

# **EAST SHEFFORD ST. THOMAS'**

## **CHURCH PLAN**

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### **Introduction**

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

- Church Introduction and Statement of Significance
- Current Use (bookings) and voluntary activity
- Collection Review
- Conservation Reports
- Income, Expenditure and Balances
- Local Community Officers Report

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

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

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

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

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

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

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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 Thomas' Church is a redundant Church of England parish church at East Shefford in the English county of Berkshire. It is recorded in the National Heritage List for England as a designated Grade I listed building, and is under the care of the Churches Conservation Trust. The church stands in an isolated position at the end of a private drive overlooking the River Lambourn, to the southeast of the village of Great Shefford.

The church has its origins in the pre-Norman era, but the earliest fabric in the present church dates from the later part of the 11th century. The chancel was added in the 13th century, a south chapel in the 16th century, and a south porch in the 18th century. Worship ceased in the church in 1870, and its congregation went to a new church dedicated to the Holy Innocents, which has since been demolished. The church was restored in 1887. The parish of East Shefford amalgamated with the parish of West Shefford in 1926, becoming the parish of Great Shefford. In 1958 there were plans to demolish St Thomas' but this was prevented by the Friends of Friendless Churches. The church was vested in the Redundant Churches Fund, the forerunner of the Churches Conservation Trust in 1972.

The church is constructed in flint and stone, with stone dressings. Parts of the walls are rendered. The roofs are tiled. Its plan is simple and consists of a nave with a brick south porch, and a chancel with a south chapel. At the west end is a wooden bellcote with a lead roof. The nave has a Norman north window and, to its west, a three-light window. In the south wall of the nave is a two-light and a single-light window. The chancel has a four-light window in its north wall and a three-light east window. Cutting through the roof of the chapel is a dormer window.

The major feature inside the church is the alabaster effigial monument of Thomas Fettiplace, who died in 1447, and his wife, Beatrice, who died in 1442. Beatrice was supposedly a member of the royal family of Portugal. On the north wall of the chancel is an altar tomb to John Fettiplace, who died in 1524, and his wife Dorothy. The tomb is plain but it is surrounded by canopy containing brasses. On the floor of the chancel are 16th-century tiles.[1] The font is Norman and has a cylindrical limestone bowl. On the south side of the chancel is a Norman limestone pillar piscina. On the wall above the chancel arch are 12th-century paintings, and on other walls are painted texts.

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

St. Thomas's currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. During recent years, the church has held it's annual Candlelit Carol Service and hosted a wedding. There have been a variety of fundraising events including mid-summer team parties, flower festivals, arts and craft events and a very successful lute concert. The church has also been used for filming on a couple of occasions and hosted a visit from a local school.

Voluntary activity undertaken by a couple of local residents includes:

- Cleaning as required
- Remittance of service funds (no services in recent years)
- Planning and delivery of fundraising events and services (no events in recent years)

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## Collection Review

<b>General Information:</b>	
Open Churches Policy status:	Open
Local Community Officer:	Victoria Green
Current projects:	Not at present
Parking:	A few spaces at entrance to private drive leading to church
Building services:	None
Churchyard:	Owned by CCT, maintained by community
Ring-able bells:	Yes
Organ:	None
Pews:	Sound no defects
<b>Volunteering:</b>	
Key holder role:	Fulfilled
Key representative role:	Fulfilled (Remittances, CCT liaison, maintenance reporting)
Fundraising roles:	Fulfilled
Stewardship/events roles:	Fulfilled
Research, interp. & talks role:	Vacant and necessary
Cleaning schedule:	Regularly led by volunteers in accordance with CCT guideline
<b>CCT Items:</b>	
CCT silver plaque:	Removed
CCT information board:	Not installed
Oak post:	Not installed
CCT freestanding board:	Installed
Wall safe poster:	Installed
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Visitor book:	Installed

Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Children's explorer cart:	No, surplus to requirements
Children's trail:	Not at present
<b>Tourism/Marketing:</b>	
Nearby attractions:	Northcroft and Goldwell Parks, The Living Rainforest in Newbury, Wilton Windmill, Highclere Castle, Bucklebury Farm Park, Stanton Park
Social media presence:	Not at present
Images on CCT website:	One of eleven
Regular feature parish news:	Not at present
<b>Events/Activity:</b>	
Services per year:	1+
Christmas memory tree:	No
Heritage Open Days:	2017
Ride & Stride:	No
Champing:	Not currently
Retail:	Not currently
<b>Health &amp; Safety:</b>	
Fire rated capacity:	80
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	None
Accessibility details:	Provided via website
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current

