

ST PETROCK'S CHURCH, PARRACOMBE

SEPT 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

St Petrock's Church in Parracombe, Devon, was built in the 13th century. It is recorded in the National Heritage List for England as a designated Grade I listed building.

The church is dedicated to St Petrock. Parts of the building, including the chancel and the lower part of the tower remain from the 13th century but much of the current fabric dates from a reconstruction in the early 16th century.

In 1879 there were worries about the stability of the building however protests led by John Ruskin who donated £10 lead to the preservation of the church and the construction of a new one further west in the village.

The interior includes 18th-century box pews, a Georgian pulpit and a screen with a wooden tympanum above it which dates from the 18th century.

St Petrock's was declared redundant on 25 November 1969, and was vested with the Churches Conservation Trust on 25 June 1971.

Current use (bookings) & voluntary activity

St Petrock's currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. In the past three years the Local community have run two tea parties, and the church has hosted a blessing, an art exhibition and a talk on the history of the church, but no church services as far as I am aware.

The church benefits greatly from the support and hard work of the local community, and there is a lot of local pride in the church. This was evidenced recently when, after hearing that CCT are no longer able to afford to have the churchyard mown, members of the local community strimmed the churchyard. The churchyard looked fantastic after all their hard work (despite scorching temperatures!) and CCT would like to say a huge thank you to the organiser of the event and to everyone who took part.

Voluntary activity undertaken at St Petrock's includes:

- Daily unlocking and locking
- Completion of biannual site inspection forms
- Remittance of wall safe funds
- Recent strimming of the churchyard
- Fundraising coffee mornings
- Ad hoc reporting of building change

The Local Community Officer (LCO) completes 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 CCT's specialist maintenance contractor, detailed Condition Reports from the allocated Architect and lightning conductor inspections (where present).

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal
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:	Surplus to requirements
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:	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 or two spaces outside church yard
Organ:	Not present
Churchyard:	Owned by CCT
Ringable bells:	1, chiming
Pews:	Sound, no defects
Fire rated capacity:	150
Seating capacity:	190
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled

Nearby attractions:	Lynton & Lynmouth, Coombe Martin, Exmoor Zoo, Coombe Martin Wildlife & Dinosaur Park, Ilfracombe and Exmoor.
Social media presence:	Nil
Images on CCT website:	One of three
Regular feature parish news:	No
Services per year:	0
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	Yes
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No, possible
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>	£4,421.61
<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>	£1,188.00
<p>Additional maintenance costs (Per annum and exclusive of VAT):</p>	£1,970.00
<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>	£4,050.00
<p>- Investigate and repair the damp in the pew bases</p>	£1,800.00
<p>- Repoint the nave ridge tiles</p>	£500.00

- Large distance noted between bottom edge of lead cover flashing and top edge of lead soakers at junction of west end of Nave roof	£1,750.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.	£4,000.00
- Roof and lead roll repairs	£1,250.00
- Investigate the cause of the damp in the tower and repair	£1,250.00
- Replace the missing areas of plaster	£1,500.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£6,000.00
- Patch repointing and foliage removal	£1,250.00
- Repair and redecoration of rainwater goods	£4,750.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£8,000.00
- Repair of the Jane Derval and Charlotte Alison tombs	£6,000.00

- Conservators report on the south aisle south monument	£2,000.00
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.	£1,250.00
- Repair plaster damage in vestry	£1,250.00
All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.	

Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£284			£243			£1,175
2021/22	£969						£1,010
2020/21	£317				£110		£427

2019/20	£1,199		£250				£1,620
2018/19	£1,020				£60	£300	£1,685
2017/18	£1,482		£450		£514.50		£3,138
2016/17	£0						£0

Visitors

	Visitor Numbers	Wall safe income per visitor
2022-23	6,360	0.04
2021-22	2,030	£0.48
2020-21	Data not collected	
2019-20	7,188	£0.17
2018-19	7,325	£0.14
2017-18	9,850	£0.15
2016-17	8,050	£0
2015-16	6,775	£0.12

Expenditure

Total spend since vesting (non maintenance): £488,954

	Conservation (repair) expenditure	Maintenance expenditure
2022-23	£0	£1194
2021-22	£0	£1,321
2020-21	£0	£4,782
2019-20	£0	£3,389
2018-19	£0	£3,038

2017-18	£7,462	£2,332
2016-17	£0	£3,484
2015-16	£800	£800

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 March 2023 £648

Income less expenditure 2022/23 - £19

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

Income less annualised maintenance 2022/23 - £3,247

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

Local Community Officer's Summary

This pretty North Devon church benefits from very generous support from active members of the community, and they deserve considerable recognition for their recent work in the churchyard. However as there is currently a large gap between the annual income and the maintenance costs, therefore we would need to explore additional income generating activities.

One or two church services a year, possibly on special occasions like a patronal service, would present extra opportunities to raise awareness of the annualised maintenance costs and encourage collection contributions. Updates to the parish newsletter and inclusion of church reports at parish council meetings could also highlight the annualised maintenance costs.

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

Other activities and events the community could consider to raise additional income are tea parties, musical concerts, barbeques, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, or craft skills events etc, possibly sponsored by a local business.

There are also opportunities for the church being used by location agents for filming and photography, and weddings or blessings are also possible depending upon Archbishops Special Licenses being obtained. Additional marketing of the Church could focus on local relevant special interest societies with an interest in the history, archaeology or ecology of the local area. Voluntary effort towards research and interpretation 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 or cycling routes or heritage trails.

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 or a Christmas memory tree might also help develop useful income against maintenance costs.

The Church would also benefit from more interpretation inside the church to tell visitors about the history of the building, and also a CCT noticeboard and insert, upon which site specific health and safety and historical information, and details about upcoming events and local information.

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), **five** responses were received for **St Petrock's Church at Parracombe**.

All five responses received were from people writing in a **personal capacity**, rather than on behalf of an organisation. The respondents gave more than one answer to some questions and this is reflected in the responses below.

In addressing the question of **a perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** the respondents indicated the following:

- Would like to see the church used more/need more events (including church services): 2 people
- Main interest is in the history of the building: 1 person
- An engaging and closer link between the volunteers and CCT: 1 person
- Would like to see primary care in the maintenance of the building and possibly some discrete restoration: 1 person
- The church should be treated as the historical monument it is, with no other use, people enjoy it because it is unspoilt: 1 person
- Would like to see the steel braces painted a neutral colour to draw less attention to them: 1 person
- No answer: 1 person

In writing about challenges anticipated in respect of repair liabilities and running costs, respondents indicated that **the challenges they anticipated for a sustainable future at the church included:**

- Maintaining local interest, especially as the church is on the fringe of the village (geographically and emotionally): 1 person
- Competing with a number of local expensive assets and projects which demand time and money from a small community: 1 person
- The building will decay without investment: 1 person
- The funds required could only be met by establishing a Trust to fundraise: 1 person

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- Money, and resisting the temptation to turn it into something else to justify the running costs: 1 person
 - No answer: 1 person

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, respondents stated the following:

- Village History Group: 1 person
- Community Trust which is currently fundraising for other projects: 1 person
- Move services from Christ Church to St Petrock's: 1 person
- Disagree with combining with the other community projects currently in development: 1 person
- No answer: 2 people

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, respondents replied:

- Yes: 2 people
 - Upmarket arts/music in partnership with the village hall: 1 person
 - Cultural events eg concerts in the summer: 1 person
- No: 1 person
 - Would not benefit the Parish as there is an active village church
 - Increased use would not benefit the church itself
- Other: 2 people
 - Lack of facilities (temperature, toilets and electric) at St Petrock's would be problematic: 2 people
 - Only if more open space was created in the main body of the church: 1 person
- No answer: 1 person

In relation to identifying **the most important conservation priorities for the church**, respondents stated:

- Plaster: 1 person
- Maintenance of the roof and building: 1 person
- Restoration in the bell tower: 1 person
- Restoration of the painted ceiling: 1 person
- Stabilising the fabric of the building (woodwork flaking gravestones) : 1 person

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- Detailed recording and scanning of the interior and inscriptions: 1 person
 - The monuments, screen and possibly the pews; a detailed written and photographic record of the pews could be made and then the pews gradually removed to create more space: 1 person
 - No answer: 1 person

Regarding priorities, opportunities or ideas for fundraising, respondents suggested the following **ideas and opportunities for fundraising** for the church:

- Ways for visitors to donate electronically: 1 person
- Produce a book about the history of the church: 1 person
- More interpretation and information on site: 1 person
- Promotion through online campaigns and partnerships (eg Visit Exmoor): 1 person
- Sponsored walk from St Petrock's Parracombe to St Petrock's Timberscombe: 1 person
- Build up a database of supporters and approach potential champions and Patrons: 1 person
- If more space was created in the church with good sightlines and acoustics events such as showing films could take place: 1 person
- Consult with arts associations locally and develop a programme of events to appeal to a wide audience: 1 person
- Fundraising events held outside the immediate area to enable more people to participate: 1 person
- No answer: 1 person

Also when asked what would be **the best ways to get started with the above suggested fundraising** respondents stated:

- Produce a book about the history of the church: 1 person
- Brainstorm action plan: 1 person
- Form a committee to promote the variety of activities to begin creation of the space and development of the events programme: 1 person
- Create a 3D virtual recreation of St Petrock's and its setting to begin virtual conservation: 1 person
- No answer: 1 person

When asked whether they would be **interested and available to take part in future fundraising** respondents answered accordingly:

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- Yes: 2 people
 - No: 1 people
 - Already take part in fundraising activity: 2 people
 - No answer/skipped question: 1 person

In seeking respondents' **participation in a future group discussion regarding church planning:**

- Available either in person or through digital meetings: 1 person
- Available in person only: 0 people
- Available via phone or digital meetings: 2 people
- I'm not willing to meet either way: 1 person
- No answer: 1 person

In answering our final, open question about **any additional church matters not covered in other areas of the survey**, the following responses were received:

- Expressed how much they value St Petrock's Church: 1 person
- Not able to take part in fundraising due to age and distance, but is interested in the church and its future: 1 person
- The setting and context should be protected, taking care with the placement of electrical poles, buildings, noise and vibration to maintain the peace and tranquility: 1 person
- No answer: 1 person

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

- To discuss their plan to create a book about the history of the Church, and are hopeful this could be produced relatively quickly: 1 person
- No answer: 1 person

Part C - Community Recommendations

Parracombe: Summary of Community Meeting 1

A Church Plan meeting was held at Parracombe St Petrock's Church on Friday 5th May with the Local Community Officer (LCO), CCT's Estates Manager (EM) and 12 volunteers/members of the community. The last meeting was 5 years ago and there was a positive response for putting the Church Plan on the website for people to see. Items discussed were:

1. Events and Insurance

There was a question about what restrictions there are on what activities can happen in the church and about insurance. EM explained that the buildings are not insured but the activities volunteers do are insured [LCO seeking a little more clarity on this]. EM gave examples of the sorts of events people can have in CCT churches (arts events, lectures, film nights, concerts) and added that we wouldn't allow anything which is disrespectful to the church or community. Someone asked how many services can be held each year. St Petrock's currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. There was also a question about whether there could be speakers at St Petrocks organised by the CCT.

2. Interpretation Material

The lack of information in the church was discussed and there was general consensus that information boards would be welcome. The LCO suggested that for now some photocopied sheets which people could carry around produced by the community would be very welcome. The use/success of these could then be assessed for trying to get more permanent display material in the future. There is also a book about St Petrocks which is available to buy on Amazon, written by a member of the history group, who was present at the meeting. They asked whether the CCT would want to take on the next batch of print runs for the book and sell in the CCT shop.

