

# LASSINGTON ST. OSWALD'S

## MARCH 2021 CHURCH PLAN

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### **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.

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## **Part A - Current Report**

### **Church Introduction & Statement of Significance**

St Oswald's Church was an Anglican church in the village of Lassington and the civil parish of Highnam in Gloucestershire. Only the tower survives to the present day and it is recorded in the National Heritage List for England as a designated Grade II\* listed building.

Construction of the tower began in the late 11th century. The church was initially a chapel of St Oswald's Priory in Gloucester. The nave and south porch of the church were in Norman style, and the chancel was Early English. A third stage was added to the tower in the 14th century.

The tower is constructed in lias rubble with a stone slate roof. It has a pyramidal roof with an iron cross on its apex. In the bottom stage is a round-headed doorway on the east side and a narrow round-headed lancet window on the west. The middle stage has a lancet window on the south face. In the top stage are wider trefoil-headed bell openings containing stone louvres.

In 1678 a south chapel was demolished, and the following year the south wall of the chancel was rebuilt and two new windows were added. A major restoration was carried out in 1875 by Medland and Son. This consisted of demolishing all buildings but for the tower, rebuilding it on its original footings, and adding an organ chamber and vestry on the north side of the chancel. The fabric of the building deteriorated during the 20th century, and by 1970 there were holes in the roof. It was declared redundant in 1972, and the body of the church was demolished in 1975, leaving only the tower. The tower was restored in 1976, having been vested in the Churches Conservation Trust on 6 September 1974.

### **Current use (bookings) & voluntary activity**

St. Oswalds has in recent years enjoyed support from local congregants at an annual service. As one of the few churches without any interior space for a congregation, these services always take place in the late Spring or in the Summer. Easter, Harvest and Christmas services have not been found suitable due to the likelihood of poor weather.

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The large church yard contains many monuments and graves in various states of repair, contained within a near circular boundary. The entire site tucked away at the end of Lassington Lane, low visitor numbers result in an undamaged landscape. This has drawn interest from the local wildlife study group which has in the past enquired about church yard maintenance, particularly mindful of its potential as wildlife habitat. The church yard also contains two large, productive quince trees, fruit from which appears to be being collected annually.

The absence of shelter at the site limits learning activity and many other typical forms of event, however its situation on the Wysis Way makes St. Oswald's a popular landmark for walkers.

Voluntary activity undertaken by one local resident includes

- Ad hoc reporting of church yard maintenance needs
- Support booking and organising the annual service
- Remittance of service collection funds to CCT

## Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Patrick Joel
Closest Church Classification:	Open
Classification outstanding items:	None
Volunteer Level:	1
Visitor nos. Summer 2017 (est):	0
Visitor nos. Winter 2017 (est):	0
Visitor nos. Summer 2018 (est):	0
Visitor nos. Winter 2018 (est):	0
Visitor nos. Summer 2019 (est):	60
Current project:	None
Cleaning schedule:	None - tower only
Welcome table:	Not applicable - tower only
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (CCT liaison)

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, one space adjacent to church yard
Organ:	None
Churchyard:	Owned by CCT
Ringable bells:	No
Pews:	None
Fire rated capacity:	N/a tower only
Seating capacity:	N/a tower only
Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Holy Innocents' Highnam, Hartpury College, Highnam; Post Office, Highnam Court, Over Farm, St. Mary's Rudford, Gloucester St. Nicholas'
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	10+
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No

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
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>	£2,386.44
<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>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£6,600.00
Patch repointing of external walls	£5,600.00
Reglazing of west window	£450.00

Repairs to door	£550.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£450.00
Repair to lightning conductor	£450.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£0.00
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
<p>All cost figures are estimates, exclusive of VAT and professional fees</p> <p>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.</p>	

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## Income, Expenditure & Balances

### Income

	Wall Safe	Total Income
2019/20	£0	£0
2018/19	£0	£309
2017/18	£0	£200
2016/17	£0	£70

### Visitors

		Wall safe income per visitor
2019-20	60	-
2018-19	60	-
2017-18	-	-
2016-17	-	-

### Expenditure

Total spend since vesting 7th March 1975 (non maintenance): £78,678

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£0	£552
2018-19	£0	£1,124
2017-18	£	£2,279
2016-17	£0	£3,940
2015-16	£4,872	£4,872
2014-15	£607	£9,669

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## 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 19	£0.82
Income less expenditure 2019/20	-£552
Income less annualised maintenance 2019/20	-£2,386.44

## Local Community Officer's Summary

This accessible beauty spot with its far-reaching views benefits from the support of one local volunteer who corresponds with The Trust regarding church yard maintenance needs and arrangements for the annual service.

