

HOLCOMBE OLD CHURCH

JULY 2023 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

Holcombe St Andrew's Old Church close to Downside Abbey in Holcombe, Somerset, has late Saxon-early Norman origins and has been adapted through the ages. It is recorded in the National Heritage List for England as a designated Grade II* listed building.

According to legend, the old church on the site was consecrated by Archbishop Wrotard of York in 928.

The church has a two-stage tower and two-bay nave, and the interior includes a Jacobean pulpit and late Georgian box pews. In the graveyard is a memorial to the family of Robert Falcon Scott whose father managed the brewery in the village. There is also a yew tree that is thought to be about 1500 years old.

Legend has it that the original medieval village was buried at the time of the plague and that St Andrews is surrounded by the mounds that bear testimony to this burial. It is suggested that the rhyme 'Ring a Ring o' Roses' began there as a result.

The church was vested with the Churches Conservation Trust on 1 August 1987.

Current use (bookings) & voluntary activity

Holcombe St Andrew's Old Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services, and the churchyard (not CCT owned) is open and well maintained.

This extremely beautiful and picturesque church benefits hugely from the proactive and generous time and support of church and community members, and there are a number of local key holders with the main key holder being the nearby Holcombe Inn.

Since the mid 1970s, the church has hosted three Evensongs in June, July and August, and an annual Carol Service. Funerals take place at the old church and since 2017 weddings are also held here. The church was also a filming location for series 4 and 5 of Poldark. CCT would like to express huge thanks to all community members, including the Holcombe Inn, and the incumbent for their support, for all the events and services they organise, and for being a key holder for the church.

CCT are pleased that St Andrew's Old Church is one of the churches with which the national Bats in Churches project is working. St Andrew's Old Church currently has many bats living above the chancel, which means that the chancel and the choir stalls need to be covered with protective covers. A bat nappy also helps to protect the area but requires regular cleaning, and can get smelly, which is off putting for visitors and people wishing to hold events or services there. As well as not looking very nice, the plastic covers could also be a trip hazard, and visitors might not understand what the covers are for and why they are there. The Bats in Churches Project plan to encourage the bats to relocate from the chancel to the vacant space above the nave, via the tower, and it is hoped this will reduce the need for the covers over the front pews. More can be read about the Bats in Churches Projects work at Holcombe at <https://batsinchurches.org.uk/projects/holcombe-old-church/>.

Voluntary activity undertaken includes:

- Local key holders
- Regular cleaning before services and events
- Remittance of wall safe and service funds
- Planning and delivery of all events and bookings including services
- Ad hoc reporting of building change

The Local Community Officer (LCO) completes biannual site inspection forms of the condition of the building, and collects visitor numbers twice a year, as well as completing regular mandatory checks

and actions including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, detailed Condition Reports from the allocated Architect, and regular lightning conductor tests (if present).

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	Part of the Bats in Churches national project
Cleaning schedule:	Nothing formal, cleaned as required prior to services and weddings
Welcome table:	Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled
Area volunteer role:	Vacant
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via CCT website
CCT silver plaque:	Not installed, not due
CCT information board:	Installed
Oak post:	Not installed, not needed
CCT freestanding board:	Installed
Wall safe poster:	Installed, current
CCT A board:	Not installed, not necessary
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	3 or 4 spaces outside the church yard
Organ:	Not present
Churchyard:	Not owned by CCT
Ringable bells:	Yes
Pews:	Sound, no defects
Fire rated capacity:	60
Seating capacity:	100
Site plan:	Unavailable
Roof alarm:	Uninstalled

CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Downside Abbey, Mendip Hills AONB, Longleat, Centre Parcs, Glastonbury, Radstock Museum, Somerset Museum of Rural Life, Clarks Village, Wells, Wells Cathedral, Frome, Bath, Bath Abbey, and other CCT Churches nearby: Hemington, Emborough, Hardington Bampfylde, Cameley and Old Dilton.
Social media presence:	Website and Facebook www.colefordwithholcombe.co.uk/holcombe-old-church/
Images on CCT website:	One
Regular feature parish news:	Copies of On The Map (Parish Magazine) are left in the Church
Services per year:	4 (plus weddings)
CofE support for services:	Yes
Christmas memory tree:	Yes, in previous years, but not possible in the future
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No - see Appendix 4 for more information about Champing
Retail:	No, 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>	£2,947.44
<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>	£633.60
<p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£525.00
- Plaster fall above gallery	£350.00
- Internal pew joinery	£150.00
- Remove timber wheelchair ramp	£25.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£8,400.00
- Rainwater goods and drainage	£3,400.00

