

ST THOMAS À BECKET CHURCH PLAN

PENSFORD
MAR 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.

Part A - Current Report

Church Introduction & Statement of Significance

St Thomas à Becket Church in Pensford, Somerset southwest England dates from the 14th century, active in 1341, although only the tower remains from that date, the rest of the church having been rebuilt in 1868 by Giles and Robinson Architects and the church was reconsecrated in 1869.

The church became derelict as a result of flood damage caused by the River Chew in 1968. It remained in disuse until 2008.

The west tower and tierceron vault date from the 14th century. The west doorway with a two-centered arch, dates back to the 15th century, and the font which has quatrefoils and roses, is of similar age. The rest of the church was rebuilt in 1869, by Charles Edmund Giles of Taunton.

It is recorded in the National Heritage List for England as a designated Grade II* listed building, and was on the English Heritage Buildings at Risk Register, following damage in a flood in 1968. The church was declared redundant on 30 July 1971 due to the impracticality of having 2 Churches in parish (Publow & Pensford). Publow was kept open as it was larger, architecturally more splendid & historically linked to Keynsham Priory.

During the 1980s an attempt was made to turn it into an arts centre but this was abandoned when the extent of the repairs required to make the building safe became clear. In 2007 the church was put on the market for redevelopment, and in 2008 purchased for repair and use as a private dwelling. The conversion was recorded for a documentary as the first episode of the BBC television programme *Restoration Home*, which also explored the history of the church

Current use (bookings) & voluntary activity

St Thomas à Becket church benefits from a well-established and enthusiastic Friends Group.. The group, consisting of approximately 10 members, have organised many unique and successful fundraising events for the church and CCT. There has previously been an annual tea party, and occasional services at the tower. The current incumbent is supportive of using the tower as much as possible. The annual nativity trail, created and run by the owner of the adjoining nave and chancel, has its culmination in the tower and encourages donations for the CCT.

Other voluntary activity undertaken by this group includes

- Regular locking and unlocking. The church is opened and locked every day of the year via local volunteers.
- Tea parties and, potentially, tower tours
- Remittance of wall safe and service funds
- Occasional tower tours
- Planning and delivery of all bookings including services.
- Ad hoc reporting of building change

Collection Review

General Information	
Open Churches Policy status:	Partnership 2
Local Community Officer:	Philippa Wood
Current project:	None
Parking:	None formal. Spaces on road.
Accessibility details:	Provided via website
Building services:	Mains Electricity and sockets
Organ:	None
Churchyard:	Not owned by CCT, maintained by PCC and volunteers within the Friends group. CCT own the square of garden outside the door of the tower, the width of the tower all the way to the fence
Ringable bells:	Unringable
Pews:	Benches on one side of tower
Volunteering	
Keyholder role:	Fulfilled.
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer / friends group management, maintenance reporting)
Area volunteer role:	No
Fundraising roles:	Informal only
Cleaning	Before events and services and occasional cleaning days led by volunteers in accordance with CCT guidelines
Stewardship roles:	No
Research, interpretation & talks:	No
CCT Items	
Welcome table:	Volunteer written guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Visitor book:	Provided
Gift Aid envelopes:	Provided
CCT silver plaque:	Installed, poor condition
CCT information board:	Not installed
Oak post:	Not installed despite request
CCT freestanding board:	Not installed despite request
Wall safe poster:	Installed
CCT A board:	Provided; requires update due to tower-only status

Tourism and Marketing	
Nearby attractions:	Pensford sits on the busy A37 between Bristol and Temple Cloud. Tourist village. Tower is close to several local attractions like the pub, village lockup and viaduct.
Public transport:	There are three bus stops in Pensford. Keynsham is the nearest train station.
Social media presence:	No
CCT webpage:	https://www.visitchurches.org.uk/visit/our-churches/church-of-st-thomas-a-becket-pensford-somerset
Regular feature parish news:	Occasional, via volunteers
Events and Activities	
Services per year:	0
CofE support for services:	Unsure
Heritage Open Days:	No
Ride & Stride:	No
Christmas memory tree:	No, though it's been considered in the past. Tower hosts the nativity scene of the Pensford Nativity Trail.
Historic Church Tour:	No
Learning/ Participation events:	No
Explorer tags	No
Retail:	No
Champing:	No, possible in the church room.
Health & Safety	
Fire rated capacity:	40
Seating capacity:	Not determined
Site plan:	Available
Risk assessment general:	Mar 2022. Annual review completed Mar 2025
Risk assessment fire:	Mar 2022. Annual review completed Mar 2025
COSHH listing:	Current
Portable appliance listing:	FVI completed March 2025
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	£21,037.50
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.	£2,574.44
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	£1,344.00
Other Maintenance Costs (exc. VAT)	
Additional maintenance needs discovered during routine maintenance (see below)	

