

ST. OSWALD'S CHURCH LASSINGTON

CHURCH PLAN



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Introduction

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

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

Part A - Current Report

Church Introduction & Statement of Significance

St Oswald's Church was an Anglican church in the village of Lassington and the civil parish of Highnam in Gloucestershire. Only the tower survives to the present day and it is recorded in the National Heritage List for England as a designated Grade II* listed building.

Construction of the tower began in the late 11th century. The church was initially a chapel of St Oswald's Priory in Gloucester. The nave and south porch of the church were in Norman style, and the chancel was Early English. A third stage was added to the tower in the 14th century.

The tower is constructed in lias rubble with a stone slate roof. It has a pyramidal roof with an iron cross on its apex. In the bottom stage is a round-headed doorway on the east side and a narrow round-headed lancet window on the west. The middle stage has a lancet window on the south face. In the top stage are wider trefoil-headed bell openings containing stone louvres.

In 1678 a south chapel was demolished, and the following year the south wall of the chancel was rebuilt and two new windows were added. A major restoration was carried out in 1875 by Medland and Son. This consisted of demolishing all buildings but for the tower, rebuilding it on its original footings, and adding an organ chamber and vestry on the north side of the chancel. The fabric of the building deteriorated during the 20th century, and by 1970 there were holes in the roof. It was declared redundant in 1972, and the body of the church was demolished in 1975, leaving only the tower. The tower was restored in 1976, having been vested in the Churches Conservation Trust on 6 September 1974.

Current use (bookings) & voluntary activity

St. Oswalds has in recent years enjoyed support from local congregants at an annual service. As one of the few churches without any interior space for a congregation, these services always take place in the late Spring or in the Summer. Easter, Harvest and Christmas services have not been found suitable due to the likelihood of poor weather.

The large churchyard contains many monuments and graves in various states of repair, contained within a near circular boundary. The entire site is tucked away at the end of Lassington Lane, with low visitor numbers resulting in an undamaged landscape. This has drawn interest from the local wildlife study group which has in the past enquired about churchyard maintenance, particularly mindful of its potential as wildlife habitat. The churchyard also contains two large, productive quince trees, fruit from which appears to be collected annually.

The absence of shelter at the site limits learning activity and many other typical forms of event, however its situation on the Wysis Way makes St. Oswald's a popular landmark for walkers.

Voluntary activity undertaken by a local resident includes:

- Ad hoc reporting of church yard maintenance needs
- Support booking and organising the annual service
- Remittance of service collection funds to CCT

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Isobel Milne
Current project:	None
Cleaning schedule:	None - tower only
Welcome table:	Not applicable - tower only
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (CCT liaison)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed but needs replacing
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Not installed
Gift Aid envelopes:	N/A
Visitor book:	N/A

Building services:	None
Parking:	Limited, one space adjacent to church yard
Organ:	None
Churchyard:	Owned by CCT
Ringable bells:	No
Pews:	N/a tower only
Fire rated capacity:	N/a tower only
Seating capacity:	N/a tower only
Site plan:	Unavailable
Roof alarm:	None
CCTV:	None
Individual item security measures:	None
Nearby attractions:	Holy Innocents Church Highnam, Hartpury College, Highnam Post Office, Highnam Court, Over Farm, St. Mary's Church Rudford, Gloucester St. Nicholas' Church
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	2
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH and Portable appliance listing:	N/a tower only
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£2,386.44
<p>Routine maintenance costs: (Per annum and exclusive of VAT): Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.</p>	£552.00
<p>Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£6,600.00
Patch repointing of external walls	£5,600.00
Reglazing of west window	£450.00
Repairs to door	£550.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£450.00
Repair to lightning conductor	£450.00
<p>Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.</p>	£0.00
<p>Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</p>	£0.00
<p>All cost figures are estimates, exclusive of VAT and professional fees VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.</p>	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£0						£0
2021/22	£0					£100	£100
2020/21	£0			£115			£115
2019/20	£0						£0
2018/19	£0						£309
2017/18	£0						£0
2016/17	£0						£70

Visitors

There is no way to currently record the visitors or donate income at the site. In 2018/19 and 2019/20 there were however 60 visitors each year.

