

CHUTE FOREST. ST MARY'S

February 2023 CHURCH PLAN



Part A - Current Report

Part B - Survey

Results of our open survey conducted in Summer and Autumn 2020, canvassing all community contacts for their reaction to Part A. The survey remains [open and available at](#)

[this location](#). Please feel free to repeat your survey response or complete the survey for the first time.

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.

Church Introduction & Statement of Significance

St Mary's Church in Chute Forest, Wiltshire, England, was built between 1870 and 1871 and consecrated in 1875. It is recorded in the National Heritage List for England as a designated Grade II* listed building. It was declared redundant on 23 August 1972, and was vested in the Trust on 26 March 1974.

The church was built of knapped flint, brick and tile with a pyramid spire, by John Loughborough Pearson for the Fowle family. At the time there were 188 parishioners. It was consecrated by the Bishop of Salisbury on 15 August 1872. The nave and aisles are spanned by a single roof. There are encaustic tiles on the raised floor of the chancel.

The roof is of open trussed timber rafters. There is a three-stage tower topped with the spire which is a highly visible from the surrounding area. The church had six bells cast in 1871 by Mears & Stainbank of Whitechapel Bell Foundry. In 1976 these were removed and rehung in the Church of St Nicholas in Chute. The west window includes stained glass by Clayton and Bell a partnership of John Richard Clayton (London, 1827–1913) and Alfred Bell (Silton, Dorset, 1832–95). The west window has glass also from 1914 but in a different style. There is a wall tablet to Frank G. Fowle who died in 1942.

The parish was merged with that of Chute in 1954. The Chute Forest church closed in 1972. An annual service is still held at the church.

Current use (bookings) & voluntary activity

St Mary's has been fortunate to benefit from the voluntary support of several local neighbours, as well as from the local parish team who organise an annual service at the church. Voluntary activity undertaken by this group includes:

- Organising and supporting an annual service
- Remittance of service funds
- Conservation cleaning before service
- Planning and delivery of all bookings including services.
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open
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Local Community Officer:	Rachel Whitty
Current project:	None
Cleaning schedule:	Before use
Welcome table:	Present
Keyholder role:	None formal
Key representative role:	Fulfilled (CCT liaison, maintenance reporting)
Area volunteer role:	None
Fundraising roles:	None formal
Stewardship roles:	None
Research, interp & talks role:	None formal.
Accessibility details:	Provided via website
CCT silver plaque:	Installed, poor condition
CCT information board:	Installed. Poor condition
Oak post:	Not installed.
CCT freestanding board:	Installed in churchyard. Poor condition.
Wall safe poster:	Installed, current
CCT A board:	None
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	No electricity, no heating.
Parking:	None formal. Spaces on road 50m walk from the church.
Organ:	None
Churchyard:	Owned and maintained by CCT.
Ringable bells:	No. Bells no longer in the church but at St Nicholas'
Pews:	Yes.
Fire rated capacity:	100
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	None
CCTV:	Uninstalled

Individual item security measures:	Uninstalled
Nearby attractions:	Access to a wide range of rights of way across the North Wessex Downs Area of Outstanding Natural Beauty.
	Public transport:
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Not currently, but there is a monthly 'Chute Chronicle'
Services per year:	1, plus occasional weddings and funerals for local residents.
Cof E support for services:	yes, but only as above with appropriate C of E authorisation.
Christmas memory tree:	No.
Tea Party:	No
Historic Church Tour:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No.
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	2015
Learning and Participation events	No.
Explorer tags	No.

