

# ST MICHAEL & ALL ANGELS, PRINCETOWN

## CHURCH PLAN

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### Introduction

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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**

The Church of St Michael and All Angels in Princetown, Devon, was built between 1810 and 1814. It is recorded in the National Heritage List for England as a designated Grade II\* listed building.

The granite church stands near the middle of Dartmoor, 436 metres (1,430 ft) above sea level in an exposed location close to Dartmoor Prison. Permission for the construction of the church was given in 1812 by the Lord Commissioners of the Admiralty. The church was designed by the architect Daniel Alexander and built by prisoners from the Napoleonic Wars and finished by those captured during the American war who were held in the prison, and is the only church in England to have been built by prisoners of war.

The three stage west tower is surmounted by pinnacles. Prisoners of war were held in the prison until 1816 and then the church closed. It was reopened and reconsecrated in 1831. In 1868 the chancel was altered and between 1898 and 1901 further alterations and expansion were undertaken under the direction of Edmund Sedding. In 1915 the tower was restored.

The east window has stained glass by Mayer of Munich, which was installed in 1910 in memory of the American prisoners who helped to build the church. The graves of many convict prisoners are in the churchyard from 1851. The window was partially funded by a donation, in 1908, from the National Society United States Daughters of 1812 as part of their work commemorating those who died in the War of 1812.

The church was declared redundant on 1 November 1995, and was vested with the Churches Conservation Trust on 5 January 2001.

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## Current use (bookings) & voluntary activity

The Church of St Michael & All Angels currently has permission from the Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. The churchyard (not CCT owned) is open, active and well maintained. The tower of the church is also a case study for English Heritage's national Damp Towers Project.

Pre Covid the Church hosted a musical concert, group visits from coach tours, activities and visits from the local primary school, three different film crews for two documentaries and a student film, and a number of funerals. There has been less activity going on post-Covid but the annual Carol Service organised by a volunteer (previously organised by Dartmoor Prison) is a particular highlight in the year, and is extremely well attended by the local community.

The volunteer team at St Michael's are absolutely fantastic, extremely dedicated and well organised, and CCT would like to say a huge thank you to all members of the team. Additional members of the community, local clergy and local organisations such as HMP Dartmoor Prison, HMP Dartmoor Museum, the Women's Institute and Princetown Community Primary School, also support the church well, through attendance at events, holding collection tins for the Church, donating and decorating the main real Christmas tree, and stewarding and selling refreshments at the Carol Service. The Church also benefits hugely from the very generous support of the National Society United States Daughters of 1812, and the General Society of the War of 1812, the descendants of the American prisoners of war who helped to build the Church, which CCT are incredibly grateful for.

Voluntary activity undertaken includes:

- Daily unlocking and locking
- Regular cleaning of the Church, and refreshing flowers, particularly prior to events and services
- Remittance of wall safe and service funds
- Planning and delivery of all events and services
- Setting up and decorating the Christmas Memory Tree and the real Christmas tree
- Organising and selling raffle tickets and refreshments at the Carol Service
- Providing and arranging guided tours of the church to visiting groups
- Ad hoc reporting of building change

The Local Community Officer (LCO) also completes the biannual site inspection forms, 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. 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 inspections of the electrical system.

## Church Information

<b>General Information:</b>	
Open Churches Policy status:	Open (unlocked/locked daily)
Local Community Officer:	Marie Leverett
Current projects:	None
Parking:	Plenty, on road outside the church
Building services:	Electric lighting.
Churchyard:	Not owned by CCT
Ringable bells:	No
Organ:	Present, unplayable
<b>Volunteering:</b>	
Keyholder role:	Fulfilled
Area Volunteer role:	Surplus to requirements
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Fundraising roles:	Vacant and necessary
Stewardship/events roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Cleaning schedule:	Nothing formal, ad hoc cleaning as required
<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:	Not installed
CCT A board:	Installed
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:	Dartmoor National Park, Dartmoor Prison Museum, many walking routes, Museum of Dartmoor Life, Tavistock, Lydford Gorge, Ashburton.
Social media presence:	Yes – community led Facebook page: <a href="https://www.facebook.com/profile.php?id=61558970997490">https://www.facebook.com/profile.php?id=61558970997490</a>
Images on CCT website:	One of nine
Regular feature parish news:	Not at present

