



Notes on completion

Summary

Name of your organisation

St John the Baptist, Cold Overton

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

Repairs and alterations to preserve building, secure heritage and expand community use

Reference number

GP-16-01273

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

The church of St John the Baptist has been central to the landscape of the village for over 900 years. It is an important asset to the village which otherwise does not have any community facilities. In addition, the church houses a significant amount of medieval artistry in rare wall paintings and many carvings.

The project will undertake urgent structure works identified in the 2016 Quinquennial Inspection.

The works will make the building more usable to a wider audience by the provision of disabled access, an accessible WC and a kitchen servery.

The project will develop community involvement in the building Activity plans will encourage learning and appreciation about the buildings heritage for both the local and wider community.

Have you received any advice from us before making your application?

No

Is this your first application to the Heritage Lottery Fund?

Yes

Section one: Your organisation

1a Address of your organisation:

Address line 1	St John the Baptist Church
Address line 2	Main Street
Address line 3	Cold Overton
Town / city	OAKHAM
County	Leicestershire
Postcode	LE15 7QA

1b Is the address of your project the same as the address in 1a?

Yes

Local Authority within which the project will take place

Melton

Constituency within which the project will take place

Rutland and Melton

1c Details of main contact person

Name

Peter Rycroft

Position

PCC Member

Is the address of the main contact person the same as the address in 1a?

No

Enter the address of the main contact person:

Address line 1	9 Main Street
Address line 2	Cold Overton
Address line 3	
Town / city	Oakham
County	9 Main Street, Cold Overton
Postcode	LE15 7QA

Daytime phone number, including area code

01664 454164

Alternative phone number

07702026557

Email address

pwrycroft@btinternet.com

1d Describe your organisation's main purpose and regular activities

St. John the Baptist church is a Christian place of worship within the Diocese of Leicester in the Church of England. The Electoral Roll numbers 13 and some 7-9 gather regularly for Sunday worship.

Much larger congregations worship at St. John's for major events and festivals where the church is often full with villagers, their families and those with close ties to the village.

The building is opened every day and there is a regular flow of visitors from walkers, cyclists and from people visiting the popular local garden centre. It is the primary community focus for our small village which has no shops, public house or village hall facilities.

There are a number of popular church-related & fund-raising activities throughout the year. Each year we hold a village fete/BBQ in the summer and, later in the year, a Harvest Supper. In addition, we hold Open Gardens, concerts and teas to help with the funding of our church.

1e The legal status of your organisation**Please select one of the following:**

Organisation not in the public sector

Please select one of the following:

Faith based or church organisation

Describe the size and staff structure of your organisation

One half-time stipendiary vicar - Cold Overton is a part of the Whatborough Group of parishes comprising 5 rural parishes.

One churchwarden (voluntary lay role)

Parochial Church Council consisting of the above plus 8 more voluntary members.

If applicable, how many board members does your organisation have?**How much did your organisation spend last financial year?**

4326

What level of unrestricted funds is there in your organisation's reserves?

8905.46

If your organisation is any of the following, please provide the details shown:

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

1f Will your project be delivered by a partnership?

No

1g Are you VAT registered?

No

Section two: The heritage

In this section tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses upon?

The church is Grade 1 listed.

The earliest evidence of a church in Overtone (Cold Overton) is from the Domesday Survey of 1086: 'on the demesne of Drogo De Beurcre lived a priest.' However, Matriculus, records the earliest named priest: 'Romainus was rector in 1220.' The advowson of the church was settled by Walter Espec on the Priory of Kirkham in Yorkshire, which he founded in 1151. The Priors of Kirkham continued to be patrons until July 1274. Then the centuries of patronage by the Lord of the Manor of Cold Overton began with Sir Nicholas de Segrave.

Of the fabric of the building, the fine South door with Christ in Majesty, the south aisle walls and its paintings are the earliest. These belong to the late twelfth century when a rebuilding of the whole church was begun, and carried on to completion in the thirteenth.

