



**Churches  
Conservation  
Trust**

# ITCHEN STOKE ST. MARY'S

## 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

St Mary, Itchen Stoke, Hampshire, is a redundant Anglican church in the parish of Itchen Stoke and Ovington. It has been designated by English Heritage as a Grade II\* listed building, and is under the care of the Churches Conservation Trust.

St Mary is the third church to have been built in the village of Itchen Stoke. The first was built before 1270 on a site near the River Itchen, but it suffered from damp, became dilapidated and was pulled down around 1830. Some traces of it remain. The second church which replaced it was built on land in the centre of the village which was donated for the purpose by Lord Ashburton, who held the advowson. Charles Ranken Conybeare, son of the geologist William Daniel Conybeare, became the incumbent in April 1857, but he took a dislike to the church, complaining that it was cold and damp, and that remedying these defects would be more expensive than demolishing and replacing it. Consent for the demolition was given by the Bishop of Winchester and the new Lord Ashburton, and the present church was erected on the same site in 1866.

The architect of the new church was Charles Conybeare's younger brother Henry Conybeare, a civil engineer with an interest in Gothic architecture, who had designed the Afghan Church in Colaba, Mumbai, where he had also been responsible for improving the city's sanitation.

Sir Nikolaus Pevsner described St Mary as "serious and impressive" and "quite a remarkable church for its date". It is approached by a steep path up from the main road and the design was clearly influenced by the Sainte Chapelle in Paris.

The church is of brown and grey rubble stone with limestone dressings. Above the west entrance door is a rose window, given by Lady Ashburton in memory of her husband. At the east end is a polygonal apse, whose gables have two-light bar tracery windows. There are four sets of three tall lancet windows in the side walls of the church. The steep roof is of purple and grey-green slates in a diamond-shaped pattern. There is a belfry with two bells between the nave and the chancel.

---

The west door opens into a wide vestibule in three compartments with a vaulted stone roof. It contains a stone font recovered from the previous church. Beyond it is the tall nave divided into bays by wall columns. It has a timber roof.

The chancel/apse is semi-octagonal with moulded ribs and wall columns. It has a vaulted stone roof. The five long arched windows of two lights with small rose windows contain little pieces of clear, red, blue and green glass arranged in geometrical patterns. The circular floor is covered with glazed brown and green tiles laid out in the form of a labyrinth, as in Chartres Cathedral.

The furnishings, contemporary with the church, include:

- a font of coloured vitreous enamel, gilt bronze and black Californian marble, based on the tomb of Mary of Burgundy in the Church of Our Lady, Bruges.
- a pulpit with five recessed panels filled with cast iron scrollwork and foliage
- pews with ends similar to the panels of the pulpit.

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

St. Mary's 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 and Candlelit Christmas Choral Evensong, wedding and christening services and on 22 July 2019 a service was held to commemorate a fateful accident on 22nd July 1944 when RAF planes collided locally. During the most recent four years the church has also hosted a Stained Glass Conservation Open day and another for the Reinstatement of Major Ponsonby Cox WWI memorial and meditation events in 2017. The church is popular with walkers, and was visited by the CCT Historic Church Tour in 2018.

Voluntary activity undertaken by a local volunteer includes

- Keyholding
- Cleaning as required
- Remittance of wall safe and service funds

- Ad hoc reporting of building change

## Collection Review

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:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Not installed
Oak post:	Not installed
CCT freestanding board:	Installed
Wall safe poster:	Installed
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	Limited to parking on road adjacent to church yard
Organ:	Harmonium
Churchyard:	Not owned by CCT
Ringable bells:	Yes
Pews:	Sound, no defects
Fire rated capacity:	150
Seating capacity:	150

Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Mid Hants Railway “Watercress Line”, Alresford Spy Mission Trail, Winchester Cathedral, Hinton Ampner House and Garden, Uppark House and Garden, Avington Park Historic House, Jane Austen’s Houses in Chawton and Winchester
Public transport:	Winchester train station (5.3 miles), bus route number 64
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	1+
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No, 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

