

THE CHURCH, WEST OGWELL

CHURCH PLAN



Introduction

Part A - Current Report

Church Introduction and Statement of Significance
Current Use (bookings) and voluntary activity
Church Information
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

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

West Ogwell Church near Newton Abbot, Devon, was built in the 13th century. It is recorded in the National Heritage List for England as a designated Grade I listed building.

The chancel and nave were built around 1300. The two stage west tower, with its battlemented parapet, was added around 1400. The interior includes a 13th-century sedilia and a Jacobean pulpit. The other features including the box pews, tower screen and curved communion rails are late Georgian.

The King James Bible from 1739 is currently stored at Gaia House for safekeeping (after vandalism at the church).

West Ogwell Church's silver flagon is on loan to the V&A in London. It is on display in their Silver Galleries (Room 65). The flagon dates from 1703-4 and was bought with a bequest for West Ogwell church by the donor Elizabeth Reynell.

The Church was declared redundant on 1 June 1981, and was vested with the Churches Conservation Trust on 27 October 1982.

Current use (bookings) & voluntary activity

West Ogwell Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. Unfortunately there are rarely any events or services at the Church. A few years ago the Church was used as a filming location for a horror film.

The church is popular with walkers and walking groups, and residents from Gaia House also regularly visit the church for quiet reflection. Unfortunately over the summer and autumn of 2020 the church suffered a series of break ins and vandalism. Repairs are now complete and the site is open once again. CCT are extremely grateful for the support of the residents and staff at Gaia House, who keep a close eye on the church and let us know of any issues or concerns. A new volunteer has recently come on board to help with cleaning which is also much appreciated.

The churchyard (not CCT owned) is very well maintained and always looks beautiful.

Voluntary activity undertaken includes:

- Looking after the keys
- Ad hoc reporting of building change
- Regular cleaning

The Local Community Officer (LCO) empties the wall safe, carries out biannual building condition checks, and completes regular mandatory checks and actions, including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, 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 and lightning conductor inspections (where present).

Church Information

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Vacant (wall safe remittances, volunteer management)
Area volunteer role:	Not needed
Fundraising roles:	Vacant and necessary
Stewardship roles:	Vacant – not currently needed
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via CCT website
CCT silver plaque:	Removed due to delamination
CCT information board:	Not installed
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	Limited, space for 1 car on grass outside church
Organ:	Present, unplayable
Churchyard:	Not owned by CCT, maintained by Local Authority
Ringable bells:	Yes, chiming
Pews:	Sound, no defects
Fire rated capacity:	100
Seating capacity:	100
Site plan:	Available
Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	Not installed

Nearby attractions:	Dartmoor, Torquay, Pennywell Farm, Buckfast Abbey, Ashburton, Totnes and other nearby CCT churches: Torbryan and North Huish.
Social media presence:	Nil
Images on CCT website:	One of three
Regular feature parish news:	Not known
Services per year:	None
CofE support for services:	Yes – annual evensong commenced 2024
Christmas memory tree:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No, possible
Retail:	No, possible
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children' s explorer cart:	No, surplus to requirements
Children' s trail:	No

Conservation reports

Annualised maintenance costs (Exclusive of VAT): 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.	£3,705.61
Routine maintenance costs (Per annum and exclusive of VAT): Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.	£1,140.00
Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£550.00
- North Aisle guttering over vestry	£250.00
- Timber dias	£300.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising, costed and listed individually below.	£8,000.00
- Consolidate plaster in nave	£5,000.00
- Redecorate feramenta	£3,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below.	£41,000.00
- Re limewash exterior including tower	£35,000.00
- Investigate pew platforms, repair and improve ventilation if possible	£6,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future, costed and listed individually below.	£9,000.00
- Repairs to existing monuments and reinstatement of nave wall monument	£5,500.00
- Install new lightning conductor (following assessment)	£3,500.00
Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building, costed and listed individually below.	Not known
- Re-plaster ceiling	Not known
All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.	

Income, Expenditure & Balances

Income

Year	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£113			£10			£123
2021/22	£22						£22
2020/21	£111						£111
2019/20	£293						£293
2018/19	£123						£123
2017/18	£334						£334
2016/17	£0						£0

Visitors

Year	Visitors	Wall safe income per visitor
2022-23	2163	£0.05
2021-22	0	£0
2020-21	Data not collected	
2019-20	4,264	£0.07
2018-19	5,792	£0.02
2017-18	4,886	£0.07
2016-17	4,501	£0
2015-16	5,479	£0

Expenditure

Total spend since vesting (non maintenance): £223,876

	Conservation (repair) expenditure	Maintenance expenditure
2022-23	£0	£1,032
2021-22	£0	£1,194
2020-21	£0	£1,142
2019-20	£0	£1,380
2018-19	£0	£1,020

2017-18	£390	£486
2016-17	£0	£711
2015-16	£257	£257

Balances

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

Restricted Balance Report Jul 2019 £866.87

Income less expenditure 2022/23 - £909

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

Income less annualised maintenance 2020/21 - £3583

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

Local Community Officer's Summary

Events and services at West Oghwell Church are currently rare, which is a shame as it is a very pretty atmospheric church in a stunning location with a fascinating history. It would be lovely for the church to host some events or services, and for the church to be used more as a community resource and space amongst West Oghwell residents and more widely. The support and care shown by the residents and staff of Gaia House in particular is very much appreciated.

