



**Churches
Conservation
Trust**

COLEMORE ST. PETER AD VINCULA

MARCH 2021 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

The Church of St Peter ad Vincula is a redundant Anglican church in the village of Colemore, Hampshire, England. It is recorded in the National Heritage List for England as a designated Grade II* listed building, and is under the care of the Churches Conservation Trust. Colemore is located some 6 miles (10 km) south of Alton to the east of the A32 road.

Colemore is mentioned in the Domesday Book, and a church has been on the site since the 10th century. The present church dates from the 12th century. However, by 1308 its fabric was "in a ruinous" condition" and the bishop ordered that repairs should be undertaken. By the end of the century the church was under the control of Waverley Abbey. By 1463 it was again in a ruinous condition, and again the bishop had to intervene; the church was put in good order again by July 1464. But its condition had deteriorated again by 1612; a new roof was built and a bellcote added. At this time the church had a cruciform plan, but in 1669 the parishioners considered that the interior was too dark, and they petitioned the bishop for the disused and ruinous south transept to be removed. The petition was granted, and during the following year the transept was demolished.

Again by 1845 the church was in a bad condition and Owen Carter, a Winchester architect, was commissioned to carry out repairs and improvements; the latter included inserting new windows, paving the nave and replacing the pews. By 1866 the bellcote was insecure and it was replaced by a new one with a spirelet, the architect being John Colson, also of Winchester. Further improvements and repairs were carried out in the 1870s. In the 20th century, the church had deteriorated yet again. The parish was united with that of East Tisted. The church was declared redundant on 17 November 1972 and was vested in the Churches Conservation Trust on 6 September 1974. Further repairs have since been carried out. The church remains consecrated and occasional services are held in it.

The plan of the church consists of a nave with a south porch and a north transept, a chancel, and a west bellcote. The walls of the nave are constructed in rendered rubble, and the chancel and buttresses are in flint. The dressings are in sandstone and the roofs are tiled. The bellcote is shingled^[4] and it has a broach spire. The windows in the west and south walls of the nave

date from the 14th century, and the north wall contains a 12th-century lancet window. The transept has a 12th-century doorway in its west wall, a 12th-century window in the north wall, and an 11th-century window in the east wall. In the north wall of the chancel is a Norman window and a new window that was added in 1845. The east window has three lights; it was inserted in the 15th century and altered in the 19th century.

The transept arch is Norman. Between the nave and chancel is a 16th-century wooden screen. In the east wall of the transept is a piscina and a squint, and in the south wall are the remains of a rood staircase. There is another piscina in the south wall of the chancel. In the north wall of the chancel is a recess that originally contained an Easter Sepulchre. The floor of the chancel contains ledger slabs commemorating former rectors of the parish, and from its ceiling hang two chandeliers. The font dates from the 12th century. It is made from Purbeck marble and consists of a square bowl supported by a central drum and columns at the corners. The drum is carved on two sides with arcades, on one side with scallops, and on the other side with an interlocking pattern. The oak lectern dates from 1874. The stained glass in the east window is by Kempe, and depicts Saint Peter in chains, the Resurrection, and Saint John. Two bells hang from beneath the bellcote at the west end, one cast in about 1380 at Wokingham, and the other in 1627 by Ellis Knight of Reading. On the walls are memorials dated 1692, 1748 and 1814.

Current use (bookings) & voluntary activity

The Church of St Peter ad Vincula currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. In recent years services have included Evensong, Harvest and Christmas services as well as Wedding and Funeral services. During the most recent three years the church has also hosted visits from horticultural groups and had a private booking for filming.

Visitor numbers increase when the garden of the neighbouring Colemore House is open.

Voluntary activity undertaken by local residents and Area Volunteer includes

- Keyholding

- Cleaning as required
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change

Collection Review

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| Open Churches Policy status: | Open |
| Local Community Officer: | Tina Osgood |
| Current project: | None |
| Cleaning schedule: | As required, led by volunteers in accordance with CCT guidelines |
| Welcome table: | Leaflets rather than walkaround guide, 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: | Fulfilled |
| Fundraising roles: | Fulfilled by community/volunteers |
| Stewardship roles: | Surplus to requirements |
| Research, interp & talks role: | Vacant |
| Accessibility details: | Provided via website |
| CCT silver plaque: | Installed |
| CCT information board: | Not installed, no CCT noticeboard to affix it to |
| Oak post: | Not installed |
| CCT freestanding board: | Installed |
| Wall safe poster: | Installed |
| CCT A board: | Not installed |
| Gift Aid envelopes: | Provided |
| Visitor book: | Installed |
| Building services: | None |
| Parking: | Limited to grass verge or road |
| Organ: | None |

