

# HOLCOMBE OLD CHURCH

## CHURCH PLAN

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### **Introduction**

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

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

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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**

Holcombe St Andrew's Old Church close to Downside Abbey in Holcombe, Somerset, has late Saxon-early Norman origins and has been adapted through the ages. It is recorded in the National Heritage List for England as a designated Grade II\* listed building.

According to legend, the old church on the site was consecrated by Archbishop Wrotard of York in 928.

The church has a two-stage tower and two-bay nave, and the interior includes a Jacobean pulpit and late Georgian box pews. In the graveyard is a memorial to the family of Robert Falcon Scott whose father managed the brewery in the village. There is also a yew tree that is thought to be about 1500 years old.

Legend has it that the original medieval village was buried at the time of the plague and that St Andrews is surrounded by the mounds that bear testimony to this burial. It is suggested that the rhyme 'Ring a Ring o' Roses' began there as a result.

The church was vested with the Churches Conservation Trust on 1 August 1987.

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## Current use (bookings) & voluntary activity

Holcombe St Andrew's Old Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services, and the churchyard (not CCT owned) is open and well maintained. Holcombe is registered as a Place of Religious Worship and Solemnisation of Marriages.

This extremely beautiful and picturesque church benefits hugely from the proactive and generous time and support of church and community members, and there are a number of local key holders who currently (2025) open at the weekends. The nearby Holcombe Inn also holds a key.

Since the mid 1970s, the church has hosted three Evensongs in June, July and August, and an annual Carol Service. Funerals take place at the old church and since 2017 weddings are also held here. The church was also a filming location for series 4 and 5 of Poldark. CCT would like to express huge thanks to all community members, including the Holcombe Inn and the incumbent for their support, for all the events and services they organise, and for being key holders for the church.

St Andrew's Old Church was one of the churches with which the national Bats in Churches project was working in 2022-23. A colony of lesser horseshoe bats moved from the tower to the chancel, which meant that the chancel and the choir stalls needed to be have protective covers and bat droppings and urine stains were scattered throughout the church. A bat nappy helped to protect the area but required regular cleaning, and could get smelly, which was off putting for visitors and people wishing to hold events or services there. The Bats in Churches Project involved successfully encouraging the bats to relocate from the chancel to the vacant space above the nave, via the tower, and a new roosting 'home' was built for the bats there. The bat nappy and covers have now been removed. More can be read about the Bats in Churches Projects work at Holcombe at <https://batsinchurches.org.uk/projects/holcombe-old-church/>.

Voluntary activity undertaken includes:

- Local key holders
- Regular cleaning before services and events
- Remittance of wall safe and service funds
- Planning and delivery of all events and bookings including services
- Biannual site inspections and collecting visitor numbers twice a year

The Local Community Officer (LCO) completes regular mandatory checks and actions including regular Control of Substances Hazardous to Health (COSHH) checks, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, detailed Condition Reports from the allocated Architect.

## Church Information

<b>General Information:</b>	
Open Churches Policy status:	Volunteers support opening the church at weekends. Otherwise key available from Holcombe Inn or local keyholders.
Local Community Officer:	Marie Leverett
Current projects:	None
Parking:	Small carpark with space for about 6 cars
Building services:	None
Churchyard:	Not owned by CCT
Ringable bells:	No (the bats have been rehomed next to the bells)
Organ:	None
<b>Volunteering:</b>	
Keyholder role:	Fulfilled
Area Volunteer role:	Surplus to requirements
Key representative role:	Fulfilled
Fundraising roles:	Vacant and necessary
Stewardship/events roles:	Vacant and necessary
Research, interp & talks role:	Vacant and necessary
Cleaning schedule:	Nothing formal, ad hoc cleaning as required
<b>CCT Items:</b>	
CCT silver plaque:	Not Installed
CCT information board:	Installed
Oak post:	Not installed, not needed
CCT freestanding board:	Yes Installed
Wall safe poster:	Installed, current
CCT A board:	Yes
Gift Aid envelopes:	Provided
Visitor book:	Provided
Welcome table:	Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Children's explorer cart:	No
Children's trail:	No
<b>Tourism/Marketing:</b>	
Nearby attractions:	Downside Abbey, Mendip Hills AONB, Longleat, Centre Parcs, Glastonbury, Radstock Museum, Somerset Museum of Rural Life, Clarks Village, Wells, Wells Cathedral, Frome, Bath, Bath Abbey, and other CCT Churches nearby: Hemington, Emborough, Hardington Bampfylde, Cameley and Old Dilton.

