

ALL SAINTS' CHURCH, LANGPORT

CHURCH PLAN



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

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

All Saints' Church has 12th century origins, but was rebuilt in the 15th and 16th centuries, and is a designated Grade I listed building. The Church stands on a hill near the River Parrett, overlooking the remains of Muchelney Abbey, a Benedictine abbey. The earliest identifiable feature of the church is a late 12th century Romanesque stone carving, reset over the south door, showing the Lamb bearing a cross within a circle flanked by angels which may have come from an earlier church on this site.

All Saints' pinnaced west tower, covered with gargoyles known locally as 'Hunky Punks', is a local landmark. However, the Church's special treasure is its east window, containing the largest collection of Medieval stained glass in Somerset.

The church is famous for its connection with Margaret Beaufort, the mother of King Henry VII, who founded the tower and the north aisle, and Walter Bagehot, the constitutional historian, who is buried in the churchyard. It is also connected with the Stuckey banking family, and the Stuckeys (of Stuckey's Bank) and Bagehots dominated business life in the Langport of the 18th and 19th centuries.

The Church was vested with the Churches Conservation Trust in June 1995 and remains consecrated.

Current use (bookings) & voluntary activity

All Saints' currently has permission from The Church of England for six regular services each year and an unlimited number of occasional services. Before the Covid pandemic the Church hosted a regular programme of services including Christmas, Pentecost, Easter, Evensong and Holy Communion services, and was also hired for yoga classes, theatre performances, music performances, exhibitions and concerts and flower shows. All Saints' is also a popular Champing Church with a well established and efficient team to manage Champing activity. Unfortunately the Church has also been the victim of four lead thefts which have caused significant damage to the fabric of the Church.

A few years ago there was a successful Heritage Lottery Funded youth engagement project, 'The New Saints', replacement of one of the Hunky Punks, and the installation of a roof alarm. All Saints was also

one of the Churches involved in a research project with Supersum, a not for profit organisation partnering with University of the West of England, researching social isolation and other issues in rural Somerset communities.

All Saints has a Christmas Memory Tree each year and we are very grateful to the volunteer who sets this up annually, and to the local businesses who sponsor the tree each year.

All Saint's benefits from a fantastic team of volunteers and voluntary activity undertaken by local residents includes:

- Daily unlocking and locking
- Refreshing flower displays
- Remittance of wall safe and service funds
- Planning and delivery of all services
- Management of Champing activity
- Decoration of the Christmas Memory Tree
- Ad hoc reporting of building fabric issues and changes
- Collection of electric meter readings

The Local Community Officer completes regular 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 at All Saints'. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, a detailed Condition report from the allocated Architect every 7 years, and regular electrical system and lightning conductor checks.

Church Information

| General Information: | |
|------------------------------|---|
| Open Churches Policy status: | Open (unlocked/locked daily) |
| Local Community Officer: | Marie Leverett |
| Current projects: | None |
| Parking: | On street parking outside the Church and plenty of spaces in public car parks 5 or 10 minutes walk away |
| Building services: | Electric lighting, potable water in the churchyard, compost toilet for Changers, tap in churchyard |
| Churchyard: | Not owned by CCT |
| Ringable bells: | Yes |
| Organ: | Present, playable |
| Volunteering: | |
| Keyholder role: | Fulfilled |
| Area Volunteer role: | Surplus to requirements |
| Key representative role: | Fulfilled |
| Fundraising roles: | Vacant and necessary |

| | |
|------------------------------------|---|
| Stewardship/events roles: | Vacant and necessary |
| Research, interp & talks role: | Vacant and necessary |
| Cleaning schedule: | No formal schedule, but cleaning is led by volunteers and the Champing Assistant as required in accordance with CCT guidelines. |
| CCT Items: | |
| CCT silver plaque: | Installed |
| CCT information board: | Installed |
| Oak post: | Not installed, not needed |
| CCT freestanding board: | Installed |
| Wall safe poster: | Installed, current |
| CCT A board: | Yes |
| Gift Aid envelopes: | Provided |
| Visitor book: | Provided |
| Welcome table: | Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock) |
| Children' s explorer cart: | No |
| Children' s trail: | No |
| Tourism/Marketing: | |
| Nearby attractions: | Local cider companies, nature reserves |
| Social media presence: | Facebook page and website for New Saints Project (not a current project) |
| Images on CCT website: | One of three |
| Regular feature parish news: | Not at present |
| Events/Activity: | |
| Services per year: | None at present |
| Christmas memory tree: | Yes |
| Heritage Open Days: | Took part in 2018 |
| Ride & Stride: | Not currently |
| Champing: | Yes (see Appendix 4) |
| Retail: | Not currently |
| Health and Safety: | |
| Fire rated capacity: | 200 (could be increased with extra measures) |
| Seating capacity: | 300 |
| Site plan: | Available |
| Roof alarm: | Installed |
| CCTV: | Uninstalled |
| Individual item security measures: | Uninstalled |