<b>Events/Activity:</b>	
Services per year:	1 (Christmas)
Christmas memory tree:	Yes
Heritage Open Days:	Not currently
Ride & Stride:	Not currently
Champing:	No
Retail:	No, possible
<b>Health and Safety:</b>	
Fire rated capacity:	200 if two doors are unlocked
Seating capacity:	200
Site plan:	Available
Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	Not installed
Accessibility details:	Provided via CCT website
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Pews:	Reasonably sound, missing some supports
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>£5,456.44</b>
<p>Routine maintenance costs (Per annum and exclusive of VAT):            Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.</p>	£1,140.00
<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>£6,900.00</b>
- Gutters - bitumastic gutter liner	£5,000.00
- North Aisle gutter	£500.00
- High level gutter to Chancel (east end) - unable to access and clean the 2 short lengths of gutters due to height.	£1,400.00
- Rewire electrics	Tbc
<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>£11,250.00</b>
- Repairs to tower roof sarking	£6,000.00
- Clean glazing	£1,250.00
- Redecorate/repaint rainwater goods	£4,000.00
<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>£7,500.00</b>
- Internal joinery repairs	£3,000.00
- Check over the tower carpentry including tower roof and carry out repairs as needed	£4,500.00
<p><b>Total long term repairs:</b></p>	<b>£140,000.00</b>

<b>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.</b>	
- Review damp tower project	£140,000.00
<b>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.</b>	<b>None</b>
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.	
<b>Completed works (costed and listed individually below)</b>	<b>Value</b>
Joinery repairs to the main door, boiler room door and tower hatch. Reinstatement of the book rests/front pews	£8,262.00 +VAT
Electrical repairs following failed EICR test	Est £600 +VAT
Cleaning of the Isothermic glazing and Chancel gutter clearance (To be carried out in January 2022)	£1,200 +VAT
Upgrade of internal lighting to LEDs	£350 +VAT

## Income, Expenditure & Balances

### Income

Year	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£971	£66	£400				£1462
2021/22	£496		£430		£37		£1,076
2020/21	£330						£347
2019/20	£1,237		£260				£9,307
2018/19	£1,076				£4	£165	£1,582
2017/18	£1,168	£170.76					£1,478
2016/17	£1,287	£83					£9,086

### Visitors

Year	Visitor Numbers	Wall safe income per visitor
2022-23	19,654	£0.05
2021-22	5,720	£0.09
2020-21	Data not collected	
2019-20	15,252	£0.08
2018-19	16,473	£0.07
2017-18	21,104	£0.08
2016-17	41,767	£0.03
2015-16	31,444	£0.04





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## Local Community Officer' s Summary

This popular Devon church has an incredibly unique history, and its location on Dartmoor means it attracts high numbers of visitors, including walkers and coach tours, and this is reflected in its impressive visitor numbers. The average wall safe donation per visitor to the Church was £0.05 in 2022-23 (the national CCT average is £0.08 per visitor). However even with this, the annualised maintenance costs are high for St Michael & All Angels (£5,456.44), and in most years there is a significant gap between church based income and the maintenance costs. It would be great to have additional community support in fundraising activities to help towards the annualised maintenance costs to give St Michael's the most sustainable future.

Fundraising ideas previously suggested by the community include talks in the evenings with soup served and musical performances. Including the church in some of the Princetown leaflets, or displaying the church' s specific leaflets, in hotels, pubs and the Dartmoor National Park Visitor Centres at Two Bridges and Princetown was also suggested. There is so much unique history at the site that it is felt by previous discussions with the community that focusing on this would be the best way of raising money. One of our current volunteers currently gives guided tours of the churchyard and church but is moving away from the area soon which is a loss to the church. It would be good to have others who could take up this role.

We are very fortunate at St Michaels to have the support of the American Daughters of 1812 charity, who are currently funding works to the tower to tackle the dampness and mould. Their support is a big help in raising funds for conservation and maintenance projects at St Michaels.

The Church' s location on Dartmoor does present challenges for the use of the Church over the winter, although the local community are used to this and know to dress accordingly for the Carol Service! However the moorland weather and the damp conditions in the Church are considerations that could affect the time of year events take place. One or two more church services a year would provide extra opportunities to raise awareness of the annualised maintenance costs and to encourage service collection contributions. Updates to the parish newsletter and inclusion of church reports at parish council meetings could also highlight the annualised maintenance costs and the need for community support with fundraising.