As rebuilt in the thirteenth century the church consisted of a nave with an aisle each side, only two bays in length, and a chancel without aisles. With some additions, it still keeps that form. The north door, the pillars, arches of the nave, and at least the lower part of the walls, and the lancet window at the west end of north aisle, are of that time.

The chapel was dedicated to the Virgin Mary and the piscina found here points to the existence of an important altar. Evidence in the stone work of the pillars here suggest the existence of a parclose screen which at this time partitioned this side chapel from the main body of the church. It is upon the crumbling plaster walls of the Lady Chapel that fragile sections of once hidden medieval paintings cling. The Nativity, of Christ, the Gathering of the Apostles at the Death of the Virgin, the Funeral of the Virgin, St. Catherine, St. Margaret and St. John the Baptist. These paintings, dating from the twelfth century, are unique and rare survivors of the Reformation.

In the first half of the fourteenth century, the Chancel was rebuilt keeping the lower part of its sidewalls with the thirteenth century piscina, credence and sedilia.

The fifteenth century, saw the addition of a porch, a clerestory to the nave and the entire roof made new. It was also when the richly decorated Western tower, with parapet spire, was built. The Society, for the Protection of Ancient Buildings in 1889 reported it as being "a most excellent specimen of design and workmanship, the carved beasts on the angle at the base being especially worthy, of note." The rich carving of the tower was the work of an East Midlands "School" of carving, probably members of a masons' guild, based in Oakham.

Within the tower now hang three very melodious bells. The tenor weighs 0.5 ton and bears the inscription 'Thomas Norris made mee 1664 H.G.H.B.' The Norris family were bell founders in Stamford. The second bell, cast by John Danyell in 1486, bears the inscription 'Nomen Magdalene (C) ampana gerit melodie' and weighs 8 cwt. John Taylor & Son of Loughborough cast the 6 cwt treble bell, in 1857.

Inside the church, the upper walls of the west end of the nave clearly show the pre-fifteenth century roofline of the church. The church in the fifteenth century also gained a Rood Loft and Rood Screen. "Not much worthy of note has been done since, except in the way of demolition," wrote Micklethwaite in a letter to the Rector in 1889 (attached). Now only a blocked door to the Rood Loft remains, partly visible, above the nineteenth century fireplace in the east end of the north aisle. Only fragments of the medieval glass remain in situ in the west window at the north end of the Chancel, and the east window of the Lady Chapel.

By 1690s, the Lady Chapel had become the burial place for the St. Johns - who had the present Cold Overton Hall built. Simple slabs mark their graves beneath the south aisle, with decorative monuments along the east wall. About this time a vestry which once stood on the north side of the Chancel was pulled down and a gallery erected 'of the worst type' at the west end of the Nave.

The 1780s saw the last major structural change when the south aisle was extended to provide a family chapel and burial vault for the Frewin-Turner family, who then lived at Cold Overton Hall.

In 1893, the Chancel was repaired. The wardrobe in the Frewin-Turner chapel, now the Vestry, was made from the fifteenth century oak beams.

In 1889, J. Micklethwaite the Surveyor to Westminster Abbey and The Society for the Protection of Ancient Buildings were consulted on the conservation and improvement of the church. The gallery was torn down and the tower arch opened to the church. Lord and Lady Manners of Cold Overton Hall provided the pews in the nave and the candle brackets: the church had to wait until 1939 to get electric lighting. However, the church was to get heating. Of greater significance, the value of the wall paintings both revealed and hidden was realised.

In 1926 James Montague, of Cold Overton Hall, improved the Chancel. He provided the stained glass - the work of Clayton and Bell of London, Holy Table, reredos, Angel riddle posts, oak Chancel screen, panelling, clergy desks, pulpit and war memorial lectern. The Victorian organ, acquired from Arnesby church in 1920, was moved to its current position with new oak choir stalls. These were 'a thanks offering for safe return from The Great War and recovery from his recent illness.' One desk and the east window bear his coat of arms. The other desk and the same window show the arms of Canterbury and Peterborough. The Diocese of Leicester was created later that year, in which the parish now lies.