Forecast Conservation Costs

Short Term Repairs		2025 – 2030
Small scale items of limited cost which could be fulfilled with minimal fundraising.		
Treat/paint bell frame steel plates		£1,000.00
Structural engineers report on bell frame and bell report		£1,200.00
Total		£3,200.00
Medium-Term Repairs		2030 – 2035
More expensive needs which may require more involved fundraising and grant applications.		
high-level works; parapet + string course flaunching, install reinforced lead spout, modify sumps leadwork, cap grotesques		£12,000.00
Total		£12,000.00
Total Long-Term Repairs		2035 onward
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.		
Repair font		£500.00
Total		£500.00

Total Essential Repairs:	£15,200.00
Total Desirable Repairs:	£500.00
Other Maintenance Costs:	£0.00
Total Repair Costs:	£15,700.00

Income, Expenditure & Balances (Apr '23 – Mar '24)

Income

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
Wallsafe	82.5	16.12	8.55	0	231.5	104	0	372.3
Total	82.5	16.12	128.55	0	231.5	194	900	942.6
Visitor #	3967	1882	798	0	2733	3051	1220	2278
Wallsafe per visitor	£0.02	£0.01	£0.01	£0.00	£0.08	£0.03	£0.00	£0.16

Restricted Balance

Restricted balance shows money which has been restricted or covenanted for expenditure at the 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 this table.

Restricted Funds			
Opening Balance 23-24	Income	Expenditure	Closing Balance 2023-24
£0.00	£0.00	£0.00	£0.00

Income / Expenditure

	Unrestricted	Restricted	Grant	Total
Income	£82.50	£0.00	£0.00	£82.50
Expenditure	£756.00	£0.00	£0.00	£756.00

Income by Category		
Category	Value	
Box Collections	£54.95	U
Text Giving	£27.55	U

Expenditure by Category		
Category	Value	
Routine Maintenance	£756.00	U

Local Community Officer's Summary

This medieval church tower, crammed with interesting features, is situated right in the heart of the village with a strong formal Volunteer Friends group and good informal community support.

The Tower inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the poor signposting to the church. All visitors encounter a well-presented church thanks to the continuing and extremely dedicated care of its volunteers who visit to clean throughout the season.

There is currently a large gap between existing income and the annualised maintenance costs, therefore we will need to explore other income generating activities. The Friends are keen to establish tower tours, and the gentleman who converted the nave into a residence has kindly created a fall-prevention barrier that could be erected before each day of tours. Trial runs of these events are due to take place in the summer of 2025, subject to approval from the LCO before the first tour. Community feedback and photographs of the events and safeguards in place will then be used to determine whether this is appropriate in the long-term.

The Friends have historically run two main events each year: The Midsummer Tea Party and the Nativity Trail, the latter of which has been recognised as having potential for raising more money. Attendance to the well-established, high quality and unique Nativity trail could be increased by better marketing support (which we made a first attempt at in 2019). Fundraising messaging could be improved on marketing and trail materials in future years.

Improved visitor interpretation (currently an old CCT guidebook) and scheduled guided tours could increase the donation per head at Pensford.

The tower itself is very small and does not lend itself well to commercial opportunities, however there is perhaps potential in using the facilities provided in the nearby church room (which is owned by the PCC) to enable Champing to occur at the tower.

New ideas for use and potential supporters might emerge from the church planning process, but any community consultation should only be attempted in strict coordination with the Friends group so as not to disturb this currently positive relationship.

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 **Pensford, St Thomas'** by the deadline of **February 1st**.*

The response received was from respondents writing in a **personal** capacity, who confirmed that their responses related to **St Thomas', Pensford**.