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT):</p> <p>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£5,086.44
<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>	£712.80
<p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£250
-Clear moss from northern roof slope	£250.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£15,450.00
Roof repairs and repair of tower rear gutter	£4,700.00
Redecorate RWG	£3,750.00
Internal plaster and redecoration	£7,000.00
<p>Total medium term repairs:</p> <p>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£11,250.00
Glazing cleaning, minor repairs and replacement of window guards	£8,250.00
Churchyard gate and fence repairs	£3,000.00

Total long term repairs:	
Items which are known to require works in the longer term but which are not essential in the near future.	£14,000.00
Replace missing rib to ceiling vault	£4,500.00
Paving repairs	£3,500.00
Repairs to paths and hard landscaping	£3,500.00
Improvements to access to the bells and bell frame	£2,500.00
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.	£0
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

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Wallsafe income	237	237	19	-	17	-
Total income	1,537	1,537	2,238	1,909	170	-

Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Numbers of visitors	2,207	695	688	1,070	1,500	-
Wall safe income per visitor (£)	0.11	0.34	0.03	-	0.01	-

Expenditure

Total expenditure since vesting: £90,201

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Maintenance	3,030	2,041	1,206	1,202	1,312	440
Conservation	3,030	-	-	-	-	947

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 '19 £4444.55

Income less expenditure '19/'20: **-£1,142**

Income less ann. maint.'19/'20: **-£4,916.44**

Local Community Officer's Summary

St Mary's Chute Forest is a little visited, but much loved church in this quiet part of Wiltshire. Built in 1875 by J. L Pearson who went on to build Truro Cathedral. He also built the parish church of Chute St Nicholas about two miles away. It has thick brick walls and is extremely dark inside. The tall spire is visible from a distance above clustering yew trees.

Until recently this church was locked and the keyholder hard to locate, so it had spectacularly low visitor figures. These have started to rise into double figures since the door is now open 24 hours.

The church has a significant bat problem. About 10 years ago there was some enthusiasm from the community in running a wildlife project in the church and churchyard, including a bat survey, but this has fallen by the wayside. Until 2021 the CCT paid a contractor to conduct a twice yearly cut of grass and hedges in the churchyard – an expenditure which we were forced to drop in 2021. The local community petitioned the CCT to be able to take some of the proceeds from the annual service to pay for upkeep of the churchyard and this was agreed to.

St Mary's is fortunate to have the patronage of a local donor, who has given very generous restricted donations to the church for the past 17 years.

St Mary's 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, and poor signposting to the church. The addition of video-directions on the church webpage might encourage additional visits over time, all of which would be certain to encounter a well-presented church thanks to the continuing and dedicated care of its volunteers who visit to clean regularly.

Improved signage to the church (currently a "historic church" fingerpost) could increase visitor numbers. A team of volunteer stewards (occasional) and improved interpretation (currently a laminated copy of the old Redundant Churches branded CCT guidebook) could provide a better visitor experience and increase donations per head.

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.

It is hoped that new ideas for use and potential supporters for St Mary's church might 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), **no response** was received for **Chute Forest, St Mary's** by the deadline of **August 30th**.*

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to **St. Mary's, Chute Forest**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

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 **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

In relation to identifying conservation priorities for the church, the respondent provided **[no response]**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response]**. In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **[no response]**.

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 1. 20th January 2021

Attending: Ed McGregor (Local Community Officer) etc al.

A adds a written suggestion for inclusion to the Church Plan prior to the meeting. *Adding electricity would be very helpful to the proposed actions, but would require a significant capital investment. The proposed actions would be adversely affected by reduced churchyard maintenance. Engaging St Nicolas' PCC in this planning process would help, as would occasional articles in The Chute Chronicle.*

A explained the relationship with the Church wardens at St Mary's.

A has just finished his term as church warden. The church council are striving to recruit new members. B will resume as church warden for a year.

A notes he did not fill in the survey back in August and suggests perhaps re-circulating it. EM shares that the church plan is indeed intended to be shared and circulated on an ongoing basis, with the hope of engendering further support from the community.

A expresses the desire to increase the level of income locally in order to support CCT in sustaining the churchyard and church.

A notes that the church is difficult to find and improving directions for visitors would be a positive step.

B asks what exactly the CCT would like the local congregation to do to support the church. EM refers to the income and expenditure section of the church plan.

B and A note that they are not aware of any recent maintenance expenditure at the church. EM acknowledges that maintenance costs should be shared more transparently. AO asks for clarification on the annualised maintenance figure. EM to seek this for inclusion in the next edition of the church plan.

A notes that EMs current main contact might not be the best in terms of sharing contractors visits. EM notes that A and B will be added to the maintenance contractors visiting contact list.