| | |
|-----------------------------|--------------------------|
| 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

| | |
|---|-------------------|
| Annualised maintenance costs (Exclusive of VAT): 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. | £6,238.44 |
| 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. | £579.60 |
| Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below. | £695.00 |
| - Re seat floor grills | £175.00 |
| - Repairs to floor brasses | £500.00 |
| - Grease all door furniture | £20.00 |
| Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising, costed and listed individually below. | £23,750 |
| - Chancel ceiling survey | £3,000.00 |
| - Carry out a conservation report on monuments/sculptures and allow for conservation repairs to all elements | £14,250.00 |
| - Investigate the walling around the South door and allow for plastering and redecoration | £6,500.00 |
| Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below. | £20,350.00 |

| | |
|--|-------------------|
| - High level rope access survey | £1,850.00 |
| - Patch repoint parapets/string course to north aisle and undertake lime conservation work. | £10,000.00 |
| - Conservation report and repairs to the Hunky Punks | £8,500.00 |
| Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future, costed and listed individually below. | £45,350.00 |
| - Patch repointing across all elevations | £9,000.00 |
| - Carry out carpentry repairs to the vestry and lady chapel doors and supply furniture for the south door. | £3,850.00 |
| - External window repairs - Ferramenta, masonry, glazing and removal of ironwork | £32,500.00 |
| Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building, costed and listed individually below. | £3,450.00 |
| - Install an anchor point on the tower roof for fall restraint system | £1,800.00 |
| - Adjust/remove sections of disused heating pipe work to allow South door to be used | £1,650.00 |
| 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. | |

Income, Expenditure & Balances

Income

| Year | Wall Safe (includes text giving) | Service Collection | Services Fees | Events | Third Party Hire | Total Income |
|---------|--|--------------------|---------------|--------|------------------|--------------|
| 2023/24 | £326 | | | | | £436 |
| 2022/23 | £6 | | | | | £6 |
| 2021/22 | £55 | | £200 | | | £255 |
| 2020/21 | £0 | | £200 | | | £200 |
| 2019/20 | £179 | | | | | £179 |
| 2018/19 | £750 | | | | | £884 |

| | | | | | | |
|---------|------|--|--|--|--|--------|
| 2017/18 | £0 | | | | | £1,288 |
| 2016/17 | £204 | | | | | £136 |

Visitors

| Year | Visitors | Wall safe income per visitor |
|---------|--------------------|------------------------------|
| 2023/24 | 3517 | £0.09 |
| 2022/23 | 3922 | £0.002 |
| 2021/22 | 1,683 | £0.03 |
| 2020/21 | Data not collected | |
| 2019/20 | 4,891 | £0.04 |
| 2018/19 | 5,129 | £0.15 |
| 2017/18 | 4,499 | £0 |
| 2016/17 | 4,886 | £0.04 |
| 2015/16 | 9,513 | £0.01 |

Expenditure

Total spend since vesting (non maintenance): £718,807

| Year | Conservation (repair) expenditure | Maintenance expenditure | Utilities (electricity & water) | Total |
|---------|-----------------------------------|-------------------------|---------------------------------|-------|
| 2023/24 | £0 | £3569 | £777 | £4346 |
| 2022/23 | £0 | £3836 | £798 | |
| 2021/22 | £5,242 | £2,317 | £411 | |
| 2020/21 | £11,602 | £2,303 | £326 | |
| 2019/20 | £114 | £1,015 | £343 | |
| 2018/19 | £0 | £5,685 | £280 | |
| 2017/18 | £1,188 | £2,481 | £331 | |
| 2016/17 | £296 | £2,916 | £301 | |
| 2015/16 | £1,966 | £1,966 | £224 | |

Balances

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

Restricted Balance Report 31st March 2024 £0

Income* less expenditure 2023/24 - £3910

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

Income less annualised maintenance 2023/24 - £5802

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

Local Community Officer's Summary

This large Somerset church benefits from very generous support from a small number of active volunteers and community members. The voluntary team deserves considerable recognition for their support of All Saints, and visitor numbers have increased significantly since the Church has been open daily. The church is currently the only CCT Champing site in Somerset (see Appendix 4), but despite this, there is currently a large gap between the existing income and the annualised maintenance costs.

