

# **ST ANDREW'S CHURCH, NORTHOVER**

## **CHURCH PLAN**

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### **Introduction**

#### **Part A - Current Report**

Church Introduction and Statement of Significance  
Current Use (bookings) and voluntary activity  
Church Information  
Conservation Reports  
Income, Expenditure and Balances  
Local Community Officers Report

#### **Part B - Survey**

Results of our open survey conducted in 2020, canvassing all community contacts for feedback on the current report.

#### **Part C - Community Recommendations**

Minutes of community meetings held to discuss opportunities, activities and plans for the church.

#### **Part D - Action Plan**

Details of short, medium and long term actions agreed upon through Community Recommendations, assigned to community participants or Churches Conservation Trust staff

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## Introduction

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

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

## Part A - Current Report

### Church Introduction & Statement of Significance

St Andrew's Church, Northover, in Ilchester, Somerset, is recorded in the National Heritage List for England as a designated Grade II\* listed building.

The church was built in the 14th century. The nave and chancel were rebuilt in 1821 and the building was restored in 1878 by Charles Benson. The church is next to the Roman Fosse Way 200 yards north of a Romano-British cemetery. It is thought that the church site may reflect either a distant recollection of the nearby burial ground, or alternatively the deliberate occupation and "neutralisation" of a site which had pagan associations, and which was perhaps even originally the location of a pagan shrine. It was also the site of a minster church in the Saxon era, when it was held by Glastonbury Abbey. After the Norman Conquest it was held by Maurice, Bishop of London, until was appropriated by St. John's hospital, Bridgwater, in 1219.

The stone building has hamstone dressing and a clay tiled roof. It has a three-bay nave and two-bay chancel with an organ chamber and vestry. The three-stage tower is supported by corner buttresses and has an octagonal stair turret.

St Andrew's Church was vested with The Churches Conservation Trust on 1 July 1986.

### Current use (bookings) & voluntary activity

St Andrew's Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. An annual Easter Service is held at sunrise in the churchyard, and the church has also hosted talks and a visit by a local museum to see the war graves.

Unfortunately in 2017 St Andrew's was the victim of a lead theft which caused considerable damage to the roof and to the windows, and there have also been instances of individuals vandalising the Church. Since then it has not been possible to leave the Church unlocked, and CCT are extremely grateful for the support of Auto Capozzoli who look after the key, local volunteers and the incumbent for the service they organise.

Voluntary activity undertaken at St Andrew's includes:

- Planning and delivery of services

- Looking after the keys and loaning them out to visitors
- Ad hoc reporting of building change and issues

The Local Community Officer (LCO) completes biannual site inspection forms, as well as mandatory checks and actions, including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, detailed Condition Reports from the allocated Architect, and regular lightning conductor and electrical inspections.

## Church Information

<b>General Information:</b>	
Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current projects:	None
Parking:	Parking available on road side
Building services:	Electricity
Churchyard:	Not owned by CCT, churchyard closed
Ringable bells:	No
Organ:	Present, unplayable
<b>Volunteering:</b>	
Keyholder role:	Fulfilled
Area Volunteer role:	-
Key representative role:	Fulfilled (CCT liaison, support with activity)
Fundraising roles:	Vacant and necessary
Stewardship/events roles:	Vacant and necessary
Research, interp & talks role:	Vacant and necessary
Cleaning schedule:	None - regular help needed
<b>CCT Items:</b>	
CCT silver plaque:	Installed
CCT information board:	Not installed
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed
CCT A board:	Yes
Gift Aid envelopes:	Provided
Visitor book:	Provided
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)

