



**Churches  
Conservation  
Trust**

# **CHURCH OF ST PETER THE POOR FISHERMAN, REVELSTOKE**

## **CHURCH PLAN**

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### **Introduction**

#### **Part A - Current Report**

Church Introduction and  
Statement of Significance  
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voluntary activity  
Collection Review  
Conservation Reports  
Income, Expenditure and Balances  
Local Community Officers Report

#### **Part B - Survey**

Results of our open survey conducted in 2020, canvassing all community contacts for feedback on the current report.

#### **Part C - Community Recommendations**

Minutes of community meetings held to discuss opportunities, activities and plans for the church.

#### **Part D - Action Plan**

Details of short, medium and long term actions agreed upon through Community Recommendations, assigned to community participants or Churches Conservation Trust staff

**Updated December 2024**

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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**

The Church of St Peter the Poor Fisherman (SPTPF) at Stoke, 2km from the village of Noss Mayo, in Devon, was built in 1226. It is located in the former civil parish of Revelstoke and is a designated Grade I listed building and has 4 Grade II tomb chests. The Church is located on the site of Revelstoke Park, a static caravan park, and is a short walk from the South West Coast Path.

The mediaeval church has Saxon origins with portions being built in the 13th, 14th and 15th centuries. The tower, chancel and transept are roofed, and aisle and the porch still have their carved wagon roofs, however the nave roof is no longer in place.

In 1880–82 a new church, also dedicated to St Peter, was built in the village of Noss Mayo as St Peter the Poor Fisherman had fallen into disrepair. The Church of St Peter the Poor Fisherman was vested with the Churches Conservation Trust (CCT) in June 1972, and remains consecrated and occasional services and events are held in the church during the summer.

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

The Church of St Peter the Poor Fisherman (SPTPF) currently has permission from The Church of England for six regular services each year, and an unlimited number of occasional services. Over the past few years SPTPF has hosted a regular programme of events and services through the summer, including Rogation Sunday in early May, a Julian Group Service in June, poetry evening in July, Regatta Service in July, Founders' day service end of August, and occasional concerts.

The location of this Church on the site of Revelstoke Park and on the South West Coast Path is advantageous in attracting additional visitors to the building. This is evidenced in the sites high visitor numbers, but this is sadly not reflected in the wall safe donations, as the average donation was £0.01 per visitor in 2018/19, whereas CCT's national average was £0.08 per visitor.

CCT are extremely grateful for the support of the Friends of St Peter the Poor Fisherman and of the previous incumbent for the events and services they organised in the past, and to the Revelstoke Trust for their ongoing maintenance of the churchyard.

Voluntary activity undertaken at the Church includes:

- Remittance of wall safe and service funds
- Planning and delivery of all services and events
- Completion of biannual 6 month check forms
- Annual Friends Group AGM
- Maintenance of the churchyard
- Ad hoc reporting of building changes/issues

The Local Community Officer completes regular mandatory checks and actions at the church, 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 and a detailed Condition report from the allocated Architect.

## Collection Review

|                                |  |
|--------------------------------|--|
| Open Churches Policy status:   | Open   |
| Local Community Officer:       | Marie Leverett   |
| Current project:               | None   |
| Cleaning schedule:             | Nothing formal   |
| Welcome table:                 | Has county guide leaflets and a laminated information sheet; Welcome table is under a roofed area, but is still very exposed and open to the elements  |
| Keyholder role:                | Keyholder role for Tower key fulfilled (all other doors are not able to be locked)   |
| Key representative role:       | Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)  |
| Area volunteer role:           | None – not necessary   |
| Fundraising roles:             | Vacant and necessary   |
| Stewardship roles:             | None – not necessary   |
| Research, interp & talks role: | Vacant   |
| Accessibility details:         | Provided via CCT website   |
| CCT silver plaque:             | Installed  |
| CCT information board:         | Not installed  |
| Oak post:                      | Not installed, not needed  |
| CCT freestanding board:        | Not installed  |
| Wall safe poster:              | None - needed  |
| CCT A board:                   | None - could be beneficial   |
| Gift Aid envelopes:            | Provided   |
| Visitor book:                  | Yes  |
| Building services:             | None   |
| Parking:                       | Vehicle access and parking for church events is by arrangement with the Revelstoke Park management. Limited spaces near to the church, but additional parking (owned by Revelstoke Park) available near the park entrance 250m away at the top of a very steep hill. |
| Organ:                         | None   |
| Churchyard:                    | Owned by CCT, maintained by local Trust  |
| Ringable bells:                | No   |
| Pews:                          | None (plastic seats stored on site)  |
| Fire rated capacity:           | 100  |
| Seating capacity:              | Not determined   |

