ST NICHOLAS BERWICK BASSETT

 CHURCH PLAN MARCH 2025



# A stone church with a cemetery  AI-generated content may be incorrect.Part A - Current Report

Church Introduction & Significance

Current Use & Voluntary Activity

Facilities & Collections

Conservation Reports

Income, Expenditure & Balances

Local Community Officer’s Summary

# Part B – Survey

Results of our open survey conducted in Summer and Autumn 2020, [open and available at this location](https://www.surveymonkey.co.uk/r/86VTZZL) for initial or repeated surveys.

# Part C - Community Recommendations

Minutes of any community meetings held to discuss the information available in other parts of the Church Plan.

# Part D - Action Plan

Details of any actions agreed through Community Recommendations, assigned to community participants, Churches Conservation Trust staff, or to the Churches Conservation Trust Local Community Officer specifically.

**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 relies on its communities. These communities keep the spaces alive, as well as helping to generate sufficient funds for maintenance to keep it in a good state of repair and campaigning to raise funds for specific repair and improvement projects.

Local Community Officers facilitate these aims by working with communities to co-create Church Plans.

These plans are living documents, subject to frequent review to ensure that they can meet the changing needs of their churches and communities.

This plan will outline information on the church’s history and significance to illustrate why this church is so important, before explaining maintenance and repair needs to address the challenges faced. The document will then look at current use of the church with feedback and recommendations from the community, before concluding with an action plan to set out agreed short-, medium- and long-term goals to support the sustainable use and care of the church.

Further information on the maintenance and repair costs that CCT’s churches face can be found in the appendices at the close of the document.

# Part A - Current Report

## Church Introduction & Statement of Significance

St Nicholas's Church in Berwick Bassett, Wiltshire, England dates from the early 13th century. It is recorded in the National Heritage List for England as a designated Grade II\* listed building, it was declared redundant on 30 June 1972 and was vested in the Trust on 12 December 1973.

The church can only be approached by a pedestrian footpath. The red brick chancel was built between 1199 and 1221, with the nave being added in 14th century and built of sarsen stone. On the south wall is a scratch dial. The interior includes a font from the 13th century and a rood screen from the 15th. The pulpit, altar rail and pews are from the 19th century. There is a trefoiled piscina, which is a shallow basin used for washing the communion vessels. The monuments include four wall tablets including those to Henry Webb, who died in 1776, John Nalder, a 1794 death, and Elizabeth Nalder, dating from 1835.

In the 1660s the church was visited by John Aubrey who described the memorials and tombs he saw. In 1857 the church had a major restoration by Thomas Henry Wyatt. This included replacement of the original wooden structure with the current stone tower which contains three bells dating from the 17th century. At this point the walls were rendered and whitewashed. The parish joined with Avebury and Winterbourne Monkton in 1970 and is now part of the benefice of Upper Kennett.

## Current use (bookings) & voluntary activity

St Nicholas’ benefits form the voluntary support of a few neighbours and members of the local community, as well as from the services of a CCT Area Volunteer. Voluntary activity undertaken by this group includes

* Regular calendar of services.
* Occasional cleaning
* 6 monthly site inspection
* Voluntary maintenance of the vested churchyard.
* Ad hoc reporting of building change