Portable appliance listing:	Current
Security Audit:	Current

## Conservation reports

<b>Annualised maintenance costs (Exclusive of VAT):</b>	
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.	<b>£1,828.44</b>
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.	<b>£552</b>
Other maintenance costs total (Exclusive of VAT):	
Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	<b>£300.00</b>
<b>Maintenance Liability (Exclusive of VAT):</b>	<b>£1,500</b>
- South chapel gutter sagging	<b>£65.00</b>
- Dormer ridge repoint	<b>£1,200.00</b>
- Broken low level tiles bedding in cementitious mortar	<b>£235.00</b>
<b>Total short term repairs:</b>	
<b>Small scale items of limited cost which could be fulfilled with minimal fundraising.</b>	<b>£9,500.00</b>
- Rainwater goods	<b>£6,000.00</b>
- Conservators report on wall paintings	<b>£3,500.00</b>
	<b>£12,000.00</b>

<b>Total medium term repairs:</b>	
<b>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</b>	
- Monument conservation	£12,000.00
<b>Total long term repairs:</b>	
<b>Items which are known to require works in the longer term but which are not essential in the near future.</b>	<b>£36,500.00</b>
- Strip celent render and re-do in lime, nave, chancel and chapel	£25,000.00
- Repair bellcote and treat timbers	£8,500.00
- Repair plasterwork N.B. wallpaintings	£7,500.00
Total desirable repairs:	
Neighbours to trim adjacent tree	£0.00
<p>All cost figures are estimates, exclusive of VAT and professional fees.</p> <p>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>	

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## Income, Expenditure & Balances

### Income

	Wall Safe	Total Income
2023/24	£7	£82
2022/23	£6	£216
2021/22	0	£119
2020/21	£12	£21
2019/20	£90	£391
2018/19	£237	£1,064
2017/18	£55	£1,955
2016/17	£186	£722
2015/16	£31	£731

### Visitors

		Wall safe income per visitor
2023/24	1708	£0.07
2022-23	1,492	£0.17
2021-22	357	0
2020-21	0	0
2019-20	1,996	£0.05
2018-19	1,390	£0.17
2017-18	2,165	£0.03
2016-17	2,561	£0.07
2015-16	2,820	£0.01



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## Expenditure

Total spend since vesting 28th May 1974 (non maintenance): £113,163

	Conservation (repair) expenditure	Maintenance expenditure
2023-24	£0	£696
2022-23	£0	£537
2021-22	£0	£4,734
2020-21	£0	£291
2019-20	£0	£2,802
2018-19	£0	£588
2017-18	£0	£486
2016-17	£810	£873
2015-16	£0	£0

Income less expenditure 2023/24     **-£614**

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

Income less annualised maintenance 2023/24     **-£1,746**

(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 April 2024     £0.00

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## Local Community Officer's Summary

This pretty and popular Berkshire church benefits from generous support from a couple of regularly active community participants. Additional members of the community have supported the church well but less regularly through attendance of fundraising events and the annual Candlelit Carol Service, but these events have ceased in recent years as key volunteer who has arranged events is stepping down and has tried to find another volunteer to take over. There have also been changes in Incumbent Vicar that has affected services. The community kindly welcomed the Historic Church Tour in August 2022.

The annual Carol Service, now resurrected in December 2024, presents 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 the local school 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 further filming, photography, concerts, weddings and audio recordings may prove fruitful. Additional marketing could focus on historical societies with an interest in Medieval wall paintings and tombs, (as well as to the Ride & Stride scheme), seeking bookings to tour the church alongside other popular Berkshire 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.

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. Thomas'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 future fundraising events such as concerts (that have proved so popular in previous years), theatre performances or a flower or Christmas tree festival.

The Community needs to give consideration to the sustainability of existing volunteer commitments, ably managed by two local residents at present, and 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.

The community have raised concerns about group visiting without permission to carry out paranormal investigations and requested permission to lock church at night, which I granted. The community have reported that no further visits have taken place.

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## Part B - September 2020 Survey

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

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **no response** was received for **East Shefford St Thomas's** by the deadline of **August 30th**. Example of questionnaire can be found in Appendix 1.*

**This church has a lot of possibilities with greater local input. Events would need to be planned with the support of local residents as parking is an issue.**

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## Part C - Community Recommendations

### Meeting with New Volunteer 30<sup>th</sup> October 2024

Present: CC (New Volunteer)

Victoria Green (Local Community Officer)

This meeting was to introduce CC to the CCT and welcome them as the new volunteer for St Thomas'. We discussed the Carol Service which CC is keen to organise and has already booked, the volunteer handbook, risk assessments and an issue with the wall safe which has seized. CC is keen to restart the Summer Plant Sale. This is exciting time for St Thomas' with a motivated new volunteer with close ties to the village.