Annualised maintenance costs (Exclusive of VAT):	£4,316.44
--	-----------

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.	
Routine maintenance costs (Per annum and exclusive of VAT):  Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.	£1,356.00
Other maintenance costs total (Exclusive of VAT):  Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	
Maintenance Liability (Exclusive of VAT):	£925
- Window fermentia requires repair/redecoration	£350.00
- Minor glazing repairs	£400.00
- Monitor damp on walls and floors	£175.00
Total short term repairs:  Small scale items of limited cost which could be fulfilled with minimal fundraising.	£11,500.00
- Rainwater goods - Repair and redecoration. Inspection of ground drainage	£8,000.00
- Investigate the source of the moisture within the building	£2,500.00
- Minor roof repairs	£1,000.00
Total medium term repairs:  More expensive needs such as roof repairs and tower repairs	£23,350.00

which may require more involved fundraising and grant applications.	
- Repairs to North side nave lancets	£23,000.00
- Nave walls - brush off salts and repoint cracks	£2,350.00
Total long term repairs:  Items which are known to require works in the longer term but which are not essential in the near future.	£7,250.00
- Patch repointing	£6,500.00
- Conservation of Gilded decoration and wall decorations	£750.00
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	£633	£797
2018/19	£1,065	£1,541

---

2017/18	£725	£1,070
2016/17	£996	£1,647
2015/16	£688	£1,155

## Visitors

		Wall safe income per visitor
2019-20	4,934	£0.13
2018-19	7,697	£0.14
2017-18	3,983	£0.18
2016-17	7,031	£0.14
2015-16	6,734	£0.10

## Expenditure

Total spend since vesting 14th May 1975 (non maintenance): £320,359

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£0	£2,586
2018-19	£0	£2,406
2017-18	£0	£486
2016-17	£0	£697
2015-16	£9,168	£9,168

## 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 Jul 2019	£0
Income less expenditure 2019/20	-£1,789
Income less annualised maintenance 2019/20	-£3,519.44

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

This pretty and popular Victorian Hampshire church has benefited from the support of various members of the local community who have taken great care of this beautiful building and invested their time in research and producing interpretation for the church. The wider community support the church well but less regularly through attending events and 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 filming, photography, concerts, weddings and audio recordings may prove fruitful. Additional marketing could focus on historical societies with an interest in Victorian Gothic architecture and stained glass windows and the RAF during WWII, (as well as to the Ride & Stride scheme), seeking bookings to tour the church alongside other popular Hampshire venues with a related connection. The interpretation products designed by local volunteers will 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 volunteers who have invested so much time and care in this church deserves considerable recognition for their support of St. Mary's, 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.

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.

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), **one** response was received for **Itchen Stoke St Mary's** by the deadline of **August 30th**.*

The response received was from a respondent writing **on behalf of an organisation**, who confirmed that their responses related to **St Mary's in Itchen Stoke**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that **the small village of Itchen Stoke is not particularly church going but likes the "presence" of St Mary's. In an informal way one or two people look after the churchyard and until recently acted as key holder. St Mary's biggest problem for events is car parking availability for any event with attendance greater than 10 to 15. More help could be obtained with better communication.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **past income and expenditure needs to be shared wider with details of CCT's aspirations.**

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 that **they are not aware of any existing opportunities and that the Itchen Valley is quite well provided with modern village and community halls.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **that increased footfall to St Mary's Itchen Stoke will not benefit the village as it is due to lack of parking, water supply, electricity and drainage and that the proposal for "Champing" appears unrealistic.**

---

In relation to identifying conservation priorities for the church, the respondent **indicated the importance of keeping building condition surveys up to date.**