- Minor internal pointing and limewash repairs	£3,000.00
- Structural investigation of the gallery and supporting structure	£2,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£28,600.00
- Consolidate render to walls and tower	£19,100.00
- Redecorate nave barrel ceiling	£9,500.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£2,250.00
- Replace oak lintel to south tower opening	£2,250.00
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.	None
All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Events	Third Party Hire	Total Income
2022/23	£233					£1233
2021/22	£5		£500			£505
2020/21	£0		£500			£500
2019/20	£318					£556
2018/19	£191					£2,025
2017/18	£139					£1,062
2016/17	£107					£8,856

Visitors

	Visitor Numbers	Wall safe income per visitor
2022-23	1201	£0.19
2021-22	336	£0.01
2020-21	Data not collected	
2019-20	3,553	£0.09
2018-19	3,316	£0.06
2017-18	2,669	£0.05
2016-17	2,268	£0.05
2015-16	2,653	£0.01

Expenditure

Total spend since vesting August 1987 (non maintenance): £115,791

	Conservation (repair) expenditure	Maintenance expenditure
2021-22	£0	£780
2020-21	£0	£264
2019-20	£0	£898
2018-19	£0	£528
2017-18	£342	£1,105
2016-17	£0	£1,495

Local Community Officer's Summary

St Andrew's Old Church receives a lot of support from the local community, and is a popular venue for weddings. The church is doing well in working towards raising enough money to cover its annualised maintenance cost, and the voluntary team and incumbent deserve considerable recognition for this. However there is still a gap between the income and the maintenance costs, and so we would need to explore additional income generating activities.

Continuing with the annual programme of church services, and possibly adding an additional service, provides opportunities to raise awareness of the annualised maintenance costs and to continue to encourage collection contributions. Updates to On The Map, the Parish Magazine, and inclusion of church reports at the parochial church council meetings could also highlight the annualised maintenance costs.

Additional promotion of existing and upcoming services and events via the Parish newsletter and at parish council meetings, on the CCT website, in CCT newsletters to promote events to other nearby CCT churches, and in other locations locally would be useful in increasing visitor numbers, service collections and donations to go towards the annualised maintenance costs.

Activities and events the community could consider to raise additional income to go towards the shortfall against annualised maintenance costs are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc.

There may be ways to benefit from the connection to Poldark, including adding information about the use of the church as a filming location to the CCT website, or including the church in websites of Poldark filming locations similar to www.poldarked.com/p/locations.html or www.visitengland.com/experience/spot-poldark-chavenage-house. There are also additional possibilities for the church being used by location agents for filming and photography.

The visitor book shows that the church is popular amongst walking groups, U3A groups and relevant interest groups like local archaeology societies. Additional marketing of the Church could focus on these local historical, Archaeology, ecological or other relevant special interest societies with an interest in the history of the local area. Voluntary effort towards research and interpretation products could encourage these kinds of bookings with tours of the site and details about its architecture and history (eg for Heritage Open Day to encourage donations or ticketed special events

during the Summer), at the same time as enriching the visitor experience further. The Church could also be promoted through inclusion on local walking routes, heritage trails and linked up more with other nearby CCT churches.

The site has limited open floor space for alternative use but could be considered as a venue for Champing (camping overnight in historic churches). Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church. A supply of CCT Christmas cards might also help develop useful income against maintenance costs.

It would be beneficial for additional photographs of the church to be added to the CCT website to show the inside of the church to encourage more people to visit this beautiful church, and also to display some signage explaining to visitors about the bats, the Bats in Churches Project, the bat nappy and the purpose of the covers in the chancel.

It would be great to identify someone locally who would be happy to complete basic building checks twice a year, and collect the visitor numbers. All necessary training would be provided for this.

Part B - September 2020 Survey

Summary of consultation responses received

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 **St Andrew's Old Church at Holcombe** by the deadline of **28 September**.

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

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 **one** respondent wrote back to their Local Community Officer, expressing the following perspectives:

A detailed annotated version of the Church Plan was returned with various comments, feedback and queries. These comments and queries were gathered in response to local community members reviewing the document, and so reflected the thoughts of more than one local resident.