Expenditure

Total spend since vesting 7th March 1975 (non maintenance): **£78,678**

	Conservation (repair) expenditure	Maintenance expenditure
2022-23	£0	£330
2021-22	£0	£1,285
2020-21	£0	£276
2019-20	£0	£552
2018-19	£0	£1,124
2017-18	£	£2,279
2016-17	£0	£3,940
2015-16	£4,872	£4,872
2014-15	£607	£9,669

Income less expenditure 2022/23 **-£330**

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

Income less annualised maintenance 2022/23 **-£2,386.44**

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

Balances

The restricted balance is the amount of money which has been covenanted or restricted for expenditure at the church. Any expenditure needs to match the terms of the covenant under which the money was donated, for example, a term expressing that a donation is intended for roof repairs only.

Restricted Balance Report 2022 £0

Local Community Officer's Summary

This beauty spot with its far-reaching views benefits from the support of a key local volunteer who corresponds with The Trust regarding churchyard maintenance needs and arrangements for the annual service.

Following recent budgetary restrictions only a path up to and around the tower is cut by The Trust's maintenance contractors, once at the beginning and again at the end of the season, a regime which may not suit congregants at the annual, midsummer service. In addition, the service has recently stopped generating income for the church.

Local community activity may currently include some independent management of churchyard maintenance, a possibility which will require research to resolve arrangements for safety and for wildlife and monument conservation.

Beyond use by congregants for an annual service the site's potential for wildlife survey may be of interest to local nature conservation bodies, educational establishments, or community groups. The adjacency of the important, ancient Wysis Way walking route may also encourage promotion of the tower as a stopping, picnicking and photography point. In the harvest season, suitable arrangements for collecting and selling the quinces from two productive trees may generate additional income. All these opportunities might be supplemented by installation of a coin safe for donations, or signage indicating means for digital donations which relate to the site's repair needs.

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 **Lassington St. Oswald's** by the deadline of **August 31st**.*

The response received was from a respondent writing **on behalf of Hignham with Lassington Parish**, who confirmed that their responses related to **St. Oswald's Lassington**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that, **'given the nature of the building I'd agree with the plan. A greater involvement with the wild life and history groups in the area would bring benefits. Fitting some form of donation facility would also be useful. The plan states a single parking area, this has been built on by the local farmer. I'd suggest more formal liaison with him over usage of the church area in the future. Making Quince jam although a nice thought is an unlikely money spinner. Note there have been more donations than documented in the review. Where have these gone?'**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **simple maintenance of the surrounding area is key to the future. In its current state the actual tower is robust enough to last many years.**

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 **a link with Hignham History Society who have shown an interest.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent proposed that the tower is **already used for outdoor services. Not much more really possible.**

In relation to identifying conservation priorities for the church, the respondent **gave no further response.**

Regarding priorities, opportunities or ideas for fundraising the respondent noted that, **'as stated earlier, there have been more donations from the church than stated in the income. With a service each year for at least 5 plus years where has the donations gone from those? My Treasurer can document this if needed. Unlikely to raise more if it's disappearing into the central pot and not used at the tower.'**

In respect of means for initiating fundraising activity, the respondent **gave no further response.** The respondent also indicated that they **already** participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be happy to meet either in person or online.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **'signage for the tower says historical church. Please review this as it causes confusion over the local church directions.'**

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

Part C - Community Recommendations

Lassington Church Plan Meeting 14th July 2023

Churchyard

M confirmed that the community planned to organise a contractor to maintain the churchyard. They would be obtaining 3 quotes before selecting someone. The aim would be for them to visit 3 or 4 times a year. J to ascertain whether they would be able to arrange for the waste to be disposed of on the adjacent farm. M confirmed that a local community member had offered to cover the costs of maintaining the church yards and that the funds for this would go through the Highnam Heritage group. M noted that the first cut may cost more as the area was getting overgrown and that the Highnam Heritage group would cover any additional costs for this.

The group agreed that the churchyard and surrounding area is very good for wildlife.

Recording graves

It was noted that the treasurer of Highnam Heritage, the local heritage interest group is currently in the process of recording all the graves in the churchyard..

Services

J mentioned that there was an easter sunrise service and the local incumbent Rev Heather DeGruyer was very supportive.

The group confirmed there is usually an outdoor service around St Oswald's day which is 5th August. There was a discussion about delaying this as the farms that lie around the tower would be busy at that time of year. The group discussed the potential of moving it to September and tying it with Heritage Open Day. The date of Sunday 17th September was decided.