There is currently a large gap between the existing income (currently just from wall safe donations) and the annualised maintenance costs (£3706). To offer this beautiful church a sustainable future we need to explore additional income generating activities.

One or two services a year would be fantastic, providing an opportunity for the community to use the space and by helping raise funds through collection contributions. It is hopeful that a service may take place in 2024. Updates to the parish newsletter and inclusion of church reports at parish council meetings could also highlight the annualised maintenance costs.

There are also future possibilities for the church being used by location agents for filming and photography, and weddings (an Archbishops Special License would be needed needed) or blessings. The site has limited open floor space for alternative use but could be considered as a venue for Champing (camping overnight in historic churches).

There is currently a new volunteer who cleans the church on a regular basis which is much appreciated. Another volunteer role needed would be people interested in helping with history research, interpretation and talks. This could lead to tours of the site for Heritage Open Days or ticketed special events during the Summer), at the same time as enriching the visitor experience further. Information could also be displayed about the West Oghwell silver flagon which is displayed in the Victoria & Albert Museum in London. The Church is already a popular place for walkers to visit so it could also be promoted through inclusion on local walking routes or heritage trails.

Volunteer support with fundraising, perhaps organising one or two community events each year would also be very valuable. CCT would be very open to discussing any activities at the church, and activities and events the community could consider include tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography or art exhibitions, craft skills events, sound journeys etc.

The Church might benefit from a CCT noticeboard and insert, upon which site specific health and safety and historical information, and details about upcoming events and local information.

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **one** response was received for West Ogwell Church by the deadline of August 31st.*

The response received was from a respondent writing in a **personal capacity**, rather than on behalf of an organisation, and where they gave more than one answer to questions this is reflected below.

In addressing the question of **a perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** no response was received.

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent: Expressed how much they love the church.

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, the respondent suggested: Hiring the church out.

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, the respondent responded that they would give it some thought.

In relation to identifying **the most important conservation priorities for the Church**, the respondent stated: To keep the church open.

Regarding **priorities, opportunities or ideas for fundraising**, no response was received.

Also when asked what would be **the best ways to get started with the above suggested fundraising** no response was received.

When asked whether they would be **interested and available to take part in future fundraising** the respondent answered accordingly: Yes

In seeking the respondents' **participation in a future group discussion regarding church planning**: Available in person only

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

In addition to responses fielded through the questionnaire, a further **0** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Summary of Community Meeting 1: 12th May 2023

Attending: Local Community Officer and 1 member of the community

A Church Plan meeting was held at West Oghwell Church on Friday 12th May 2023. Present were the Local Community Officer (LCO) and one member of the community who is the keyholder for West Oghwell church. Items discussed were:

1. History of the site

The current keyholder is very interested in the history of the church and passed on lots of useful info. The LCO mentioned that on the new CCT website there will be the potential for more info about each church to be uploaded and will pass on the email address so any useful material can be shared.

2. Keyholder role

The current keyholder is retiring soon and moving from the area. It is hoped that someone else from Gaia House (next door) could take on this role.

3. Wall Safe signage

It has been noted before that the wall safe is not very noticeable and the keyholder often finds donations just laying around in the leaflet holder area. There needs to be a sign for the table saying to put donations in the wall safe and mentioning its location.

4. Community Day

Gaia House are thinking of holding a community day in the autumn. Since the CCT have very few contacts in the local community the LCO expressed interest in coming along and trying to generate interest in the church. It would be good to find people in the community to care for, volunteer for, and help fundraise for, the annualised maintenance costs for West Oghwell Church.

5. Maintenance Issues

The organ pull stop came loose and is currently in the keyholder's office at Gaia House. It will be kept in the locked church vestry once they leave in a labelled envelope. The King James Bible from 1739 is currently stored at Gaia House for safekeeping (after vandalism at the church). The LCO agreed it was safer to keep it there for the foreseeable future.

Summary of Community Meeting 2: 21st Aug 2023

Attending: Local Community Officer and 2 members of the community

A Church Plan meeting was held at West Oghwell Church on August 21st 2023. Present were the Local Community Officer (LCO) and a member of the community (R) who is also the new Gaia House keyholder for West Oghwell church. The LCO also met the new churchwarden (CW) for the parish who is a keyholder for West Oghwell. Items discussed were:

1. Community Day

The LCO is hoping to get involved in the community day in the autumn (an apple day run locally) to make contact with the local community and generate interest in the church. It would be good to find people in the community to care for, volunteer for, and help fundraise for, the annualised maintenance costs for West Oghwell Church.