In addressing the question of *a perfect outcome for our work together at the church* the respondents indicated **a)**

- **risk assessment for Tower with ability then to offer regular Tower Tours - these are very much in demand & could bring significant income .**
- **more choral workshops - (successful Taize groups in past) help in promotion .**
- **promotion of links with nearby CCT Churches - visits / shared stories & activities / support.**
- **help / support in growing our Friends Group - finding locals who are willing to get involved with organising / working & administration.**
- **help in discussion over possible Champing in nearby Church room with support in getting this room improved .**

b) It is used by a few people but more community involvement would be great

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondents indicated **a)**

- **lack of support / involvement / leadership i n the Tower Friends group**
- **lack of sufficient 'Profile ' ...need a few people of ' note ' to be part of group**
- **lack of interest or commitment from the local Church who have their own financial / administrative worries**
- **inability to hold Open days / Tea parties etc etc**

b) When we can we must do some serious fundraising

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondents indicated **a) the revival of the local Music Festival (2 years ago) raised a significant amount of money for local charities. Nativity scenes around village could have more promotion ...if nearby Churches could make group visits with refreshments offered this could be a useful source for donations. The Church room could be used for w/end Cream Teas as we have many visitors in village**

b) Perhaps more small singing groups

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondents indicated **a) difficult to know b) The more people we could get to use this small space would be good as we would ask for a donation**

In relation to identifying conservation priorities for the church, the respondents provided **a) unsure - we rely on our Conservation builder to advise b) Keep it safe**

Regarding priorities, opportunities or ideas for fundraising the respondents noted **a) see above**. In respect of means for initiating fundraising activity, the respondents gave **a) enlarge our Friends**

Group ...many more willing hands / ideas needed b) we will come together after Covid to have meetings to decide fundraising. The respondents also both indicated that they **already did** participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **a) that they would be happy to meet 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 **[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 3

19th March 2025

Present: Philippa Wood (LCO) and 9 members of community

PW began the meeting by thanking the community for meeting with her and by asking when Rachel's last meeting with them had been, as last church plan notes were dated May 2023.

[Date sent to PW after meeting of April 16th 2024]

Events

Past events include:

- Taizé in the Tower
- Group visits
- Tea Parties
- Concerts (Violinist Jenny Bliss and others)
- Tower Tours
- Pensford Nativity Trail (central nativity scene in tower)

Future events currently planned are a further tea party in the summer and further tower tours

Tower Tours

- These were previously stopped by CCT staff due to concerns over safeguarding.
- PW thanked G for sending across health and safety paperwork, and G explained these documents and the reasoning behind them to the group.
- The group queried whether a First Aider would be needed – PW to query. Defib available at post office.
- PW demonstrated the CCT risk assessment and highlighted that this needs to be filled in for events.
- Participants to be asked to sign a disclaimer form before tower tours, with Ts & Cs in place on health conditions and clothing.
- Barrier on tower rood made my member of the community who lives with the nave working with A from Breathe (formerly a CCT contractor). A visits site often; J to enquire with him about whether he could do a regular assessment of whether the barrier is still sound and fit for purpose.
- J reported that A was not satisfied with the latest work done by Minerva Stone – PW to forward to estates.
- J mentioned that she had a contact who did fire safety visits professionally and that there had previously been mention that they might do an informal visit. PW encouraged pursuit of this angle of enquiry.

Tower Tours and Tea

- Suggested that the group could run 3 – 4 events over the summer combining tower tours with tea and cake
- Group need to feel they have permission before embarking on tours. Would keep CCT informed of dates and expected attendance. PW reminded group of need for Community Booking Forms.

- Would need to have booking system. PW to send information on what Friends of Brockley use.

Income

- J asked how people would pay for tea and tours, as cash payments are in decline. Another member of the community said there might be a sumup machine that could be used for contactless payment.
- J asked PW about a contactless donation point for the tower – PW said this might be possible, but that the use of the WiFi from the Nave might be needed to make it reliable.
- Fundraising for clock fundraising went to A's bank account from Just Giving and he passed the money to the Friends that way
 - Friends do have a constitution and bank account (CAF account, £150 fees)
 - Action: PW to look at whether CCT has any advice on banks for Friends
- P donates money from non-affiliated activity of Bicycle Jousting off site each year. Next event in May