The importance of the 15th century carving on the tower has only recently been recognised. A website dedicated to the 'Demon Carvers' - see attached research - has resulted in an increase in visitors.

In summary the project will focus on preserving and protecting this rich and rare heritage and provide a facility for public use, display and knowledge sharing.

2b Is your heritage considered to be at risk? If so, please tell us in what way.

Yes. The 2016 quinquennial inspection has identified the need for significant urgent structural repairs - see attached report.

2c Does your project involve work to physical heritage like buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

St John the Baptist Church, Cold Overton

Do you, or a partner organisation, own the building, land or heritage items outright?

Yes

Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

For landscape projects, please provide an Ordnance Survey grid reference for your landscape

2d Does your project involve the acquisition of a building, land or heritage items?

No

Please tick any of the following that apply to your heritage:

**Accredited Museum, Gallery
or Archive**

**Designated or Significant
(Scotland) Collection**

**DCMS funded Museum,
Library, Gallery or Archive**

World Heritage Site

**Grade I or Grade A listed
building** ☒

How many buildings of this type are included in your project?

1

**Grade II* or Grade B listed
building**

**Grade II, Grade C or Grade
C(S) listed building**

Local list

**Scheduled Ancient
Monument**

Registered historic ship

Conservation Area



Registered Battlefield

**Area of Outstanding Natural
Beauty (AONB) or National
Scenic Area (NSA)**

National Park

National Nature Reserve

Ramsar site

**Regionally Important
Geological and
Geomorphological Site
(RIGS)**

**Special Area of Conservation
(SAC) or e-SAC**

**Special Protection Areas
(SPA)**

Registered Park or Garden

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

Our project will safeguard the historic fabric and unique features of our church building, preserve the church as a place of worship and provide the village with its only community-focused facility; it will ensure the future use of the building.

The proposed repair works relate to urgent structural works identified in the 2016 Quinquennial Inspection. These include:

Action on asbestos: obtain an asbestos report.
Conservators report on the Wall paintings
Roof: Tower install a lead roof with extended gargoyles.
Roof: Chancel repairs to leadwork and flashings
Masonry: externally to the spire repoint and repair masonry
Masonry: repairs to the upper tower and parapet.
Masonry: South of tower, amend poor detail to Aisle parapet.
Masonry: Repoint and consolidate ironstone to South Aisle [wall paintings].
Masonry: Remove perimeter gutter and repair base of the walls.
Masonry: Consolidate and limewash C12 south doorway.
Spire louvres: Replace and incorporate bird netting.
Works to rainwater goods.
Install new surface water drainage system [including archeology]
Demolish Boiler house and chimney and make good original external walls.

The alterations relate to making the building more accessible and useable as identified in the preliminary activity plan. Outside the building, new rainwater goods, removal of the existing perimeter surface water channel and a new surface water drainage system will correct the current defective and ineffective drainage, stop further ingress of water and damp and assist in preserving and stabilising the medieval wall paintings and other historic fabric. Improvements to the external paths, entrances and internal floors will enhance disabled access and improve general fire safety for visitors. The removal of the old boiler house and associated asbestos will remove a dangerous structure and risk to health. Finally, the alterations proposed will provide much-needed toilet and kitchen facilities, expand the potential use of the space within the building for use by the village community and allow the PCC to promote the use and appreciation of the building to a wider community.

The village, led by the PCC, has worked hard to look after the church and, where possible, to fund the various repairs required to preserve its charms and character. Roof repairs, re-hanging of the three bells, repointing of walls have all been accomplished through local fund raising together with the annual bills comprising insurances, servicing and the Parish Share. However, independent and resourceful as we are, the work identified by the 2016 Quinquennial Report is beyond our means.

