



**Churches
Conservation
Trust**

LOWER BASILDON ST. BARTHOLOMEW'S

MARCH 2021 CHURCH PLAN



Part A - Current Report

Part B - Survey

Results of our open survey conducted in Summer and Autumn 2020, canvassing all community contacts for their reaction to Part A. The survey remains [open and available at this location](#). Please feel free

to repeat your survey response or complete the survey for the first time.

Part C - Community Recommendations

Minutes of any community meetings held to discuss the information available in other parts of the Church Plan.

Part D - Action Plan

Details of any actions agreed through Community Recommendations, assigned to community participants, Churches Conservation Trust staff, or to the Churches Conservation Trust Local Community Officer specifically.

Part A - Current Report

Church Introduction & Statement of Significance

St Bartholomew's Church is the redundant Church of England parish church of Basildon in the English county of Berkshire. It is located in the hamlet of Lower Basildon and is now owned by the Churches Conservation Trust. The church is designated by Historic England as a Grade I listed building.

It was built in the late 13th century and is constructed of flint with stone dressings with an old tiled roof. The west tower of 1734 is of grey brick with red dressings and is in three stages. Below the louvred bell stage, containing four bells, is a clock on the south side. The church plan consists of nave, chancel, south porch and north aisle. The gabled porch is 19th-century, as are the lean-to north aisle and chancel roof of 1876. In the chancel wall is a 14th-century chest tomb, reused as a monument to Sir Francis Sykes who died in 1804. There is a 15th-century font.

The churchyard is notable as the resting place of Jethro Tull, the 18th-century farmer, whose modern memorial can be seen there. He died in 1741 but according to his gravestone he was buried on 9 March 1740. This apparent confusion is due to the burial date being an Old Style date.

Current use (bookings) & voluntary activity

St. Bartholomew's currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. In recent years services have included Harvest Festival, Easter, Evensong, Holy Communion and Christmas Carol services as well as weddings and funerals. During recent years the church has also hosted choral concerts, an art exhibition, a CCT Trustee Tour, Mid-summer Tea Parties, a theatre performance, a talk and tea and a visit from Basingstoke Architecture and Historical Society. St Bartholomew's is lucky to have a choir who regularly use the church for rehearsals and performances.

Voluntary activity undertaken by the Friends of St Bartholomew's include

- Keyholding
- Cleaning as required
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change
- Setting up of a café area within the church
- Maintenance of the churchyard
- Design and commission or interpretation stands about Jethro Tull (whose memorial is located in the churchyard)

Voluntary activity undertaken by the Area Volunteer has included

- Remittance of wall safe funds
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open (Electric lock)
Local Community Officer:	Tina Osgood
Current project:	Cafe area, provision of water supply and toilet
Cleaning schedule:	As required, led by volunteers in accordance with CCT guidelines
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)

Area volunteer role:	Vacant and necessary
Fundraising roles:	Fulfilled by Friends Group
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Fulfilled by volunteers
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Installed
Oak post:	Not installed
CCT freestanding board:	Not installed
Wall safe poster:	Installed
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting
Parking:	Parking for several cars in nearby gravel car park
Organ:	None
Churchyard:	Owned by CCT, maintained by volunteers
Ringable bells:	Yes 4
Pews:	Sound (a few pew ends showing signs of damaged by damp)
Fire rated capacity:	250
Seating capacity:	240
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	National Trust Basildon Park, Beale Park, Peacock Restaurant, Hillfield Farm Wedding Venue, War Memorial at Whitchurch-on-Thames, Adventure Dolphin at Pangborne, The Living Rainforest in Newbury, Bucklebury Farm Park, Cholsey and Wallingford Railway, Reading Museum, Beale Park
Public transport	Goring and Streatley Train Station (2.7 miles), Pangbourne Train Station (2.4 miles). Bus route numbers 143
Social media presence:	Nil for church, Choir present on social media
Images on CCT website:	One of six
Regular feature parish news:	No, Local press presence: County Neighbour

