

# ST. MICHAEL ' S CHURCH, CHURCHILL

## CHURCH PLAN

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### Introduction

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

Version Updated August 2024

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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 communities, 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 actions to support the sustainable use and care of the church.

## Part A - Current Report

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### Church Introduction & Statement of Significance

The church dates from the 14th century, and contains fragments of masonry from an earlier church building on the site. It was restored in 1863, and there was another restoration in 1910.

The plan of St Michael's consists of a nave with a south porch, and a chancel. At the west end is a bellcote. Each wall of the nave contains a single window.

Inside the church, the font dates from the 15th century. The pulpit dates from the 17th century, and the communion rail is in Jacobean style. The chancel screen and the lectern were moved from Great Malvern Priory at the time of the 1910 restoration. The oldest monument is dated 1688. There are two bells, one of which dates from the 15th century.

### Current use (bookings) & voluntary activity

St. Michael's currently enjoys permission from The Church of England for six Sunday services each year and an unlimited number of additional services on an occasional basis. During the most recent three years the church has hosted services for Christmas. There has also been one blessing, which took place in 2018.

Voluntary activity undertaken by three local residents includes:-

- Occasional cleaning
- Ad hoc reporting of building change

## Church Information

General Information:	
Open Churches Policy status:	Open
Local Community Officer:	Tracy Genever
Current projects:	Not at present
Parking:	None on site, pull in further down the road
Building services:	Electric lighting
Churchyard:	Not owned by CCT, owned by PCC - open
Ring-able bells:	Chiming
Organ:	Yes
Volunteering:	
Key holder role:	Filled
Key representative role:	Filled
Fundraising roles:	Vacant and necessary
Stewardship/events roles:	Vacant and necessary
Research, interp. & talks role:	Vacant and necessary
Cleaning schedule:	None
CCT Items:	
CCT silver plaque:	Installed
CCT information board:	Installed, requires updating
Oak post:	Installed
CCT freestanding board:	Installed
Wall safe poster:	Installed, current
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Welcome table:	Maintains stock of current leaflets
Children ' s explorer cart:	Not at present
Children ' s trail:	Not at present

Tourism/Marketing:	
Nearby attractions:	Croome Court, Spetchley Park Gardens, Worcester Cathedral
Social media presence:	Not at present
Images on CCT website:	One of four
Regular feature parish news:	Not at present
Events/Activity:	
Services per year:	At least one – usually December
Christmas memory tree:	Not currently
Heritage Open Days:	Not currently
Ride & Stride:	Yes
Champing:	Not currently
Retail:	Not currently
Health & Safety:	
Fire rated capacity:	40
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	None installed
CCTV:	None installed
Individual item security measures:	None
Accessibility details:	Provided via website
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Pews:	Sound, no defects

