

ST MARY'S CHURCH CHURCH PLAN

OLD DILTON
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 Mary's Church in Old Dilton, Wiltshire, England was built in the 14th century. It is recorded in the National Heritage List for England as a designated Grade I listed building. It was declared redundant on 26 April 1973, and was vested in the Trust on 6 September 1974.

The church, which is close to the River Biss, consists of a nave, chancel, north chapel north aisle and vestry. The gabled south porch is believed to survive from an earlier 14th century building, however the rest of the fabric is 15th century.^[4] It has small stone spire at the western end.

The interior of the church was renovated in the 18th century and includes box pews, a three-decker pulpit, and two small galleries. The gallery over the north side of the chancel was used as a schoolroom and has a fireplace. The octagonal stone font is from the 15th century and the Royal Arms of George III can be seen in the chancel.

Conservation work took place in the 1930s and 1950s, funded by the Society for the Protection of Ancient Buildings. The population of Old Dilton declined as residents moved to Dilton Marsh and the church became redundant, however it remains consecrated and the fabric is maintained by the Churches Conservation Trust. Since 2000 further restoration work has tried to resolve issues caused by damp, brown rot, cellar rot and weevils, including the installation of new drains and gutters (for the first time in the church's history). Two services are held at the church each year.

Current use (bookings) & voluntary activity

St Mary's is very fortunate to benefit from the support of several local volunteers and neighbours who contribute by, amongst other things:

- Organising and supporting two services per year.
- Conservation cleaning of the church
- Voluntary maintenance and care of the CCT vested churchyard.
- Remittance of wall safe and service funds
- Keeping a general oversight and ad hoc reporting of building change

In recent years there has been an annual carol concert at the church, as well as occasional baptisms and other special services. There has been little third-party use of the church, though it's clear that there are frequent group visits from looking through the visitors' book.

Champing was investigated as an option in 2018, which was opposed by the community.

In 2018 CCT worked with an Area Volunteer to produce a new noticeboard for the church and an online audio guide. The Volunteer went on to win the March Christian Trusts "Digital Volunteer of the Year" for his work on the audio guide.

Collection Review

General Information	
Open Churches Policy status:	Open
Local Community Officer:	Philippa Wood
Current project:	None
Parking:	None. Just about space for 1 small car on road. Events parking on drives by permission only.
Accessibility details:	Provided via website
Building services:	None
Organ:	Yes – American Organ
Churchyard:	Vested with CCT and maintained by volunteers
Ringable bells:	1. Hung for swing-chiming
Pews:	Yes. Box pews.
Volunteering	
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, maintenance reporting)
Area volunteer role:	No
Fundraising roles:	Informal only
Cleaning	Before Use
Stewardship roles:	No
Research, interpretation & talks:	No
CCT Items	
Welcome table:	Provided
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:	Installed
Wall safe poster:	Installed
CCT A board:	Provided
Tourism and Marketing	
Nearby attractions:	Westbury White Horse, Warminster, Longleat
Public transport:	Nearest railway station: Dilton Marsh (1.6 miles)

Social media presence:	No
CCT webpage:	https://www.visitchurches.org.uk/visit/our-churches/st-marys-church-old-dilton-wiltshire
Regular feature parish news:	No
Events and Activities	
Services per year:	Christmas Carol service. Recently the harvest festival has not seen a service due to a lack of incumbent capacity
CofE support for services:	Yes
Heritage Open Days:	No
Ride & Stride:	No
Christmas memory tree:	No
Historic Church Tour:	No
Learning/ Participation events:	No
Explorer tags	No
Retail:	Postcards
Champing:	No
Health & Safety	
Fire rated capacity:	150
Seating capacity:	Not determined
Site plan:	Available
Risk assessment general:	March 2022. Due for review
Risk assessment fire:	March 2022. Due for review
COSHH listing:	Current
Portable appliance listing:	N/A
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

Maintenance Liability	
Full forecast costs taken from most recent 9-year inspection	£19,709.80
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.	£4,706.44
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)	
Wall painting repairs	£20,000.00
Leaking roof in school room	£4,500.00
Fencing repairs	£3,500.00
Total	£28,000.00

