

ST. SWITHUN'S CHURCH, BROOKTHORPE

CHURCH PLAN



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Introduction

The Churches Conservations Trust's strategy is to empower and support communities to care for historic places of worship, for the benefit of all. A sustainable CCT church is well used by its community(ies), generates sufficient funds for the maintenance that keeps it in a good state of repair and is able to raise funds for specific repair and improvement projects. Local Community Officers facilitate this through their work with the community to co-create Church Plans.

Church plans are a living document which combines information on the church's history, significance, maintenance and repair needs and the current use of the church, with feedback and recommendations from the community, and concludes with an action plan setting out agreed short, medium and long term goals to support the sustainable use and care of the church.

Part A - Current Report

Church Introduction & Statement of Significance

St Swithun's Church is a historic Anglican church in the village of Brookthorpe, Gloucestershire, England under the care of The Churches Conservation Trust. It is recorded in the National Heritage List for England as a designated Grade II* listed building. The church was built in the 13th century. A north aisle was added in 1892 during a restoration.

St Swithun's is constructed in limestone with stone slate roofs. Its plan consists of a nave with a north aisle, a south porch, a chancel with a roof at a lower level than the nave, a north vestry, and a west tower. The tower is in two stages with a saddleback roof. In the lower stage on the west side is a lancet window. The upper stage contains louvred bell openings. On the south of the church, the gabled porch has diagonal buttresses and two-light windows on its sides. On the north side there is a gabled buttress at the east end and a lancet window. To the right of this is the aisle with a lean-to roof. This has two triple windows in the north wall, a lancet window on the east, and a chimney at its junction with the nave. At its west end the aisle is continuous with the vestry. The east window in the chancel is a lancet in Early English style. On the south wall of the chancel is a priest's door with a lancet window on its left, and a two-light window on the right. The north wall has a two-light window in Early English style.

Between the nave and the north aisle is a two-bay arcade with a central circular pier. In the chancel is a 19th-century reredos, and a restored 19th-century piscina in the north wall. The octagonal font is in stone and dates from the 17th century, and the timber hexagonal pulpit is from the 18th century. Some of the windows contain 19th-century stained glass. In the tower is a wall memorial to George Venn who died in 1694. Around the north nave window is carving by Eric Gill as a memorial to the architect Detmar Blow who died in 1939. The porch contains a wall plate with a chronogram hiding the date of the execution of Charles I. The single-manual organ was originally built in 1768 by John Snetzler, probably for the Wilder family of Sulham Manor. It remained with the family until 1932 when it was given to Tilehurst Mission Church. In 1939 it was bought from the mission church for St Swithun's and restored by Percy Daniel and Company of Clevedon. In 1981 it was further restored by John Coulson of Bristol, when the pedalboard was removed.

In the churchyard are five limestone chest tombs that have been designated as Grade II listed buildings. One dated 1666 is that of John Weyman. Nearby is the tomb of Susanna Smith, who died in 1697, and of other members of her family. The tomb of Thomas Browning is dated 1654. Nearby is the tomb of Iohane Browneing (sic), who died in 1643, and who was presumably the wife of Thomas. The fifth chest tomb, this one dating from the 18th century, is that of a person who has not been identified. The churchyard also contains the war grave of a World War II airman.

Current use (bookings) & voluntary activity

With well maintained parking and an accessible route to the church, together with interior furnishings which can be easily moved, St. Swithun's has the potential to exploit its proximity to Gloucester as a popular destination for visits and building use. However in recent years community involvement has been limited to the annual carol service and, in some years, a Remembrance Day service.

Meanwhile upkeep of the site has been accomplished by its neighbour, who acts a key holder and liaison with The Churches Conservation Trust, providing information about all significant developments and change at the site as well as taking care of local administration and provision of access to locked spaces whenever the need arises. High standards of presentation inside and the church and around the church yard derive both from the annual volunteering day organised by the keyholder together with his employer, and from the monthly visits of two Gloucester residents who dust, vacuum, mop and cobweb the interior.

Voluntary activity undertaken by three local residents includes

- Daily unlocking and locking
- Cleaning days monthly
- Remittance of wall safe and service funds
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Closed for repairs
Local Community Officer:	Isobel Milne
Current project:.e.g. community initiative projects	Tower repairs – assessing damage
Cleaning schedule:	Usually monthly, 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:	Electric lighting, electric sockets
Parking:	Limited, four spaces adjacent to church yard
Organ:	None
Churchyard:	Not owned by CCT, maintained by Local Authority
Ringable bells:	No
Pews:	Wooden chairs, sound condition
Fire rated capacity:	120
Seating capacity:	120
Site plan:	Unavailable

Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Cotswold Trail Riding, Gloucester St. Nicholas' , Hatton Court Hotel, Painswick, Painswick Rococo Garden, St John the Baptist Harescombe
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
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): 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>	£3,763.00
<p>Routine maintenance costs: (Per annum and exclusive of VAT): 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): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£1,425.00
Porch ridge tiles	£300.00
Loose floor tiles	£950.00
Blown high level bulbs	£175.00
<p>Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£23,000.00
Vestry and north aisle roof timber repairs	£10,000.00
Rainwater goods	£10,000.00
Repoint cracks in walls	£3,000.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£3,500.00
Repair ceiling plaster	£3,500.00
<p>Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.</p>	£57,500.00
Tower structural repairs	£50,000.00
Vestry repairs	£7,500.00
<p>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.</p>	£25,000.00
Repoint nave walls	£15,000.00
Repair floor following structural repairs	£10,000.00
<p>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.</p>	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Events	Third Party Hire	Total Income
2022/23	£20		£386			£406
2021/22	£0		£200			£200
2020/21	£0					£0
2019/20	£88					£198
2018/19	£444					£444
2017/18	£301					£301
2016/17	£507					£641

Visitors

		Wall safe income per visitor
2022-23	0 - Closed	£0
2021-22	224	£0.16 (Closed for repair for much of the year)
2020-21	Data not collected	£0
2019-20	1351	£0.07
2018-19	1232	£0.36
2017-18	1549	£0.19
2016-17	1612	£0.31

Expenditure

Total spend since vesting on 17th December 1997 (non-maintenance): £142,291

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022-23	£850	£2,465	£674
2021-22	£116	£1,035	£823
2020-21	£0	£1,492	£69
2019-20	£690	£798	£67
2018-19	£0	£2,049	£84
2017-18	£0	£486	£85
2016-17	£0	£826	£84

Income less expenditure 2022/23 **-£2909**

(Income from all sources, minus maintenance and conservation expenditure)

Income less annualised maintenance 2022/23 **-£3,357**

(Income from all sources, minus the annualised maintenance cost, as shown in the Conservation Report section above)

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 21/22 **£0**

Local Community Officer's Summary

St Swithun's is currently closed whilst investigations are being carried out for a solution to subsidence issues with the tower and the adjacent part of the nave. Once costs are understood, donations will need to be raised to allow this vital work to be carried out.

St. Swithun's previously inspired generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the lack of public awareness of the plentiful parking available just off the busy A road adjacent to the site. Previously visitors encountered one of the best presented Trust churches in the county, thanks to the continuing and extremely dedicated care of its neighbour and of two local supporters who visit to clean throughout the season.

The absence of fixed seating and the availability of an electrical supply could enable flexible use of the interior for occasional performances, especially where any such would be of interest to local residents from Gloucester, Cheltenham or Stroud, or where audiences of sufficient number might be able to walk to the venue from other parts of the village. A recently successful cello recital at an Oxfordshire church might be a very suitable model for this approach.

Another prospective use for St. Swithun's might be as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays.

Additional proposals and options for maintaining the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this valuable building.

Finally it should be noted that St. Swithun's would be a suitable site for the previously successful Champing™ model as applied to other Trust churches in the area.

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 Brookthorpe St. Swithun 's by the deadline of **August 31st**. A copy of this survey is in Appendix 1.*

Part C - Community Recommendations

Community Meeting 2: 24th May 2023. Attending: Local Community Officer Isobel Milne, Conservation Projects Officer Meriel O' Dowd et al

MOD explained the proposed works by the Structural Engineers to stabilize the tower and vestry and shared images of the proposed works. This included inserting piles (concrete rods) instead of putting the church on a concrete slab. MOD stated that more investigation is required which included soil testing, continued monitoring of the building inside and out and potentially erecting a wall to stop anything falling on passersby. Meriel is campaigning to get the church on the top 15 list for CCT so enable more support to be available for the project. MOD stated they would start putting in trial pits to test the soil shortly. This information will then go to a quantity surveyor.

The community asked about the floor of the church and Meriel confirmed this needed to be lifted and then replaced to preserve the history.

The preliminary estimated cost for the repair works is currently £600k. MOD noted they would need to apply for local and national funds to cover the work. RF stated that he was a quantity surveyor and thought the cost would be more likely to be around £1 million. MOD explained the difficulties in gaining funding as the church is not in regular use. The community noted that there were 3000 new homes being built close by and suggested there might be funds relating to the Section 106 agreement. MOD explained we are not able to go to the C of E for funding once a church has been vested with CCT.

MOD mentioned she has spoken to the Diocese in Gloucester which has a similar building with similar issues that we might be able to pair up with for a project to link with Historic England's work to address the skills shortage in the conservation repair sector. RF asked if the church has chancel repair liability. MOD replied she was not aware if it applied to CCT churches.

As the church has currently been closed the community asked whether it would be possible to use the chancel end of the church which is not affected by the subsidence issue. MOD said she will ask the structural engineer.

JH surmised it would be best to get the costs associated and then set up a meeting with fundraising to look at how the community can help raise the funds required. MOD suggested contacting Saintbury Church community which has recently raised a large amount of funds for their church.