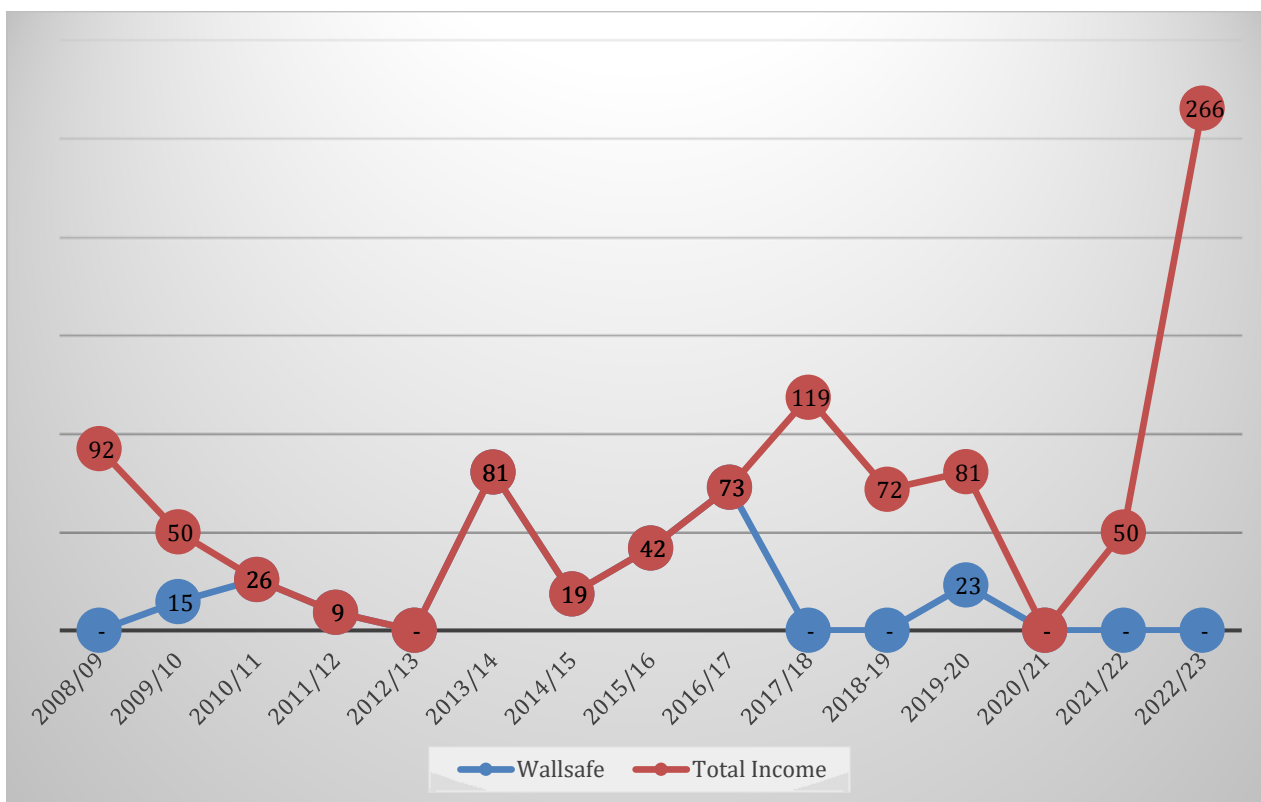
## Conservation Reports

<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>	<b>£214.26</b>
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.	£552.00
<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>	<b>£0.00</b>
<b>Total short term repairs:</b> <b>Small scale items of limited cost which could be fulfilled with minimal fundraising.</b>	<b>£12,500</b>
- Minor roof repairs	£4,500.00
-Structural repairs	£4,500.00
- Internal carpentry repairs	£3,500.00
<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.</b>	<b>£38,000.00</b>
- Repointing works	£24,000.00
- Window masonry, glazing and ferramenta repairs	£20,000.00
- Conservation on royal coat of arms	£4,000.00
<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>	<b>£36,000</b>
- Remove plaster board and replace with L & P	£16,000.00
- Remove any loose plaster and replace	£20,000.00
<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>	<b>£0.00</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.	