Forecast Conservation Costs

Short Term Repairs	
Small scale items of limited cost which could be fulfilled with minimal fundraising.	
Re-roof both sides of valley (stone slates)	£99,577.00
Other Maintenance Costs (see above)	£28,000.00
Total	£127,577.00
Medium-Term Repairs	
More expensive needs which may require more involved fundraising and grant applications.	
Total	£0.00
Total Long-Term Repairs	
Items which are known to require works in the longer-term but which are not essential in the near future.	
Total	£0.00
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:	£99,577.00
Total Desirable Repairs:	£0.00
Other Maintenance Costs:	£28,000.00
Total Repair Costs:	£127,577.00

Income, Expenditure & Balances

Income

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
Wallsafe	247.58	246	104.58	0	110	137	126.84	41
Total	597.58	625.52	273.93	0	222	137	525.84	873.55
Visitor #	1707	1603	826	0	1184	1224	1648	2027
Wallsafe per visitor	£0.15	£0.15	£0.13	£0.00	£0.09	£0.11	£0.08	£0.02

Income / Expenditure (2023 – 2024)

	Unrestricted	Restricted	Grant	Total
Income	£577.58	£20.00	£0.00	£597.58
Expenditure	£1,006.00	£20.00	£0.00	£1,026.00

Restricted Funds*			
Opening Balance 01-Apr-2023	Income	Expenditure	Closing Balance 31-Mar-2024
£0.00	£20.00	£20.00	£0.00

Income by Category (2023 – 2024)		
Category	Value	
Service Collection	£318.00	U
Box Collections	£238.06	U
General Donations	£20.00	R
Gift Aid Income	£12.00	U
Text Giving	£9.52	U

Expenditure by Category (2023 – 2024)		
Category	Value	
Routine Maintenance	£1,006.00	U
Routine Maintenance	£20.00	R

* Restricted funds are restricted or covenanted for expenditure at this church. Restricted funds without a covenant will be used to maintain 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 here.

Balances (2023 – 2024)

Income less maintenance / conservation expenditure	-£ 428.42
Income less annual maintenance costs	-£ 4,108.86
Restricted balance*	£ 0.00

Local Community Officer's Summary

Updated by Philippa Wood, April 2025

St Mary's Old Dilton has been fortunate to benefit from the support of several local volunteers in the 8 years that I've been with the CCT. These volunteers generously keep a general eye on the church, helping with services and other events at the church, and cleaning. One neighbour takes voluntary responsibility for maintaining the churchyard, which is a huge commitment and saves CCT hundreds of pounds annually.

St Mary's inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the limited options for parking, and poor signposting to the church. The addition of video-directions on the church webpage might encourage additional visits over time, all of which would be certain to encounter a well-presented church thanks to the continuing and extremely dedicated care of its volunteers and neighbours who visit to clean throughout the season.

The church is kept locked with a key available to all visitors, conveniently hung outside a nearby house. We trialled leaving the church unlocked to visitors in 2017 but as there was no resulting increase in visitor numbers it was decided to keep this rather charming keyholding arrangement.

St Mary's is in urgent need of a costly roof repair and the current income level is nowhere near where it needs to be to cover the annualised maintenance, let alone the repair costs. There has recently had to be a fairly major repair to a buttress on the roadside due to a tractor tyre which rolled down the hill and caused severe damage to this feature. Repairs to the clear diamond-glazed window in the school room on the same side of the building is still awaited following vandalism, while there has recently been significant water ingress into that same room due to roof damage.

In terms of bringing in more income on a small scale, Champing was considered at the church in 2018 but rejected at the community consultation phase.

Improved visitor interpretation (currently an old CCT guidebook and online audio guide) and scheduled guided tours could increase the donation per head at Old Dilton. Old Dilton is one of our most stunning Wiltshire churches and could be considered for any group / coach tours if we were to proactively organise more and could coordinate parking with nearby residents.

It is hoped that new ideas and supporters for the church will 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), **two responses** were received for **Old Dilton, St Mary's** by the deadline of **August 30th**.*

The responses received were from respondents who were both representing an Organisation. Both confirmed that their responses related to **St Mary's, Old Dilton**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **1) It would be lovely to see the church more active. 2) people love the opportunity to visit older churches -it would be good to include the church on various trails, and to have information available for people to read or pick up.**

Include a prayer station at the church so that prayers can be written or a candle lit, I would willingly take the prayers each month and pray over them and dispose of them appropriately. What about holding a traditional service such as sung evensong at the church and touring around some of the older churches that people don't get a chance to visit very often...maybe once a month through summer months. I am sure that with enough notice that people would travel to support the church. Of course this may need to wait for the pandemic issues to be resolved. I would happily hold a Spring service at the church and participate in other services or community events.