Following recent budgetary restrictions only a path up to and around the tower is cut by The Trust's maintenance contractors, once at the beginning and again at the end of the season, a regime which may not suit congregants at the annual, midsummer service. In addition the service has recently stopped generating income for the church.

Local community activity may currently include some independent management of church yard maintenance, a possibility which will require research in order to resolve arrangements for safety and for wildlife and monument conservation.

Beyond use by congregants for an annual service the site's potential for wildlife survey may be of interest to local nature conservation bodies, educational establishments or community groups. The adjacency of the important, ancient Wysis Way walking route may also encourage promotion of the tower as a stopping, picnicking and photography point. In the harvest season, suitable arrangements for collecting and selling the quinces from two productive trees may generate additional income. All of these opportunities might be supplemented by installation of



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a coin safe for donations, or signage indicating means for digital donations which relate to the site's repair needs.

Additional information regarding requisite repairs communicated through any local parish newsletters may also help generate support or fundraising ideas from local residents, as well as the publication of a finalised church plan online for review by prospective supporters worldwide.

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## 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 **Lassington St. Oswald's** by the deadline of **August 31st**.*

The response received was from a respondent writing **on behalf of Hignham with Lassington Parish**, who confirmed that their responses related to **St. Oswald's Lassington**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that, **'given the nature of the building I'd agree with the plan. A greater involvement with the wild life and history groups in the area would bring benefits. Fitting some form of donation facility would also be useful. The plan states a single parking area, this has been built on by the local farmer. I'd suggest more formal liaison with him over usage of the church area in the future. Making Quince jam although a nice thought is an unlikely money spinner. Note there have been more donations than documented in the review. Where have these gone?'**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **simple maintenance of the surrounding area is key to the future. In its current state the actual tower is robust enough to last many years.**

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 **a link with Hignham History Society who have shown an interest.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent proposed that the tower is **already used for outdoor services. Not much more really possible.**

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In relation to identifying conservation priorities for the church, the respondent **gave no further response.**

Regarding priorities, opportunities or ideas for fundraising the respondent noted that, **'as stated earlier, there have been more donations from the church than stated in the income. With a service each year for at least 5 plus years where has the donations gone from those? My Treasurer can document this if needed. Unlikely to raise more if it's disappearing into the central pot and not used at the tower.'**

In respect of means for initiating fundraising activity, the respondent **gave no further response.** 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 happy to meet either in person or online.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **'signage for the tower says historical church. Please review this as is causes confusion over the local church directions.'**

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

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## Part C - Community Recommendations

### Community Meeting 1: 24th February 2021

#### Attending: Patrick Joel (Local Community Officer) et al.

- B is on the PCC for Highnam Church and sits on Highnam Heritage Committee, linking St. Oswald's with the history of the village. B looks forward to meeting PJ at the church for another discussion. A continues to hold the key.
- St. Oswald's and Highnam are both in a situation of interregnum and of needing to recruit a vicar for the parish.
- A introduces a number of points:
  - The local wildlife group may have an interest in the church yard, but they have not indicated readiness to adopt the church yard as a survey site. A offers to raise this possibility again.
  - A mentions the value of fruit from the quince trees - they may be being consumed by local wildlife
  - A confirms that there is no parking at the church, hence a need to update the church page online
  - The church needs a wall-safe, (but in the interim we need to remove mention of the wall-safe from the church plan)
  - Church yard maintenance is currently being managed on a voluntary basis, informally, by local residents.
- B notes that the Highnam Heritage chairman is keen to remove as much overgrowth from the front of graves in order to provide effective visibility of gravestones. PJ notes that this will be beneficial in terms of safety.
- A notes that there has been a revised record of graves which is also being digitised, helping the parish determine who is buried at St. Oswald's.