In addition to the service the community confirmed they would open the tower which is usually locked so that people could see the monuments inside. J offered to put on an afternoon tea to help raise funds. It was confirmed the collection from the service would be donated to CCT.

IM stated that she would send service and event forms to the group and a risk assessment template so that CCT had the information and could help with promotion including adding to the Heritage Open Day website.

The possibility of a pet service was mentioned which could be discussed with the local incumbent.

Historical Photos

M informed IM that he had copies of historical photos of the church and would email them to her,

Ride n Stride

J stated that this had happened in previous years and that they would investigate whether they could arrange something locally and J would provide refreshments.

Fundraising

IM informed the groups of the CCT cost associated with maintaining the tower including the routine maintenance and the annualised maintenance cost. The community questioned the costs and felt that they were too high for a church where only the tower remained, which was in good condition, especially as the churchyard was no longer being maintained. IM stated that she would raise the question with

collections team and get clarification from the previous maintenance visits etc for costs and ask conservation to confirm their predicted outgoings looked correct.

The group discussed potential local residents that may be able to donate money to support the tower if required.

The group discussed installing a wall safe but through web or text given information on the interpretation board might work better and not require changes to the building.

Parking

J offered parking on their farm for events. It was noted there was an issue with specific parking for the Tower and that the place noted on the church website is now occupied by cars belonging to the Stable block that has been converted to a residence. IM stated that she would look at the vesting documents and see if the land vested included an area for parking or information on access rights.

Marketing/signage

The group suggested Higham Facebook page as a good place to advertise events. IM to investigate possibilities of replacing silver sign as the text is now not visible. M to see if he has an old image of text.

M and IM discussed establishing links between the CCT page for the site and the information on the Highham Heritage website.

CCT 6 monthly site assessments.

J stated she is happy to complete the CCT 6 monthly site assessments.

Community Meeting 1: 24th February 2021

Attending: Patrick Joel (Local Community Officer) et al.

- B is on the PCC for Highnam Church and sits on Highnam Heritage Committee, linking St. Oswald's with the history of the village. B looks forward to meeting PJ at the church for another discussion. A continues to hold the key.
- St. Oswald's and Highnam are both in a situation of interregnum and of needing to recruit a vicar for the parish.
- A introduces a number of points:
 - The local wildlife group may have an interest in the churchyard, but they have not indicated readiness to adopt the churchyard as a survey site. A offers to raise this possibility again.
 - A mentions the value of fruit from the quince trees - they may be being consumed by local wildlife
 - A confirms that there is no parking at the church, hence a need to update the church page online.
 - The church needs a wall-safe, (but in the interim we need to remove mention of the wall-safe from the church plan)
 - Church yard maintenance is currently being managed on a voluntary basis, informally, by local residents.

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- B notes that the Highnam Heritage chairman is keen to remove as much overgrowth from the front of graves in order to provide effective visibility of gravestones. PJ notes that this will be beneficial in terms of safety.
 - A notes that there has been a revised record of graves which is also being digitised, helping the parish determine who is buried at St. Oswald's.
 - A notes that there is an outstanding action to research the destination and coding of income from services.
 - In terms of the annualised maintenance deficit A expresses an interest to understand how the annual figure has been reached and what it includes.
 - Regarding maintenance of the churchyard, it's important to note that the maintenance contract appears not to sufficiently address clearance of the steps and pathway for safe access to the tower. Otherwise, A notes that the six-monthly visits are otherwise working well.
 - A also notes that the repair forecast of the lightning conductor may already have been addressed as a result of his recent report of vandalism and CCT's subsequent repair.
 - A also identifies that the tower is poorly situated to attract visitor's attention and that this will affect fundraising potential. The low population density in the vicinity of the tower also means there is a relatively low likelihood of fundraising which meaningfully addresses the need for annual maintenance.
 - Religious use does generate some useful income for the church, but still only amounts insufficient to address forecast annual maintenance.
 - These factors, combined with the absence of parking, severely limits the income-raising potential of the church.
 - B suggests that a charge for inspecting the interior might help raise additional income and that she might be ready to support that activity.
 - B also offers to help maintain and administer any future wall-safe. PJ notes that wall-safes are sometimes stolen, and A, B and PJ note meanwhile that text-giving will be possible either way.
 - A notes that the silver sign is defunct and requires removal.
 - B notes that the site is completely inaccessible in terms of wheelchair use or access by anyone with mobility issues. This situation is especially constrained by the absence of parking, and the reluctance of immediate neighbours to allow any parking there.
 - A proposes that a circular walk might generate additional interest in the future. B notes however that the Highnam Heritage Walk had to be cancelled last year.
 - A also notes that, with regard to the brown sign which currently states "Historic Church" directing people to Lassington Tower, this causes a great deal of confusion with those who wish to find Highnam Church. We've lost wedding and funeral guests and it is in fact not accurate. If it could be changed to read Lassington Tower then this would help everyone.