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **1) Realistically I think it will be difficult for St Mary's to have a sustainable future going forward, given the challenges all our churches face as a result of the CV-19 Pandemic. We shall be struggling to maintain our open churches, let alone one with such a small local community. 2) Sadly, I am not sure what the future will hold for this church especially because of its lack of flexible space within the building.**

Whether it could be added to possible film venues might help bring some revenue -i.e. like the church at Old Holcombe. The future could be better if the building could be used as a community space for events but this may mean having to remove the box pews.

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 **1) I'm not aware of other local life in the village of Old Dilton. It is a very small community. There is a lot more going on in Dilton Marsh and Westbury where people would turn to from Old Dilton (I expect). 2) Westbury has two very active history groups; family history and local history, I believe there is also a group for Dilton Marsh -it may be possible to link up with these groups who put on exhibitions i.e. last year they held an exhibition in a neighbouring church at Dilton Marsh, to remember all those who fought in WWI and WWII with accompanying information boards, and knitted poppy displays. A local lady has a written history of Old Dilton that her uncle prepared that may be of interest and could be presented in such a way to celebrate the local history and work ethic. Both Westbury and Frome hold music/literary festivals. The church could be used as a venue (with imported toilets -we do this at the Tin church in Brokerswood). The issue would be parking but some of the local farmers may be willing to allow parking on a nearby field.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **1) I'm sure increased use of the building would help the local community, but numbers are very small. Most support for the building comes from outside the local community, when it happens. (Please note I am quite new in ministry**

here - arrived in February)..2) I think it would help the community to draw them together, to allow neighbours from a dispersed area to get together and work on a common project/event. And the church which has represented a faithful people for hundreds of years will come one again into the centre of a community drawing people together and enabling the wider population access to its wonderful charm and history and even worship.

In relation to identifying conservation priorities for the church, the respondents provided 1) **To be honest, I would be more interested in developing the promotion of the Christian faith, than in maintaining an ancient building. It needs a lot of work doing to it, to enable it to be a suitable resource for the local community - heating, lighting, new roof, toilet, parking... One has to ask the question - will it be worth it?** 2) **The church recently reduced the number of services held there each year, I was hoping to reinstate these at the communities request. This survey has been the first time that I have been approached to be involved with the church from a conservation perspective.**

Regarding priorities, opportunities or ideas for fundraising the respondent noted 1) **As I said above, I have not been here that long, so am not aware of any initiatives to raise funds for St Mary's at present. The churches which are currently active in our Team have been severely hit by the current crisis and will be working hard to sustain an active presence in their communities.** 2) **Please see previous questions 7&8 .**

In respect of means for initiating fundraising activity, the respondent gave **to approach each of the households and ask them to meet together to discuss the future of the church and whether they would like to consider and contribute to fund-raising ideas /opportunities bearing in mind that they are a very small community and may require particular skills and knowledge to help them be successful in this..** The respondent also indicated that they would **both** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **They would both be willing to meet either online or in person.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated 1) **In the White Horse team we now have a new Team Rector who may also be interested in any events for old Dilton. She is currently on annual leave, but may appreciate any updates.**2) **I think serious thought needs to be given to the future of St Mary's. I remain to be convinced about putting a lot of effort into this in the current climate.**

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 3

8th January 2025

Introduction

Meeting between LCO and two volunteers (J and B). Both volunteers have an obvious and deep connection with the church; having cared for it for some years and with J having been married in the building as well as living next door to it and opening her driveway for events parking. J's husband K is also a supporter, maintaining the churchyard and supporting events at the church.

Maintenance

B began the meeting by enquiring into works at the church noted in the last minutes – noting that the damage to the wall buttress was worsening and that the leaded glass in the schoolroom was still in place in its broken state. LCO assured them that the works are booked in and that Estates are just awaiting a final confirmation from the contractor.

B took LCO and J up to the school room to see the window, stating that in her view it would be fine to simply remove the glass and leave the perspex in place; LCO noted the church's listing may require such glass to be restored to original condition.