There are additional possibilities for the church being used by location agents for more filming and photography, weddings (dependent upon an Archbishops Special License) or blessings.

The site has open floor space and so could be considered as a venue for Champing (camping overnight in historic churches). Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The Church may benefit from a CCT noticeboard and insert, upon which 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

*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:

- More local volunteers needed including younger volunteers
- Has been a lack of community involvement in the town in the past but this might change now there are new residents
- There are a lot of other community buildings and spaces in the village with better facilities (Youth Club, Community Centre etc) and they also struggle to attract enough community use
- Church is not in the centre of the town, so few passers by, and in foggy/rainy weather the church is not visible from the road, which is difficult for events
- Building is cold and damp with no toilets, so not encouraging for events and competing with other venues with better facilities
- Closer links with Dartmoor Prison Museum and Dartmoor National Park and the local primary school would benefit the church

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## Part C - Community Recommendations

The summary of meetings from 2022 have now been archived – please contact the LCO for a copy of the meeting notes. A few points have been kept for reference:

- The door to the tower is letting a lot of water into the church and the walls of the tower run with water. Every morning there is a large puddle of water on the floor that C1 has to mop up. The inner and outer porch doors are also deteriorating severely.
- There was a discussion about when previous work was undertaken on the tower, and it was thought that the tower was last repainted internally and externally in 2000.
- Discussions with the Society of the Daughters of 1812 about whether funds are needed for tower repairs and work relating to the Damp Towers Project.

### Community Meeting 4: 28/4/23

A Church Plan meeting was held at Princetown St Michael and All Angels Church on Friday 28<sup>th</sup> April with 2 members of the community who are active volunteers. The LCO would like to thank them for all the voluntary work they do for the CCT at St Michael and All Angels. Items discussed were:

#### 1. Funding from the United States Daughters of 1812

The National Society United States Daughters of 1812 have been supporters of The Church of St. Michael and All Angels in Princetown for over a hundred years. They would like to make a donation of about \$25,000 dollars for the work needed on the tower of the church.

#### 2. Tours

PI is very interested in the history of St Michaels and often takes tour groups around the church. He is very keen to open the tower and potentially use tower tours as a fundraiser. Another volunteer also takes tour groups around from a coach company but they currently don't offer a donation to St Michaels.

#### 3. Break-ins

There have been more break-ins recently: Feb 22, Oct 22, Feb 23. Things are thrown around the church, scribbling in the visitor book, pews turned around, smashed a table. PI wants to know if we can get CCTV.

#### 4. Refreshments at events

In the past PA has helped with organising tea and coffee at events. However, this volunteer has now moved out of the village and can only commit to helping at the Christmas Community Carol Service.

#### 5. Wall Safe

The two volunteers present at the meeting empty and bank the safe. There is no wall safe at Princetown and money is currently put in a wooden chest. The old Perspex freestanding safe got lots of donations but was smashed by vandals.

#### 6. Old bell in vestry

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PI is very interested in a project to display the old bell in the vestry. This is something he has mentioned a lot of times before and is keen to progress.

### **7. Defects**

Both volunteers pointed out damage to the floor in the North Vestry, that the Vestry door has no key and bits of old/antique fixtures and fittings which they'd like to see removed. PA has mentioned several times a display panel which has slipped. The tower is currently very damp and covered in green micro biological growth. PI wants to know why the top of the tower is closed off. The lack of a wheelchair ramp was mentioned.

### **8. Arts event**

At the end of the meeting we were joined by a local artist who is working with a team to organize a Princetown wide arts event. He would like the church to be part of this 3 day event and is currently seeking funding.

## **Community Meeting 5: 31st Aug 2023**

A Church Plan meeting was held via Microsoft Teams for Princetown St Michael and All Angels Church on Thursday 31st August with 8 people including a local volunteer, the incumbent vicar and members of the United States Daughters of 1812 and the General Society of 1812. Also present were the Local Community Officer (LCO), the Conservation Projects Manager (CPM) and the Estates Officer (EO). Items discussed were:

### **1. Tower works update**

Work will be taking place over the next 6-8 months to try and improve the damp tower at St Michaels and stop the microbiological growth using a donation from the United States Daughters of 1812. Two glazed windows will be installed (to include etchings of the Daughters of 1812 logo) with the hope of changing the environment of the tower and helping to dry it out. A biocide will be used on the tower walls to clean them and they will then be repainted with limewash.

