

MONGEWELL ST. JOHN'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 John the Baptist's Church is a closed, redundant Anglican church, partly in ruins, in what has reverted to the hamlet of Mongewell, Oxfordshire. It is recorded in the National Heritage List for England as a designated Grade II listed building, and is under the care of the Churches Conservation Trust. The ruins stand on the east bank of the River Thames, next to the former Carmel College, to the north of Mongewell Park, 2.5 miles south of Wallingford, and near The Ridgeway long-distance path.

The church dates probably from the 12th century. It was remodelled in picturesque Gothic style for Rt. Rev. Shute Barrington late in the 18th century. Barrington was Bishop of Durham and the penultimate with highly exceptional great non-church powers, namely by the position being one of Palatinate Prince-Bishop. When he died in 1826, he was buried in the family vault in the church. The church was restored under the direction of the architect Lewis Wyatt in 1880. It was designated a Grade II listed building on 9 February 1959. The church was declared redundant on 1 July 1981 and was vested in the Churches Conservation Trust on 31 July 1985.

The church consists of a nave and a chancel with a west tower. It is built of flint with stone dressings. Brick buttresses support the nave walls. The tower is brick and the chancel roof is tiled. The nave has no roof. The lower part of the tower is round and the upper part is hexagonal with a battlemented parapet. The chancel is Norman style, and contains two 18th-century monuments. One of these consists of a tomb with the effigy of a man dressed in "Eastern costume" including a turban.

Current use (bookings) & voluntary activity

Situated in the grounds of a mysterious and atmospheric abandoned estate and at the start of the popular Ridgeway ancient path, the church at Mongewell is a popular destination for church tourists and, as one of three Trust sites at Wallingford, is extremely well looked after by its local voluntary supporters. Their efforts in recent years have resulted in a successful tea

party, a history walk and picnic, regular cleaning parties at the church and clearance of the church yard and, remarkably for such a tiny building, very well attended services at Christmas and Harvest.

The flexibility of access to the site has also resulted in occasional filming contract, including for the BBC's Little Drummer Girl and for ITV's Midsummer Murders, both of which bookings relied on the generous support of neighbours who helped liaise with film crews throughout. In terms of private hire, Mongewell has also been booked for a wedding photo-shoot, adding to its profile as a site popular in the field of digital creativity.

Voluntary activity undertaken by three local residents includes

- Unlocking and locking
- Cleaning days annually
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change

Collection Review

| | |
|------------------------------|---|
| Open Churches Policy status: | Open |
| Local Community Officer: | Patrick Joel |
| Current project: | None |
| Cleaning schedule: | Twice annually, 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: | Surplus to requirements |
| Fundraising roles: | Vacant and necessary |

| | |
|------------------------------------|--|
| Stewardship roles: | Surplus to requirements |
| Research, interp & talks role: | Vacant and necessary |
| Accessibility details: | Provided via website |
| CCT silver plaque: | Installed |
| CCT information board: | Not installed, overdue (for affix to noticeboard) |
| Oak post: | Not installed, not needed |
| CCT freestanding board: | Not installed |
| Wall safe poster: | Installed, current |
| CCT A board: | Not installed |
| Gift Aid envelopes: | Provided |
| Visitor book: | Installed |
| Building services: | None |
| Parking: | Limited, two spaces 50 yards from church yard |
| Organ: | None |
| Churchyard: | Not owned by CCT, not maintained by Local Authority |
| Ringable bells: | No |
| Pews: | None |
| Fire rated capacity: | 20 |
| Seating capacity: | 60 |
| Site plan: | Unavailable |
| Roof alarm: | Uninstalled |
| CCTV: | Uninstalled |
| Individual item security measures: | Uninstalled |
| Nearby attractions: | Ribizli Cafe, Wallingford St. Peter's, Wallingford Castle Gardens, Cholsey-Wallingford Railway, Wallingford, Museum, St. Mary's Wallingford, St. Mary's Newnham Murren |
| Social media presence: | Nil |
| Images on CCT website: | One of four |
| Regular feature parish news: | No |
| Services per year: | 1 |
| CofE support for services: | Yes |
| Christmas memory tree: | No |
| Tea Party: | No |
| Heritage Open Days: | No |
| Ride & Stride: | No |

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| Champing: | No. For further information, please see Champing introduction and typical church income at appendix 4. |
| Retail: | No |
| 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> | £2,392.44 |
| <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> | £552.00 |
| <p>Other maintenance costs (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p> | £350.00 |
| Remove moss from roof slopes | £250.00 |
| Check CCT sign and remove if damaged | £15.00 |
| Get key for base of tower (allowing for locksmith as worst case) | £85.00 |
| Total short term repairs: | £10,450.00 |