The respondent noted the following:

- A feeling that a lot of material in the Church Plan was very general, with nothing being backed up, and information given with no details.
- A request to continue to always refer to the church as St Andrew's Old Church, to avoid confusion with the active church which is also dedicated to St Andrew.
- The local community cannot fundraise for St Andrew's Old Church as all their efforts are going into raising money for the active church, and for repairs there.
- A request for the Church Plan not to be shared outside the CCT.

The majority of the suggested amendments to the text of Part A have been made and are reflected in this updated version (March 2021 Church Plan). Answers to the specific queries raised to the content of Part A are below:

- Querying the number of Sunday services CCT churches are able to hold per year: CCT churches can hold up to 6 Sunday services per year.
- Clarifying who generally gathers the visitor numbers: Currently the LCO does this if she has other checks to complete at the church at the key points of the year (March and September), but on a couple of occasions she has asked if the respondent could do this, which they kindly have. If the respondent is happy to continue to gather the visitor numbers on an ongoing and more ongoing formal biannual basis at these times of the year that would be highly appreciated.
- Query about the role of the 'Area Volunteer': Some areas have a volunteer who visits more than one CCT church in a particular area to carry out basic site condition reports, top up leaflets, gather the visitor numbers etc. Not all sites or areas have these though, and often these tasks are completed by local community members instead who carry these activities out just at their local CCT church.

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- Query about how we calculate the visitor numbers: In order to calculate the estimated visitor numbers, we multiply the actual number of visitors counted up from the visitor book by 7. This is an approach followed nationally within the Heritage Sector, as it is thought that around 1 in every 7 visitors will sign a visitor book.
 - Query about what a 'Walkaround Guide' is: A Walkaround Guide is similar to a guidebook, with a plan of the church and targeted information about specific areas or items in the church. It tends to be our more recent vestings that have these, and most sites just have a Guidebook.
 - Query about what a 'Research, interpretation and talks role' is: This is a volunteer role focusing on carrying out research on the site, and possibly giving talks and guided tours to visitors, and might also include creating new interpretation, audio guides etc.
 - Query about what 'Building services' are: This refers to facilities such as water, electricity, heating, wifi, toilets etc.
 - Query about why the fire rated capacity and the seating capacity are so different: The Fire Capacity figure is 60 because although the actual number of people who can sit in the church is approximately 100, as there is only one entrance and exit legally only a maximum of 60 people should be in the church at a time. This is to do with ensuring everyone inside could safely escape the building quickly if there was a fire. This capacity is calculated by elements like the width and number of aisles, the width and number of doors, whether there are door stewards in place etc.
 - A request for further details around the income figures: HB to forward more information to the respondent, including details of how to check the references accompanying cash deposits to ensure they are correctly attributed to St Andrew's Old Church.
 - Query about what the 'Total Conservation spend since vesting' is: This is the total amount of money spent on conservation projects at the church since it was vested with us. Often a lot of the major conservation repairs are done shortly after vesting.
 - Query about what the financial figure in red means: The red figure is how much of a financial loss the site ran at that year when either the expenditure at the site is taken away from the income the site has generated (the 'Income less expenditure' figure), or when the annualised maintenance figure is taken away from the income the site has generated (the 'Income less annualised maintenance' figure).

Actions:

- **LCO** to reply to the respondent with the above answers to the queries raised and a record of the amendments made to Part A.
- **LCO** to forward more information to the respondent, including a copy of the Condition Report, and details of how to check the references accompanying deposits.

Part C - Community Recommendations

A Church Plan meeting was held at Holcombe Old Church on Monday 17th July 2023. Present were the Local Community Officer (LCO), the local vicar and 3 members of the community (their input added below as C1-4). Items discussed were:

1. Services and Events

There is good support from the local vicar and the community for services at Holcombe Old Church. Three summer evensongs and a Christmas Carol Service currently take place which help towards the annualised maintenance costs for Holcombe Old Church through service collections. The LCO brought up the idea of holding other events or opening for Heritage Open Days but C1 and C2 felt there isn't enough capacity for help at the CCT church with the active church of St Andrew's in the village as well. Several weddings also take place each year at Holcombe Old Church with the support of the incumbent vicar.

Holcombe Old Church is currently kept locked due to antisocial behaviour and visitors have to collect the key from the Holcombe Inn or one of the keyholders listed in the porch. This means that footfall to the church is very limited. C3 and C4 have put a sign on the wallsafe which they think has had a positive influence on the amount of donations this year.

2. Bats

The door stop is being fixed to the door stop soon (hopefully Sept 23) to prevent the bats from entering the chancel. The blocked window in the tower has been unblocked and the bats have been encouraged to go back there rather than the chancel. Once the door stop is fixed the bat nappy and the plastic coverings in the chancel can be removed.