Children's explorer cart:	No
Children's trail:	No
<b>Tourism/Marketing:</b>	
Nearby attractions:	Fleet Air Arm Museum, Yeovil, Cricket St Thomas, and other CCT Churches: Langport, Low Ham, Osborne, Stockwood, Seavington, Stocklinch Ottersey, Sutton Mallet and Thurlbear.
Social media presence:	Nil
Images on CCT website:	Three
Regular feature parish news:	Not at present
<b>Events/Activity:</b>	
Services per year:	1 Easter (in churchyard)
Christmas memory tree:	Not currently
Heritage Open Days:	Took part in 2023 and 2024
Ride & Stride:	Not currently
Champing:	No, possible
Retail:	Not currently
<b>Health and Safety:</b>	
Fire rated capacity:	60 (could be increased if safety measures taken)
Seating capacity:	105
Site plan:	Available
Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	None
Accessibility details:	Provided via CCT website
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Pews:	Sound, no defects
Security Audit	Current

## Conservation reports

<p><b>Annualised maintenance costs (Exclusive of VAT):</b>  <b>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</b></p>	<b>£2,554.44</b>
<p>Routine maintenance costs: (Per annum and exclusive of VAT):            These are included in the annualised maintenance costs and are the total cost of two maintenance visits per year. A list of the typical maintenance tasks for any historic church included in the twice-annual maintenance visits is available to view at Appendix 3.</p>	£535.25
<p><b>Other maintenance costs total (Exclusive of VAT):</b>  <b>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</b></p>	<b>£580.00</b>
- One damaged ridge tile	£175.00
- Additional keys required	£280.00
- Broken communion rail	£125.00
<p><b>Total short term repairs:</b>  <b>Small scale items of limited cost which could be fulfilled with minimal fundraising (costed and listed individually below).</b></p>	<b>£18,000.00</b>
- Recover tower and vice roofs	£10,000.00
- Repoint chancel and transept as required	£6,000.00
- Glazing repairs	£2,000.00
<p><b>Total medium term repairs:</b>  <b>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications (costed and listed individually below).</b></p>	<b>£10,750.00</b>
- Patch repair internal plaster	£10,000.00
- Reredos report and repairs	£750.00
<p><b>Total long term repairs:</b>  <b>Items which are known to require works in the longer term but which are not essential in the near future.</b></p>	<b>None</b>
<p><b>Total desirable repairs:</b>  <b>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</b></p>	<b>None</b>
<p>All cost figures are estimates, exclusive of VAT and professional fees.            VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.</p>	

## Income, Expenditure & Balances

Northover		Church Code: NOV				
Visitors	Number of visitors	2024/25	2023/24	2022/23	2021/22	2020/21
		850	212	115	28	0
	Site Wallsafe per Visitor	0.11	0.04	0.00	0.58	0.00
	Trust Wallsafe per Visitor	0.07	0.07	0.07	0.19	0.00
<b>Income</b>						
		2024/25	2023/24	2022/23	2021/22	2020/21
	Box Collections	90	9	0	16	0
	Contactless Donations	0	0	0	0	0
	Text Giving	0	0	0	0	0
	Service Collection	0	0	0	0	0
	Service Fees	0	0	0	0	0
	Donations	23	0	0	0	0
	Events	0	40	0	0	39
	Third Party Hire	0	0	0	0	0
	Earned	0	0	0	0	0
	Grant	0	0	0	0	0
	Other	0	0	0	0	0
	<b>Total</b>	<b>112</b>	<b>49</b>	<b>0</b>	<b>16</b>	<b>39</b>
<b>Expenditure</b>						
	Total Conservation spend since Vesting (non maintenance)	147,185				
		2024/25	2023/24	2022/23	2021/22	2020/21
	Conservation	0	0	0	0	0
	Maintenance	996	876	780	822	521
	Electricity	0	0	0	0	0
	Gas	0	0	0	0	0
	Water	0	0	0	0	0
	Other	0	0	0	0	0
	<b>Total</b>	<b>996</b>	<b>876</b>	<b>780</b>	<b>822</b>	<b>521</b>
	Income less Maintenance	-884	-827	-780	-805	-482
	Income less Expenditure	-884	-827	-780	-805	-482
	Restricted Donation As of 1st April 2025	0				



**Churches  
Conservation  
Trust**

## Balances

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

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

**Income less annualised maintenance 2024-25 - £2442**

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

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## Local Community Officer's Summary

Until April 2024 this church was closed and visitors needed to collect the key from a local garage. The current key collection arrangement was a barrier to visiting and the church had very low visitor numbers and wall safe donations.