|                                    |  |
|------------------------------------|--|
| Site plan:                         | Available  |
| Roof alarm:                        | None - not necessary   |
| CCTV:                              | None   |
| Individual item security measures: | None   |
| Nearby attractions:                | Newton Ferrers, Noss Mayo, South West Coast Path, Plymouth, Bigbury-on-Sea and Dartmoor. |
| Social media presence:             | Newton & Noss village group websites   |
| Images on CCT website:             | Four   |
| Regular feature parish news:       | Friends Group advertises events as necessary   |
| Services per year:                 | 3+   |
| CofE support for services:         | Yes  |
| Christmas memory tree:             | No – too exposed to the weather  |
| Tea Party:                         | Not currently  |
| Heritage Open Days:                | Not currently  |
| Ride & Stride:                     | Not currently  |
| Champing:                          | Not currently  |
| Retail:                            | No   |
| Risk assessment general:           | Current  |
| Risk assessment fire:              | Current  |
| COSHH listing:                     | Current  |
| Portable appliance listing:        | Current – although no electricity  |
| Security Audit:                    | Exists   |
| Children's explorer cart:          | No, not relevant due to exposure of Church to weather                                    |
| Children's trail:                  | No   |

## Conservation reports

|  |                  |
|--|------------------|
| <p><b>Annualised maintenance costs (Exclusive of VAT):</b></p> <p><b>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</b></p> | <b>£3,768.32</b> |
| <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>  | £1,164.00        |
| <p>Additional maintenance costs (Per annum and exclusive of VAT):</p>  | £600.00          |
| <p><b>Other maintenance costs total (Exclusive of VAT):</b></p> <p><b>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</b></p>  | <b>£800.00</b>   |
| - Clear algal growth from the flooring   | £500.00          |
| - Repair window mesh   | £300.00          |
| - Handle by door   | Tbc              |
| <p><b>Total short term repairs:</b></p> <p><b>Small scale items of limited cost which could be fulfilled with minimal fundraising, costed and listed individually below.</b></p>   | <b>£2,250.00</b> |
| - Redecorate rainwater goods   | £1,750.00        |
| - Nave North and East parapet repointing   | £1,500.00        |
| <p><b>Total medium term repairs:</b></p> <p><b>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below.</b></p>   | <b>£2,150.00</b> |
| - Windows- glazing and masonry repairs   | £750.00          |
| - West wall patch pointing   | £750.00          |
| - Monitor monuments  | £650.00          |

|  |                  |
|--|------------------|
| <b>Total long term repairs:</b>  |                  |
| <b>Items which are known to require works in the longer term but which are not essential in the near future, costed and listed individually below.</b>   | <b>£4,750.00</b> |
| - Chancel repairs to plaster and decoration  | £2,000.00        |
| - Clear vegetation from boundary walls and inspect   | £2,750.00        |
| <b>Total desirable repairs:</b>  |                  |
| <b>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</b>   | <b>Not known</b> |
| - Glaze windows with a more permanent infill such as glass   | Not known        |
| <p>All cost figures are estimates, exclusive of VAT and professional fees.<br/> 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

| Year    | Wall Safe | Service Collection | Services Fees | Donations | Events | Third Party Hire | Total Income |
|---------|-----------|--------------------|---------------|-----------|--------|------------------|--------------|
| 2023/24 | £800      |                    |               | £15       |        | £200             | £1015        |
| 2022/23 | £4.75     |                    |               |           |        |                  | £15          |
| 2021/22 | £230      |                    | £300          |           | £250   |                  | £795         |
| 2020/21 | £150      |                    |               | £10       |        |                  | £165         |
| 2019/20 | £450      | £350               |               |           |        |                  | £800         |
| 2018/19 | £100      | £450               |               |           | £300   |                  | £850         |
| 2017/18 | £450      | £430               | £150          |           | £100   |                  | £1,280       |
| 2016/17 | £300      | £480               | £100          |           | £135   |                  | £1,015       |

### Visitors

| Year    | Visitor Numbers | Wall safe income per visitor |
|---------|-----------------|------------------------------|
| 2023-24 | 11.237          | £0.07                        |





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## **Local Community Officer' s Summary**

This evocative and unique Church is in a fantastic location to attract visitors from the caravan park and the Coast Path.