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- A notes that there is an outstanding action to research the destination and coding of income from services.
  - In terms of the annualised maintenance deficit A expresses an interest to understand how the annual figure has been reached and what it includes.
  - Regarding maintenance of the churchyard, it's important to note that the maintenance contract appears not to sufficiently address clearance of the steps and pathway for safe access to the tower. Otherwise A notes that the six-monthly visits are otherwise working well.
  - A also notes that the repair forecast of the lightning conductor may already have been addressed as a result of his recent report of vandalism and CCT's subsequent repair.
  - A also identifies that the tower is poorly situated to attract visitor's attention, and that this will affect fundraising potential. The low population density in the vicinity of the tower also means there is a relatively low likelihood of fundraising which meaningfully addresses the need for annual maintenance.
  - Religious use does generate some useful income for the church, but still only amounts insufficient to address forecast annual maintenance.
  - These factors, combined with the absence of parking, severely limits the income-raising potential of the church.
  - B suggests that a charge for inspecting the interior might help raise additional income and that she might be ready to support that activity.
  - B also offers to help maintain and administer any future wall-safe. PJ notes that wall-safes are sometimes stolen, and A, B and PJ note meanwhile that text-giving will be possible either way.
  - A notes that the silver sign is defunct and requires removal.
  - B notes that the site is completely inaccessible in terms of wheelchair use or access by anyone with mobility issues. This situation is especially constrained by the absence of parking, and the reluctance of immediate neighbours to allow any parking there.

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- A proposes that a circular walk might generate additional interest in the future. B notes however that the Highnam Heritage Walk had to be cancelled last year.
  - A also notes that, with regard to the brown sign which currently states "Historic Church" directing people to Lassington Tower, this causes a great deal of confusion with those who wish to find Highnam Church. We've lost wedding and funeral guests and it is in fact not accurate. If it could be changed to read Lassington Tower then this would help everyone.

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## **Part D - Action Plan**

### **Community Actions**

#### **Short term actions (to end June 2021)**

#### **Medium term actions (to end June 2022)**

- A will contact the local wildlife group again.
- Determine if local community activity includes management of the church yard
- Consider options to invite wildlife survey by interested parties such as wildlife groups or educational establishments
- Review means for promoting adjacency to walkers using Wysis Way interested in stopping, view or picnic point
- Consider value of collecting and distributing fruit from productive quince trees
- Review suitability of wall safe for donations or alternative means for digital donations
- Consider provision of information regarding developments and church plan through parish news
- Initiate contact and review opportunities with Highnam Historical Society
- Initiate contact with local farmer regarding use of and access to the church yard
- Review income reports, community donation records and CCT accounts to verify financial information regarding income
- Consider means for church yard maintenance
- Review information provided by local signage

#### **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)**

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### **Medium term actions (to end June 2022)**

- PJ to raise brown sign issue with Head of Region West.
- PJ to provide further interpretation of the annualised maintenance figure, particularly detailing its inclusions.
- PJ to investigate remittances from services based on information provided by A, to ensure coding has taken place correctly.
- PJ introduced a church yard maintenance scheme, noting however that a risk assessment is in place. PJ to append risk assessment to church plan.
- PJ to update church page to reflect no parking
- Plan to meet B on site as soon as possible, including discussion of practicalities regarding access to the interior, and to capture notes regarding wall-safe situation, text giving poster, solitary work, and parking. PJ to invite A to the same.
- Determine if local community activity includes management of the church yard
- Consider options to invite wildlife survey by interested parties such as wildlife groups or educational establishments
- Review means for promoting adjacency to walkers using Wysis Way interested in stopping, view or picnic point
- Consider value of collecting and distributing fruit from productive quince trees
- Review suitability of wall safe for donations or alternative means for digital donations
- Consider provision of information regarding developments and church plan through parish news
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- Initiate contact with local farmer regarding use of and access to the church yard
- Review income reports, community donation records and CCT accounts to verify financial information regarding income
- Consider means for church yard maintenance
- Review information provided by local signage

### **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)
  - 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
  - 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)**

- Estate Officer to discuss scope of six-month maintenance contract in respect of path and steps clearance.
- Estate Officer to consider the possibility of removal - silver sign
- B will share the church plan with Highnam Heritage Chairman towards informing any possible interest regarding grave maintenance.
- Evaluate means for installation of wall safe for report.

### **Long term actions (to end March 2024)**

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**Actions complete (to end March 2021)**

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

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## Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?

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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.

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## **Appendix 4: Typical Champing™ Arrangements and Related Income**

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

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

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

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

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

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

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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