## Collection Review

|  |
| --- |
| **General Information** |
| Open Churches Policy status: | Open |
| Local Community Officer: | Philippa Wood |
| Current project: | None |
| Parking: | No formal parking. Spaces on road |
| Accessibility details: | Provided via website |
| Building services: | No electricity, no heating  |
| Organ: | None |
| Churchyard: | Vested CCT, maintained by the owners of neighbouring farm |
| Ringable bells: | 3. Hung for full-circle ringing but now only safe for swing-chiming. |
| Pews: | Yes |
| **Volunteering** |
| Keyholder role: | Present |
| Key representative role: | Fulfilled (remittances, maintenance reporting) |
| Area volunteer role: | Fulfilled |
| Fundraising roles: | Informal; service collections |
| Cleaning | Before services |
| Stewardship roles: | None. |
| Research, interpretation & talks: | None formal. |
| **CCT Items** |
| Welcome table: | Present |
| Visitor book: | Provided |
| Gift Aid envelopes: | Provided |
| CCT silver plaque: | Installed, poor condition |
| CCT information board: | Not installed. |
| Oak post: | Not installed. |
| CCT freestanding board: | Provided |
| Wall safe poster: | Installed, current |
| CCT A board: | None. |
| **Tourism and Marketing** |
| Nearby attractions: | Avesbury |
| Public transport: | None |
| Social media presence: | None |
| CCT webpage: | https://www.visitchurches.org.uk/visit/our-churches/st-nicholas-church-berwick |
| Regular feature parish news: | Unsure |
| **Events and Activities** |
| Services per year: | 2-3 |
| CofE support for services: | Yes |
| Heritage Open Days: | No |
| Ride & Stride: | No |
| Christmas memory tree: | No |
| Historic Church Tour: | No |
| Learning and Participation events: | No |
| Explorer tags | No |
| Retail: | No |
| Champing: | No |
| **Health & Safety** |
| Fire rated capacity: | 60 |
| Seating capacity: | Not determined |
| Site plan: | Available |
| Risk assessment general: | March 2022. Review required |
| Risk assessment fire: | March 2022. Review required |
| COSHH listing: | Current |
| Portable appliance listing: | N/A |
| Security Audit: | 2015 |

##

## Conservation & Maintenance

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.

**Maintenance Costs**

|  |
| --- |
| **Repairs Liability** |
| Long-term repair costs forecast by most recent periodic inspection |  |
| **Annualised Maintenance Costs (exc. VAT)** |
| Total costs of church maintenance forecast over 25 years divided by 25. Includes all maintenance costs except the twice-yearly maintenance visit and any anticipated repairs are also excluded. See Appendix 2 for a list of typical maintenance tasks. | **£2,554.44** |
| **Routine Maintenance Costs (exc. VAT)** |
| Routine maintenance costs (two visits per annum). These are included in the annualised maintenance costs and are the total cost of two maintenance visits per year. A list of the typical maintenance tasks for any historic church included in the twice-annual maintenance visits is available to view at Appendix 3. | **£976.18** |
| **Other Maintenance Costs (exc. VAT)**Additional maintenance needs discovered during routine maintenance (see below) |
|  | **£0** |

**Forecast Conservation Costs**

|  |
| --- |
| **Short Term Repairs** Small scale items of limited cost which could be fulfilled with minimal fundraising. |
| External repairs to W window  | £2,500.00 |
| Reset and repoint paving outside church  | £1,500.00 |
| Localised repointing to boundary walls | £2,750.00 |
| **Total** | **£6,750.00** |
| **Medium-Term Repairs** More expensive needs which may require more involved fundraising and grant applications. |
| Repairs to sound openings and improvements to weatherproofing | £7,000.00 |
| Conservator repairs to listed Nalder chest tomb | £4,700.00 |
| **Total** | **£11,700.00** |
| **Total Long-Term Repairs** Items which are known to require works in the longer term but which are not essential in the near future. |
| Re-plaster and redecorate West wall | £7,500.00 |
| Timber screen report and repairs | £5,500.00 |
| Remove masonry paint from piscina  | £1,250.00 |
|  **Total** | **£14,250.00** |
| **Total Desirable Repairs** Repairs not essential to the conservation health of the church but which might improve aesthetics or usability of the building. |
|  **Total** | **£0** |

|  |  |
| --- | --- |
| **Total Essential Repairs:** | **£32,700.00** |
| **Total Desirable Repairs:** | **£0** |
| **Other Maintenance Costs:** | **£0** |
|  |
| **Total Repair Costs:** | **£32,700.00** |

## Income, Expenditure & Balances

**Income**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2023/24** | **2022/23** | **2021/22** | **2020/21** | **2019/20** | **2018/19** | **2017/18** | **2016/17** |
| **Wallsafe** | £16 | £0 | £0 | £0 | £0 | £0 | £15 | £23 |
| **Total** | £16 | £0 | £62 | £0 | £240 | £200 | £265 | £73 |
| **Visitor #** | 731 | 812 | 385 | 0 | 986 | 1002 | 1218 | 1424 |
| **Wallsafe per visitor** | £0.02 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.01 | £0.02 |