The Church has benefited from an influx of children to the village as a major change in the village population has taken place. The children have shown great interest in the age of the church, the wear on the entry floor stones, the bells, the monuments and enjoy helping prepare the church for the festivals throughout the year - particularly Xmas. With the children come the parents and the interest and energy they can bring to moving our Project along. Our Project presents a real opportunity to expand the visibility and use of the church and its building - preserving our place of worship, opening its charms and history to more visitors - particularly children and providing a community-focussed area for the village to enjoy and, to raise funds for future works on the wall paintings.

The Project will make the building more useable to a wider audience by the provision of an accessible WC and a kitchen server.

The new facilities will allow the PCC to promote the use and appreciation of the building to a wider community.

Activity Plan:

1. Appoint an Activity and Learning Consultant (ACL) who will plan and deliver a programme of community consultation which reaches out to people beyond our immediate community, and identify opportunities for increasing the range of people involved with our heritage. A full brief of the ACL is attached which also includes the delivery of the key Activity Plan items below.
2. One of the particular interests of the church is the significant amount of medieval artistry in the paintings and many carvings [see attached photographs]. The project will develop both local and regional community involvement in the building encouraging learning about the buildings heritage by:
 - a) Creating a trail around the church based on points of interest. This could take the form of pop up banners and other supplementary information or, to avoid creating visual clutter, by directing visitors to an application which they can use their mobile phones.
 - b) The information could be explained in more detail within a guide book which is made more widely available by a web site linked to other heritage and local and tourist websites.
 - c) Hosting heritage open days. Subject to further advice this could either take the form of a series of special public events and/or be linked into the national open heritage day annual over a five year period.
3. The application has included a budget of £8K towards the cost of:
 - a) Obtaining historical advice on the artefacts within and outside the church.
 - b) The writing and publication of a professional guide book inclusive of professional photographs.
 - c) The development of a website to communicate the heritage of the church and advise of events such as heritage open days.

3b Explain what need and opportunity your project will address

Cold Overton is a small village on the border of Leicestershire with Rutland comprising 32 dwellings and a population of approximately 70. The village has no shop, public house or community facility other than the church which provides a focus for community activities usually related to the raising of various funds for the church. The 2016 quinquennial inspection has identified the urgency of the structural repairs.

Recent arrivals and departures within the village have introduced more families, more children and, with them, more energy. As a result, the village has the will and opportunity to address the issues surrounding the church fabric, preserve the character and heritage contained within the building and to provide the village with a useful community hub that will enhance the exploitation of the building by locals and visitors alike.

Cold Overton already works hard to raise the funds required to service the running costs of the church and to repair its fabric but, for such a small community, the task is practically impossible and there is a limit to what can be reasonably asked of people. However, if the building were repaired and the improvements made, the village would be in a much better position to raise the necessary funds to keep the building alive, expand its use and preserve its heritage, in particular, the medieval wall paintings. The repair works will protect the historic fabric of the building from further water ingress and the deterioration of the stonework and so safeguard the future use of this important historic building.

The new facilities will allow greater use of the building; in particular the use by the elderly, less mobile and those with young children as the lack of sanitary facilities severely limits the wider use of the building for all. The dual installation of a lavatory and kitchenette will allow the increased use of the building's space by the community for such events as concerts, exhibitions and open days.

Cold Overton is a through route for walkers and bicyclists (there are national cycle races and events which pass directly through the village) and benefits from many visitors making use of the nearby garden centre. Open days with tea and cakes result in many members of the public stopping to look around the church and enjoying a cup of tea.

The current PCC are committed to expanding the use of the church spaces and to opening up the church to a wider audience both for worship, community activities and for the enjoyment of its unique character and features. The implementation of the Activity Plan will support this commitment.

3c Why is it essential for the project to go ahead now?

The 2016 quinquennial inspection has identified the urgency of the structural repairs. The repair works are urgently required to prevent the further deterioration of the fabric of the building and it's nationally important art works. The repair works have been identified as urgently necessary and their implementation will safeguard the future use of the historic building. The revitalized PCC offers a team of people who are willing to undertake the work and the organisational roles needed to see this project through to fruition. The PCC is also committed to opening the church to the wider community and to making more effective use of the village's only community asset. The provision of a kitchen point and WC is now essential if we are to make wider use of the church as a village amenity. The Church at present has no water supply and consequently no Kitchen/Tea making facilities or WC - the provision of temporary toilet facilities is a significant expense when using the church for community and fund-raising events.