## Income, Expenditure & Balances

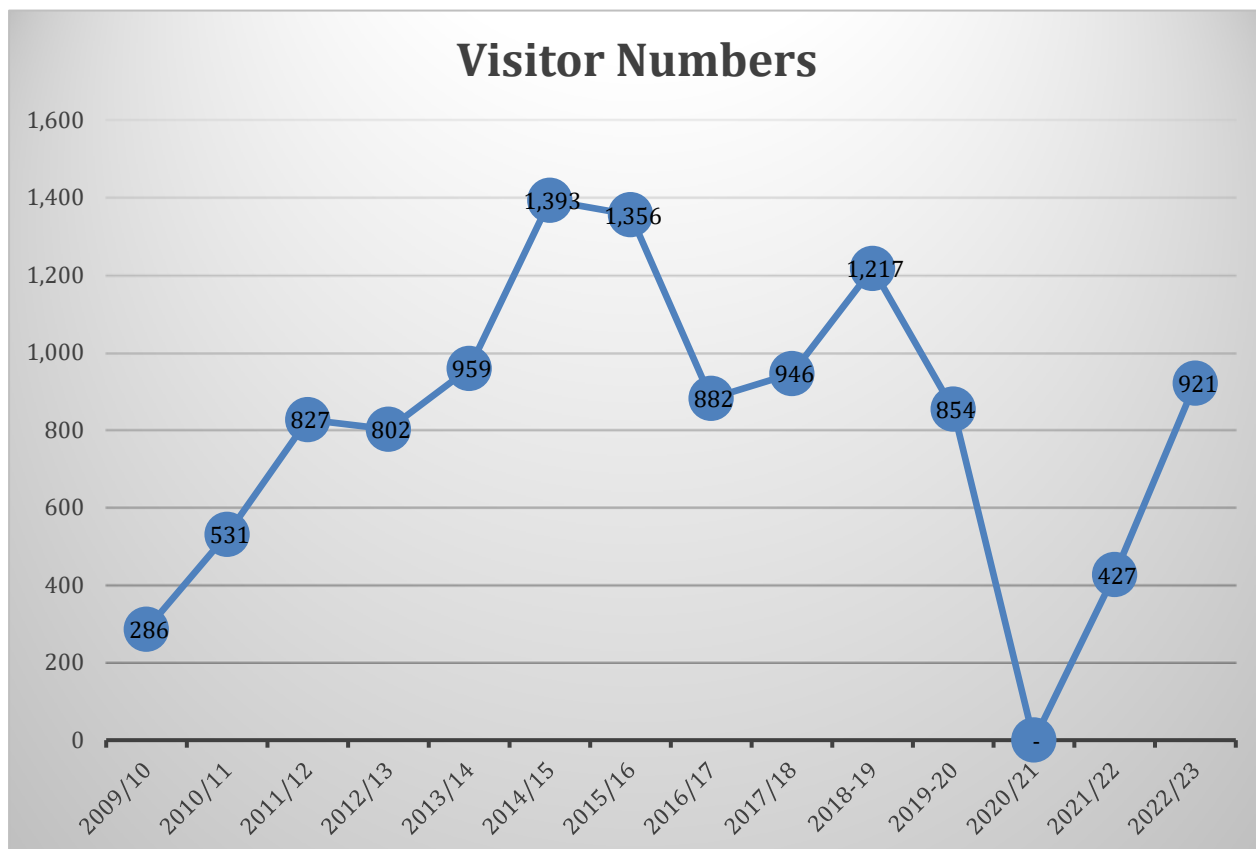
### Income

	Wall Safe	Service Collection	Services Fees	Events	Donations	Third Party Hire	Total Income
2023/24							
2022/23	£0.00		£100.00		£126.00		£226.00
2021/22	£0.00				£50.00		£50.00
2020/21	£0.00						£0.00
2019/20	£23.00				£58.00		£81.00
2018/19	£0.00						£72.00
2017/18	£619.00						£619.00



### Visitors

		Wall safe income per visitor
2023-24		
2022-23	921	£0.06
2021-22	477	£0.16
2020-21	Data not collected	£0.00
2019-20	854	£0.03
2018-19	1,217	£0.00
2017-18	946	£0.00
2016-17	882	£0.08
2015-16	1,356	£0.03



## Expenditure

**Total spend since vesting (non-maintenance): £182,033**

	Conservation (repair) expenditure	Maintenance expenditure
2023-24		
2022-23	£1,505.00	£405.00
2021-22	£47,239.00	£824.00
2020-21	£0.00	£681.00
2019-20	£0.00	£1,362.00
2018-19	£0.00	£735.00
2017-18	£0.00	£519.00
2016-17	£0.00	£697.00

Income less expenditure 2022/23 **-£1,684.00**  
(Income from all sources, minus maintenance, and conservation expenditure)

Income less annualised maintenance 2022/23 **-£179.00**

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

## 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 2023/23                      £0





## Local Community Officer's Summary

This pretty Worcestershire church gains most of its visitors from local walkers or cyclists. Members of the local community support the church on an ad hoc basis, though this is not currently a formal arrangement with The Churches Conservation Trust. Signatures in the visitor book indicates support for the church and for The Churches Conservation Trust from tourists and pilgrims.

Occasional services arranged by the local community presents an opportunity to review the level of contribution from wall safe donations and service collections, given that visitors may be currently unaware of our annualised maintenance liability. This message could be amplified through information presented in the church.

The interesting history of the church with its association with the Poor Clare Nuns and the location of a moated earthworks has provided the community with a historical focus to future events.

Marketing could focus on historical societies with an interest in the history of the local area, seeking bookings to tour the church alongside other popular Worcestershire venues with a related connection. Churchill is situated within 20 minutes of Evesham, Spetchley and Worcester where there are other Churches Conservation Trust sites. Voluntary effort towards research and interpretation products could facilitate encouragement of these bookings at the same time as enriching the visitor experience further.

The site has limited open floor space for alternative use and the many bats that live in the church would be a concern for art exhibitions or Champing.

The Community may need to review some of the options detailed in this summary towards the shortfall against annualised maintenance costs, addressing the risk of necessary repairs wanting for funds in future seasons.

## Part B - 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), no response was received for **Churchill St Michael's** by the deadline of August 30th. An example of the survey is in appendix 1.

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## Part C – Community Recommendations

**Churchill Church Planning Meeting held August 2024. Attending TG (Local Community Officer) and 3 volunteers who are also on the PCC.**

### **Church maintenance by the community**

The church is cleaned occasionally with a thorough clean given before the annual Christmas service. This year the service will be on 8<sup>th</sup> December at 3pm.

Our volunteers are on the White Ladies Aston PCC which has representatives from Churchill and Spetchley CCT churches. The PCC is very good at ensuring the church yard is kept mown and tidy and that have plans to fundraise in 2025 (see events). The PCC is going to reinstate a sign for the church in the church yard to make it more appealing to those passing by. They also wish to fundraise to repair the wooden churchyard gates.