A Heritage Open Days event was held in September 2023 to try and create more interest in the church within the community and a large turnout of 60 people came along. This resulted in a very positive relationship with Ilchester Town Trust who are supporting the trial opening of the church one day a week from April. The Trust run the town museum and since it is open on a Wednesday this was the proposed open day for Northover Church, so both venues can advertise each other to visitors. Contact was also made with some local people interested in volunteering and the church is now left open every Wednesday.

Up to 2023 the only regular activity at the church was the annual Easter service (in the churchyard) but the local community are currently planning a Heritage Open Days event for 2024 and it is hoped this could become an annual event.

Moving forwards the Church would definitely benefit from volunteers who could help with regular cleaning a few times a year to prevent the cobwebs and dust from building up. Hopefully a group is emerging who can support in this way. Volunteers who could focus on fundraising, events and marketing are also needed as there is currently a large gap between the existing income and the annualised maintenance costs. Regular guided walks would be really beneficial in bringing in footfall and could encourage bookings for tours of the site or bring in visitors for ticketed special events.

The church has great potential as a location for events and varied uses as it already has electricity, plenty of parking, and easy access and high visibility from its position at the side of a busy road near Yeovil and just off the A303. It is hoped that more regular community events may start to happen there. Possible fundraisers could be tea parties, tours, concerts, theatre performances, lecture or speaker events, clothes swaps, bake sales, art or photography exhibitions, or craft skills events.

CCT has previously been in talks with a local theatre company who were interested in hiring the Church for performances, and workshop and office space (with the Church remaining accessible to general visitors). Due to funding issues this did not come to fruition, but we would be open to suggestions of alternative uses of the space, and to enquiries from third parties interested in hiring some or all of the building.

If more services and events were to take place at the Church it might benefit from a CCT noticeboard and insert, sharing site specific health and safety and historical information, and details about upcoming events and local information.

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## Part B - September 2020 Survey

### Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **one** response was received for **St Andrew's Church, Northover** by the deadline of **August 31st**.*

The response received was from someone writing in a **personal capacity**, rather than on behalf of an organisation.

In addressing the question of a **perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** the respondents indicated the following:

- The building becoming more of a community asset and community church: 1 person

In writing about challenges anticipated in respect of repair liabilities and running costs, respondents indicated that **the challenges they anticipated for a sustainable future at the church included:**

- It needs more activities and more volunteers: 1 person

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, respondents stated the following:

- None: 1 person

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, respondents replied:

- Yes: 1 person
  - Open the church more: 1 person
  - Explore the ideas in the LCO Summary section: 1 person

In relation to identifying **the most important conservation priorities for the Church**, respondents stated:

- None/no answer/not sure/skipped question: 1 person

Regarding priorities, opportunities or ideas for fundraising, respondents suggested the following **ideas and opportunities for fundraising** for St James' Church:

- Explore the ideas in the LCO Summary section: 1 person

Also when asked what would be **the best ways to get started with the above suggested fundraising** respondents stated:

- More local involvement: 1 person

When asked whether they would be **interested and available to take part in future fundraising** respondents answered accordingly:

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- Yes: 1 person
  - No: 0 people
  - Already take part in fundraising activity: 0 people

In seeking respondents' **participation in a future group discussion regarding church planning**:

- Available either in person or through digital meetings: 0 people
- Available in person only: 1 person
- Available via phone or digital meetings: 0 people

In answering our final, open question about **any additional church matters not covered in other areas of the survey**, the following responses were received:

- Would like to become involved in keeping the church clean and volunteering: 1 person

In addition to responses fielded through the questionnaire, a further **0** respondents wrote back to their Local Community Officer, expressing the following perspectives: **Nil**

## **Part C - Community Recommendations**

### **Summary of Community Meeting: 28<sup>th</sup> Jan 2021**

**Attending: Local Community Officer and 1 member of the community**

**Notes of the meeting (held by telephone):**

The LCO explained:

- Introduction to Church Plans: to create a more structured and planned approach to our work at St Andrew' s
- The aim of the Church Planning process: to increase usage of the church, visitor numbers and wall safe donations, and to increase income and fundraising activities; to move towards a point where the income generated pays for the annualised maintenance costs and other high priority or urgent conservation projects and repairs.
- The current situation at St Andrew' s including an overview of:
  - Visitor numbers - currently very low
  - Income - also very low - and expenditure including wall safe donations and total conservation spend since vesting
  - The annualised maintenance cost and an explanation of what this includes
  - Benefits of the site - which include good visibility and transport links, parking, and the possibility of adapting the building and removing some pews to create a more flexible space

The following was discussed:

- Respondent A noted that the wall safe and the visitor book are at the opposite end of the building to the door, therefore unless visitors walk all the way down to the tower end they will not see these.

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- Respondent A suggested capitalising on the atmospheric and moody feel of the church by promoting it as a venue for filming.
  - Respondent A suggested making more of a feature of the stories of the military individuals buried in the churchyard and the local areas military connections. For example the grave of the Australian Kidner who died in 1917 on the Dardanelles campaign and who should be included in the Commonwealth Graves. There are a lot of military links with St Andrew' s as it was the Parish church used by the RAF. Respondent A suggested contacting nearby Yeovilton base or Fleet Air Arm Museum to see if they were interested in researching the site, or using it for any MOD purposes (eg an indoor climbing wall).
  - Respondent A also suggested contacting the local school to see if they had any uses for the building, and that the local key holder had previously had ideas for community use of the building.
  - Respondent A feels that as the nearby active church is well attended, any usage of St Andrew' s Church would need to be something considerably different and unique. He noted that there is no sports centre in the town, and that at Melpash Church near Bridport they cleared the floor space and turned the church into a community badminton court.

## **Summary of Community Meeting: 19<sup>th</sup> July 2023**

### **Attending: Local Community Officer and 5 members of the community**

#### **1. Community use of the church**

St Andrew' s is kept locked (due to historic vandalism and theft) and to gain access to the church the key needs to be collected from the Texaco garage. This is a barrier to the community using the church and it is rarely visited and currently very rarely used by the community. There was enthusiasm from the group to getting the community more involved in using the church, opening the church and caring for the church. It was felt that there is lots of potential for it to be used more (see Appendix 5).

#### **2. Services/Events**

Aside from an annual Easter sunrise service no other events take place at St Andrew' s which might help towards the annualised maintenance costs. It was agreed that an open community event during Heritage Open Days would be a great opportunity for people to pop into the church and look around, engage with the CCT and meet some of the team and to share their ideas on how the church could be used. A date of Friday 8<sup>th</sup> Sept 3-5.30pm was set as a time for the open event.

## **Heritage Open Days Community Day Friday 8<sup>th</sup> September 2023**

A Heritage Open Days community event was held at St Andrew' s with the help of a local group of supporters. 60 people attended. Ideas for how St Andrew' s could be used by the community were collected at this event. See Appendix 5.

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## **Summary of Community Meeting with Ilchester Town Trust: 8<sup>th</sup> Nov 2023**

**Attending: Local Community Officer, 3 members of Ilchester Town Trust and 1 member of the community**

### **Opening of Northover St Andrews**

The LCO is keen to trial re-opening of the church one day a week to increase community use and care of St Andrew's and start to raise money towards its annualised maintenance costs via increased visitor footfall and donations. Since the museum is open on a Wednesday (April to October) it makes sense to choose the same day so people can visit both settings. There was general enthusiasm for opening the church for a trial of one day a week. If that is successful hopefully it could lead to more regular opening.