Social media presence:	Website <a href="https://eastmendiptrinity.co.uk/holcombe/holcombe-old-church/">https://eastmendiptrinity.co.uk/holcombe/holcombe-old-church/</a>
Link to CCT website page:	<a href="https://www.visitchurches.org.uk/visit/church-listing/st-andrew-">https://www.visitchurches.org.uk/visit/church-listing/st-andrew-</a>
Regular feature parish news:	Not at present. Copies of On The Map (Parish Magazine) are left in the Church
<b>Events/Activity:</b>	
Services per year:	4
Christmas memory tree:	Not currently
Heritage Open Days:	Not currently
Ride & Stride:	Not currently
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	Not currently
<b>Health and Safety:</b>	
Fire rated capacity:	60
Seating capacity:	100
Site plan:	Unavailable
Individual item security measures:	Uninstalled
Accessibility details:	Provided via CCT website
Risk assessment general:	Current
Risk assessment fire:	Current
Portable appliance listing:	N/A no electricity
Pews:	Sound, no defects
Security Audit	Current

## Conservation reports

<p><b>Annualised maintenance costs (Exclusive of VAT):</b>  <b>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</b></p>	£2,947.44
<p>Routine maintenance costs (Per annum and exclusive of VAT):</p> <p>Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.</p>	£633.60
<p><b>Other maintenance costs total (Exclusive of VAT):</b></p> <p><b>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</b></p>	<b>£525.00</b>
- Plaster fall above gallery	£350.00
- Internal pew joinery	£150.00
- Remove timber wheelchair ramp	£25.00
<p><b>Total short term repairs:</b>  <b>Small scale items of limited cost which could be fulfilled with minimal fundraising.</b></p>	<b>£8,400.00</b>
- Rainwater goods and drainage	£3,400.00
- Minor internal pointing and limewash repairs	£3,000.00
- Structural investigation of the gallery and supporting structure	£2,000.00
<p><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></p>	<b>£28,600.00</b>
- Consolidate render to walls and tower	£19,100.00
- Redecorate nave barrel ceiling	£9,500.00
<p><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></p>	<b>£2,250.00</b>

- Replace oak lintel to south tower opening	£2,250.00
<b>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.</b>	<b>None</b>
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

Holcombe		Church Code: HCB				
Visitors	Number of visitors	2024/25	2023/24	2022/23	2021/22	2020/21
		6,399	1,064	1,201	336	0
	Site Wallsafe per Visitor	0.05	0.13	0.19	0.01	0.00
	Trust Wallsafe per Visitor	0.07	0.07	0.07	0.19	0.00
<b>Income</b>		<b>2024/25</b>	<b>2023/24</b>	<b>2022/23</b>	<b>2021/22</b>	<b>2020/21</b>
	Box Collections	287	117	233	5	0
	Contactless Donations	7	0	0	0	0
	Text Giving	0	16	0	0	0
	Service Collection	0	0	0	0	0
	Service Fees	550	0	1,000	500	500
	Donations	52	1	10	0	0
	Events	0	0	0	0	0
	Third Party Hire	0	0	0	0	0
	Earned	0	0	0	0	0
	Grant	0	0	0	0	0
	Other	0	0	0	0	0
	<b>Total</b>	<b>895</b>	<b>134</b>	<b>1,243</b>	<b>505</b>	<b>500</b>
<b>Expenditure</b>		<b>Total Conservation spend since Vesting (non maintenance)</b>				
		<b>115,791</b>				
		<b>2024/25</b>	<b>2023/24</b>	<b>2022/23</b>	<b>2021/22</b>	<b>2020/21</b>
	Conservation	0	0	0	0	0
	Maintenance	1,054	1,669	696	780	264
	Electricity	0	0	0	0	0
	Gas	0	0	0	0	0
	Water	0	0	0	0	0
	Other	0	0	0	0	0
	<b>Total</b>	<b>1,054</b>	<b>1,669</b>	<b>696</b>	<b>780</b>	<b>264</b>
Income less Expenditure		-159	-1,536	547	-275	236
Income less Expenditure		-159	-1,536	547	-275	236
Restricted Donation As of 1st April 2025		0				