3d Why do you need Lottery funding?

The amount needed is significantly beyond the kind of sums of money a community of this size (approximately 70) can raise. Meeting the annual running costs of the church is already a significant burden on the community and it is not realistic for even the most enthusiastic team to think of raising the money required to restore the fabric of the building. As a small community, our access to grant aiding bodies is limited and would still be unlikely to raise the funding required. There is a strong village willingness to provide volunteer time and raise the match funding.

3e What work and/or consultation have you undertaken to prepare for this project and why?

The appointment, by competitive tender, of Mark Stewart RIBA SCA AABC as our new Conservation Accredited Architect. We were increasingly aware of the fragility of some areas of the church and wanted a detailed examination of the church in order to quantify the issues and support a plan of action.

With the Quinquennial Report in hand, we worked with the architect to produce detailed plans and costings for our project. The PCC were briefed by a dedicated subcommittee as the plans progressed and full agreement was obtained at every stage.

At the village fete and BBQ in July 2016, the Project plans, costings and photographs of the work required on the church were exposed to the village community to get feedback on the plans and garner support. A great deal of interest was shown in the plans from all attending and the display produced for the fete was subsequently installed in the church to allow further study and to expose our plans to visitors.

Our local Parish Councillors have been briefed on the PCC's plans for the Project and offered their full support. The Diocesan Advisory Committee has been invited to come to Cold Overton to view and discuss our plans and to agree the changes we wish to make to the layout and use of the church interior.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

This beautiful and ancient Grade 1 listed church will be in a much improved condition and any further deterioration of the stonework and fabric of the building will have been prevented. The structural condition of the building will be made sound and the repairs and improvements will help and simplify future maintenance of the building.

The work will reduce further deterioration of the rare twelfth century wall paintings and provide the platform for their eventual full restoration -a full specialist survey and report is attached.

The installation of a lavatory, kitchenette and improved access will broaden the functionality and use of the building. The building will be capable of being used and experienced by a wider community.

The project will safeguard a Grade 1 listed building and its rare contents and also ensure that it continues to be used and remains open to the public.

The Activity Plan will increase the appreciation of the Church Heritage to the existing audience and bring new people in to contact with it. In turn this will encourage long term support of the Church Heritage.

4b What difference will your project make for people?

We intend the project to be as accessible as possible to engender interest and to demonstrate how the repairs and improvements will protect our heritage and expand access to the character and history of the building. We intend to produce a website to document progress and to explain how each stage of the works contributes to the overall project. Wherever possible, we hope to allow a series of open days to show off the work as it progresses. By involving the community and particularly the children, we hope to cement future interest in the church and its potential as a community hub.

Finally, resulting from this project an improved management structure of local people will be in place to ensure the building is satisfactorily maintained and its use maximised.

4c What difference will your project make for communities?

The village of Cold Overton has a small community with no communal facilities such as a village hall, shops or public house. There has also been recently a change in the age profile in the village resulting in a younger population who we wish to engage. The church currently provides the only focal point for the villagers through Sunday and other religious services, and other major events such as Remembrance Day service and Harvest Festival. The project will ensure that more people will be able to engage with St John the Baptist church and in different ways than at present.

The installation of new facilities and the removal and relocation of the pews, thereby creating a more usable space, will promote a more diverse use of the church whilst continuing to offer a place of worship. We will be able to host more community events such as meetings, concerts and exhibitions.

In addition we will encourage visits from individuals and groups interested in the architectural features of the building and the twelfth century wall paintings – and their eventual restoration.

We believe that an improved use of the building will ensure its continued preservation.

4d What are the main groups of people that will benefit from your project?

Congregation members and other worshippers attending weddings, baptisms, etc. will benefit in addition to parishioners and other visitors attending, for concerts, exhibitions, tea and cake afternoons. These visitors and functions shall all benefit from the new kitchen and toilet facilities, which are lacking today and which remain a hurdle and disincentive.