There was a sense from the group that it would be nice if the church was thoroughly cleaned before opening so then it attracts people in and is easier for volunteers to light clean on an ongoing basis.

Ilchester holds weekly coffee mornings for charities to be able to fundraise for themselves and it was suggested that such an event is held to cover the cost of a professional cleaner carrying out a one-off clean at St Andrews. The possibility of applying for a grant to help with an initial clean from a local charity was also raised.

At a community event for Heritage Open Days in Sept 23 there had been enthusiasm for having historic tours of the church and this idea was raised again. The idea of opening on a Wednesday in April with a tour which includes the church was raised.

There was interest in getting the local primary school more involved with St Andrew's once it opens more regularly and also a community coffee event in the summer months.

## **Summary of Community Meeting with Ilchester Town Trust: 8<sup>th</sup> Jan 2024**

**Attending: Local Community Officer, 3 members of Ilchester Town Trust and 2 members of the community**

### **Coffee morning fundraiser**

Funds will be raised to pay for a professional cleaner at Northover Church on the January 17<sup>th</sup> Town Hall coffee morning. This meeting was to discuss final preparations and make sure everything is covered.

## **Summary of Community Meeting 5<sup>th</sup> June 2024**

**Attending: Local Community Officer, 5 members of the community**

### **Heritage Open Days**

The meeting focused on holding another Heritage Open Days event at Northover church. The group are happy to organise this independently of the LCO and create a display and possibly offer informal or formal guided tours of the church. The idea of tying in with the day the museum is open was discussed and possibly using some of the funds raised in January '24 at the coffee morning to

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purchase display boards and print outs. Spending some of the funds on a banner for the front of the church to advertise it as open on Wednesdays was also discussed.

## **Summary of Community Meeting 28<sup>th</sup> Nov 2024**

**Attending: Local Community Officer, 7 members of the community**

### **Geophysics and archaeology**

A geophysical survey was carried out in August 2024 as a community event run by GeoFlo. The results of the survey can be seen on the community section of the CCT's web page for Northover. Although much of the ground was heavily disturbed by graves, there is interest in archaeological exploration in the north west corner of the graveyard where an area of high resistivity was identified and where finds of potential interest have been discovered by the incumbent in the top soil. There is a Young Archaeology Group in the area led by an archaeologist. It would be interesting to explore the potential for the YAG opening a small test pit in this area in summer 2025.

### **Church updates**

A group has been meeting occasionally to clean the church and have purchased a vacuum cleaner to support cleaning sessions. It is now stored at the church.

It was raised that it would be easier to use the church if it was better lit. There was interest from the community in getting a quote for the cost of extending the electrics to the east end of the church.

The church has been open on Wednesdays since April 2025 with the help of a local volunteer. A couple have offered to help with opening at weekends which would be a great help in increasing visitor footfall. The idea of a timed lock was discussed.

The idea of having a banner at the east end of the church which could be seen by passing traffic was discussed. The favoured wording for the banner was 'Visit this Historic Church' and having the CCT logo on it. If possible a clear pocket could be added below the wording so the opening days (which may vary) could be added.

The idea of a simple leaflet about St Andrew's for use around the town was raised as more marketing would help increase footfall.

The LCO mentioned that there will be a national celebration of CCT Churches June 7<sup>th</sup>-15<sup>th</sup> 2025. There was interest in taking part in this and various ideas for a choir/band were discussed.

## **Summary of Community Meeting 16<sup>th</sup> Jan 2025**

**Attending: Local Community Officer, 5 members of the community**

### **Geophysics and archaeology**

Investigating the high resistivity area in the north west corner of the churchyard is not a suitable project for the YAC but SANHS (Somerset Archaeology and Natural History Society) may be interested.