Income less annualised maintenance 2024-25 **-£2052**

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

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## Local Community Officer' s Summary

St Andrew' s Old Church receives a lot of support from the local community, has four services a year and is a popular venue for weddings. The church is doing well in working towards raising enough money to cover its annualised maintenance cost, but there is still a shortfall so it would be good to explore additional income generating activities.

Now the Bats in Churches project is complete and the bats have been successfully encouraged to move back to the tower, the church has been cleaned and, after a successful trial, a group of volunteers are opening the church on a Saturday and Sunday. This is having a big impact on footfall and donations. A huge thanks to the volunteer team for helping with the opening of the church. The key can be collected from the Holcombe Inn or local volunteers on other days.

Continuing with the annual programme of church services, provides opportunities to encourage collection contributions to help support the church. Updates to On The Map, the Parish Magazine, and inclusion of church reports at the parochial church council meetings could also highlight the need to support the church.

Activities and events the community could consider to raise additional income to go towards the shortfall against annualised maintenance costs are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc.

There may be ways to benefit from the connection to Poldark, including adding information about the use of the church as a filming location to the CCT website, or including the church in websites of Poldark filming locations similar to [www.poldarked.com/p/locations.html](http://www.poldarked.com/p/locations.html) or [www.visitengland.com/experience/spot-poldark-chavenage-house](http://www.visitengland.com/experience/spot-poldark-chavenage-house). There are also additional possibilities for the church being used by location agents for filming and photography.

The visitor book shows that the church is popular amongst walking groups, U3A groups and relevant interest groups like local archaeology societies. Additional marketing of the Church could focus on these local historical, Archaeology, ecological or other relevant special interest societies with an interest in the history of the local area. Voluntary effort towards research and interpretation products could encourage these kinds of bookings with tours of the site and details about its architecture and history (eg for Heritage Open Day to encourage donations or ticketed special events during the Summer), at the same time as enriching the visitor experience further. The Church could also be promoted through inclusion on local walking routes, heritage trails and linked up more with other nearby CCT churches.

It would be beneficial for additional photographs of the church to be added to the CCT website to show the inside of the church to encourage more people to visit this beautiful church.

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## Part B – Consultation (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 **St Andrew’s Old Church at Holcombe** by the deadline of **28 September**. The questionnaire can be viewed as **Appendix 1**.*

One response to the Local Community Officer has now been archived and can be sent on request.

## Part C - Community Recommendations

### Community Meeting: 17<sup>th</sup> July 2023

#### Attending: Local Community Officer and 3 members of the community

Items discussed were:

#### 1. Services and Events

There is good support from the local vicar and the community for services at Holcombe Old Church. Three summer evensongs and a Christmas Carol Service currently take place which help towards the annualised maintenance costs for Holcombe Old Church through service collections. The LCO brought up the idea of holding other events or opening for Heritage Open Days but some of the group felt there isn't enough capacity for help at the CCT church with the active church of St Andrew's in the village as well. Several weddings also take place each year at Holcombe Old Church with the support of the incumbent vicar.