CCT looks forward to building a partnership with the incumbent and CCT can provide additional promotion of and future services and events via the CCT website. Additional promotion could take place in the Parish newsletter and at parish meetings and at other locations locally (eg the caravan park and in Noss Mayo), which would be useful in increasing visitor numbers, service collections and donations to go towards the annualised maintenance costs.

The limited parking and lack of facilities on site mean that fundraising events, such as tea parties, concerts, lectures or exhibitions, need to be quite imaginatively planned at this venue or potentially hosted elsewhere. The coastal location and lack of a roof over the nave mean that there are large periods of the year when events and services cannot take place due to the weather and the reduced number of visitors. The caravan park is also closed from 31 October to 1 April each year. For these reasons the site does not lend itself to events in the winter season such as Advent or Christmas services or a Christmas Memory Tree. It would be worth exploring whether fundraisers for St Peter' s could happen in a different venue or whether there is enough footfall in the summer to aim events at walkers or caravan park residents.

There are also possibilities for the church being used for location agents for filming and photography, weddings or blessings would also be possible depending upon Archbishops Special Licenses being obtained. Additional marketing of the Church could focus on local historical, archaeological or other relevant special interest societies. Voluntary effort towards research and interpretation products could facilitate encouragement of these 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.

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## Part B - September 2020 Survey

### Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **no response** was received for **Revelstoke St Peter's** by the deadline of **August 31st**. See appendix 1 for a copy of the questionnaire distributed.*

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## Part C - Community Recommendations.

Invitations to attend a consultation meeting to discuss the Church Plan, along with a Doodle Poll link to canvass availability and arrange a convenient meeting date and time, were sent to all Revelstoke contacts on 11 February 2021.

There was a request from some respondents to reschedule the meeting to after the AGM of the Friends of St Peter the Poor Fisherman at which meeting the Church Plan would be discussed, and so the Church Plan meeting was rescheduled for April.

An invitation was sent out again on 14 March to all the original contacts, and the Consultation Meeting was held by telephone on 30 April 2021 with the following attendees:

Helen Booker, LCO

Respondent A

Respondent B

### **The following was discussed:**

- Introduction to Church Plans: to create a more structured and planned approach to our work at St Peter the Poor Fisherman, and to provide an opportunity for communities to express their priorities and aspirations for the church.
- The aim of the Church Planning process: to increase usage of the church, visitor numbers and wall safe donations, and to increase income and fundraising activities; to move towards a point where the income generated pays for the annualised maintenance costs and other high priority or urgent conservation projects and repairs.
- The current situation at St Peter the Poor Fisherman including an overview of:
  - Visitor numbers
  - Income and expenditure including wall safe donations and total conservation spend since vesting
  - The annualised maintenance cost and an explanation of what this includes

### **A discussion followed about:**

#### **Format of the Church Plan document:**

- Respondent A feels that the document is a very unwieldy document and this one size fits all approach is not appropriate for all churches, as there are a lot of sections that are not applicable for St Peter the Poor Fisherman. They feel that there should be an abridged document for St Peter the Poor Fisherman which is more light touch, which only includes information directly relevant to St Peter the Poor Fisherman.

For example the limitations posed by the lack of roof, the location in Revelstoke Park and the fact that permission is required in advance through the Park for parking and access for even a small number of vehicles mean the season when events would be possible is very short, from April to October (plus possibly also excluding peak season at the Park within this time), and lots of the suggestions in the LCO Summary would need to be pared down. They felt that the Church Plan was therefore unwieldy and over the top, and that a lot of the event suggestions should be removed from the LCO Summary.

### **Facilities and event possibilities:**

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- Respondent A feels that parking and access for up to about 12 vehicles could be arranged with the Park for Church activities, but not for other events, and that access on the other side of the church is through the National Trust. The lack of toilet facilities and electricity would also limit event possibilities.
  - Champing was discussed, but Respondent A did not feel that the site would be appropriate for Champing due to the lack of facilities.
  - Respondent A feels that small group events or evenings could be held, but not larger scale activities, and that the lack of roofed areas means putting on exhibitions there would be difficult.
  - Respondent A confirmed that there are no local Ride and Stride events that take place, and the location of St Peter the Poor Fisherman would be difficult for this.

#### **Maintenance issues and visits:**

- Respondent A highlighted that a number of the maintenance costs in the Conservation Reports section, such as repairing the window mesh and the handle, have been on the list for a number of years, and have featured on AGM minutes since 2017.
- A previous noticeboard which was rotten and reported as dangerous was removed by the Friends group and is still stored under the tower.
- Respondent A has raised the issue of the safety of the tarmac path (not CCT owned) to the church, which tree roots have pushed upwards to create raised ridges, to the Revelstoke Park Site Manager who is considering adding white hazard markings and possibly also replacing the tarmac. Respondent A asked whether a letter could be sent from CCT to the Site Manager thanking him.