Other works being looked at over this period are repairing the hatch to the tower roof, remounting an interpretation panel, repairing the floor in the north vestry and changing the lock (currently broken). The CPM said the work can be flexible and fit in around things like the community carol concert.

### **2. Visit by the United States Daughters of 1812**

The National Society United States Daughters of 1812 are visiting England in May 24. They are coming to Princetown for the day on Friday May 24th and would like to have a memorial service of remembrance at St Michaels. After this they plan to lay a wreath at Dartmoor prison. The group would love to meet local volunteers and members of the community during their visit.

The attendee from the local chapter of the General Society of 1812 also expressed their interest in visiting Princetown again.

### **3. Heating and Toilets**

The possibility of heating and toilets was raised by a member of the community who wasn't able to attend.

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**Heating:** St Michaels is very cold - is heating something which would be considered. The CPM outlined the problems with heating a church – the physics are against it (high ceilings and large open spaces) and the ongoing heating costs need to be considered even if money is raised for heating solutions. The idea being looked at today by heritage organisations is heating people not buildings (e.g. blankets, heated cushions or temporary heating for events).

**Toilets:** St Michaels has no toilet facilities which can be off putting for event organisers (and attendees). The LCO explained that to look into getting permanent toilets installed there would need to be a big desire from a large part of the community and a local group willing to help drive it forwards and help with funding. For now, the solution would be to hire portaloos for events. The CPM mentioned that the base of the tower could be used for portaloos hire.

#### **4. Maintenance Issues**

The EO ran through the Conservation Report (pages 7-8) and talked through the Annualised Maintenance Costs (the total costs of church maintenance divided by 25 years), the Routine Maintenance Costs and the items which need attention in the short/long term (e.g. work to the gutters, roof and joinery repairs). The works about to be undertaken on the tower are a first step towards trying to tackle the larger damp tower issue.

#### **5. Bell**

A local volunteer has put forward a Community Initiative project to put a bell cast in 1821 (currently in the vestry) on display. The initiative is currently with the Regional Management Team.

### **Community Meeting 5: 18/12/23**

#### **Attending: Local Community Officer & 6 members of the community**

Items discussed were:

##### **1. Opening/closing of church**

The opening and closing of St Michaels each day is a team effort by local volunteers and 3 of the current 4 keyholders were at the meeting. PI is moving away so 2 new volunteers have offered to help by taking on the job of opening the church each morning.

##### **2. Tours**

Tour groups from a coach company currently visit the church each week as part of a national tour. G always asks for donations but members of the group rarely do. It would be good to work out a way to encourage donations from either the tour company or the visitors.

##### **3. Maintenance/conservation issues**

There is water ingress along the wall where the nave joins the tower and recent heavy rain caused water to pool on the chairs along the nave/tower wall. This has been an issue during heavy rain for several years. The LCO had reported this to the Estates Officer who has asked the maintenance contractor to take a look when they next visit.

##### **4. Graveyard**

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The graveyard is not owned by the CCT but some of the same group of volunteers who help the CCT also form part of a working group to maintain the graveyard. The path has been widened which has made a big difference to ease of access to the church. The group would like to try and make more wildflower areas and there was also interest in keeping the graves clean which are mentioned in the leaflet.

### **5. Vestry clear out**

There was interest amongst the group in a clear out of the north vestry. A meeting at the church with someone from conservation would be valuable in establishing what can be disposed of.

### **6. Volunteers**

It would be good to find a few more local volunteers who could organise events and fundraising activity at St Michaels. This would help raise funds towards the annualised maintenance costs (£5,456.44) and encourage more visitors and interest in this unique church.

## **Community Meeting 6: 04/03/24**

### **Attending: Local Community Officer & 7 members of the community**

Items discussed were:

#### **1. Events & Activities**

Princetown Arts Festival is coming up in July and there will be concerts at St Michaels on the 20<sup>th</sup> and 21<sup>st</sup> July. Plans (including portaloos hire) and funding for this event are currently being looked at. Hopefully we will be able to help raise funds for St Michaels (annualised maintenance costs are £5,456.44) by selling refreshments to visitors to the church over the weekend.

R suggested the use of the west end of St Michaels as an ice climbing/outdoor activity area, possibly incorporating the tower.