3. Electricity

There was a question about getting electricity to the church. There's a power supply nearby – could St Petrock's be joined to the grid?

4. Devon Historic Graffiti Project

A member of the group wants to be involved in this project and run a few research sessions at St Petrocks with volunteers.

5. Access to St Petrocks

The community raised that visitors to St Petrocks see a road sign saying 'Restricted Access, Residents Only' at the bottom of the lane to the church. This puts them off driving up and many turn back.

6. Trees, Roof, Chest Tombs & Monuments

EM is aware that Parracombe suffers with damp and needs repair work. EM is thinking of upping maintenance visits from 2 to 4 per year to put some focus on Parracombe and maybe get maintenance up for a couple of days. The community pointed out problems with woodworm in the pews. EM explained the problem is due to the damp and that woodworm go away if it is dry. It's a problem at St Petrock's where it is very wet.

There are jackdaws and pigeons in the tower and a local volunteer has been cleaning up. Using stainless steel mesh to prevent entry was talked about by EM.

The chest tombs need conservation and EM discussed whether this could be a lottery project. In the meantime EM is trying to secure emergency funding to secure a chest tomb which has a large void beneath it.

Parracombe: Summary of Community Meeting 2

A Church Plan meeting was held at Parracombe St Petrock's Church on Friday 15th Sept with the Local Community Officer (LCO) and 8 volunteers/members of the community (C1-8). Items discussed (including points from C9 who could not attend) were:

1. Services & Events

There is enthusiasm for a talk on Devon historic graffiti and C1 is looking into a speaker.

The LCO suggested that with the expertise of the Local History Society, tours of the church over the summer could be a great way to interest local people, groups and visitors in the church.

Several members of the group are organising the inaugural Parracombe Arts and Literary Festival in 2024. It's likely to be in May. The idea of a speaker which showcases St Petrocks and is supported by the CCT was discussed. This could be a fundraiser for the CCT to help towards annualised maintenance costs.

There isn't an incumbent at the moment and C4 explained that a parish book has just been created to showcase the parish and encourage applicants for the role.

2. Cleaning

There was interest in an annual spring clean day where the community come together and clean the church. C9 was not at the meeting but has volunteered to be the point of contact for people interested in this idea.

3. Churchyard

The appearance of the graveyard has been the topic of conversation recently with some visitors not liking the longer length of the grass. C2 explained that local volunteers had been mowing the grass in summer and late autumn for the last 3 years but have switched to spring and September to help improve wildlife diversity. Feedback from Devon Wildlife Trust when they visited in August 23 was: 'the grassland isn't species-rich enough yet for CWS (County Wildlife Site) designation, but does have lots of potential. A number of good meadow indicator species were found, but were not abundant enough yet for a CWS. The grassland probably needs a bit more cutting and subsequent collecting to

open up the sward and allow wildflowers to spread.’ They reported that continued sympathetic management can further enhance the site:

- Cutting the whole site in late summer after most wildflowers have set seed.
- Raking and removing all cuttings off site.
- Any areas which are dominated by grass and contain few flowering plants can have an additional mid-season (July) cut as well. Areas containing knapweed, bird’s-foot-trefoil, or other species indicative of species-rich meadows, should be just cut once a year in late summer.

There was some discussion about whether more mowing should take place in the graveyard to help people see and access graves. Ideas which could be experimented with next year included mowing a path to create a graveyard trail (suggested by C3) and creating a graveyard plan to help people find graves. C3 mentioned a project on nature recovery which may run at some point.

4. Interpretation

The idea of hand held interpretation was discussed again with general agreement that hand held boards which could be carried around by visitors would be a good way forward. There could be local funding available but there seemed uncertainty whether there would be any costs involved.

5. Maintenance

A contractor should be coming to stabilise the chest tomb, fit mesh grids in the tower and replace the ridge tile in the next month or so. The 6 month maintenance checks are coming up and C5 has kindly offered to help with that.