Services per year:	5+
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	Yes
Historic Church Tours:	No, but regular Talks and Tea
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No, but possible
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT):</p> <p>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£5,256.44
<p>Routine maintenance costs (Per annum and exclusive of VAT):</p> <p>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>	£604
Other maintenance costs total (Exclusive of VAT):	

Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£400.00
Maintenance Liability (Excluding VAT):	£475.00
- Missing brick from the base of the tower	£75.00
- Pointing required for some areas of flashing	£150.00
- Replacement bird mesh required	£250.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.	£11,000.00
- Repainting and repairing rainwater goods	£5,000.00
- Conserving Sykes monument	£4,000.00
- Monitoring stability of Devereux monument	£1,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£57,000.00
- Repair chancel stringcourse	£7,000.00
- Recover nave roof	£50,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£5,650.00
- External masonry repairs and repointing	£5,650.00
Total desirable repairs: Repairs which are not essential to the conservation health of the	£0.00

church but which might improve aesthetics or usability of the building.	
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	Total Income
2019/20	£224	£1,267
2018/19	£315	£1,611
2017/18	£207	£7,392
2016/17	£179	£4,003
2015/16	£221	£2,261

Visitors

		Wall safe income per visitor
2019-20	5,793	£0.04
2018-19	9,114	£0.03
2017-18	8,048	£0.03
2016-17	7,399	£0.02
2015-16	7,565	£0.03

Expenditure

Total spend since vesting 9th February 1978 (non maintenance): £325,016

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£2,350	£2,227
2018-19	£0	£2,891
2017-18	£0	£6,415
2016-17	£300	£20,005
2015-16	£10,212	£10,212

	Electricity cost
2019-20	£1
2018-19	£407
2017-18	£387
2016-17	£388
2015-16	£17

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 Jul 2019	£0
Income less expenditure 2019/20	-£1,311
Income less annualised maintenance 2019/20	-£3,989.44

Local Community Officer's Summary

This pretty and extremely popular Berkshire church benefits greatly from the very generous support of the Friends of St Bartholomew's. Additional members of the community support the church well but less regularly through helping to cut grass in church yard and attendance of events and services throughout the year. St Bartholomew's is extremely lucky to have a choir that regularly rehearses and performs at the church.

The regularity of church services presents an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings. Interest and use by local schools may also enable the community to communicate church needs to pupils' parents and extend offers of booked use to this prospective audience for alternative uses.

Marketing the venue for filming, photography, concerts, weddings and audio recordings may prove fruitful. Additional marketing could focus on historical societies, particularly those with an interest in agriculture (with St Bartholomew's new interpretation stands and memorial to Jethro Tull) and local history e.g. the memorial to Sir Francis Sykes, who made his fortune in India with the famous East India company and built Basildon Park; seeking bookings to tour the church alongside other popular Berkshire venues with a related connection. Further promotion through the Ride & Stride scheme would also increase footfall. Volunteers are already holding Talks and Tea events.

The site has limited open floor space for alternative use but could be considered as a venue for Champing. Additional revenue is already being generated by the café area and further activities are being considered such as craft events to compliment this initiative. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The amazing voluntary team deserves considerable recognition for their support of St. Bartholomew's, and a fundraising tea party or barbecue, sponsored by a local business, could

provide good means for such acknowledgement. The community might also like to consider further fundraising theatre performances or flower festivals.

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.

CCT will need to provide an updated walk around guide.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability.

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **one** response was received for **Lower Basildon St Bartholomew's** by the deadline of **August 30th**.*

The response received was from a respondent writing in a **personal capacity**, who confirmed that their responses related to **St. Bartholomew's Lower Basildon**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that **St. Bartholomew's has a better layout for weddings than the active local church (which does not have an aisle). Weddings at St. Bartholomew's would therefore be of benefit to the community as well as bringing in revenue to maintain the church.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **that the Friends "pull out all the stops" for events but some members are in their 70s and recruitment of younger members willing to commit has been difficult.**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated that **inviting groups to use the West end of the church for meetings, the Talks and Tea events, plant and produce sales at harvest at Spring and Harvest times have all worked well and should continue to work well.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **that the population has increased and there is virtually no other infrastructure in Lower Basildon. This population could benefit from the opportunity to visit the church and the church will benefit from their donations.**