2. Champing

The LCO spoke to R about Champing and whether it could be a possibility at West Oghwell Church with the support of Gaia House.

3. Maintenance Issues & Funding

There are currently lots of maintenance issues at the church listed in the conservation report (pages 6-7). The broken pulpit panel (the pulpit is Jacobean) is also a very obvious defect noticed by visitors. R has a joinery contact who may be able to help with repairing it. LCO spoke to the CW about possible funding opportunities for West Oghwell church.

4. Events and Services

Currently no events or services take place at West Oghwell Church. West Oghwell Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. CW is interested in trying to help get services up and running at the church.

Community Meeting 3: 17th Oct 2023

1.The LCO met with the incumbent to discuss possible future services at West Oghwell Church. This could be possible for 2024.

2.On the same day the LCO met two members of the community who would like to help clean the church on a regular basis.

Summary of Community Meeting 4: 12th March 2024

Attending: Local Community Officer and 3 members of the community

Items discussed were:

1. Events and Services

There are plans for a service on June 30th 2024 and the possibility of refreshments was discussed. This would be the first service at West Oghwell Church in many years.

The possibility of doing something for Heritage Open Days was also discussed.

2. Maintenance Issues

A is interested in whether her husband can help restore the pulpit and also whether woodworm treatment can be used on the organ.

Service June 30th 2024

The LCO attended a sung evensong at West Ogwell Church, possibly the first service there since 1986. Discussions were had with the incumbent about the possibility of restoring the harmonium so it could be used for future services and also the possibility of further services in future. It was a popular event with about 40 people attending, the support of Gaia House meaning people could park at their site and £144 raised to support the work of the CCT. The possibility of doing something for Heritage Open Days in September was also discussed with community supporters.

Heritage Open Days Sept 8th 2024

The LCO supported a Heritage Open Days event where the church was opened to visitors. During this event various ideas relating to starting a friends group, improving the church, publicity and resources (including on the bat colony, the welcome area, interpretation, the film 'Borderlands', lighting and displays), looking into a music event and thinking about the churchyard (not CCT owned).

Summary of Community Meeting: 24th Feb 2025

This meeting with Gaia House was to discuss the possibility of a joint event for Heritage Open Days. A community outreach event would be of benefit to all so it was decided to go ahead from 2-4pm on September 19th 2025, with support from Gaia House on parking, toilets and refreshments as well as offering visitors a guided tour.

Part D - Action Plan

Community Actions

Short Term Actions (to end Dec 2024)

- Look into some of the ideas raised at the Heritage Open Day Sept 24

Actions complete

- Support the Heritage Open Days event in September 24
- CW has sent contact details for the incumbent and funding ideas.
- Put the LCO in contact with organisers of the community day and someone at Gaia House who may take on the role of keyholder: The LCO is in touch with the new keyholder at Gaia House but is not yet in touch with the people organising the apple day.
- Send on history info to the CCT at websitewest@thecct.org.uk
- R to ask the apple day organisers about the LCO being involved, to talk to contact about pulpit repairs (any repairs would need to be discussed with CCT's conservation team) and to talk to Gaia House re Champing
- AP to sign up as volunteer and help with regular cleaning at the church
- Help support service on 30th June

Local Community Officer Actions

Short Term Actions (to end Dec 2024)

- LCO to support action on some of the ideas raised at the Heritage Open Day Sept 24, particularly for a friends group At West Ogwell Church

-
- LCO to find out how we can progress repairs to the pulpit and what woodworm treatment we can use on the organ
 - Promote harmonium on Facebook to see if anyone could help restore it for free

Medium Term Actions (to end Dec 2025)

- Investigate options for recruiting additional volunteers and community members, for research about the Church, organising events, activities and services, documenting/creating local walks to/from the church, or for general fundraising
- 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
- The LCO to follow up on fundraising ideas from the CW

Actions complete

- Support any plans for a Heritage Open Days event in September
- Create sign for the table saying to put donations in the wall safe (and mentioning its location)
- Make contact with new Gaia House keyholder
- Sign up A as a volunteer
- Make contact with the incumbent re services
- Make contact with people re the community day (on hold)
- The LCO to check times for the June 30th service with the incumbent and parking with Gaia House.

CCT Actions Other

Short term actions

- None as yet

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

These are typical costs so some may not be relevant to this church. The annualised maintenance costs for West Oghwell Church (see Conservation Report in Part A) are worked out depending on which items in this task list apply.

Item	Method & Purpose	Cycle /Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00
Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00

Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)	Typical Maintenance Tasks Forecast over 25 Years			£107,598.57
TOTAL (Excluding VAT) / 25 years	Annualised maintenance costs express the total costs of church maintenance divided by 25 years.			£4,303.94

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

Guests book online through the Champing™ website www.champing.co.uk 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