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| Churchyard: | Owned by CCT, maintained by community |
| Ringable bells: | No (there are bells, but not ringable) |
| Pews: | Sound, no defects |
| Fire rated capacity: | 60 |
| Seating capacity: | 40 (with space for 20 additional chairs) |
| Site plan: | Unavailable |
| Roof alarm: | Uninstalled |
| CCTV: | Uninstalled |
| Individual item security measures: | Uninstalled |
| Nearby attractions: | Hinton Ampner House and Garden, Uppark House and Garden, Avington Park Historic House, Jane Austen's House in Chawton |
| Public transport: | Petersfield train station (5 miles) |
| Social media presence: | Nil |
| Images on CCT website: | One of three |
| Regular feature parish news: | No |
| Services per year: | 1+ |
| CofE support for services: | Yes |
| Christmas memory tree: | Yes, unsponsored |
| Tea Party: | No |
| Heritage Open Days: | Possibly in 2021 |
| Ride & Stride: | No |
| Champing: | No. For further information, please see Champing introduction and typical church income at appendix 4. |
| 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

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| <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> | £3,982.61 |
| <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> | £1,356.00 |
| <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> | £500.00 |
| - Repair to the buttress | £135.00 |
| - Woodpecker damage | £5,500.00 |
| - Removal of biological growth | £174.00 |
| <p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p> | £17,500.00 |
| - Repair of roof including replacement tiles and repair/redecoration of weartherboarding | £12,500.00 |
| - Rainwater goods | £4,000.00 |
| Total medium term repairs: | £19,500.00 |

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| More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications. | |
| - Nave-repair plaster and patch repointing | £5,500.00 |
| - Repoint chancel | £12,000.00 |
| - Minor repairs to internal walls | £2,000.00 |
| Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future. | £14,500.00 |
| - Install French drains | £14,500.00 |
| Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building. | £0.00 |
| All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects. | |

Income, Expenditure & Balances

Income

| | Wall Safe | Total Income |
|---------|-----------|--------------|
| 2019/20 | £261 | £911 |
| 2018/19 | £181 | £431 |

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|---------|------|--------|
| 2017/18 | £156 | £1,130 |
| 2016/17 | £377 | £1,739 |
| 2015/16 | £362 | £362 |

Visitors

| | | Wall safe income per visitor |
|---------|-------|------------------------------|
| 2019-20 | 4,200 | £0.06 |
| 2018-19 | 2,580 | £0.07 |
| 2017-18 | 4,449 | £0.04 |
| 2016-17 | 4,408 | £0.09 |
| 2015-16 | 2,899 | £0.12 |

Expenditure

Total spend since vesting 10th October 1974 (non maintenance): £86,750

| | Conservation (repair) expenditure | Maintenance expenditure |
|---------|-----------------------------------|-------------------------|
| 2019-20 | £0 | £2,309 |
| 2018-19 | £0 | £7,470 |
| 2017-18 | £0 | £1,746 |
| 2016-17 | £0 | £729 |
| 2015-16 | £3,983 | £3,983 |

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.

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| Restricted Balance Report Jul 2019 | £1,286.58 |
| Income less expenditure 2019/20 | -£1,398 |
| Income less annualised maintenance 2019/20 | -£3,071.61 |

Local Community Officer's Summary

This pretty rural Hampshire churches benefits from very generous support from a small number of regularly active community participants from the village of Colemore as well as the Area Volunteer. Additional members of the community support the church well but less regularly through attending services.

The occasional church services present an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings. Interest and use by local schools may also enable the community to communicate church needs to pupils' parents and extend offers of booked use to this prospective audience for alternative uses.

Marketing the venue through location agents for additional filming, photography, concerts, weddings and audio recordings may prove fruitful. Additional marketing could focus on historical societies, (as well as to the Ride & Stride scheme), seeking bookings to tour the church alongside other popular Hampshire venues with a related connection. Voluntary effort towards research and interpretation products could facilitate encouragement of these bookings at the same time as enriching the visitor experience further.

The site has limited open floor space for alternative use but could be considered as a venue for Champing. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The voluntary team deserves considerable recognition for their support of St Peter's ad Vincula, and a fundraising tea party or barbecue, sponsored by a local business, could provide good

means for such acknowledgement. The community might also like to consider fundraising events such as concerts, theatre performances or a flower or Christmas tree festival. A fundraiser coordinated with the opening of Colemore House gardens could work well.

The Community may need to review some of the options detailed in this summary towards the shortfall against annualised maintenance costs, addressing the risk of necessary repairs wanting for funds in future seasons.

CCT will need to provide a walk around guide and additional notice board signage for visitors.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability.