LCO agreed to empty the wall safe and bank the money. Donations are few but occasional pilgrim trips have led to higher donations.

The red carpet in the aisle is a nice addition and it was decided to tape the edge down to avoid a trip hazard. A local person has offered to PAT test all the benefice churches including the CCT church equipment and this was agreed. There would be no cost to the CCT.

There is evidence of vermin (possibly rats) in the church probably due to nesting materials. Volunteers will clear out these materials.

A good supply of St Michael's leaflets were found in a chest. A sign will be put on the wall safe to make it more obvious and a QR code sign was installed on the visitor desk.

The history of the church could be better told in the church with better information for visitors and it was agreed that this could be researched by the community to aid the fundraiser in 2025.

No need to recruit more volunteers are help can be found when needed. TG thought the local scouts may like to help polish the wood work as a community activity.

### **Events**

There is currently one service a year at Churchill and this is in December. It is very popular and is a good opportunity to engage locals in the life of the church.

Next to the church is a moated mound which has been recently cleared to allow better visibility. The church itself has an interesting link with the Nuns of Poor Clare who fled from France in 1792 during the revolution and found refuge in Churchill. The community are going to research the history more and plan a fundraising event in the spring aimed at local history societies and villagers to raise money for the church and churchyard maintenance.

It is noted that the PCC has two CCT churches to look after and they do this very well and the CCT are very grateful for all that is done.

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## **Churchill Church Planning Meeting Held - February 2023, Attending GS (Local Community Officer) et al.**

### **Bats**

Bats is a big problem, especially during the Spring and Summer time, the volunteers do their very best to keep the church clean, however this can be very difficult due to the bats issues.

### **Churchyard**

The PCC 's gardener looks after the maintenance of the churchyard.

### **Events**

CCT booking system being used for services and events.

This year the fete will take place at Redfern House, White Ladies Aston on Saturday, 24<sup>th</sup> June. A proportion of the funds raised are used to support the maintenance of the churchyard of Churchill, for mowing and the repairs of the perimeter churchyard stone walls.

Detailed discussions took place and agreed that it would be great for the church to be used more for services and events.

H helps to organise an annual fete namely 'The Parish of White Ladies Aston with Churchill and Spetchley' is held every year and is supported by the Parish.

### **General Discussion**

The church is discussed at every PCC meeting.

A very popular cycle route, look into possibilities of the cyclists visiting the church.

**HL** encourages people to visit the church on the White Ladies Aston 'Church Near You' Website, Fete Brochures and other forms of communication.

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## Part D – Action Plan

### Community Actions

#### Short term actions (to end December 2024)

- Put sign on wall safe to make it more obvious to visitors
- Tidy back of church to make it less attractive to vermin
- Tape down edge of red carpet runner in the aisle.

#### Medium term actions (to end December 2025)

- Ride and Stride to be promoted wider by HL.
- Recruit new volunteers as required
- Possible summer tea party/garden fete could be organised by the local community.
- Research the local history to hold a fundraising event in Spring 2025
- The PCC are looking into repairing/replacing the broken gate.

#### Long term actions (to end August 2027)

- Investigate suitability of church for more regular religious use.
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings.
- Consider means for increasing footfall and consequent donations.

#### Actions complete (to end August 2023)

- A very successful fete was held on Saturday 24<sup>th</sup> June 2023.

### Local Community Officer Actions

#### Short term actions (to end August 2023)

- Contact local Scout group to see if they would like to help prepare the church for the Christmas service.
- LCO to empty the wall safe regularly and inform HL of money raised.

#### Medium term actions (to end August 2024)

- Need to explore if CCT can put a finger post on the road as this would encourage more visitors.
- Engage in regular and on-going communications with the community, also support them as required.
- Organise regular meetings with the community.

#### Long term actions (to end February 2026)

- Investigate suitability of church for hire to increase usage and income.
- Consider means for increasing footfall and consequent donations.

#### Actions complete (to end August 2023)

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- CCT Estates team informed about the wall safe, issue of bats and peeling plaster, they will if possible arrange for the repairs to be undertaken.
  - A QR code system installed for donations

## Appendix 1: Summer 2020 Questionnaire

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!)

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.

People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.

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.

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?

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?

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?

Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?

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.

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.

What do you think might be the best ways to get started with any fundraising activities you have suggested?

If you don't already, would you be interested and available to take part in future fundraising activity?

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? #

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 For A CCT Church Over 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 £4,303.94 (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](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