**Action:** HB to write to the Site Manager of Revelstoke Park to thank him for repairing the tarmac path to the church.

- Respondent A queried how often the maintenance visits are carried out, and what work has been done on these visits, and they said they would be interested in finding out more about the work that has been completed and queried what records of the maintenance work carried out we receive. HB confirmed that the church receives two maintenance visits each year, and the only maintenance visit which has not happened was the Spring 2020 visit due to the first lockdown.
- Respondent A and Respondent B both feel that the condition of the path (CCT owned) from the gate to the church is a concern as it gets slippery, as do the flagstones in the church due to the algae growth.

**Action:** HB to raise the algae growth on the church floor with Conservation colleagues.

- A request was made a few years ago for a handle to help people down and up the step inside the main door, but there has been no further information about this. Respondent A asked if they could obtain a quote locally for the handle.

**Action:** HB to raise the handle with Conservation colleagues to obtain an update on the handle and an answer to whether Respondent A could obtain a quote locally for the handle.

- The latch on the main door which was stolen was discussed, as there is currently a stopgap of some nails to hold the door catch in place. HB explained that a replacement latch was

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forged, decorated and fitted in 2018, but this replacement latch was stolen within two weeks. Unfortunately the door latch has been stolen three times in total. This initial replacement was queried by Respondent A as it was stolen before they saw it.

**Action: HB** to obtain more details of the first replacement latch, its cost and when it was fitted and forward this to Respondent A and Respondent B.

- Respondent A mentioned that the doors needed repainting and waterproofing, that the hinges and hinge pin tools into the stonework are in a bad state and need lubricating.

**Action: HB** to forward the comments about the state of the door and door metalwork to Conservation colleagues.

#### **Fundraising and current events:**

- Respondent A confirmed that the Friends are still planning to organise the poetry evening at the end of June, and the Regatta Service on 17 July, but that the Julian Service might not happen this year.

#### **Other items discussed:**

- It was confirmed that the Friends keep a float of £100 to go towards organising events.
- Respondent B mentioned that they will be sending in a cheque for £300, and mentioned that in the past she had not always received any acknowledgement for cheques sent to the Bristol Office. HB apologised for this and explained that cheques sent to the Bristol Office are processed by the Business Support Officer, a role which is currently vacant. However as long as I am aware of cheques being received I will get in touch to acknowledge safe receipt.
- Respondent A and HB felt it would be beneficial for minutes of the AGMs to be sent to HB.

**Action: Respondent B** to send HB the minutes of the most recent AGM and add HB to the annual distribution list.

#### **Actions arising from the meeting:**

- **HB** to write to the Site Manager of Revelstoke Park to thank him for repairing the tarmac path to the church.
- **HB** to raise the algae growth on the church floor with Conservation colleagues.
- **HB** to discuss the handle with Conservation colleagues to obtain an update on the handle and an answer to whether Respondent A could obtain a quote locally for the handle.
- **HB** to obtain more details of the first replacement latch, its cost and when it was fitted and forward this to Respondent A and Respondent B.
- **HB** to forward the comments about the state of the door and door metalwork to Conservation colleagues.
- **Respondent B** to send HB the minutes of the most recent AGM and add HB to the annual distribution list.

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## Summary of community consultation meeting 2

A Church Plan meeting was held for Revelstoke St Peter the Poor Fisherman on Friday 29th Sept 2023. Present were the Local Community Officer (LCO) and 2 members of the community (their input added below as C1-2) who are also members of the Friends of St Peter' s. Another member of the community was also there before the meeting and had a chat. Items discussed were:

### 1. Handrail for the church

The Friends of St Peter' s have been wanting to install a handrail near the main entrance to the church to help people get in and out of the main door which has a step. The LCO suggested putting this through as a Community Initiative Project which is a clearer route to getting approval from the CCT. It might also speed this project up if the community can raise the funds.

### 2. Maintenance

The group are not happy with what maintenance is currently carried out. Tall weeds are growing on top of the walls which need removing. They would also like the doors to be re-varnished and painted and the algae growth on the slabs (slippery) to be treated.

### 3. Services and events

A few events currently take place which help towards the annualised maintenance costs for St Peter' s. Two church services take place each year for Founders Day (August Bank Holiday) and a Regatta Service (mid July). There is also a poetry evening once a year.

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## Part D - Action Plan

### Community Actions

#### Short Term Actions (arising from Meeting 1, April 2023)

- To fill in a Community Initiative Project form for the handrail.

