in an email to LCO.

1. Stained Glass – J had raised the St James window with LCO. LCO has chased this with the Estates Officer to request further conservation quotes; the original 2022 quote was for £555.00.
 - a. **AP:** S mentioned that she knew of a glazier in Sutton Benger, but this was for plain glazing. S to send details to LCO.
2. Clock
 - a. LCO raised J's mention of the high cost for a full restoration of the church clock and suggestion that an electric mechanism could be used instead.
 - i. Other community members unaware, but approve of idea
 - ii. T raised concerns that the chime would need to be disabled as the weights are too heavy and could go through the floor onto the organ (amusing tale about parishioner named Hawkins who broke into church one night many years ago and setting the clock going at 2am, to the surprise and horror of her Ladyship)
 - iii. T raised concern that plastic shielding has been removed from around the clock, but stated that this should be ok as the clock is well shielded
 - iv. **AP:** LCO to ask Estates whether Cumbrian Clocks could look at clock and assess feasibility.

LCO mentioned that she had discussed the tower door with T during last visit to the church. T will check this again during March

Access

- LCO asked whether the community took part in Heritage Open Days
 - T answered that they have in the past and that this might be possible this year, but that the church needs to be attended when open
 - Paired HODs with Ride & Stride in the past, but general feeling that attendance of this has been falling in recent years even across the ministry team's other churches. T reported that his father would sometimes be at the church for a whole weekend and have only 3 visitors.
 - LCO to investigate other LCOs experiences of Ride and Stride

- K & S mentioned that the Althelstan Way launch in April seemed to be expecting the church to be more accessible than it usually is, this being a matter of some concern as leaflets are being published. **AP:** KP & S to discuss further with T
- K raised concerns over GC lone-working to admit visitors. LCO asked T whether GC carries a mobile phone, suggesting that she could call J if she had any concerns as he lives very close by. LB still concerned. LCO asked whether GC would be willing to carry a personal attack alarm; T said he thought she would, and that he was confident this would be audible at the nearby properties.
AP: LCO to look into personal attack alarm with manager
- K and S confirmed that the patronal service would be going ahead on c. 26th July to mark St James' Day. This often has around 50 – 60 people in attendance.
 - LCO asked whether refreshments were served at this event and was told that J often does drinks from a gazebo by the lake.
- LCO mentioned idea from previous discussion with T about the idea of a secure key box that people could access after telephoning, which might make life easier if more volunteers could be found for the church. T not sure it is worthwhile as he will be returning to the area after retirement in c. 2 years.
 - Collections a real concern for T; previous break-in in 1993 highlights risk of opening church

Filming

- S informed LCO that she had not yet heard anything more about the potential filming work. This needs to be communicated asap so that she can get the arch-deacons approval for graveyard scene
- T said that finding an area for the mock grave should be possible, but this is subject to approval
- T will cut back yew hedge if filming goes ahead to let more light in. K offered her husband's assistance if required.

Churchyard

- S & K informed LCO that PCC is asking Wiltshire Council to take on this responsibility but have not yet heard back.
- T intending to speak to tree surgeon about a watching brief for the beech tree in front of the porch due to fears over safety of visitors (with T and GC being most at risk) and of the building.
 - S knows of a possible contact in Kington Langley – to talk to T about this
- Increasing flooding across the bridge, up to 2ft deep. Very unusual but becoming increasingly common.

Events

- Patronal service key event of the year
- Not expected to be much future demand for weddings or funerals in the church
- Reuben's funeral was mentioned to have been very well attended, giving more experience for future events and services. LCO mentioned that it was a pity that with such a large congregation at that service more supporters could not be found. **AP:** T, S & K to discuss further.

Meeting concluded with the final action points that LCO would let S know further about the filming enquiry as soon as possible and that S would send LCO information on the Althelstan Way

S departed; K, T and LCO went into church.

T showed LCO fuse box and pointed out the maintenance heater fitted to the organ beneath the keyboard that **must** be left on at all times to preserve the organ. **AP:** LCO to ensure that this is communicated to the new maintenance contractor.

T pointed out blown bulb on nave roof; LCO to make Estates aware (**AP**)

T spotted broken pane of glass in porch; LCO photographed to show to Estates (**AP**)

Community Meeting 3

Tuesday 10th December 2024

Present: Isobel Milne (LLCO), Philippa Wood (LCO) and Volunteer (T)

The CCT has been greatly saddened to hear the news of the passing of Reuben, T's father and a long-standing volunteer and keyholder for the church. LLCO and LCO visited the site on the morning of his funeral to pass their condolences, having an informal discussion with T covering the topics below.

Maintenance Concerns

- Storm Darragh badly damaged door at top of tower, meaning that it requires attention in the very near future. Recent leakage from the door has caused dampness on the electrical board below, but this had dried up at the time of the meeting.
- Access to tower and electrical board can be challenging due to very narrow door.
- Heating inoperative, so portable heaters currently used for events. Replacement of existing heaters would require them to be squirrel/bat proof, with the most recent quote at c.£10,000. T would be willing to pay for the work, but not at this cost.
- One spotlight out in the nave and a lightbulb out in candelabra near organ
- Crack in one windowpane near family chapel; Estates are aware.