Part D - Action Plan

Community Actions

Short Term Actions (arising from Meeting 2, Sept 2023)

- C1 to take the idea of a graveyard plan to the history group and to look into a speaker on historic graffiti
- Members of the history group will look into creating hand held interpretation material for visitors to St Petrock's.
- C9 to co-ordinate a spring clean day at the church
- C3 to look into hand held interpretation boards and whether any costs are involved
- C4 to send the LCO the contact details for the Priest in Charge.

Actions complete (arising from Meeting 2, Sept 2023)

- None as yet.

Actions complete (arising from Meeting 1, May 2023)

- Volunteers who live near St Petrocks are already helping the CCT by mowing the lawn and cleaning the church and the CCT would like to extend our thanks for their support.
- There was interest in one or two members of the group in following up whether electricity could be extended to St Petrocks (there was a decision at the Sept meeting to leave this idea since C2 may be able to help with electricity for occasional events and the group like the church as it is)

Local Community Officer Actions

Short Term Actions (arising from Meeting 2, Sept 2023)

- The LCO to liaise with C1 about whether national support for a speaker at the festival is possible. Also to approach a local speaker who may give a talk during the festival.
- The LCO happy to offer support with the hand held interpretation materials idea.
- The LCO to contact the Priest in Charge and ask re the possibility of service in 2024 once C4 sends contact details

Actions complete (arising from Meeting 1, May 2023)

- LCO has emailed the Comms about help with a speaker and also made contact with the HBO at Exmoor National Park. The restricted access signs belong to Exmoor National Park and it's possible they could change the wording but this action to be left as there was reluctance to change the wording on the sign from some of the group in the Sept meeting. The LCO has been in contact with the graffiti project group about insurance. The Comms team said they are in touch with the history group member about a second print run of the Parracombe history book.
- Interpretation material needs to be community led since there is no internal budget for interpretation except for new vestings. The LCO is happy to be part of a working group to get something moving. The fundraising team might be able to help with looking for grant

funding for interpretation materials if a case for support was developed (how much support is there for this in the community, how is the church used, how it would benefit the church etc).

CCT Actions Other

Short term actions

- Estates Manager to ask BH about the possibility of a talk at St Petrock's
- To follow up on whether maintenance visits will be upped from 2 to 4 per year
- To follow up on whether woodworm treatment can be used at St Petrock's by volunteers
- To follow up on whether stainless steel mesh will be fitted by maintenance contractor to prevent birds entering the tower.
- To follow up on emergency funding to secure a chest tomb which has a large void beneath it.

Actions complete

- The EM asked BH at Apotopaios about a lecture and he'd be happy to do a talk at St Petrocks and his fee would be £150+travel/hotel. The Chest tomb has been cordoned off and work should be carried out to make it safe this Sept/Oct. The contractor should be fixing the ridge tile at the same time and installing stainless steel mesh to prevent birds entering the tower. Re upping maintenance visits from 2 to 4 per year - the Estates Manager is contacting the contractor to confirm. Re whether woodworm treatment can be used by volunteers at St Petrocks – this is still being looked into and we'll get back asap.

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

- Investigate options for recruiting additional volunteers and community members, particularly for organising events, activities and services, research for walkaround guide/interpretation, and for general fundraising
- Consider means for increasing additional public interest, footfall and consequent donations
- Investigate local charities and grant giving trusts
- Investigate possibility of one or two church services a year
- Investigate the possibility of a sponsored walk
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative

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- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
 - Research, create and install walkaround guide/interpretation boards
 - Investigate participation in Ride & Stride scheme
 - Investigate musicians, artists, theatre companies or poets who might wish to use the church
 - Review methods for promoting church to location agents, wedding companies etc
 - Investigate links and partnerships with other local community organisations eg the village hall, Exmoor National Park, Visit Exmoor etc
 - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
 - Consider the suitability of the site for Champing
 - Review church web page to ensure clear directions and parking information is available for all visitors
 - Investigate whether it is possible to obtain a CCT noticeboard and insert

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 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