B also noted that the previous repair on a leak in the roof has started to fail leading to renewed water ingress, while both B & J were concerned that the church gate is increasingly rotten and can be hard to open, with some worry about the safety of the gate and of users as a result. LCO said she would raise these concerns with Estates

LCO noted the vestry windows were looking a little green and had some cracks in the glass, photographing the damaged panes. J said that she would come back to clean the glass.

Events at the Church

The community at the church is currently only running the carol service as an annual event. Parking is very difficult due to limited space, especially as the new owners of a neighbouring field (where the village funday was formerly held) do not wish to have it used for events or as overflow parking. It was noted that the memory tree did not gain much traction this year.

The Harvest Festival is no longer being run as attendance was too low due to similar events at larger churches in the area. Both J & B were sad not to be doing this event again but felt that the time and difficulties it raised were disproportionate to the number of people attending.

The community have in the past run a concert with an opera singer who lives locally, and this was very successful. The idea of holding an art festival in the church has been raised previously, but J & B were uncertain about the logistics for this.

LCO suggested that a plant sale might be a good event to run, and this idea was warmly received. LCO mentioned that other churches also do tea parties and teddy bears picnics, but B & J were less convinced by the suitability of these (despite the brilliant suggestion of Picnic in the Pews being discovered which would work well with the church's unusual number of box pews).

Other Matters

B said that she was happy to continue emptying the wall safe and would be willing to do the 6-monthly site visits if asked.

J has put a little 'mouse house' containing felt mice and a positive message about mental health at the back of the church. This lovely gesture is popular with B's family and could be used elsewhere.

LCO thanked both volunteers for their time and efforts in the church, briefly meeting J's husband K who looks after the churchyard.

Community Meeting 2

April 12th 2023

Meeting with Rachel Whitty and main volunteer (referred to as A) on April 12th 2023 at their property.

RW thanked A for their continued support at Old Dilton and also to the neighbour who kindly looks after the churchyard.

RW noted it was great to meet up at the Carol Service which was so well attended and to meet the local incumbent and neighbour who looks after the churchyard.

Building on the discussions that were had previously, A was pleased to have the support in emptying the wall safe by RW and would be happy to continue to do this and count visitor numbers if required.

RW talked through the contents of the church plan and A raised the 2 incidents that had happened last year – the tractor tyre being rolled into the wall buttress and the damage to the leaded glass in the schoolroom – what has happened? RW explained that this year's maintenance budgets were yet to be published but a contractor should have come sort out the glass and would follow up if that was not the case

Action – short term – RW to follow up outstanding repairs – glass/roof/buttress and action points raised at meeting with previous LCO

Holding additional services at the church were discussed and A at present the capacity of the Parish Team was overstretched and although there had been a Harvest Festival in the past, there were so many on the area that might not work. RW raised the ideas of other events and A noted that a young family had moved in where the church key was lodged and maybe a community picnic might work in September in the church and outside. A noted that it was a shame that it was now very difficult to get the landowner to agree to use the field opposite the Church anymore as that would have made a good space for fund raising activities.

Action – consider community picnic in September and previous action points listed with other members of the community

The meeting concluded with a view to reconvene later in the year and to keep in contact via email

Community Meeting 1

20th January 2021

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

A notes that it is good that we are in contact with B as our main community contact.

A notes that there are two services per year. Previously there were 3 per year. They enjoy being able to keep involvement with the old church, which EM acknowledges and thanks them for.

A notes that he takes visitors to see the church whenever possible. EM thanks.

C mention that the churches nearest neighbour has extended a lot of energy and enthusiasm to running services at the church. EM notes that this neighbour has also taken on voluntary maintenance of the churchyard and that the CCT are extremely grateful for his support.

A notes that a named local resident might be a helpful local contact for CCT. A offers to send the church plan on to him following this conversation

C notes a manuscript history of the church in existence in the ownership of another local resident. C offers to print off and drop a copy of the church plan to her.

A is aware of a recently made video of the church which is on youtube. EM notes that he is collating youtube content relating to the churches in his care. A knows the producer of this film and will forward the update church plan to him. might be worth getting hold of.

C notes that they might be changing to host the harvest festival every 5 years instead of annually to fit with community support / desire for the event.