MK asked if the plan was to stabilise the building in one go. MOD confirmed we would need to do it all at once and will try to have minimal intervention. RF mentioned the work at Pisa where they stabilised the soil. MOD confirmed the soil pits that would be put in around the building would be able to tell us what

is required. RF explained to the group the way that the piles would work. JH noted that the church is 13th century with an 18th-century aisle. RF asked if it would be easier if the church was deconsecrated. MOD explained that consecration does not restrict the use of the church. NB noted that prior to the recent closure, services took place in the church. MOD noted that having movable chairs makes the church more versatile and that portaloos could be used for events and if the church is used for champing. IM mentioned the pop-up pub that CCT has developed for churches to use and suggested the local village hall could also be used for fundraising events.

AG suggested that as there was possibly £1 million to raise that 1 group should start raising awareness of the churches issues and a second group could approach local developers and liaise with the local authority for support and take to the planning department about the 3,0000 houses that are to be built locally. MOD confirmed she had spoken to the Conservation Officer at Stroud District Council who was very supportive. LK suggested approaching the M5 Gloucester Services who have supported other local projects.

MOD confirmed that the community could remove the alter frontals for safekeeping. The community requested a key to the vestry and IM said she may have a key and would send on image to see if it looked like the right one.

AG noted that the lettering in the porch is very important as it relates to Charles I.

AG requested that a poster be put up to state why the church is closed and to give an option for donations and have LCO contact details.

JH stated that a committee would need to come together once the costs are in place and create a website and funding page. MOD noted that we would need to confirm that a solution is possible before we start to raise funds. MOD to discuss whether partial access to the church may be possible once the full scope of the issues and resolutions are in place so that we can maintain community use.

The community confirm the local incumbent is Tasmin Leeper

Community Meeting 1: 15th February 2021. Attending: AG, PJ

- AG mentions that apparent subsidence / cracking at the nave / tower joint appears to be the primary priority. AG notes that if this will not be addressed in the short term, will The Trust be able to encourage visits in terms of visitor safety?
- AG also recognises having had a productive meeting with Trust conservators in 2020 that some action will be necessary to progress the bird nesting issue in the tower. AG reflects that conservators have offered to gather quotes towards resolution of this issue. PJ offers to approach conservators as a short term action for their update.
- AG notes that we need to engage with the Brookthorpe Parish Council in a structured formal way and the Brookthorpe & Harescombe Parochial Church Council similarly. Consequently we might aim to encourage regular feature of St. Swithun's information in parish messaging, and also particularly to canvass local residents for any expressions of interest in involvement. AG proposes that the Local Community Officer will need to initiate and maintain this relationship.
- AG notes that it will be important for The Trust to contact the new vicar for the parish also.

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- AG further notes that interpretation of the church story is critically important for encouraging visitors' interest. PJ suggests that it might be possible to record an audio tour for access through a local QR code. AG would be willing to consider participating in recording. PJ will supply pdf copy of guide-book
 - AG notes that there is a large development at St. Barnabas roundabout. Is there a way that we could identify builders and contact regarding any corporate support? PJ indicates that it will be ideal to approach any building firm regarding

Part D - Action Plan

Community Actions

Short term actions (to end Nov 2023)

- Check if LCO vestry key is correct one

Medium term actions (to end Nov 2024)

- Set up a group to start fundraising
- Identify options for fundraising
- Develop text, recording means and delivery means for audio tour

Long term actions (to end May 2026)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences or audiences travelling from Gloucester, Cheltenham or Stroud
- Consider use of St. Swithun's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
- Consider the suitability of the site for Champing

Actions complete (to end May 2023)

- 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 Nov 2023)

- LCO to send image of possible vestry key to local contact
- Create a poster for the gate to explain closure and with options for donations
- Liaise with Conservation Project Officer and community regarding fundraising target
- Liaise with the CCT Fundraising team on options to raise funds for works required

Medium term actions (to end Nov 2024)

- Develop text, recording means and delivery means for audio tour
- Consider approaching builders' Corporate Social Responsibility team in respect of nearby housing development.
- Engage with Brookthorpe Parish Council & Brookthorpe, Harescombe Parochial Church Council and new recently joined vicar
- Review the potential for promoting the availability of secure parking outside the church
- Review the church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standards

Long term actions (to end May 2026)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences or audiences travelling from Gloucester, Cheltenham or Stroud
- Consider use of St. Swithun's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
- Consider the suitability of the site for Champing

Actions complete (to end May 2023)

- Update church plan according to staff and community feedback
- Distribution Part A reports for each church to all existing correspondents, together with survey
- Repeat survey for additional respondents by end January 2021 - complete
- Agree dates for face-to-face or digital community meetings by end January 2021 - complete
- Publish Church Plan Version '2021-22'
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- Approach Benjamin Dry cellist in case of availability and interest in concert Summer 2021

CCT Actions Other

Short term actions (to end Nov 2023)

- Provide an update following the structure survey report and soil testing
- Provide guidance regarding steps towards resolving bird nesting at tower
- Check with the structural engineer if access can be allowed to the chancel end of the church which does not have subsidence.

Medium term actions (to end Nov 2024)

- Provide guidance regarding visitor safety in relation to cracking at tower / nave joint.
- Investigate possible collaborations with Historic England and Diocese of Gloucester for repair required

Long term actions (to end May 2026)

Actions complete (to end May 2023)

- 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?
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, 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 ample 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