Access

- At this meeting T informed LCO and LLCO that Reuben's keys have passed to his widow, Gerardine. Gerardine will continue to pass keys to those wishing to visit the site.
- T, Reuben and Geraldine's son, intends to return to the area once retired and become the main keyholder.
- The church is currently kept locked most of the time, with a sign on door giving telephone number to call for the key. Gates at entrance to estate are also locked, making access to the church extremely difficult.
- Estate has requested the church remain locked at all times due to the presence of valuable brasses and sculpture, and due to concerns about trespass over neighbouring gardens.
- LLCO suggested that a combination key box where visitors could telephone the keyholder for the code might make the church more accessible. T said this might be possible.
- LLCO also asked if it might be possible to have a regular weekly opening day, and this was also said to be a possibility.
- Online accessibility through website created by T – www.draycotestatehistory.wordpress.com

Key Features

- T noted that 90% of visitors come to see the brass of Edward and Ellen de Cerne in the chancel, depicted in Norman French clothing. This is usually covered by a small carpet to protect it.
- Pieces of armour that formerly hung near the altar are now on display in Devizes Museum.

Future Use

- T has said he intends to open the church more regularly once retired
- Champing might be a possibility, but T was concerned about unsightly toilets

Community Meeting 2

Friday 19th May 2023

RW met with 2 main contacts referred to A1 and B2.

RW met with A1 first at their property (part 1 discussion) then RW and A1 met B2 at the church.

Part 1 Discussion

RW introduced themselves as this was the first face to face meeting and previous contact had been via email.

RW explained the process for the meeting which was to work through the detail of the Church Plan including the action points and to close 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.

RW noted that the figures in the current Church Plan required updating so would be used as a guide for this meeting. Once more up to date figures were available, the Church Plan would be amended accordingly and recirculated.

RW and **A1** worked through the Church Plan document.

The quotes for the stained glass repair to the bowed St James window and the clock were discussed. RW was very grateful for A1's generous offer to pay for the stained glass but felt that it would be worth getting a second opinion first as it did seem very high as did the quotes for the clock. **A1** agreed and was happy for focus on the stained glass first and then revisit the clock at a later date.

Action – short term – RW to contact Heritage Stained Glass for a quote for the St James' window and some other small breakages in the porch and North window.

Action – medium term - re-visit clock quotes and discuss options

Services and fundraising activities were discussed. **A1** shared contact details of new incumbent and that the annual St James service was being planned. **A1** was keen to have more services, returning to an Easter, July (St James') Harvest and Christmas services as it would be a great way of engaging with the local community and attracting new volunteers from the estate who he knew were keen to help. **A1** was happy for people to use one of the fields for parking and would also be happy to put on food/refreshments.

Access to the church was discussed and how to make it more accessible to visitors. **A1** was considering marking out a car parking space in the gateway entrance and also was happy that a poster was displayed on the gate to explain access arrangements with maybe a QR code to link the CCT website. RW suggested that this was discussed in more detail when they met with B2 and also to consider the possibility of a simple key safe attached in the porch.

A1 and RW then made their way to the church to meet up with B2.

Part 2 discussion

A1, B2 and RW met in the church.

RW went through the maintenance reports and the stained glass repairs were discussed.

B2 also pointed out where it looked like the wood surrounding the organ was coming apart. RW took a picture and would report it to the Conservation Team,

A1 mentioned that the organ covered in the west window so you could only see it from the outside and wondered if there were any images or ways that it could be viewed.

Action – short term – RW – to discuss organ subsidence and viewing of west window to Conservation Team

Access arrangements were discussed and RW raised that there had only been 8 visitors in last 6 months and no donations in the wall safe.

It was agreed that a poster could be fixed to the gate explaining the access arrangements and B2 was happy for QR code of link to the website to be used but didn't want their 'phone number on the poster.

RW also raised that it would be good to consider having other keyholders to take the pressure off B2.

The fact that the wall safe and the welcome table were far apart was noted as there were no obvious notices asking for donations

Action- short term RW to create poster for the gate/access arrangements and donation notices.

Fundraising and services were discussed along with ideas for cards/postcards that could be printed. B2 said they thought they had the original woodcut block of the church and would try and locate it.

Action – short term B2 to try and locate original woodblock and other suitable materials for printing cards/postcards

Musical events such as Music awhile concerts were raised and A1 said they would be happy to support putting anything on and could supply portable toilets from a local farmer and also provide catering.

Action – short Term – RW to send A1 relevant contact details

Heritage Open Days were also discussed and could be considered in the future

The new guidebook that had been put together by B2's son was discussed and RW said that they were going to discuss publication with the CCT comms team.

Action – short term – RW to discuss publication of guidebook with CCT's comms team

The meeting concluded with a tour of the churchyard.

It was agreed to reconvene in October but to keep in touch with actions such as the stained glass quotes/poster production and contact with the incumbent.