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| Small scale items of limited cost which could be fulfilled with minimal fundraising. | |
| Steeplejack survey of the tower | £2,300.00 |
| Improve chancel ventilation | £2,450.00 |
| Rainwater goods and tower spout | £5,750.00 |
| Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications. | £51,500.00 |
| Brick wall and buttress repairs, wall top repairs | £34,500.00 |
| Various repairs to external walls | £9,500.00 |
| Reset footpath | £7,500.00 |
| Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future. | £70,250.00 |
| Re-tile chancel roof | £55,000.00 |
| Conservators report on the monuments | £1,500.00 |
| Window and door repairs (frames glazing doors etc.) | £13,750.00 |
| Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building. | £0.00 |
| All cost figures are estimates, exclusive of VAT and professional fees VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger | |

or more complex projects.

Income, Expenditure & Balances

Income

| | Wall Safe | Total Income |
|---------|-----------|--------------|
| 2019/20 | £14 | £14 |
| 2018/19 | £0 | £100 |
| 2017/18 | £139 | £397 |
| 2016/17 | £514 | £1720 |
| 2015/16 | £123 | £473 |
| 2014/15 | £0 | £450 |

Visitors

| | | Wall safe income per visitor |
|---------|------|------------------------------|
| 2019-20 | 3665 | £0.00 |
| 2018-19 | 3801 | £0.00 |
| 2017-18 | 5136 | £0.03 |
| 2016-17 | 5742 | £0.09 |
| 2015-16 | 3124 | £0.04 |
| 2014-15 | 2850 | £0.00 |



Expenditure

Total spend since vesting 31st July 1985 (non maintenance): £99,416

| | Conservation (repair) expenditure | Maintenance expenditure |
|---------|-----------------------------------|-------------------------|
| 2019-20 | £0 | £648 |
| 2018-19 | £0 | £699 |
| 2017-18 | £0 | £512 |
| 2016-17 | £0 | £739 |
| 2015-16 | £0 | £0 |
| 2014-15 | £660 | £930 |

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.

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| Restricted Balance Report Jul 19 | £0 |
| Income less expenditure 2019/20 | -£634 |
| Income less annualised maintenance 2019/20 | -£2,378.44 |

Local Community Officer's Summary

This extremely atmospheric church benefits from the support of regularly active community participants living nearby. Members of the community support the church through cleaning and two well-attended services each year. There may be an opportunity to review the level of contribution from congregants' collections by publicising information about the repair and maintenance needs of this much-loved local place. This message could be amplified through

regular updates to the parish newsletter and inclusion of church reports at parish council meetings.

Interest in the site and use by schools nearby 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 through location agents for filming, photography, weddings and additional audio recordings may prove fruitful. Additional marketing could focus on the potential for domestic and inbound tourism in Oxfordshire, seeking bookings to tour the church alongside other Trust sites nearby at Wallingford and at Newnham Murren. Voluntary work towards research and interpretation could facilitate these bookings at the same time as enriching the general visitor experience.

The site has limited open floor space for alternative use but could be considered as a venue for Champing, albeit without an electricity supply. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church, as could information describing the repair and maintenance needs of the church for visitors' interest.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability. However, additional proposals and options for maintaining and repairing the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this attractive building.

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), **no response** was received for **Mongewell St. John's** by the deadline of **August 31st**.*

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to **Mongewell St. John's**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

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 **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

In relation to identifying conservation priorities for the church, the respondent provided **[no response]**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response]**. In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **[no response]**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **[no response]**.

In addition to responses fielded through the questionnaire, a further **[no response]** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Community Meeting 1: 18th February 2021 - Patrick Joel (Local Community Officer) et al.

- A notes that details of voluntary activity in above needs to include mention of micro-volunteering also, notwithstanding the recent removal of signs during Covid 19
- B and A also note that the plan should reflect regular church yard maintenance and presentation of fresh flowers.
- C notes that the church is a focus on community interest and collaboration.
- B notes that younger audiences always ask about the possibility of visiting the church and helping with cleaning!
- A proposes re-circulating the survey from July 2020
- A suggests reviewing maintenance items listed above.
- All attendees indicate uncertainty and concern regarding the estimates listed under repairs liability - estimated costs seem excessive, (as with £7,500 for path repair).
- A identifies then that The Trust's strategy could apply by identifying community supporters' aspirations for repair and maintenance, listing proposals for conservators' consideration.
- B queries means for restricting funds. PJ describes means for covenanting funds by any donor. PJ notes however that wall-safe income cannot be restricted.