**Income / Expenditure (2023 – 2024)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unrestricted** | **Restricted** | **Grant** | **Total** |
| **Income** | £15.72 | £0.00 | £0.00 | £15.72 |
| **Expenditure** | £976.18 | £600.00 | £0.00 | £1,576.18 |

|  |
| --- |
| **Restricted Funds\*** |
| Opening Balance 01-Apr-2023 | Income | Expenditure | Closing Balance 31-Mar-2024 |
| £398.67 | £0.00 |  £600.00 | -£201.33 |

|  |
| --- |
| **Expenditure by Category (2023 – 2024)** |
| **Category** | **Value** |  |
| Routine Maintenance | £976.18 | U |
| Urgent Maintenance | £600.00 | R |

|  |
| --- |
| **Income by Category (2023 – 2024)** |
| **Category** | **Value** |  |
| Box Collections | £15.72 | U |

**Balances (2023 – 2024)**

|  |  |
| --- | --- |
| Income less maintenance / conservation expenditure | - £ 960.46 |
| Income less annual maintenance costs | - £2,538.72 |
| Restricted balance\* | - £ 201.33 |

\* Restricted funds are restricted or covenanted for expenditure at this church.

Restricted funds without a covenant will be used for maintenance of the building fabric.

Covenanted funds (those donated for a specific purpose such as roof repairs) must be spent according to the terms of this covenant and are not shown in these figures.

## Local Community Officer’s Summary

St Nicholas’ Church, Berwick Bassett has been fortunate to of had many years of support from its nearest neighbours, the owners of Manor Farm and The Old Farmhouse. They have kept the churchyard in a good condition for many years and helped with services and cleaning, as well as providing financial support to the church.

The main current issue at St Nicholas’ is the rusted up and un-useable donation box, which has rusted closed as a result of being rather unusually situated in the covered porch, where it gets very damp.

Regular services do take place at the church but historically the CCT have not been informed in advance of this, and we find out about it usually via the visitor book

St. Nicholas’ inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the limited options for parking. The addition of video-directions on the church webpage might encourage additional visits over time, all of which would be certain to encounter an extremely well-presented church thanks to the continuing and extremely dedicated care of its neighbour who visits to clean throughout the season.

The availability of an electrical supply could enable flexible use of the interior for occasional performances, especially where any such would be of interest to local residents from nearby residential centres, or where audiences of sufficient number might be able to walk to the venue from other parts of the village.

Improved “open church” and donation signage and interpretation (no current guidebook in print) in the church could improve visitor numbers and donation per head.

It is hoped that new ideas for use and potential supporters for the church may emerge from the church planning process. 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),* ***1 response*** *was received for* ***Berwick Bassett, St Nicholas’*** *by the deadline of* ***August 30th****.*

The response received was from **1** respondent writing in a **personal** capacity, who confirmed that their responses related to **St. Nicholas’, Berwick Bassett.**

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **That the community was already involved with the church as much as it wanted to be.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **That continued upkeep of the building will be challenging.**

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 **There was very little local life away from the church as they are such a small community.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **They have as many services as the vicar is able to handle**

In relation to identifying conservation priorities for the church, the respondent provided **That continued use of the church was important**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **That this was very difficult in a tiny community.** In respect of means for initiating fundraising activity, the respondent gave **[no response].** The respondent also indicated that they **are, and have been previously involved** in fundraising activity for the church.

In seeking respondents’ participation in a future group discussion regarding church planning the respondent indicated **They’d be happy to meet through phone or video conference.**

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

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

**Nil**

## Part C - Community Recommendations

### Community Meeting 2 Friday 21st March 2025

Present: Philippa Wood (LCO) and Volunteer (D)

LCO greeted D and thanked him for his efforts in keeping the graveyard so well. D answered that his grandparents, parents and other family members are all laid to rest in the churchyard, so it’s a ‘family’ church for him.

**Maintenance**

* DW keeps grass cut in churchyard and is going to remove ivy from gravestones
* Some tiles and stonework off roof on N side of church.