All Saints is the largest venue in town but is barely used by the local community and services are currently on hold as there is no incumbent. This is a shame as the organ is now playable and it would be lovely to have it in use. Feedback suggests that a lack of toilet facilities discourages local and larger bookings of more than 1-2 hours. At a 2023 meeting the possibility of installing a toilet at the church was raised as something which could help with future use and bookings and this possibility needs exploring further. Additional income generating activities towards the sizeable annualised maintenance costs at All Saints would give this church the most sustainable future.

In 2020 All Saints' was one of 13 CCT churches nationally to have received a percentage of £1.3 million awarded to CCT by the Heritage Stimulus Fund Round 1, part of the Government's Culture Recovery Funding. All Saints received nearly £9,000 of vital funding which paid for 80% of the cost of improvements to the replacement rainwater goods and drainage, to prevent further plaster damage, black mould growth, water staining and flooding of the boiler room.

Looking further ahead CCTs Conservation Team would like to complete a threefold project to begin planning for a project on the wooden chancel ceiling. This would involve:

- 1) A high level inspection of the ceiling to gain a detailed picture of what repairs are needed;
- 2) Fundraising activities to raise money for the ceiling repairs;
- 3) Carrying out the required repairs.

All Saints has the potential to be much more widely used to help raise money towards the annualised maintenance costs and church projects. It would be great to see community led activities and events increase such as tea parties, concerts, theatre performances, lectures, Heritage Open Days events and craft fairs and All Saints could benefit from a volunteer who could lead on events and fundraising. More work needs to be done to generate wider community interest in the church. The Church could be a great venue for exhibitions, and a venue for Somerset Art Week. There is also interest from the volunteers in a light show or similar experience.

Part B - Consultation (September 2020 survey)

Summary of consultation responses received

*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 Michael & All Angels Church, Princetown**, by the deadline of **25 September**. View the survey questions as Appendix 1.*

The full response has now been archived (please ask the LCO for a copy) and a few points retained for reference:

- Make more of the Walter Bagehot connection to encourage more visitors and donations
- Increase activities tapping into local areas of interest such as history, the environment, local travel and the River Parrett
- Antique shows, exhibitions, flower show, bell ringing events or tours (maybe with coach companies, of the building and about the history of Langport) could help with fundraising
- Involve children's choirs, young musicians and involvement residents of nearby new housing estates

Part C - Community Recommendations

The summary of meeting 1 from 2021 has now been archived – please contact the LCO for a copy of the meeting notes. A few points have been kept for reference:

- There used to be a number of local History Societies from all over Somerset who visited once or twice a year, but this has not been so frequent over the last few years.
- Ticketed tower tours at All Saints' and St Mary's would be very popular, however there are health and safety issues and requirements to consider, and detailed risk assessments would need to be completed. It is possible that the parapet height would preclude this.
- Respondent A suggested liaising with the Walter Bagehot Society about brown signage, and suggested looking into whether there is a US Walter Bagehot Society through whom All Saints', and Walter Bagehot's grave, could be promoted.

Summary of Community Meeting 2: 16th May 2023

Attending: Local Community Officer, 4 members of the community

1. Music for Awhile

There is the possibility that All Saints could be the venue for a Music for Awhile concert. This was originally pencilled in for September 2023 but the organisers were thinking Spring would be better for their programming. J could help with providing a meal for the musicians if the concert goes ahead. All of the group are keen on September or even October - the church will feel too damp and cold in the spring before it has had months of good weather to dry it out. The group feel £15 would be about right for tickets in the Langport area and would all try their best to help with publicity if the concert goes ahead.

2. Events/Fundraisers

The group discussed other events which took place in recent years (most before Covid lockdowns). C ran a HODs event last year but reports it was not well attended with 6 people one day and 12 the next. C may get involved in HODs again this year. Another concert happened a few years ago which had 180 attendees. 130-40 people came for a Romanian music concert which had 40 musicians. A group of 4 Russian singers brought in 100 singers (tickets were under £10). There is the potential for audiences of 100-200 people at All Saints if events are promoted well and appeal to local audiences.

C would be interested in running talks for HODs again.

3. Tower Tours

The possibility of running tower tours in the future was discussed, which would be a good fundraiser to help with annualised maintenance costs at All Saints. The parapet is only 3ft tall so some sort of barrier is needed to stop people from falling. A ran tours during the New Saints project a few years ago – a prepared declaration was used for participants. There is enthusiasm in the community for a two tower tour at All Saints and nearby St Mary's. The LCO is only recently in post and was uncertain what steps are needed to allow tower tours to take place.