Part D - Action Plan

Community Actions

Short term actions (to end January 2024)

- M to provide historical photos to IM
- J to arrange service with local incumbent for 17th Sept to coincide with Heritage Open Day
- J to organise refreshments and opening of tower for Heritage Open Day event.
- J to see if anything can be organised locally for Ride n Stride in September.
- M to lead on getting quotes and facilitating churchyard mowing in conjunction with the Highham History Society.
- J to confirm if cutting from churchyard can be disposed on her farm
- J/M to investigate replacing bench

Medium term actions (to end January 2025)

- Review means for promoting adjacency to walkers using Wysis Way interested in stopping, view or picnic point
- J to discuss potential for a pet service with incumbent.
- Review suitability of wall safe for donations or alternative means for digital donations
- Consider provision of information regarding developments and church plan through parish news
- Initiate contact with local farmer regarding use of and access to the churchyard
- Review income reports, community donation records and CCT accounts to verify financial information regarding income
- Review information provided by local signage

Long term actions (to end July 2026)

Actions complete (to end June 2023)

- Agree a date for a face-to-face or digital meeting to review interim church plan (September 2020 edition)
- A will contact the local wildlife group again.
- Consider options to invite wildlife surveys by interested parties such as wildlife groups or educational establishments
- Consider the value of collecting and distributing fruit from productive quince trees
- Initiate contact and review opportunities with Highnam Historical Society
- Consider means for churchyard maintenance

Local Community Officer Actions

Short term actions (to end Jan 2024)

- Help facilitate local community management of the churchyard maintenance
- Initiate contact with local farmer regarding use of and access to the churchyard
- Clarify parking possibilities and update church page to reflect if no parking
- Send forms to book in services and events

Medium term actions (to end Jan 2025)

- Consider options to invite wildlife survey by interested parties such as wildlife groups or educational establishments
- Review means for promoting adjacency to walkers using Wysis Way interested in stopping, view or picnic point
- Review suitability of wall safe for donations or alternative means for digital donations
- Consider provision of information regarding developments and church plan through parish news
- Review income reports, community donation records and CCT accounts to verify financial information regarding income
- Review information provided by local signage, Raise the brown sign issue with Head of Region West.

Long term actions (to end July 2026)

Actions complete (to end June 2023)

- Review and update initial plan according to community and staff feedback
- Based on recommendations create an action plan
- Consider means for ongoing churchyard maintenance
- PJ introduced a churchyard maintenance scheme, noting however that a risk assessment is in place.
- Plan to meet B on site as soon as possible, including discussion of practicalities regarding access to the interior, and to capture notes regarding wall-safe situation, text giving poster, solitary work, and parking. PJ to invite A to the same.
- Initiate contact and review opportunities with Highnam Historical Society

CCT Actions Other

Short term actions (to end Jan 2024)

- Provide further interpretation of the annualised maintenance figure, particularly detailing its inclusions.

Medium term actions (to end Jan 2025)

- Estate Officer to discuss scope of six-month maintenance contract in respect of path and steps clearance.

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- Estate Officer to consider the possibility of removal - silver sign
 - Evaluate means for installation of wall safe

Long term actions (to end May 2026)

Actions complete (to end June 2023)

- B will share the church plan with Highnam Heritage Chairman towards informing any possible interest regarding grave maintenance
- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.

Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
12. If you don't already, would you be interested and available to take part in future fundraising activity?
13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

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

Item	Method & Purpose	Cycle/ Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43

Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)				£107,598.57
TOTAL (Excluding VAT) / 25 years				£4,303.94

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

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