Heritage lovers wishing to discover the unique features available - the medieval wall paintings, gargoyles and Demon Carver works.

The project will provide improved access for disabled people to visit and utilise the church.

The installation of a second entrance/exit will allow the church to meet Health and Safety requirements and allow groups of school children from the local area to visit and enjoy exploring the church.

Cold Overton experiences many ramblers and cyclists passing through and also has a popular garden centre whereby visitors regularly walk through and explore the village. The church improvements and accessibility will incentivise such visitors to explore the church and appreciate its rich heritage.

The church is open during most daytime hours and shall remain so. Currently it is difficult to assess the number of visitors - hence the boxes left empty below - however we will explore ways of determining an expected increase in visitor numbers.

4e Does your project involve heritage that attracts visitors?

Yes

What are your existing visitor numbers?**How many visitors a year do you expect on completion of your project?****4f How many people will be trained as part of your project, if applicable?****4g How many volunteers do you expect will contribute personally to your project?**

10

4h How many full-time equivalent posts will you create to deliver your project?**Section five: Project management**

In this section, tell us how you will develop and deliver your project.

Development phase

5a What work will you do during the development phase of your project?

1. Appoint an Activity and Learning Consultant (ACL) to develop a plan for activities and learning. This will include:

Plan and support a programme of community consultation which reaches out to people beyond our immediate community (this work will be supported by volunteers).

Identify opportunities for increasing the range of people involved with our heritage – both the audiences that the project will target and the specific activities that we will deliver.

Identify opportunities for the church to provide formal and informal learning which is fit for purpose and meets the needs of the groups we want to reach.

Develop measures for evaluating the activities and assessing impact against the HLF's outcome for people.

Develop proposals for recruiting, involving and supporting volunteers.

Develop proposals for training volunteers to engage with new visitor groups and deliver the activity programme.

Develop outline proposals for interpreting the site so that our visitors can understand the history of the church.

Produce a detailed and costed Activity Statement which sets out the specific planned activities, based on HLF guidance for the Grants for Places of Worship scheme.

2. Instruct our architect to develop proposals for the urgent structural repairs and other building Works. This will include:

Preparing a specification. Obtaining statutory approvals. Advising on suitable contractors. Obtaining tenders.

Preparing a tender report with recommendations for implementation of the urgent structural repairs and other building Works.

Preparing a disability access audit.

5b Who are the main people responsible for the work during the development phase of your project?

Our architect, Mark Stewart, who will advise on the building works.

Learning and Activity Consultant

Jane Curtis - vicar of Cold Overton heads the PCC who will, advised by a Project sub-committee and the architect, approve all decisions and changes to the project.

The project sub-committee will comprise PCC Members: Peter Rycroft, Rudy Ike, Leslie Spanswick and John Wohlgemuth; Peter Rycroft will chair the sub-committee.

Church Treasurer: Sarah Smith

5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
Appoint Activity & Learning Consultant (ACL)	November	2016	December	2016	PCC Team
Develop and implement relevant aspects of the Activity Plan	December	2016	March	2017	ACL in liasion with PCC team
Develop Management and Maintenance Plan	November	2016	March	2017	Architect
Define and commission quotes for surveys and reports	November	2016	December	2016	Architect
Receive final surveys and reports	December	2016	January	2017	Architect
Specify Project Plan and Delivery Phase works	January	2017	February	2017	Architect in liasion with PCC team
Obtain Faculty and other planning approvals	January	2017	March	2017	Architect
Obtain competitive quotes for Delivery Phase works	February	2017	March	2017	Architect
Develop matching funding plans	January	2017	March	2017	ACL & PCC team