2. Maintenance Issues

C1 & C2 pointed out that one of the bells is broken and some cracking in the plaster over the porch door. The water butt is damaged and leaking.

Part D - Action Plan

Community Actions

Short Term Actions (arising from Meeting 3, May 2023)

- C3 and C4 to create poster 'Due to Bats Please Close Door' to tie onto the entrance door to the church

Actions complete

- None as yet.

Local Community Officer Actions

Short Term Actions (arising from Meeting 3, May 2023)

- The LCO to look at the booklet on the website www.eastmendiptrinity.co.uk for background info on the church and to add this web link to the web page for Holcombe Old Church.
- The LCO to report maintenance issues to the conservation team.

Actions complete

- None as yet

Local Community Officer & Community Medium/Long term actions (discussed with previous LCO – look at during next Church Plan meeting)

Community Actions

Short term actions (to end June 2021)

- Agree dates for face-to-face or digital meeting to review interim church plan (March 2021 edition)

Medium term actions (to end June 2022)

- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, and for general fundraising
- Investigate availability of a local contact interested in completing basic building checks, including gathering visitor numbers, twice a year
- Investigate potential for scheduled cleaning days
- Review CCT Cleaning Churches standard
- Consider means for increasing additional public interest, footfall and consequent donations

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- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
 - Investigate possibility of one or two additional church services a year
 - Investigate suitability of church for recording and live-streaming of performances
 - Investigate suitability of church for religious use, including use by different denominations if relevant
 - Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
 - Consider the suitability of the site for Champing
 - Investigate musicians, artists, theatre companies or poets who might wish to use the church
 - Identify means and suitability of Christmas card sales
 - Review methods for promoting church to location agents, wedding companies etc
 - Review prioritisation of and means for repair / conservation works:
 - Rainwater goods and drainage
 - Minor internal pointing and limewash repairs
 - Structural investigation of the gallery and supporting structure
 - Consolidate render to walls and tower
 - Redecorate nave barrel ceiling
 - Replace oak lintel to south tower opening
 - Plaster fall above gallery
 - Internal pew joinery
 - Remove timber wheelchair ramp
 - Consider means for attracting additional public interest, with a possible focus on the Church as a filming location for Poldark

Long term actions (to end March 2024)

- Investigate participation in Ride & Stride scheme
- Publish walk around guide
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings

Actions complete (to end March 2021)

- None so far

Local Community Officer Actions

Short term actions (to end June 2021)

- Reply to the respondent with answers to the queries raised and a record of the amendments made to Part A.
- Forward more information to the respondent, including a copy of the Condition Report, and details of how to check the references accompanying deposits
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)

Medium term actions (to end June 2022)

- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, and for general fundraising
- Investigate availability of a local contact interested in completing basic building checks, including gathering visitor numbers, twice a year
- Add additional photographs of the inside of the church to the CCT website
- Investigate potential for scheduled cleaning days
- Share CCT Cleaning Churches standard and report
- Review church web page to ensure clear directions and parking information is available for all visitors
- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, and for general fundraising
- Confirm availability of a local contact to complete basic building checks, including gathering visitor numbers, twice a year
- Consider means for increasing additional public interest, footfall and consequent donations
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Investigate possibility of one or two additional church services a year
- Investigate suitability of church for recording and live-streaming of performances
- Investigate suitability of church for religious use, including use by different denominations if relevant
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
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 - Consider means for attracting additional public interest, with a possible focus on the Church as a filming location for Poldark

Long term actions (to end March 2024)

- Investigate participation in Ride & Stride scheme
- Publish walk around guide
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings

Actions complete (to end March 2021)

- 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
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan
- Review colleagues' feedback regarding updates to church plan part A, to include:
 - Conservation interpretations
 - Presentation improvements
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- 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'
- Update wall safe signage

CCT Actions Other

Short term actions (to end June 2021)

- None as yet

Medium term actions (to end June 2022)

- None as yet

Long term actions (to end March 2024)

- None as yet

Actions complete (to end March 2021)

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

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?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself? What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
9. 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.
10. What do you think might be the best ways to get started with any fundraising activities you have suggested?
11. If you don't already, would you be interested and available to take part in future fundraising activity?
12. 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?
13. 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, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14

External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00

Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
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	2021	2022
Langport, Somerset	£10,47	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset	/	£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire	/	£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire	/	£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006