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- A indicates that a suitable priority for fundraising could be roof repair, on grounds of recent research. PJ offers to append November 2020 notes regarding means for roof repair below in order to indicate necessary steps to permission for a fundable project.
 - A, B and C propose holding a meeting of Friends of St. John's to speculatively identify fundraising objectives and means.
 - A offers to contact CCT conservators directly regarding the prior item.

Part D - Action Plan

Community Actions

Short term actions (to end June 2021)

Medium term actions (to end June 2022)

- Contact CCT conservators regarding means for identifying a suitable, fundable project.
- Agree next church plan meeting dates
- Re-circulate Part B survey for additional responses
- Review Part A Collection Review for detailing any anomalies
- Review wall safe-related information and publication of maintenance needs inside the church
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Identify local schools or other community participants who might begin a fundraising committee
- Review suitability of the church for filming, photography or audio recording
- Approach other CCT churches in the area to collaborate on fundraising and walking tours
- Consider the suitability of the site for Champing
- Identify prospective sponsors for published material, events or other church initiatives
- Identify sponsor for Christmas memory tree
- Consider sale of Christmas cards

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)

Local Community Officer Actions

Short term actions (to end June 2021)

Medium term actions (to end June 2022)

- To append November 2020 notes regarding means for roof repair below
- Update Part A collections review regarding church yard status - CCT does own this closed church yard
- Review wall safe-related information and publication of maintenance needs inside the church
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Identify local schools or other community participants who might begin a fundraising committee
- Review suitability of the church for filming, photography or audio recording
- Approach other CCT churches in the area to collaborate on fundraising and walking tours
- Consider the suitability of the site for Champing
- Identify prospective sponsors for published material, events or other church initiatives
- Identify sponsor for Christmas memory tree
- Consider sale of Christmas cards

Long term actions (to end March 2024)

Actions complete (to end March 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

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- Champing data
 - 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'
 - 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

CCT Actions Other

Short term actions (to end June 2021)

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Actions complete (to end March 2021)

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

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 |

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| 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 |

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

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

Appendix 5: Mongewell Roof Meeting Minutes

LCO Patrick Joel; CPM Meriel O'Dowd, Estate Officer James, Friends of St. John's 'A', 4th November 2020

1. Roof damage

Meriel identifies that the problem of roof leakage is likely to be related to rusted nails. James relates that one area on the North side indicates that both slippage of tiles, movement of lead and rusting of nails has contributed to the problem there.

A describes that a local roofer has recommended wide scaffolding to enable safe access to that level, without the need for ladders which might be dangerous. The roofer has also suggested that ladder-based access might lead to the failure of the whole roof.

Meriel indicates that the CCT emergency fund would enable application of temporary roof covering including access, materials purchase and labour. A queries whether application of temporary roofing will lead to sudden loss of existing roof.

Meriel notes that CCT lacks funds currently to address proper full repair, and recommends instead alternative approaches to funding repair. Meriel enquires whether A will be aware of any local funds such as landfill offset-funds. Meriel also suggests CCT fundraising team colleagues may be able to identify suitable county-specific funds.

Meriel proposes that interim measures could include reviewing the situation with local CCT maintenance contractor Peter Hawkins. PJ queries whether water damage prevention measures could be installed inside.

A refers to local contractor Shire Roofing, referencing the quotation they have provided. Meriel notes that any later expenditure will need to evidence the tender process by acquiring three quotes for work.

Conversation shifts to review of means for funding work. A mentions discussion with Co-Op, founded by Chute-Barrington, buried at the church.

Meriel notes that professional fees might need to account for two visits from retained architect Ian Angus, and therefore suggests the following staged approach:

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1. Temporary works (to be defined by MOD / JR and funded by emergency fund)
 2. Invite quotes for roof replacement including Shire Roofing (in hand), Inglesham company and any third other contact - MoD / JR
 3. Account for full cost recovery in estimate (e.g. costs of staff time in planning, scaffolding, stripping roof, cost of replacement with battens, breathable membrane, ecologist re. bat survey, tree survey, MoD / JR
 4. Consider (unlikely) need for architect's schedule of works, MoD / JR
 5. Consider (preferable alternative?) for architect's review of works before and after, MoD / JR
 6. Consider possible need to add tree reduction where yews are veiling the church and tower, possibly adding to damp atmosphere, MoD / JR
 7. Consider possibly including plans for professional advice on altar frontal long term care and storage, Friends of St. John's Mongewell / PJ
 8. Consider best means for funding 1-7 above through third party grant-giving / funding bodies, to be identified by Friends of St. John's Mongewell / PJ
 9. Identify next meeting of Friends of St. John's Mongewell for discussion of items 1-8 above alongside Church Plan. PJ