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 **Colemore St Peter Ad Vincula** by the deadline of **August 30th**.*

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to **St. Peter Ad Vincula Colemore**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

In relation to identifying conservation priorities for the church, the respondent provided **[no response]**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response]**. In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **[no response]**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **[no response]**.

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

I would like to see the church kept as a place where people can go and be quiet.

Part C - Community Recommendations

Minutes of Zoom meeting 1 on afternoon of 21 January 2021

Present: Attendee A

LCO (CCT Local Community Officer)

Attendee A mentioned there used to be a dwarf wall matching those found in Chawton as the property was owned by Jane Austen's family prior to the current owners of the land surrounding the church and that there were metal railings around the other sides of the church and suggest reinstating them. Attendee A has a photograph of the wall that they will share with the CCT. **ACTION:** LCO to liaise with Conservation Colleagues within the CCT on this suggestion and to feedback.

Attendee A mentioned the possibility of various craft activities taking place on the Rotherfield Estate such as goldsmithing, and suggested that the church might be an appropriate exhibition space for these craftsmen.

Attendee A suggested opening up the trees at the back of the church and LCO confirmed that she would consult with colleagues in the Conservation Team on this suggestion. LCO and Attendee A agreed that it would first be necessary to determine where the boundary lies, who has planted the trees and if the trees are within the church yard and what impact there might be on the church if they were coppiced or removed. Attendee A reported that a tree recently fell and obstructed the footpath. Attendee A kindly offered to help and would propose coppicing a lot of them. **ACTION:** LCO to check with colleagues on any impact that removing trees might have on the building.

Attendee A recommended cleaning the windows to make the prospect of hire more attractive to potential users and highlighted the necessity to ensure that the public right of way is not obstructed by vegetation growing within the church yard. Attendee A confirmed that the end of the wall footings indicates where the boundary is.

The potential possibility of trade fairs for local craftsmen was discussed and possibly timing this around local open gardens.

Minutes of Zoom Meeting 2 on 21 January 2021

Present: Attendee B
 Attendee C
 LCO (CCT Local Community Officer)

Attendees discussed the work outlined in the Conservation report and the fact that using a cherry picker would considerably reduce the cost of the work to the bellcote as recommended by the Maintenance Contractor during a recent visit. LCO confirmed that she planned to approach local hire companies. Attendees agreed that local businesses that might be able to help would be Vincent Hire, Travis Perkins and another located by Forest Lodge garden centre.

ACTION: LCO to approach hire companies.

LCO confirmed that the local support in maintaining the church yard is much appreciated and it always looks very well tended. It was agreed that the current arrangements would continue.

It was reported that not all visitors sign the visitor book and it was suggested that it would be helpful to add a notice to encourage signing of the book. **ACTION:** LCO to produce a notice to encourage visitors to sign visitor book and make a donation.

The group discussed events that take place annually under normal circumstances that would raise funds to support St Peter ad Vincula contributing to the running costs. The main events that attract visitors and donations are the local open gardens and the Christmas carol service, both of which are very well attended and great events in the local calendar.

LCO reported that a local volunteer has offered to give tours at Colemore when local gardens are open to draw visitors to the church or as part of Heritage Open Days.

The group discussed how donations could be restricted to the priority work outlined in the conservation report and resolved that a meeting with the Estates Officer and Conservation Manager in April (restrictions permitting) would be useful to update and plan the way forward.

ACTION: LCO to arrange a meeting with Estates Officer and Conservation Manager in April to update on priorities of maintenance and conservation work and allocation of funds.

Part D - Action Plan

Community Actions

Short term actions (to end June 2021)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)

Medium term actions (to end June 2022)

- Community members to meet with LCO, Estates Officer and Maintenance Contractor to discuss Maintenance Liability
- Investigate suitability of church for concerts and theatre performances
- Investigate suitability of church for recording and live-streaming of performances
- 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
- Consider the suitability of the site as gallery/exhibition space
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and continuation of the Christmas Memory Tree initiative
- Identify school parents', governors' and staff's interest in church updates
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies
- Consider means for increasing footfall and consequent donations

Long term actions (to end March 2024)

Complete

Local Community Officer Actions

Short term actions (to end June 2021)

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include:
 - Conservation interpretations
 - Presentation improvements
 - Champing data
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'
- Liaise with Estates Officer and Conservation Manager on suggestions regarding trees and boundaries of church yard and feedback to community

Medium term actions (to end June 2022)

- Investigate potential for scheduled cleaning days
- Share CCT Cleaning Churches standard and report
- Produce sign to encourage visitors to sign visitor book and make a donation
- Approach local hire companies about loan of cherrypicker
- Arrange meetings with community, Conservation Team and Maintenance contractors regarding maintenance liability
- Publish walk around guide
- Review church web page to ensure clear directions available for all visitors
- Investigate options for recruiting additional volunteers