**Actions** - CC will arrange a clean-up day pre-Xmas service. LCO to find out if a new safe can be provided.

### Online Meeting on 11th July 2024

Present: Revd. Mike Griffiths

Tina Osgood (Local Community Officer)

This meeting was to introduce Revd. Mike Griffiths to the CCT and welcome him as the new Incumbent Vicar for St Thomas's Church. TO updated on past events at the church which led to a discussion about future events and the volunteer involved with the church. It was agreed that it would be good to have Christmas services at the church as there had been.

### Meeting with Alma Dawkins on 18<sup>th</sup> November 2022

Present: AD  
Tina Osgood, LCO

Problems with the wall safe were discussed as the wall safe had become seized.

AD gave wall safe takings to LCO.

Discussion took place about past events and finding a volunteer to take over from AD in the planning of events.

### Meeting with Kate Cope at Church on 25th August 2022

Present: KC  
MP  
Tina Osgood, LCO

LCO thank MP for welcoming the group and permitting parking and use of facilities for the Historic Church Tour Group. Both were greatly appreciated.

LCO thanked KC for kindly being available to help with opening the gate to improve access for the Historic Church Tour on this date and offering parking at her property.

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KC advised that her husband had repaired the door frame that they noticed had become detached. This was a temporary repair and LCO agreed to advise the Estates Officer of the need for a permanent repair. LCO took a photograph and sent to the Estates Officer.

**ACTION:** Estates Officer to arrange visit from Maintenance Contractor to make permanent repair.

*Following an invitation to existing Churches Conservation Trust correspondents (together with an invitation for correspondents to share the invitation and associated Church Plan) to attend an online discussion about the church plan in January 2021, no response was received for St Thomas's Church, East Shefford. Further invitation to attend a church plan meeting have not been successful.*

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## Part D - Action Plan

### Community Actions

#### Short term actions (to end May 2025)

- Investigate potential for scheduled cleaning days
- Plan Easter workshop
- Plan flower show for summer 2025
- Manage new wall safe fitting and side door lock

#### Medium term actions (to end May 2026)

- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and continuation of the sponsored Christmas Memory Tree initiative
- 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
- Consider means for increasing footfall and consequent donations

#### Long term actions (to end November 2027)

- Continue to investigate options for recruiting additional volunteers
- Organise Carol Service

#### Actions complete

- Meeting held with new Volunteer and new LCO
- Held very successful Carol Service
- Held supporters meeting with 11 attending

### Local Community Officer Actions

#### Short term actions (to end May 2025)

- Complete six monthly site inspection report, buildings, fire assessments March 2025
- Publish Church Plan 2024/25 on new website
- Investigate potential for scheduled cleaning days
- Research walk around guide
- Review church web page to ensure clear directions, parking and access information available for all visitors
- Complete six monthly site inspection report, buildings, fire and electric assessments
- Support volunteer with maintenance issues
- Support volunteer with first summer events

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### **Medium term actions (to end May 2026)**

- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Consider means for increasing footfall and consequent donations
- Consider adding video directions to the church for prospective visitors' information
- Explore the sponsored 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

### **Long term actions (to end November 2027)**

#### **Actions complete**

- Recruited new volunteer
- Investigate options for recruiting additional volunteers
- Held intro meeting with new Volunteer and new LCO
- Investigate suitability of church for concerts – successful carol concert held
- Share CCT Cleaning Churches standard and report
- Site inspection
- Organised new lock for side door and fix of wall safe

### **CCT Actions Other**

#### **Short term actions (to end May 2025)**

- Advise on unusual mould issues

#### **Medium term actions (to end May 2026)**

#### **Long term actions (to end November 2027)**

#### **Actions complete**

- Approved new door lock

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## Appendix 1: Summer 2020 Questionnaire

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



## Appendix 2: Typical Maintenance Tasks Forecast - 25 Years (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	3	£ 480.00	£ 4,000.00

	they may need replacing.			
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

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

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

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

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

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

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

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

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

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

Church	2017	2018	2019	2020	Total
Langport, Somerset	£10,472.40	£2,765.60	£3,809.94	£3,128.00	£20,175.94
Emborough, Somerset		£2,024.30	£1,378.49	£2,625.00	£6,027.79
Chiselhampton, Oxfordshire	£10,156.29	£2,696.40	£5,864.11	£1,705.00	£20,421.80
Wolfhamcote, 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