In relation to identifying conservation priorities for the church, the respondent provided the **following response: “Where to begin!”**

Regarding priorities, opportunities or ideas for fundraising the respondent **referred back to answers to previous questions**. In respect of means for initiating fundraising activity, the respondent **indicated that meetings of the Friend have ceased in recent months due to the pandemic, so ideas have not been discussed**. The respondent also indicated that they **already** participate in fundraising activity.

In seeking respondents’ participation in a future group discussion regarding church planning the respondent indicated that **they would be available to meet in person**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **that the current level of community engagement and support is a result of a considerable amount of networking and effort by the friends. The respondent expressed double that it would be possible to double this effort, which seems to be required**.

In addition to responses fielded through the questionnaire, a further 1 respondents wrote back to their Local Community Officer, expressing the following perspectives:

Respondent believes that Jethro Tull is not buried in the graveyard but is in the crypt. It is not a gravestone by the south wall of the nave but a comparatively modern memorial which has been restored recently.

St Bartholomew’s has a lot of potential as it has a group of Friends. There is, however, a limit to what they can do so they select what to concentrate on and then do it very well. Coronavirus has very much disrupted their plans and planning.

Part C - Community Recommendations

Minutes of Zoom meeting held on 24th February 2021

Present: Attendee A
 Attendee B
 Attendee C
 Attendee D
 Attendee E
 LCO (CCT Local Community Officer)

An amend needed on page 3 of the plan was noted as there is a Jethro Tull memorial in the church yard, not gravestone

Attendee A confirmed that the first section of the church plan is fine and reported that Attendee B is maintaining the church yard and that there has been one cut done by a contractor this year. The snowdrops are looking great at this time of year. Peter has worked to clear the brambles.

Service income had been split, but in recent years has all gone to the CCT. It is felt that the new incumbent will be supportive and work well with the Friends Group and CCT.

The meaning of the volunteer level listed in the Collection Review was discussed.

The Friends reported that the cafe area work is ongoing.

Planning permission was granted pre-lockdown for a toilet nearby, but due to further work now being planned it will go back to planning.

The group discussed forthcoming internments of ashes.

Attendee E requested clarification on promoting the church for weddings etc. Attendee C stressed how difficult it is to get married in a CCT church and LCO explained the necessity to

obtain a special license in any decommissioned church, which is a necessity through the Church of England. Attendee D confirmed that it would be good to have more weddings or blessings in the church.

Attendee B said that the bells need some attention to be used regularly, which would be the case for weddings. Attendee B said that the bell specialists have a long waiting list.

It was agreed that it would be better to promote the church for blessings and renewal of vows in light of the necessity for special licenses for weddings.

Attendee C confirmed that the next wedding is planned for 4th September.

Attendee A queried the capacity of the church. **ACTION:** LCO to check the fire risk assessment.

A discussion on the suitability of the church for champing was deferred to a later date as there is currently no toilet or water supply.

Attendee A confirmed that the toilets at Beale Park can be used for church events.

Attendee D questioned the considerable cost of the work listed in the conservation report to the roof. Peter updated that some work has been done to the nave, but that the pegs that hold the tiles on are deteriorating causing tiles to slip meaning that every time repairs are made, other tiles are often damaged.

Work to drainpipes has been completed.

Attendee D questioned if there is capacity for new graves in the church yard. Attendee B confirmed that it is quite full.

Attendee E asked about the Memory Tree campaign, so LCO gave an overview to the group who agreed that it would not be successful at St Bartholomew's.

The group queried the CCT production of a walk around guide. Attendee B stated that there hasn't been a new guide since 2001 and offered put something together. LCO suggested that this could be funded from the remaining legacy funds. **ACTION:** Friends Group to discuss this.