5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Development risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Fee costs for Activity & Learning Consultant exceed budget	Low	Medium	A detailed specification for the services has been prepared. The contract will be on a fixed price. Contingencies of 3% have been included	PCC team
Fee costs for the architect exceed the budget	Low	Medium	The architect to be appointed under a fixed agreement	PCC team
Faculty will not be approved	Low	Low	Early consultation will be held with the DAC and other relevant parties to establish whether the proposals are acceptable in principle.	Architect in consultation with DAC and PCC team
PCC team dissolves	Low	High	The team is made up of core members. Support from the wider PCC and new volunteers will be drawn upon if required.	PCC team & JC
Full funding is not secured	Low	High	The Project will not proceed if all the funding cannot be secured for the urgent repairs and the activities and learning plan.	PCC team

Delivery phase

5e Who are the main people responsible for the work during the delivery phase of your project?

Architect - lead professional advisor

Learning and Activity Consultant

Appointed lead contractors, e.g. stone masons.

Jane Curtis - vicar of Cold Overton heads the PCC who will, advised by a Project sub-committee and the architect, approve all decisions and changes to the project.

The project sub-committee will comprise PCC Members: Peter Rycroft, Rudy Ike, Leslie Spanswick and John Wohlgemuth; Peter Rycroft will chair the sub-committee.

Church Treasurer: Sarah Smith

5f Complete a summary timetable for the delivery phase of your project. Use the 'add item' button to enter additional rows.

Delivery activities

Task	Start month	Start year	End month	End year	Who will lead this task
Appoint the Contractor for urgent structural repairs and other building Works.	June	2017	June	2017	Architect
Execute the urgent structural repairs and other building Works.	July	2017	October	2017	Architect
Implement the activities and learning plan.	April	2017	September	2018	The activities and learning consultant.
Management of the project.	June	2017	December	2018	Architect and PCC team
Preparing a ten year maintenance plan.	July	2017	September	2017	Architect

5g Tell us about the risks to the delivery phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
New facilities will not obtain a Faculty or other approvals	Low	Low	Early consultation will be held with the DAC and other relevant parties to establish approvals before any grant is awarded.	Architect in consultation with DAC and PCC team
More works required once work started	Low	High	Unlikely as works are generally visible and full surveys have been undertaken.	Architect and PCC team
Costs exceed grant offer	Low	Medium	Architect ensures the specifications are robust and allows for the risk of unforeseen events.	Architect
Activity and/or learning costs exceed grant offer for stage 2	Low	Medium	Contract values secured in phase 1	Activities and learning consultant
Construction not completed in timescale	Low	Medium	Programme secured in phase 1 as part of tender	Architect
A contractor ceases trading	Low	High	Check trade and credit references of all tenderers and again before entering in to contract.	Architect and PCC team

5h When do you expect the delivery phase of your project to start and finish?

Project start date

Month June **Year** 2017

Project finish date

Month December **Year** 2018

Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

The Activities and Learning Consultant brief includes a requirement to develop measures for evaluating the activities and assessing impact against the HLF's outcome for people.

The project will include a 10 year maintenance plan for the fabric of the Church. Monitoring of this plan and the continued quinquennial inspection regime by an accredited architect will maintain monitoring and evaluation of the condition of the building.

A business plan based around the 10 year maintenance plan and known running costs will inform annual fund-raising activities. The new facilities will allow for greater use of the building throughout the year and so generate the funds required to meet the business plan.

We will work on a system to provide much clearer idea of visitor numbers and the reasons for their visit. The proposed website will also provide insight into interest in the church.

6b Tell us about the main risks facing the project after it has been completed and how they will be managed.

After project risks

Risk	Likelihood	Impact	Mitigation	Risk Owner
Failures in the urgent repairs and other building works.	Low	Medium	The project will include a 10 year maintenance plan for the fabric of the church. Monitoring of this plan and the continued quinquennial inspections will maintain monitoring of the condition of the building.	Architect and PCC team
Heritage and local activities abate	Low	Medium	Monitor the measures for evaluating the activities and assessing impact against the desired outcome for people and the community. Adjust the format of learning and activities as appropriate.	PCC team

6c How will you evaluate the success of your project from the beginning and share the learning?