**Events**

* The church hosts two annual services a year
	+ The annual Christmas service was held last December and attended by 60 - 70 persons. It was very successful, with standing room only, with refreshments afterward at a local home.
	+ The summer’s annual service is being held on 15th June. LCO to check if this is on the spreadsheet and send paperwork if not.
* Lack of power at church means that additional events are not often held here.

**Publicity**

* D informed LCO that he is a photographer and offered to send photographs of the aurora above St Nicholas’ and of the swallows that frequent the graveyard. LCO said she would be very grateful to receive them.

### Community Meeting 1 1st December 2020

**May 2023 Update –** As there was no record of previous church plan meetings, RW (LCO) telephoned main contact (**A**) from ThankQ as an introduction. RW also wanted to pass on thanks to whomever had mowed the churchyard as it was looking lovely on her recent 6 monthly maintenance visit.

**A** explained that they mowed the churchyard and were also counting the swallows nesting for the RSPB. They also mentioned that they used to have a lot of contact from the CCT but not for some time. **A** also mentioned that they were still termed key holders which was not the case as they do not hold any keys.

RW explained about the role of the LCO and was keen to meet up in person to see how best to engage with the wider community. RW appreciated it that it was a small community and would be happy to come and talk at a Parish Council meeting or community meeting.

**A** was very happy for RW to drop in when next passing as it was difficult for them to commit to a date at present.

RW agreed to ring ahead to check availability when planning next visit which would be in the next month

# Part D - Action Plan

## Community Actions

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

* Complete service booking form for annual services and send to LCO
* Keep LCO informed about service attendance and collection donations
* Agree a date for a face-to-face meeting to review interim church plan
* Review CCT Cleaning Churches standard and report

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

* Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
* Consider use of the church as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
* Consider the suitability of the site for Champing

### Long term actions (to end January 2028)

## Local Community Officer Actions

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

* Agree a date for a face-to-face meeting with main contact to review interim church plan and establish link with local incumbent
* Consider posters for a call out for volunteers and event activities
* Review church web page to ensure clear directions available for all visitors
* Share CCT Cleaning Churches standard and report
* Follow up on and publish online audio guide produced for the church to address the lack of printed interpretation.

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

* Consider adding video directions to the church for prospective visitors’ information
* Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
* Consider use of the church as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
* Consider the suitability of the site for Champing

### Long term actions (to end January 2028)

## CCT Actions Other

### Short term actions (to end March 2022)

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

### Medium term actions (to end March 2023)

### Long term actions (to end March 2024)

### Actions Complete (to end April 2025)

### Community Actions

### LCO Actions

* Agree dates for face-to-face or digital community meetings by end January 2021
* Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
* Publish Church Plan Version ‘2021-22’
* Distribution Part A reports for each church to all existing correspondents, together with survey
* Receive, anonymise and collate survey responses and add to Church Plan Part B
* Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
* Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
* Undertake staff consultation against Interim Church Plan by end November 2020
* By end November 2020 review colleagues’ feedback regarding updates to church plan part A, to include
	+ Conservation interpretations
	+ Presentation improvements
	+ Champing data
* Support EO and CPM in replacing the donation box.
* New wall safe installed in porch
* Share the annual maintenance figure via CCT website “church page” and other channels

### CCT Actions

# 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

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)** | **25 Years Cumulative Est. Cost (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 |
| Man-safe 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 |
| 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 |
| 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 |
| 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 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 | 2020 | 2019 | 2018 | 2017 | Total |
| Langport, Somerset | £3,128.00 | £3,809.94 | £2,765.60 | £10,472.40 | £20,175.94 |
| Emborough, Somerset | £2,625.00 | £1,378.49 | £2,024.30 | - | £6,027.79 |
| Chiselhampton, Oxfordshire | £1,705.00 | £5,864.11 | £2,696.40 | £10,156.29 | £20,421.80 |
| Wolfhamcote, Warwickshire | £1,624.00 | £2,213.77 | £3,001.00 | - | £6,838.77 |
| Holme Lacy, Herefordshire | £1,004.00 | £4,758.55 | £4,368.80 | - | £10,131.35 |
| TOTAL | £10,086.00 | £18,024.86 | £14,856.10 | £20,628.69 | £63,595.65 |