Living Churchyards are interested in having a display in the west end of the church and possibly using the west end of the church as a heritage hub. Hopefully the LCO will have more on this at the next meeting.

#### **2. Visitors**

One idea discussed to attract more visitors to the church was a self guided tour which took in St Michaels. It was thought that the prison museum might have been working on a self guided tour leaflet.

#### **3. Maintenance/conservation issues**

Works on the tower are commencing and the stained glass contractor was making a start on preparing the window area as we had our meeting.

There is a hole in the floor of the south vestry which the LCO has only just been made aware of. As the boiler room is directly underneath this is a safety concern and the gardening tools used by the club were moved out of the way.

## **Part D - Action Plan**

### **Community Actions**

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### Short Term Actions (to end March 2023)

- R to investigate ice climbing/outdoor activity idea
- L to progress Arts Festival planning at St Michaels and portaloo ideas
- J happy to help with social media for the church – LCO and J to discuss further

### Actions complete

- PA has sent the LCO details of the local magazines to advertise for volunteers
- PI has handed over the keys to A and K before moving away.

## Local Community Officer Actions

### Short Term Actions (to end Sept 2024)

- Talk with conservation re the hole in south vestry floor (update: it would be best if this area was closed off whilst the floor is investigated – LCO to discuss with group)
- Ongoing liaison with the Daughters re their visit in May
- Ongoing liaison with the conservation team re the tower works at St Michaels.
- Progress vestry clear out with input from conservation.
- To investigate whether a walking guide is already being produced (update: The Prison Museum are currently working on this and it includes St Michaels)

### Medium Term Actions (to end Dec 2024)

- None as yet

### Long term actions (to end Dec 2025)

- None as yet

### Actions complete

- Advertise for volunteers in local magazines
- CCTV: The LCO has asked for Princetown to be prioritised for a new camera the West team are investing in. This would only be installed for a few months and then used elsewhere, so might not be available in the near future. PI is interested in fundraising for a camera just at Princetown but looked into this but the problem of no wifi at St Michaels would make a CCT install difficult. This idea shelved for now.
- Interpretation panel: The interpretation panel replacement should be an easy job and could hopefully be replaced this summer (update Dec 23 – should be done when contractor visits in spring 24).
- Find out why top of tower is blocked: EO looking into fixing this
- Bell project: to be progressed as part of a Community Initiative Project (NB now on hold due to volunteer moving out of area)
- Progress transfer of the \$25,000 donation from the Daughters of 1812: The \$25,000 donation has been transferred by the United States Daughters of 1812 and a meeting between a representative of the charity, the LCO and the conservation team was held on 25<sup>th</sup> May 2023 to discuss the agreed works. The Conservation Projects Manager (CPM) explained the works which will take place (agreed in a specification in 2022). CCT have asked William and Burrows to work on the internal elevations and Heritage Stained Glass (HSG) to work on the glazed unit in the internal opening to the nave. HSG will also survey all glazing and prepare a condition report. The CPM asked if the Daughters could think of a design they would like incorporated in the glass and they will send some designs. The Daughters are

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happy for the money to be used flexibly for what works needs to be done at St Michael's, Princetown and aim to visit in May 2024.

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

- Investigate options for recruiting additional people, particularly younger members of the community, for organising events, services, Heritage Open Day events, new high level commercial partnerships, such as with tour companies who visit the Moor, and for general fundraising
- Investigate closer links with other local organisations like Dartmoor Prison Museum and Dartmoor National Park
- Consider means for increasing additional public interest, footfall and consequent donations
- Speak to the Estate Officer about adding a hook to hold back the inner porch door.
- Contact the visitor centres and check whether they still have keys for the church, and whether they would be willing to display some leaflets or information on their noticeboard for the church.
- Investigate what other local and national organisations and coach companies bring tour groups to Princetown, particularly any with American tourists, and see if any would be interested in tours of the church.
- Approach relevant special interest groups (Princetown History Society, Tavistock Heritage Group and Moorland Guides) and see if any members are interested in getting involved or finding out more.
- Investigate possibility of one or two more 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 potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Investigate whether it is possible to obtain a CCT noticeboard and insert and what permissions would be required
- Investigate musicians, artists, theatre companies or poets who might wish to use the church
- Review methods for promoting church to location agents, wedding companies etc
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Check to see if CCT have copies of the graveyard leaflet (printed or electronically)



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