Regarding priorities, opportunities or ideas for fundraising the respondent suggested **providing copy to local parish magazines and similar for publication.** In respect of means for initiating fundraising activity, the respondent **questioned national links with other heritage organisations.** The respondent also indicated that they would **not** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be available either in person or through digital meetings.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent asked if the **CCT is working with the local Diocese and their plans.**

In addition to responses fielded through the questionnaire, no further respondents wrote back to their Local Community Officer, expressing the following perspectives:

**Nil**

---

## Part C - Community Recommendations

Minutes from Zoom Meeting held on 22nd January 2021

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

Attendee B suggested that better links with the diocese would raise awareness. He stated that local parishioners are interested in events at Itchen Stoke and stressed the importance of communicating with the Benefice Office. Attendee B highlighted that there is a maximum of 80 households in Itchen Stoke and Ovington, and that there is some interest from parishioners in Alresford. St Johns is currently vacant, but is the main church locally. Attendee B detailed the main contacts within the local churches and Parish Council.

Attendee B confirmed that local land owners should be consulted regarding parking for events as there is no parking at the church.

Attendee B updated that the church yard is looked after by the PCC and that the Parish Council found the funds to deal with a tree that needed to be removed.

Attendee B recommended that the Benefice Office should be consulted regarding events and activity at the church.

There used to be a choir at St John's who were involved in the Evensongs, but this is no longer the case.

Attendee B recommended that CCT make contact with the Itchen Stoke Estate Office to introduce themselves. **ACTION:** LCO to initiate contact.

Attendee A suggested a more commercial approach is needed to raise funds for St Mary's.

Attendee A highlighted that the memorial service recently used the auction rooms car park for those attending and questioned if it might be possible to make an entrance from the car parking field into the church yard.

LCO gave an overview of the CCT restructure and church planning process.

---

The group agreed that visits from walking groups would be a positive and should be encouraged and Attendee A suggested walking holidays incorporating St Mary's.

Attendee B updated that the bench to the right of the entrance is courtesy of the Parish Council.

Walking routes: Itchen Stoke is on the St Swithuns Way, the Watercress Way and the Itchen Way (Hinter Ampner to Sounthampton). **ACTION:** LCO to investigate and add details to the CCT website.

**ACTION:** LCO to introduce herself to Benefice Office.

---

## 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)

- Review CCT Cleaning Churches standard and report
- Investigate potential for scheduled cleaning day
- Investigate options for recruiting additional volunteers
- Investigate suitability of church for concerts
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Identify school parents', governors' and staff's interest in church updates
- Review methods for promoting church to location agents, wedding companies et cetera
- Review methods for promoting church to historical societies and societies with architectural interests
- Investigate participation in Ride & Stride scheme
- Consider the suitability of the site for Champing
- Investigate suitability of church for recording and live-streaming of performances
- Consider the suitability of the site as gallery/exhibition space
- Consider means for increasing footfall and consequent donations
- Identify means and suitability of Christmas card sales and continuation of the sponsored Christmas Memory Tree initiative

#### 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'
- Investigate potential for scheduled cleaning days
- Publish walk around guide
- Update wall safe signage

### Medium term actions (to end June 2022)

- Initiate contact with the local diocese and investigate options for involvement in church planning
- Initiate contact with Itchen Stoke Estate Office
- Add local walks to CCT website
- Investigate options for recruiting additional volunteers
- Investigate suitability of church for concerts
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability



- 
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
  - Identify school parents', governors' and staff's interest in church updates
  - Review methods for promoting church to location agents, wedding companies et cetera
  - Review methods for promoting church to historical societies and societies with architectural interests
  - Investigate participation in Ride & Stride scheme
  - Consider the suitability of the site for Champing
  - Decide on arrangements for a fundraising tea party or barbecue to recognise and acknowledge community support for the church
  - Identify means and suitability of Christmas card sales and continuation of the sponsored Christmas Memory Tree initiative

### **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
- 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?

- 
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,	Annual servicing of the heating system to ensure the efficiency and	1	£ 384.00	£ 9,600.00

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

	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](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, 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