C notes that the team ministry also have another smaller church in their care which her team also have to extend their services to.

C reflects back on her comment in Part B of the church plan regarding potentially hosting more services and events at St Mary's. Having a schedule of events through the year might give people the opportunity to engage on a variety of levels. Advertised quiet days where people can come to reflect. Pilgrimage routes are also becoming popular and A raises the idea of creating pilgrimage routes potentially to take in St Mary's. Literature to support pilgrims when they arrive would be needed and this links back to her comments regarding a prayer station in part B. C notes potential to join up a trail with the church in Brokerswood, which is within walking distance and where there is an informal friends group who might be willing to support. B voices ideas around "drovers routes" which could be investigated further. This would provide a rich link back to the village history of wool trade. EM to raise this whole conversation and the idea of prayer station (which could be established planned during lockdown) with other church based volunteers not present.

A notes the well established Dilton Marsh history society and potentially one at Warminster who might be interested in the above. White Horse News is the local newspaper which A suggests we could include future information on any activities or initiatives.

C mentioned linking the other churches in her care to St Mary's page on the CCT website. EM would be very happy to reciprocate.

C mentions the local Literature festival: The church is well suited to oratory performances. EM to investigate links to the festival organisers. C notes that parking for any large events can be an issue.

A notes The Wyle Valley Art Trail, which EM will also investigate.

C raises the idea of a formal friends group for St Mary's. EM to investigate with local volunteers.

C mentions that filming could be a great use of the building. EM explains the CCTs centralised filming brochure and procedure for dealing with these enquiries.

Part D - Action Plan

Community Actions

Short term actions (to end June 2025)

- Continue to keep church clean, including cleaning vestry windows
- Continue to empty the wall safe and send details of payments to LCO
- Forward all booking enquiries and group visit enquiries to LCO
- Consider use of the church as gallery space
- Look at potential to host a plant sale in/around the church
- Consider potential to host community picnic at church
- Consider including the church on any local trails (as noted in part B)
- Consider installing a “prayer station” at the church (as noted in part B)
- Consider partnerships with Dilton Marsh History Groups (as noted in Part B)

Medium term actions (to end June 2026)

- Look at potential for church to host concerts etc. as has been done in the past
- Look at potential to run community picnics in/around the church
- Consider hosting an evensong at the church (as noted in part B)
- Consider partnership with Westbury / Frome music and literary festivals (as noted in part B)

Long term actions (to end January 2028)

- Reassess suitability of site for Champing

Local Community Officer Actions

Short term actions (to end June 2025)

- Follow up outstanding repairs – glass/roof/buttress
- Complete community audit to identify additional participants in face-to-face or digital meetings.
- Establish website links with the other churches in the area in response to A’s comment in Meeting Notes 2, Part C.
- Review church web page to ensure clear directions available for all visitors

Medium term actions (to end June 2026)

- Keep in touch with community regarding event ideas such as plant sales, picnics and concerts and offer support as required
- Keep community up to date with conservation works
- Review church webpage to ensure access information is up to date
- Complete community audit
- Raise the idea of a pilgrimage route and associated prayer station with local volunteers.
- Continue to recruit for volunteers to organise and lead scheduled guided tours of the church.
- Consider adding video directions to the church for prospective visitors’ information

Long term actions (to end January 2028)

- Investigate the possibility of producing an online audio guide for the church to address the lack of printed interpretation
- Investigate potential links with Wyle Valley Art Trail, Frome Music Festival and local Literature Festival.

CCT Actions Other

Short term actions (to end March 2022)

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

Medium term actions (to end March 2023)

Long term actions (to end March 2024)

Actions Complete (to end April 2025)

Community Actions

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- C and A to forward the revised church plan to contacts identified and discussed in Part C.
- Review CCT Cleaning Churches standard and report

LCO Actions

- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include
 - Conservation interpretations
 - Presentation improvements
 - Champing data
- Agree dates for face-to-face or digital community meetings by end January 2021.
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'
- Repeat survey for additional respondents by end January 2021.
- Contact church plan survey respondents who both gave very helpful answers with multiple lines of enquiry.
- Share CCT Cleaning Churches standard and report
- Approach Benjamin Dry cellist in case of availability and interest in concert Summer 2021

CCT Actions

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 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
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