#### Actions complete

- None as yet

### Local Community Officer Actions

#### Short Term Actions 2023

- LCO to talk to conservation about whether the CCT can fund the doors being re-varnished and the iron work painted and treating the algae growth.
- LCO to send the Community Initiative Project (CIP) forms to C1 and 2 and also the service and community booking forms.
- LCO to make contact with the incumbent.

#### Actions complete 2023

- LCO has sent the CIP forms to the participants

#### 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, and for general fundraising
- Consider means for increasing additional public interest, footfall and consequent donations
- Investigate possibility of one or two additional church services a year
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Investigate musicians, artists, theatre companies or poets who might wish to use the church
- Consider potential for introduction of venue to prospective additional participants for events, hires, group visits etc
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Review church web page to ensure clear directions, access and parking information is available for all visitors
- Review methods for promoting church to location agents, wedding companies etc
- Investigate possibility of obtaining a CCT noticeboard and insert

#### Actions complete (to end August 2021)

- Raise the algae growth on the church floor with Conservation colleagues.
- Discuss the handle with Conservation colleagues to obtain an update on the handle and an answer to whether Respondent A could obtain a quote locally for the handle.
- Obtain more details of the first replacement latch, its cost and when it was fitted and forward this to Respondent A and Respondent B.

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- Forward the comments about the state of the door and door metalwork to Conservation colleagues.

## **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



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## Appendix 1: Summer 2020 Questionnaire

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

The list below gives examples of items that CCT needs to maintain in its churches. Some items on this list will not relate to this church but give guidance as to the typical items we cover. These estimations are based on the cost in 2020, please note we are not able to predict inflation costs and therefore these are not included.

A specific report is created for each church every nine years by an experienced and trained building inspector. This details the repair needs of the building and lists the repairs required according to their priority. Please contact your Local Community Officer if you wish to see this report.

| 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 & reports  | 1   | £ 97.00    | £ 2,425.00  |

The **total cost over 25 years** for this example of a typical church is **£107,598.57** (exc. VAT)

The **average yearly cost** for this example of a typical church is **£4303.94** (exc VAT)

### Appendix 3: Typical Maintenance Tasks Forecast - (Twice-Annual Maintenance Visits)

| Item  | Method & Purpose  |
|---|---|
| Gutters, downpipes and gully clearance                    | Gutters, hoppers and downpipes are easily blocked by leaves and debris both windborne and dropped by birds which can lead to overflowing and water damage to the building.  |
| Roof, inspection & replacing slipped/missing slates/tiles | Over time some slates/tiles or the pegs/nails which hold them will reach the end of their useful lifespan. When this happens it will allow slates to move from their correct position which can let rain in to the building and potentially poses a risk to visitors as the slate/tiles can fall. |
| Vegetation, control of growth                             | Overgrown vegetation against walls and buildings can hold moisture against the building potentially causing damage and some plant species are invasive. Vegetation can also obscure the building hiding potential damage and can provide shelter for vermin such as mice.                         |
| Tower stairs & boiler room steps, sweeping                | Leaves and other debris can build up on steps which could lead to accidents if people slip. Regular sweeping reduces the risk for potential accidents.  |
| Principal steps and paths, clearance                      | Leaves and other debris can build up on steps which could lead to accidents if people slip. This is especially the case for churches with trees in the area. Regular sweeping of the steps reduces the risk for potential accidents.  |
| Wall Safe, servicing                                      | Servicing of the wall safe helps to ensure that the donations can be easily collected and also checks to ensure that there hasn't been an attempt to steal from the safe.   |

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

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

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

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

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

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

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

| Church                     | 2017       | 2018       | 2019       | 2020       | Total      |
|----------------------------|------------|------------|------------|------------|------------|
| Langport, Somerset         | £10,472.40 | £2,765.60  | £3,809.94  | £3,128.00  | £20,175.94 |
| Emborough, Somerset        |            | £2,024.30  | £1,378.49  | £2,625.00  | £6,027.79  |
| Chiselhampton, Oxfordshire | £10,156.29 | £2,696.40  | £5,864.11  | £1,705.00  | £20,421.80 |
| Wolfhamcote,               |            | £3,001.00  | £2,213.77  | £1,624.00  | £6,838.77  |
| Holme Lacy, Herefordshire  |            | £4,368.80  | £4,758.55  | £1,004.00  | £10,131.35 |
| TOTAL                      | £20,628.69 | £14,856.10 | £18,024.86 | £10,086.00 | £63,595.65 |