Christmas cards: Attendee E reported having had difficulty selling CCT cards in the past as they tend to be issued too late and suggested that they should be available to order from

Harvest Festival and have more varied and interesting images. **ACTION:** LCO to feed this back to CCT.

Attendee D asked about electronic payments. **ACTION:** LCO to send laminated text payment posters to Attendee B.

The birds nests in the bell tower are being removed soon. It was reported that annual maintenance was done to the clock and there is more work needed via another chamber. The necessity to clear the nests ASAP was stressed as birds will start nesting again soon. **ACTION:** LCO to introduce Attendee B to the Estates Officer to coordinate access and also liaise with on the felling of dead trees to minimise impact of this work on the church yard.

Attendee A stressed that new people are needed to join the Friends group moving forward. There is a new volunteer starting soon.

On May 23rd the Rectory garden will be open and St Bartholomew's have been asked to do the teas, but it would need to be organised differently this year.

Reading Phoenix are booked in September and the hope is that this event will be combined with the 800th celebration.

Part D - Action Plan

Community Actions

Short term actions (to end June 2021)

Medium term actions (to end June 2022)

- Investigate options for recruiting additional volunteers
- Work on walk around guide
- Investigate funding to develop Tull's Teas area of the church in partnership with the CCT
- Add Open Church sign near river to attract footfall into the church
- Investigate suitability of church for concerts
- Investigate suitability of church for exhibitions or use as gallery space
- Investigate suitability of church for recording and live-streaming of performances
- Discuss potential for further church related features, parish newsletter and inclusion of church updates in parish council meetings
- Consider the suitability of the site for Champing
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
- Identify school parents', governors' and staff's interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies particularly those interested in agriculture and Jethro Tull
- Review prioritisation of and means for repair / conservation works outlined in the conservation report
- Consider means for increasing footfall and consequent donations
- Provision of lavatories for events use
- Potential for future use of the church
 - Repair cafes
 - Bring and buy craft sales

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- Seasonal workshops e.g. Christmas wreaths

Long term actions (to end March 2024)

Complete

- Agree dates for face-to-face meeting to review interim church plan

Local Community Officer Actions

Short term actions (to end June 2021)

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include:
 - Conservation interpretations
 - Presentation improvements
 - Champing data
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'

Medium term actions (to end June 2022)

- Investigate options for recruiting additional volunteers where needed
- Provide laminated text payment posters to Friends Group
- Work with Friends Group to produce walk around guide
- Investigate suitability of church for concerts

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- Investigate suitability of church for exhibitions or use as gallery space
 - Investigate suitability of church for recording and live-streaming of performances
 - Investigate participation in Ride & Stride scheme
 - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
 - Consider the suitability of the site for Champing
 - Consider means for increasing footfall and consequent donations
 - Share feedback from volunteers on CCT Christmas Cards
 - Confirm Church capacity with Friends Group
 - Identify school parents', governors' and staff's interest in church updates
 - Review methods for promoting church to location agents, wedding companies et cetera
 - Review methods for promoting church to historical societies particularly those interested in agriculture and Jethro Tull
 - Review prioritisation of and means for repair / conservation works outlined in Conservation Report
 - Potential for future use of the church
 - Repair cafes
 - Bring and buy craft sales
 - Seasonal workshops e.g. Christmas wreaths
 - Work with Friends Group on potential fundraising celebration event for 800th anniversary and to to recognise and acknowledge community support for the church

Long term actions (to end March 2024)

Complete

- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions

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- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
 - Update wall safe signage
 - Provide Open Church sign to be located by river to attract footfall

CCT Actions Other

Short term actions (to end June 2021)

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Complete

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?

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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 (Not Including Twice-Annual Maintenance Visits)

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,	Annual servicing of the heating system to ensure the efficiency and	1	£ 384.00	£ 9,600.00

servicing	safe working order of the boiler etc.			
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	9	£ 450.00	£ 1,250.00

	all required repairs will be created.			
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
TOTAL (Excluding VAT)				£107,598.57
TOTAL (Excluding VAT) / 25 years				£4,303.94

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

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

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

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

Church	2017	2018	2019	2020	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