Holcombe Old Church is currently kept locked due to historic antisocial behaviour and visitors have to collect the key from the Holcombe Inn or one of the keyholders listed in the porch. This means that footfall to the church is very limited. L & D have put a sign on the wallsafe which they think has had a positive influence on the amount of donations this year.

#### 2. Bats

The door stop is being fixed to the door stop soon (hopefully Sept 23) to prevent the bats from entering the chancel. The blocked window in the tower has been unblocked and the bats have been encouraged to go back there rather than the chancel. Once the door stop is fixed the bat nappy and the plastic coverings in the chancel can be removed.

#### 2. Maintenance Issues

It was pointed out that one of the bells is broken and some cracking in the plaster over the porch door. The water butt is damaged and leaking.

### Community Meeting: 26<sup>th</sup> March 2024

#### Attending: Local Community Officer and 9 members of the community

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Items discussed were:

### **1. Opening the church**

Now the Bats in Churches project has been completed it would be good to trial re-opening the church and the focus of the meeting was to see how we could make this happen. There has been anti-social behaviour in the past at Holcombe Old Church but the LCO contacted Radstock police in January 2024 to enquire about any concerns they would have around the re-opening of the church and the response was very positive.

The group discussed supporting a Saturday opening from 10:00-16:00 throughout the summer, rotating the responsibility throughout the group. An opening picnic on May 4<sup>th</sup>, to celebrate the re-opening, was also set. L&D kindly agreed to help with various signs and posters.

In the afternoon of the same day the LCO met someone who would also be prepared to help every Sunday (and occasional Saturday cover). If Saturdays are successful (no anti-social behaviour) this could be introduced.

### **Community Meeting: 15<sup>th</sup> Oct 2024**

#### **Attending: Local Community Officer and 7 members of the community**

Items discussed were:

### **1. Opening the church**

The church has been opened and closed on a Saturday since May 4<sup>th</sup> 2024 with the help of a local group of supporters and volunteers. The LCO was also approached by someone who could open on a Sunday on their way to/from work so this additional day was introduced in June.

A discussion was had around whether to continue opening both days and whether it was too much for the volunteers involved. There was reluctance to leave the church open overnight as it is in quite a secluded area. It was decided to continue weekend opening/closing until the clocks go back in the autumn as the commitment on a Saturday is spread between several people and the Sunday routine works for the volunteer taking this on. The group will have another review to decide how long (and whether to) carry on after the summer.

A barrier for the Saturday group is accessing keys and the LCO is going to explore whether more keys could be made available.

No problems were reported by the group (except for the occasional piece of litter), lots of people are signing the visitors book and donations are increasing. The LCO hopes to provide a contactless donation machine to try on a Sunday. It will need leaving and removing each day as there is no electricity at Holcombe Old Church.

**Update:** on July 29<sup>th</sup> the LCO was made aware of damage to the plaster on the internal side of the porch archway and a small area of graffiti scratched into the porch seat. It is likely that this occurred when the church was open on Saturday 27<sup>th</sup> July. This has been reported to the police as heritage crime. No damage to the inside of the church occurred.

### **Community Meeting: 15<sup>th</sup> Oct 2024**

#### **Attending: Local Community Officer and 6 members of the community**

Items discussed were:

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## **1. Opening the church**

It was decided that during the winter months the group would focus on opening and closing the church on a Sunday 10am-3pm.

## **2. Events/activities**

Other ideas for events were discussed such as a craft group selling their goods, a Christmas event with music, decorating the church (and maybe a natural Christmas memory tree) and a Poldark exhibition. It was decided to discuss these further amongst the group as 'nice to add' things but that the main focus was on keeping the church open one day a week throughout the winter and maybe to try and open a few days during the Xmas holidays too.

In previous years groups have visited the church who have made contact with keyholders direct. The LCO asked that the CCT are informed re visiting groups so we know who is visiting.

Holcombe is registered as a Place of Religious Worship and Solemnisation of Marriages so marriages will continue to be permitted at Old Holcombe without a Special License.