### **Events**

There was support for one or more musical events for the Celebration of CCT Churches event in June. The LCO will follow up and report back. Local newsletters go out in February and April so info would need to be ready for the April newsletter at the latest.

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## Church updates

C keen to get more **electric points** in the church for events and side lighting. This project is at early stages and would need approval internally through CCT's Community Initiative Project system.

The use of **contactless donations machines** were discussed. The LCO explained that CollectIn devices are being trialed across CCT. They are only suitable for sites with electricity and 4G which does make Northover suitable in theory. If the church starts to open at the weekends it may help justify getting one allocated to the church.

**Advertising** - The question of whether the church can be advertised in general was raised, maybe regular updates in the IDCA newsletter.

**New guidebook** - There is interest in reprinting or creating a new guidebook to the church as the CCT one is out of print. Although there isn't budget within CCT to reprint it, if it is reproduced as is it would need CCT branding updating and approval from CCT as well as from the author. The community could also create a guide themselves in partnership with the author.

**Church opening** – the plan is that the church will be opened on a Saturday as well as a Wednesday soon. Once the start dates of this are confirmed it can be added to the CCT website and the IDCA newsletter.

**Cleaning** – It was agreed that it probably isn't worth cleaning the church until weekend opening starts and more visitors start to come through in the spring.

## Part D - Action Plan

### Community Actions

#### Short Term Actions (to end July 2025)

- J and M to support with opening the church at weekends (day tbc)
- Support with publicity if an event for CCT Celebration of Churches in June goes ahead
- C to keep group updated on a banner for front of church (now thinking of making one)
- C to correspond with SANHS and incumbent re possible excavation in churchyard
- T to put regular updates in the IDCA newsletter about the church
- Possible cleaning day for spring

#### Medium Term Actions (to end May 2026)

- Possible summer coffee morning
- Create a historic tour which either takes in St Andrews or starts/finishes there – tbc
- Creation of a simple leaflet about St Andrew's for use around the town

#### Actions complete

- Fundraising coffee morning planned for 17<sup>th</sup> January 2024.
- T and G supported the Heritage Open Days event in September by putting up posters, borrowing a tea urn and arranging tea, coffee and cake on the day.
- Support the opening of the church on a Wednesday (now open Wednesdays with the help of a local volunteer)

- 
- G or C to ask local contacts re historic tours content and C to look in the Victoria County Journal to see what info is in there on the church
  - Support a Heritage Open Day event for Sept 2024
  - S to look into cost of timed lock (done – likely to cost around £800-1500 but needs an electric supply near the door. Idea on hold for now.)
  - SI to look into cost of timed lock (done – likely to cost around £800-1500 but needs an electric supply near the door. Idea on hold for now.)
  - SI to contact two local choirs re June celebration event (done – initial response positive)
  - C to contact Young Archaeologists

## **Local Community Officer Actions**

### **Short Term Actions (to end May 2025)**

- Create a table top sign with a QR code link to the history booklet
- Follow up with choirs about CCT Celebration in June
- Send C info on electric installation standards from conservation team (done). Also update C with Community Initiative project form and investigate re electricity use as not paid for by CCT.
- Consider Northover as a CollecTin site if a machine becomes available

### **Medium Term Actions (to end May 2026)**

- Discuss school visits with the Heritage Learning Officer and liaise with G about this

### **Actions complete (to Dec 2024)**

- Created info for the IDCA magazine re the April 24 weekly opening and coffee morning.
- The Heritage Open Days event on 8<sup>th</sup> Sept was registered on the Heritage Open Days website and added to the CCT site as well. The incumbent vicar has suggested that the church be referred to as Old St Andrew's/Northover Church going forwards to make it clearer to the community which church we are talking about. This was discussed internally and a preference for the use of 'historic' where necessary to define St Andrew's rather than a prefix of Old was thought preferable.
- Created poster sharing weds opening info
- Supporting coffee morning fundraiser on 17<sup>th</sup> Jan with help on the day and bringing milk, change, food and leaflet on the church and CCT. Also to email contacts for more support.
- Send P info on geophysics
- Upload the Sept 2024 Heritage Open Days event to the HODs website
- Monitor the church opening on a Wednesday – possible increase to two days if successful.