4.Services

There is no incumbent vicar and no services happening at All Saints at the moment.

5. Walter Bagehot

C explained that Walter Bagehot was a famous economist, constitutionalist and journalist in the C19th whose grave is in All Saint's churchyard. He is better known in America and Woodrow Wilson visited the grave in 1905-6. The Bageshot family funded some of the windows at All Saint's and there are memorials to them in then church. The importance of this link has been discussed with the previous LCO. At this stage the current LCO will do some more research and discuss possible actions with the community at the next Church Plan meeting.

5. Champing

A new Champing Assistant has been found. B and A do the back-up role when there are gaps which the CCT are very grateful for.

6. Wall Safe

The LCO discussed the fact that it is likely that someone is taking notes from the wall safe. The best way to tackle this (aside from a new safe), is for it to be emptied more frequently. B has a wall safe key and is happy to empty it for the CCT if a paying in book can be ordered.

6. Maintenance Issues

The brass plaques on the chancel floor were removed and are in the vestry. There was a query about why they have not been put back. The electric socket in the vestry is not working.

Summary of Community Meeting 3: 8th Nov 2023

Attending: Local Community Officer, 3 members of the community

Maintenance Issues

A few of the lights at All Saints do not work: the south porch, west porch, a few in the nave and the ringing chamber light. The vestry electric socket had been mentioned as problematic at a previous meeting.

It was established who has which keys since the CCT are currently doing an internal audit of keys

Christmas Memory Tree

The LCO asked whether Langport has a Christmas Memory Tree, which it does. This is a CCT initiative to encourage more visitors into the church by sharing their memories as paper decorations on the tree: https://youtu.be/5BkSA_AbkuU?si=YLI2mMbFGiGigdbY. It was mentioned that a local hospice used to have a service at All Saints for the departed but no longer does.

Project Ideas

The idea of restoring the chancel ceiling has been raised in the church plan before. It has also become apparent that the lack of toilets at Langport All Saints is an issue after a large booking was cancelled and other events have struggled to get the numbers needed at their event due to lack of facilities. Both ideas were discussed as possible projects and the idea of a community event to reach more people and find out interest in supporting either of these projects was discussed.

C reported that the idea of heating had been raised with the CCT previously. The LCO explained that current thinking is to heat people not spaces since churches are so vast and heating costs so high.

Events

Very few events currently take place at Langport which could help towards the annualised maintenance costs. The LCO raised the idea of events which offer an experience being popular and showed the group an example of a light show which took place at Exeter Cathedral. The group were very enthusiastic about something similar happening at All Saints to draw in visitors and raise funds for the church.

Summary of Community Meeting 4: 8th Jan 2023

Attending: Local Community Officer, Estates Officer, 2 members of the community

Maintenance Issues

A window on the south aisle has been smashed by vandals and has been reported to the police. The EO is looking into repair options and costs.

The vestry could do with a clean and tidy up and was given a quick sweep during this visit.

Future Ideas

The possibility of a toilet being installed and possible locations discussed. This needs more thought as to whether there is enough interest/support both within the community and the CCT and whether the benefits would make it worthwhile proceeding further.

The idea of an open day to meet more people in the community was discussed. Further input into how the community might want to use the church is needed.

Summary of visits to Langport Feb-July 24

The LCO visited All Saints for the Walter Bageshot unveiling on **3rd Feb 24** and spoke to a few attendees about the fact that a lack of facilities at the church seems to be preventing community use. The Town Councillor was supportive of a possible project to add toilets which led to a further meeting with the West Region's Conservation Team. At this meeting on **13th March**, followed by a presentation to the Town Council by the Estates Officer, the Town Council agreed to fund an options appraisal to look into possible locations for toilets and a servery. The hope is that improving the infrastructure at All Saints would lead to the church being a valuable community asset as an arts and cultural venue, as well as improving opportunities for fundraising for the maintenance and conservation needs of the church.

A meeting was held with the Chair of Langport Town Council, the LCO and the Conservation team on **5th July 24** at All Saints. The Town Council have funded the options appraisal (Stage 1). The next step is to cost up Stage 2 (development, designs and consents and to tender the project up to contract). The final

step would be Stage 3 which would be delivery (construction and fees). The Town Council can lead on the project with support from the CCT. A Community Initiative Project is being submitted to the CCT entitled ***Community Infrastructure Upgrade*** by the community.