The success of the development of the urgent structural repairs and other building Works will initially be measured against the proposals in the stage 1 application and later against the proposals in the stage 2 application.

The success of the development of the activities and learning plan will initially be measured against the brief and later against the plan.

The management team will be open to share their experience with other organisations. We intend to document and photograph the works as they progress to provide a detailed record of the project as a whole. This work will then be uploaded onto the project website and made available as display within the church and as a historical record.

Once the project is complete, we will maintain a record of all activities held in the church and of visitor numbers. In addition, we intend to hold an Open Day once the project is complete followed by a series of open evenings to share the experience gained through the project.

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see Section nine: Supporting documents within the programme application guidance for further information.

7a Development-phase costs

Development costs

Cost heading	Description	Cost	VAT	Total
Professional Fees	Architect, Structural Engineers, CDM_PD, Asbestos survey, Conservators report, Topographical survey, Archaeology, Protected species, Activity and leaning consultant, Disability access audir.	30238	6048	36286
New staff costs				
Recruitment				
Other costs (development-phase)				
Full Cost Recovery				
Contingency		1000	200	1200
Non-cash contributions				
Volunteer time		4000		4000
Total		35238	6248	41486

7b Development-phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Development-phase income exactly matches the total of your Development-phase costs or the system will not allow you to proceed.

Development income

Source of funding	Description	Secured?	Value
Local Authority			
Other public sector			
Central government	VAT Reclaim	Yes	6248
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves		Yes	2738
Other fundraising			
Non-cash contributions			
Volunteer time		Yes	4000
HLF grant request			28500
Total			41486

7c Development-phase financial summary

Total development costs	41486
Total development income	12986
HLF development grant request	28500
HLF development grant %	69

Section seven: Project costs

7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work		177000	35400	212400
New building work	Kitchen, toilet and associated works to floors.	26000	5200	31200
Other capital work	Mains services	10600	2120	12720
Equipment and materials (capital)				
Other costs (capital)				
Professional fees relating to any of the above (capital)	As spreadsheet	11644	2329	13973
Total		225244	45049	270293

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs				
Training for staff				
Paid training placements				
Training for volunteers		1000	200	1200
Travel for staff		500	100	600
Travel and expenses for volunteers				
Equipment and materials (activity)	See spreadsheet	18000	3600	21600
Other costs (activity)				
Professional fees relating to any of the above (activity)		2400	480	2880
Total		21900	4380	26280

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion				
Evaluation				
Other costs				
Full Cost Recovery				
Contingency		12000	2400	14400
Inflation		10000	2000	12000
Increased management and maintenance costs (maximum five years)				
Non-cash contributions				
Volunteer time		5000		5000
Total		27000	4400	31400

Section seven: Project costs

7g Delivery Phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value
Local authority			
Other public sector			
Central government	VAT reclaim	Yes	53829
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations	National Churches Trust, Wolfson Foundation, Headley Trust, Leicestershire Churches Trust	No	34000
Private donation - corporate			
Commercial/business			
Own reserves		Yes	4000
Other fundraising		No	9144
Increased management and maintenance Costs (maximum five years)			
Non-cash contributions			
Volunteer time		Yes	5000
HLF grant request			222000
Total			327973

7h Delivery-phase financial summary

Total delivery costs	327973
Total delivery income	105973
HLF delivery grant request	222000
HLF delivery grant %	68

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

Not applicable.

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

✓ If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

✕ Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the ✕
above statements.

Name	Peter William Rycroft
Organisation	St John the Baptist Cold Overton PCC
Position	PCC Member
Date	08/08/2016

Are you applying on behalf of a partnership?
No

Section nine: Supporting documents

Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

In addition to numbers 1-8 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

N/A

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Not applicable

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Electronic

4. Spreadsheet detailing the cost breakdown in Section seven: project costs;

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Electronic

7. Job descriptions for new posts to be filled during the development phase;

Electronic

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.

Electronic

If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box below to confirm in what format the additional documentation will be submitted.

Electronic

Please now attach any supporting documents.

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.