Other

- Church needs a new A-Board display and increased signage (e.g. a finger post). Visitors are often going to the Nave door rather than the tower, and those who do go to the tower are sometimes very disappointed they cannot climb it. PW to speak to IM.
- P who lives in the Nave created nativity scenes 11+ years ago. The main scene is always in the base of tower, opened by P throughout December until Christmas Day BUT is not open between Christmas and New Year.
 - PW to ask P if J can open the Tower Room during Christmas period.
 - Needs further promotion – Friends & PW to investigate this next year.
- RW hosted a meeting with CCT Friends groups from around the area at Pensford on August 23rd 2024, offering a ploughman's lunch. Marie Leverett also attended with some of her Friends.
 - Community impressed on PW how much the Friends miss days out at other sites and the lunch at a Bristol hotel with talks and speeches by different groups.
 - Definite wish to have more meet & share events in future, with suggestion that a Bring and Share lunch could be possible
 - PW to investigate.
- Talk on wall-paintings at Cameley approaching – PW sending details to J for distribution.
- Andrew Nicholls who used to service the CCT clocks used to do talks – J asked who does the clock now and PW answered that she thought it was Cumbrian Clocks. PW to check.
- G & V have produced revised guide leaflets for the tower room

Meeting with Rachel Whitty Local Community Officer and main volunteer referred to as A on May 9th in the Churchyard and Tower.

RW thanks **A** for being able to meet up today from the postponed meeting in February due to RW's illness. RW notes it was shame not have been able to have attended the AGM in February of the Friends Group but hoped to be able to in the future.

A updated RW on the history of the Friends Group and the interaction with the CCT. **A** explained about the campaign to raise for funds for the repair to the clock and also the success of the Coronation Tea Party. RW thanked **A** for all the hard work that they and the Friends Group did for the Tower. **A** also gave RW a replacement set of keys for the Tower as the existing ones for the LCO had disappeared. RW thanked **A** and would organise reimbursement.

Action – short term – RW to sort out expenses claim

RW went through the Church Plan with **A** and gave more up to date figures on wall safe and text giving. **A** was happy to continue to hold the wall safe keys although there hardly anything ever in it. The option of a card payment reader came up and Pensford could be considered as a candidate. (The Friends Group pay for the electricity supply) RW explained that the Church Plan figures were going to be updated in due course and would be recirculated once completed.

Action – short term – RW consider Pensford for a card payment reader in project rollout.

The discussion focused on the tower, tours and the churchyard.

A explained the issues surrounding reinstating tower tours – listed building consent and fire office sign off. **A** was keen to resolve this but lacked the capacity to do it alone – RW agreed to speak to Conservation Project Manager to help find best way forward.

Action – short term – work together to reinstate Tower Tours gaining listed building consent and Fire Officer to sign off.

A also raised about the replacement of the Maintenance contractor and would be keen to know about planned maintenance visits.

Action – short term RW to inform A about planned maintenance visits

A raised the Wilder Churches initiative (joint project between Somerset Wildlife and Diocese of Bath and Wells) teamwilder@somersetwildlife.org – **A** was attending a workshop in June and would forward details to RW

Action – short term – A to forward details of Wilder Churches initiative to RW

A gave RW a tour of the refurbished school room. A discussion took place of how to reinvigorate Friends Group, raise profile of CCT in Pensford and link it to other CCT churches. **A** was keen that RW came and gave a talk and the school room and RW readily agreed -.

Action – RW – short term – to suggest dates in July/August to A

The meeting concluded with agreeing the action points and carrying some forward from meetings with the previous LCO. A further meeting would be planned later in the year to include more of the community and to keep in touch via email.

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

A notes that a cheque for £500 which was issued to the CCT in 2020 has not been cashed. EM explains the instruction to carry funding into the next financial year.

A notes that they are having their AGM next week which will include ideas for future fundraising. She has dates from the local church which they hope to link in to. Tower tours are a popular fundraising idea. The CCT appointed contractor installed additional safety measures several years ago. EM noted that this is one of his priorities.

A notes that they could do pre-booked tower tours, potentially with cream teas to raise additional funds. Pensford has become much busier since lockdown and she would like to investigate serving cream teas from the church room.

The Friends group noted that they would need at least 3 volunteers to enable tower tours and 3 for cream teas. The volunteers also note they have personal priorities which they need to take care of this year when lockdown eases which would impact on their ability to partake in fundraising activities. Suggested that they trail a couple of events in summer to see if it works.