A meeting was held with two CCT volunteers on **10th July 24** to update them on the project. A discussion was had around cleaning: as there is no cleaner at All Saints it would be difficult for the toilets to be left open and accessible for visitors. It might be that the toilets would just be open for events or people who have booked. Bookers could either be asked to clean after use or the CCT could charge a cleaning fee. The question of where to store the altar frontals, safe and chest tomb top (plus other items in the vestry) was raised. Other points raised were repairing the footpath which is uneven and which leads around to the vestry where the toilets are proposed; whether the ramp could be restructured as part of the project so the door can shut and the slope is less steep; whether a hand rail could be added from the external vestry door to the loo to help make it more accessible.

A meeting was held with the Chair of Langport Town Council and two local councillors, the Head of the West Region, the West's Business Support Officer, the LCO and the Conservation team on **17th Sept 24** at All Saints. The purpose was to look at existing plans for the facilities project (toilets and servery) and to look at future plans to move the project forwards. The next step is to move onto project design stage. The application for Listed Building Consent will require a set of 'as proposed' and 'as existing' plans, a Heritage Statement and detailed drawings of the proposed new partitions and doors etc. It is at this stage that we would then need to have more community consultation and awareness around the project and its aims and objectives. Points raised were the need for staging so the audience can see performers and discussions around making the toilets and servery as accessible as possible.

Summary of Meeting 28th Nov 2024

The LCO met with organisers for a Winter Solstice celebration being planned at All Saints on Dec 21st. It was decided that donations from the event would go towards the facilities project. It will be an early evening event with the option of free tickets or paid ones via Eventbrite.

Part D - Action Plan

Community Actions

Short Term Actions (to end May 2025)

- Town Council to get quotes for *Community Infrastructure Upgrade* once Options Appraisal updated
- Presentation to each council (Langport and Huish) re *Community Infrastructure Upgrade* once we have the next round of designs and budget.
- M to sign up as a CCT volunteer

Medium Term Actions (to end October 2026)

- Community to progress Community Infrastructure Upgrade project and project manage

Long Term Actions (to end October 2027)

-
- If feasible completion of Community Infrastructure Upgrade project.
 - A project focusing on the restoration of the chancel ceiling

Actions complete

- A put up the Christmas Memory Tree
- B to help with emptying wall safe and paying in money.
- To help with Music concert if going ahead (this 2023 action was shelved).
- B to pass on wall safe key to J to assist with emptying safe of notes

Local Community Officer Actions

Short Term Actions (to end May 2025)

- Make sure there is help with opening/closing All Saints for the winter solstice event
- Support presentation to each council (Langport and Huish) and help publicise as a community outreach/information sharing event

Medium Term Actions (to end October 2026)

- Support progression of community infrastructure upgrade project
- Find out what is needed in place for tower tours to go ahead.

Long Term Actions (to end October 2027)

- If feasible support completion of Community Infrastructure Upgrade project.
- A project focusing on the restoration of the chancel ceiling
- Investigate options for recruiting additional volunteers and community members, particularly for research about the church, organising events, activities and services, investigating new high level commercial partnerships with tour or coach companies, and for general fundraising
- Consider means for increasing additional public interest, footfall and consequent donations
- Review methods for promoting church to historical, archaeological or ecological societies and tour groups, and inclusion in local heritage trails or walking/cycling routes.
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Consider means for increasing additional public interest, footfall and consequent donations
- Check the General & Building Risk Assessment and health and safety requirements for tower tours.
- Liaise with the Walter Bagehot Society about whether there is a US Walter Bagehot Society the church and grave could be promoted to

Actions complete

- Discussed possible project ideas (toilet and chancel ceiling) with the conservation team
- The Estates Officer met B to discuss the various electric issues and is trying to sort an electrician.
- Find out whether Music for Awhile is going ahead (update: this did not go ahead in 2023).
- Order B a paying in book/card (done - summer 2023).

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- Do some research on Walter Bagehot and discuss possible actions with the community at the next meeting. (update June 23: J reported that the History Society is going to put up an information board about him in the churchyard)
 - Investigate availability of a local contact interested in completing basic building checks twice a year
 - Investigate musicians, artists, theatre companies or poets who might wish to use the church

CCT Actions Other

Short term actions (to end May 2024)

- Architect to update Options Appraisal and give estimate of costs + quote for providing drawings up to listed buildings consent

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.

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11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
 12. If you don't already, would you be interested and available to take part in future fundraising activity?
 13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
 14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

Appendix 2: Typical Maintenance Tasks Forecast - 25 Years

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

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

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

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

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

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

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

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

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

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

| Church | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|----------------------------|---------|---------|---------|---------|---------|---------|
| Langport, Somerset | £10,47 | £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 |