Community Meeting 1

Friday 7th January 2022

Attending: Key Contact on the estate referred to as A, Ed McGregor (EM, CCT Local Community Officer)

A explains how there are now 2 regular services per year, where there used to be 4, including a patronal service, a Harvest Festival and a Carol Service.

One reason why the church isn't used much in the colder months is because it is reasoned to be too cold to play the organ. EM queried if the heating system was now working or not. EM to check with the CCT's Conservation Team if repairs to the heating system were made or not.

A queried secular use of the church and EM explained that the CCT encourages all kinds of secular use, and permission is not needed from the diocese / benefice for secular activity in CCT churches. **A** expresses interest in hosting more secular events at the church in the future. EM described the PopUp Opera events which took place several times at nearby CCT Church at Leigh Delamere. **A** requests to be put in touch with volunteers who organised these events. EM also committed to seeing if he can interest any organist contacts in coming to play at the church.

EM highlighted the fact that the current access arrangements for the church do not meet CCT's open churches policy. **A** points out that items were stolen from the church before vesting with the CCT, including some kneeling chairs. One member of the community keeps some silverware from the church in a bank in Chippenham, and a suit of armour from the church is now stored in the Tower of London.

A notes that they have a key for the main door of the church only. EM queried who has a copy of the key for the donation box as money in it is usually bagged up.

Champing was discussed - EM pointing out the positive factors the church exhibits which could support champing there. **A** is not enthusiastic and EM suggests that the idea be revisited in future years.

A is voluntarily maintaining the churchyard at present and has done significant tree pruning at the rear of the churchyard. Highlighted that there are problems with some of the trees, which could be dangerous to the church building. EM thanks **A** for this contribution to the church environment although CCT does not own the churchyard.

A explained that Ride and Stride events have been hosted at the church in the past.

A explained the Wellesley family connection at the church and encouraged further contact with them for future projects / news at the church.

A noted that poor condition and bowing of the stained glass at the east end of the church and offered to donate towards repairing this. **A** has also offered to investigate and potentially fund the replacement of the CCT silver welcome plaque on the exterior of the church, which has deteriorated and is now illegible. EM gratefully supports this idea in principle but requests input to the design to ensure branding consistency.

A also points out that the church clock has not been looked at or invested in for many years and expresses interest in the CCT doing so in future. EM offered to share contacts for contractors we've worked with on clocks recently.

A has also installed temporary external solar powered flood lights to light the tower at night.

Part D - Action Plan

Community Actions

Short term actions (to end June 2025)

- Consider increasing number of opening days in line with CCTs Open Churches Policy
- Consider and investigate options for secular community use of the church (e.g. concerts)

Medium term actions (to end June 2026)

- Re-visit clock quotes and discuss options
- Consider Heritage Open Days for 2025

Long term actions (to end January 2028)

Actions complete

- Supported Religious use of the church for many years.
- Maintaining the PCC owned churchyard
- Installed external solar floodlights
- Consider the suitability of the site for Champing

Local Community Officer Actions

Short term actions (to end June 2025)

- Follow up on maintenance concerns with Estates
 - Tower door
 - Stained glass windows
 - Heating
- Arrange full church plan meeting with the community and ministry team
- Check if 4 services per year could be held as in the past

Medium term actions (to end June 2026)

- Investigate whether we could create a poster for the gate/access arrangements and donation notices
- Discuss organ subsidence and view of west window to Conservation Team
- Complete community audit to identify additional volunteers/supporters in the local community
- Discuss publication of guidebook with CCT's comms team
- Review access arrangements to the church. Currently gated to visitors unless accompanied by volunteers.
- If the above is accomplished then review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard
- Share potential hirers such as This Is My Theatre/Music Awhile

Long term actions (to end January 2028)

- Consider the suitability of the site for Champing

Actions complete (to end May 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
 - o Conservation interpretations
 - o Presentation improvements
 - o Champing data
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'
- Consider producing an online audio guide for the church to address the lack of printed interpretation. Volunteer recruited for this.
- Investigate if we have the old CCT church welcome sign in storage and inform J.
-

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.

Medium term actions (to end March 2024)

Long term actions (to end September 2024)

Actions complete (to end May 2023)

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)	25 Years Cumulative Est. Cost (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
Man-safe 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
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
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	1	£ 140.00	£ 3,500.00

	required. Regular servicing can also reduce the likelihood of large, unexpected repair bills.			
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
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00

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

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

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

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

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

Church	2020	2019	2018	2017	Total
Langport, Somerset	£3,128.00	£3,809.94	£2,765.60	£10,472.40	£20,175.94
Emborough, Somerset	£2,625.00	£1,378.49	£2,024.30	-	£6,027.79
Chiselhampton, Oxfordshire	£1,705.00	£5,864.11	£2,696.40	£10,156.29	£20,421.80
Wolfhamcote, Warwickshire	£1,624.00	£2,213.77	£3,001.00	-	£6,838.77
Holme Lacy, Herefordshire	£1,004.00	£4,758.55	£4,368.80	-	£10,131.35
TOTAL	£10,086.00	£18,024.86	£14,856.10	£20,628.69	£63,595.65