A Ploughman's supper, singing around the Christmas tree and singing in the tower were the three most popular fundraising ideas discussed at the last friends meeting.

B notes that there is also potential to host a closed garden party (if Covid restrictions allow).

A notes that one local family living near to the church might be considering repeating a dinner in the river fundraising event this year too, and notes that there is a new family very close to the church who are interested in getting involved in the Friends Groups activities.

C notes that there is a local history group which the Friends are hopeful to become engaged with. There is a desire to perhaps recruit a member of the history group to the Friends team. The history group are actively researching churches in the area.

A reflects on the comments about having more friends in the group. They need "doers" in the group, rather than passive participation. They have discussed perhaps having an open evening to find out more about the group.

There is a local person who is very passionate about the clock who the Friends have identified as perhaps being able to play a more active role in the church. There are also several new younger families moving into the village.

EM notes that he will come to do the tower risk assessment before the 12th May opening date.

A notes that the church is currently only open weekends and that temporary signage has been erected to notify visitors of this.

C requests a better sign for the donation box. EM notifies that they have the standard donation signage in place, but that they could advertise the text donate code in the churchyard. They could advertise this on the picnic benches with permeant signage

A notes that the silver CCT plaque is in a very bad state. EM describes alternative signage available and will bring some examples when he next comes to visit. There isn't a sign post from the main road. The friends will investigate options for installing a wooden finger post at their next AGM. They could also make a personalised sign calling for support for the church to be raised at the next AGM.

A notes that the CCT appointed contractor is undertaking the regular maintenance. They are hopeful that no new major expensive remedial problems develop. EM explains that the purpose of the church

planning process isn't to imply that we will be relying on communities to raise all the money for repairs, as CCT still is committed to caring for the buildings, but to try improve communication and transparency around the need for additional support from communities in the long term.

The Friends would like to be in closer contact with other CCT churches. EM notes the existence of the regional facebook groups and also would like to organise some group visits for volunteers to other churches when Covid-19 restrictions allow.

D thinks that a big map showing other nearby CCT churches would be a very helpful addition for visitors. EM shows the group the map feature on the CCT website

Part D - Action Plan

Community Actions

Short term actions (to end September 2025)

- Continue to keep church clean
- Send Community Booking Forms and Risk Assessments to LCO for all events
- Investigate potential for further concerts in and around the tower
- Ask AC if he can do a regular report on whether the barriers are still sound and fit for purpose for safeguarding purposes during his visits.
- Identify potential Tea & Tower Tour dates and liaise with PW

Medium term actions (to end September 2026)

- Consider the suitability of the site for Champing

Long term actions (to end March 2028)

- Consider working with LCO in producing an online audio guide for the church, to address the lack of interpretation.

Local Community Officer Actions

Short term actions (to end September 2025)

- Assist Friends with risk assessments & paperwork for Tower Tours, and ensure activity is compliant with CCT health and safety guidelines.
 - Ask Head of Region / H&S lead about:
 - ↳ Need for First Aid facilities
 - ↳ Fire risk assessment needs
 - ↳ Friend's drafted documents
- Email community with information about CCT, available support, events guidance and updated Church Plan
- Review church web page to ensure clear directions available for all visitors
- Investigate ways to improve signage for visitors to the church e.g. a wooden fingerpost and updated A-board
- Forward community's concerns regarding recent work by Minerva Stone
- Send Friends information around event booking methods used by Friends of Brockley Church
- Investigate potential for contactless donation point for the tower
- Ask Estates who currently maintains the Pensford Tower clock

Medium term actions (to end September 2026)

- Consider adding video directions to the church for prospective visitors' information
- Work with volunteer team to increase publicity around the nativity trail, including publicising on the CCT website
- Look at arranging a meet-up for volunteers and Friends groups in Wiltshire, North Somerset and Bristol.

Long term actions (to end March 2028)

- Investigate the possibility of producing an online audio guide for the church to address the lack of printed interpretation
- Consider the suitability of the site for Champing
- Investigate potential for contactless donation point for the tower

CCT Actions Other

Short term actions (to end September 2025)

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

Medium term actions (to end September 2026)

Long term actions (to end March 2028)

Actions Complete (to end April 2025)

Community Actions

- Deliver events & keep LCO and CCT informed of updates
- Fundraise for clock restoration
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- 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'
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- Repeat survey for additional respondents by end January 2021

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