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- Investigate suitability of church for concerts
 - Investigate suitability of church for exhibitions or use as gallery space
 - Investigate suitability of church for recording and live-streaming of performances
 - Investigate participation in Ride & Stride scheme
 - 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
 - Consider and work with volunteers on means for increasing footfall and consequent donations e.g. guided tours
 - Consider adding video directions to the church for prospective visitors' information
 - Identify means and suitability of Christmas card sales and continuation of the Christmas Memory Tree initiative
 - Identify school parents', governors' and staff's interest in church updates
 - Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
 - Review methods for promoting church to location agents, wedding companies et cetera
 - Review methods for promoting church to historical societies
 - Review prioritisation of and means for repair / conservation works outlined in the Conservation Report, particularly the damage to bellcote by birds and the rainwater goods that have recently fallen from the front of the church
 - Decide on arrangements for a fundraising tea party or barbecue to recognise and acknowledge community support for the church

Long term actions (to end March 2024)

Complete

- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions

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- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)

CCT Actions Other

Short term actions (to end June 2021)

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

Medium term actions (to end June 2022)

Long term actions (to end March 2024)

Complete

Appendix 1: Summer 2020 Questionnaire

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

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8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
 9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
 10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
 11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
 12. If you don't already, would you be interested and available to take part in future fundraising activity?
 13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
 14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

Appendix 2: Typical Maintenance Tasks Forecast - 25 Years (Not Including Twice-Annual Maintenance Visits)

| Item | Method & Purpose | Cycle/Yrs | Estimated Cost per visit (present day levels) | Cumulative Estimated Total Cost After 25 Years (2020 values) |
|--|--|-----------|---|--|
| Drains, rodding | Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years. | 1 | £ 39.00 | £ 975.00 |
| Soakaways, inspection and clearance of silt build-up | Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church | 10 | £ 600.00 | £ 1,500.00 |
| Mansafe hatchway system | Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables. | 1 | £ 360.00 | £ 9,000.00 |

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| Lightning conductor testing | Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing. | 3 | £ 480.00 | £ 4,000.00 |
| Organ maintenance | Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills. | 1 | £ 140.00 | £ 3,500.00 |
| Fire extinguisher inspection | Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items. | 1 | £ 166.00 | £ 4,150.00 |
| Electrical periodic inspection testing | Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns. | 5 | £ 350.00 | £ 1,750.00 |
| Replacement of electrical fittings | As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced. | 15 | £ 1,500.00 | £ 2,500.00 |
| Replacement of lamps | General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible | 2 | £ 250.00 | £ 3,125.00 |
| Heating installation, | Annual servicing of the heating system to ensure the efficiency and | 1 | £ 384.00 | £ 9,600.00 |

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| servicing | safe working order of the boiler etc. | | | |
| Roof alarm, servicing | Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors. | 1 | £ 316.80 | £ 7,920.00 |
| Rainwater goods, redecoration | All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position. | 7 | £ 1,560.00 | £ 5,571.43 |
| Internal & external ironwork redecoration | Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage. | 7 | £ 1,500.00 | £ 5,357.14 |
| External joinery, redecoration | Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage. | 7 | £ 1,875.00 | £ 6,696.43 |
| Window repairs | Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals. | 5 | £ 350.00 | £ 1,750.00 |
| Bell maintenance | Bells require ad hoc inspection and minor maintenance to fixtures and fittings | 5 | £ 235.00 | £ 1,175.00 |
| Condition inspection report, all specialists | We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for | 9 | £ 450.00 | £ 1,250.00 |

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| | all required repairs will be created. | | | |
| Roof overhaul | Roofs require constant minor maintenance with a major overhaul every seven years | 7 | £ 2,500.00 | £ 8,928.57 |
| Clock maintenance | An annual service of the clock with minor repairs and checks to ensure good timekeeping | 1 | £ 140.00 | £ 3,500.00 |
| Tree inspection | A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works. | 5 | £ 225.00 | £ 1,125.00 |
| Churchyard maintenance | Grass cutting and minor trimming of plants and bushes etc. | 0.5 | £ 200.00 | £ 10,000.00 |
| Overheads | Office costs to support maintenance planning etc. | 1 | £ 20.00 | £ 500.00 |
| Staff Costs | Staff costs incurred in preparing the required inspections and reports | 1 | £ 97.00 | £ 2,425.00 |
| TOTAL (Excluding VAT) | | | | £107,598.57 |
| TOTAL (Excluding VAT) / 25 years | | | | £4,303.94 |

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

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

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