## **Community Meeting: 10<sup>th</sup> Feb 2025**

### **Attending: Local Community Officer and 4 members of the community**

Items discussed were:

#### **1. Opening the church**

A group of dedicated volunteers have been opening/closing the church on Saturdays and Sundays since the opening picnic in May 2024. Focusing on Sundays only during the winter months had been discussed but the group are keen to continue opening on both days throughout the year if they can manage it.

#### **2. Events/activities**

The idea of a cleaning and churchyard path clearance day was discussed.

There was interest in a Poldark exhibition at the church if support from the BBC could be sought.

## **Community Meeting: 23<sup>rd</sup> June 2025**

### **Attending: Local Community Officer and 4 members of the community**

#### **1. Opening the church**

The church was opened for Celebrate Your CCT Church Week in addition to normal weekend opening. The weekend opening is manageable by the group but another one or two volunteers would be helpful.

#### **2. Events/activities**

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A **Poldark display** about the church being used for Poldark filming is planned for August 2025 (weekends) with an event on August 31<sup>st</sup> which will include local performers reading an excerpt from one of the Poldark books.

Evensongs are still taking place this year (the incumbent has left) and there is a new churchwarden.

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## Part D - Action Plan

### Community Actions

#### Short Term Actions (to end Dec 2025)

- L&D to create a poster for the Poldark display and open afternoon and liaise with local performers
- H to help with finding scenes from Poldark for the display
- JH to advertise Poldark display and event on Facebook
- L to advertise Poldark display in community magazine

#### Actions complete

- H to look into cleaning day and borrowing litter picker.
- L&D created No Smoking sign for porch, a new sign with the opening times and a No access to stairs sign. Also created a poster about the picnic on May 4<sup>th</sup> 24.
- L & D created poster 'Due to Bats Please Close Door' to tie onto the entrance door to the church
- JH to create a WhatsApp group for the opening/closing rota
- Trial contactless card machine on a Sunday (once up and running - currently IT problems)
- Continue supporting opening/closing of church to visitors: Sundays in winter
- L & D to create new sign for porch with opening time

### Local Community Officer Actions

#### Short Term Actions (to end Dec 2025)

- Liaise with group about Poldark display and help with finding scenes and event support.
- Arrange for L&D to receive new Post Office paying in card/book
- Add Poldark on our website and advertise it with Mendip Times

#### Medium term actions

- None as yet

#### Long term actions

- Consider means for increasing additional public interest, footfall and consequent donations
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Investigate musicians, artists, theatre companies or poets who might wish to use the church
- Review methods for promoting church to location agents, wedding companies etc
- Consider means for attracting additional public interest, with a possible focus on the Church as a filming location for Poldark

#### Actions complete

- Look into Poldark exhibition at church.
- The LCO to looked at the booklet on the website [www.eastmendiptrinity.co.uk](http://www.eastmendiptrinity.co.uk) for background info on the church and added this web link to the web page for Holcombe Old Church.

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- LCO passed on maintenance issues from July 23 meeting to Estates Officer
  - Arrange new visitors book for church
  - Support re-opening of church and picnic
  - Get Church Open sign for church
  - Sign people up as volunteers who are responsible for church keys
  - Keys reallocated to weekend opening/closing team
  - Note current keyholders for the church on our system and on web page for church
  - Follow up with groups who previously made contact direct with keyholders

## 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.

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11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
  12. If you don't already, would you be interested and available to take part in future fundraising activity?
  13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
  14. Last question! Is there anything else you'd like to share about your interest in the church which we haven' t asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

## Appendix 2: Typical Maintenance Tasks Forecast - 25 Years

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

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

Item	Method & Purpose	Cycle /Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00
Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00

Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00

The **total cost over 25 years** for this example of a typical church is **£107,598.57** (exc. VAT)  
The **average yearly cost** for this example of a typical church is **£4303.94** (exc VAT)

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

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

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

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

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

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

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

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

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

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