### **Local Community Officer & Community Medium/Long term actions (suggested by previous LCO – look at during next Church Plan meeting)**

- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, cleaning, and for general fundraising
- Investigate potential for scheduled cleaning days

- 
- Investigate availability of a local contact interested in completing basic building checks twice a year, and emptying the donation box regularly
  - Consider means for increasing additional public interest, footfall and consequent donations
  - Investigate possibility of one or two additional church services a year
  - Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
  - Consider the suitability of the site for Champing
  - Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
  - Investigate participation in Ride & Stride scheme
  - Investigate musicians, artists, theatre companies, poets or other third parties who might wish to use the church
  - Review methods for promoting church to location agents etc
  - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
  - Complete Community Audit
  - Carry out a community cleaning day
  - Investigate availability of a local contact interested in completing basic building checks twice a year, and emptying the donation box regularly
  - Investigate potential for scheduled cleaning days
  - Review church web page to ensure clear directions and parking information is available for all visitors
  - Investigate Melpash Church and speak to Conservation colleagues about the feasibility of this kind of approach at St Andrew's
  - Consider means for increasing additional public interest, footfall and consequent donations
  - Investigate possibility of one or two additional church services a year
  - Investigate whether it is possible to obtain a CCT noticeboard and insert
  - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings

## **CCT Actions Other**

### **Short term actions**

- None as yet

### **Medium term actions**

- None as yet

### **Long term actions**

- None as yet

### **Actions complete**

- None as yet



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## Appendix 1: Summer 2020 Questionnaire

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

## Appendix 2: Typical Maintenance Tasks Forecast - 25 Years

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

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

Item	Method & Purpose	Cycle /Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00
Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00

Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00

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

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

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

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

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

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

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

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

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

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

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

Church	2017	2018	2019	2020	2021	2022
Langport, Somerset	£10,47	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset	/	£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire	/	£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire	/	£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006

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## Appendix 5: Community Feedback 2023

Community feedback was gathered both formally (using questionnaires at the Heritage Open Days event in September) and informally (via Facebook and through conversation) during summer 2023.

### Questionnaire Feedback from Heritage Open Days:

**1. What would you like to see happen in terms of community involvement and other use of the building?**

Sales. Anything to promote Ilchester and its history (weekly coffee mornings organising and raising money for charities already take place on Wednesday mornings at the town hall so best not to conflict with that day)

Volunteering from the village to maintain churchyard and approach

**2. Which other community projects or activities are you aware of that could combine with our work to protect the church for the future?**

Ilchester Town Trust, a charitable trust responsible for our town hall/museum, sportsfield and Roman cemetery.

Ilchester car boot sale

**3. Tell us about any ideas or opportunities you can think of for raising funds at Northover Old Church**

Perhaps Ilchester & District Community Association – it organises some events for the village (e.g. a street fair) but has very few members and is hard pressed at the mo.

Involvement of Ilchester schools for regular fund raising events

**4. Is there anything else you'd like to share about your interest in the church?**

I absolutely love the 'scrumbling' the painting of the pews to look like old oak. I think it is a rare and fab complete example of rather rustic and free flowing work

### Other feedback from the community on how the church could be used:

Concerts, musical events

Unusual overnight accommodation (Champing)

Craft Fairs

Could be used to unite both ends of the village, a village hub

Second hand clothes, books, plants, bric a brac

Ask Ilchester groups, clubs, businesses how it could be used

Extension to Ilchester Museum, community pod, village agents, advice, coffees

Historic tours