B notes that they have paid a contractor in the past to mow the churchyard. EM Thanks for this contribution.

B asks if community use and events are actually encouraged and EM responds positively.

A notes some of the restrictions relating to use of the building for exhibitions given the fixed pews.

B asks about the possibility of installing an electricity supply. This might enable more community use of the church because it is currently too dark to hold any events or exhibitions. It is considered that this would be prohibitively expensive. A notes that a generator was brought in for a wedding several years ago. EM to investigate and potentially obtain quotes for a suitable generator / solar system.

A asked clarity around exactly how the CCT would like the parish to contribute with case studies and examples.

B notes the annual service, which they hope will continue.

B suggests a walking route to take in the church which they could advertise in the local newspaper. B offers to investigate this.

B explains the non-availability of a village hall for Chute Forest and so the church could provide some facility in this way.

EM to update signage in the external noticeboard, to provide a more welcoming greeting. .

A agrees that St Mary's wouldn't be a good site for champing.

A notes that St Mary's Chute forest is not on the current priority list for the PCC. A to see if it can be added.

Community Meeting 2. 8th September 2021

Attending: Ed McGregor (Local Community Officer) et al. 3 Participants – referred to as A1, B1 and C1

A1 expresses that electricity installation is not feasible due to budgetary constraints. A1 is one of the church wardens so fulfils the note in the last meeting about better engagement of PCC. He explains the financial situation of the PCC with very limited budgets, but reiterates that the PCC is supportive in principle of the church and can enhance this support with better messages in the active parish church community and also in St Mary's Notice board. A1 offers to print and install new notice if EM can draft.

EM to update CCT church page as hire info and lighting is incorrect.

EM to pursue urgently dropped branch in churchyard

EM to improve directions to the church on CCT website.

EM to send A1 6 footpath markers.

EM notes that the transparency of the maintenance expenditure has not been received from CPM / EO

B1 expresses concern that they have not had any maintenance contractor visits for the past two years at least. Refer to minutes from last meeting whereby A1 and B1 should be added to maintenance contractor visits contact list.

B1 asks about a very small temporary installation of solar panel and battery. EM gives approval for this to be explored with approval from EO. B1 to progress and send ideas to EM.

A1 expresses interest in walking routes, no solid action though.

C1 notes that he's been given a copy of the first sermon at the church and is working on a transcription of it.

A1 reflects that church planning is a valuable process in terms of reminding the local community members of the relevance of the church and keeping a log of actions which need doing.

Community Meeting 3. February 7th 2023 Attended by Rachel Whitty LCO and Meriel O’Dowd Conservation Project Manager (CPM) plus 3 supporters for the Church, referred to as D1, E1 and F1 in the notes.

RW welcomed the group and was pleased to be meeting in person after many email exchanges over Chute, restricted donation discussions and proposed works in the churchyard.

The group met in the Churchyard as the first part of the Church Plan meeting was to work through the condition report with the CPM and agree the detail of upcoming tree works in the Churchyard.

The CPM lead the group through the details of the condition report so that it was clear what the short, medium and long term priorities for maintenance and repair at Chute Forest were. This would help the group to consider where they could focus fundraising efforts and how to share this knowledge more widely across the community at Chute.

The group discussed the outline of tree works including the felling of the yews which were impacting the light coming into the church and contributing to an alarming increase of moss accumulation on the roof. There were other trees which were in turn creating issues for family gravestones and the laurel hedge was obscuring church was it was almost impossible to see from the road. The group agreed that the churchyard was looking much unloved. The group welcomed the scheduling of the works which would be paid for out of the restricted funds for Chute. The main concern for the works to happen was the limited access to the church which would be either through adjacent fields on private land or via the permissive path from the main road. There were also concerns raised over the impact of wet weather to the works which could turn the churchyard, fields and permissive path into a mud bath. D1 kindly agreed to act as a liaison with the farmer who owned the adjacent fields and to the occupants of the house next to the entrance gate of the permissive path to ensure that they would be aware of the dates of the works and that access would not be an issue for the tree surgeon. It was also agreed that the wood cut down would be chipped in situ to limit excessive movement of equipment and any branches suitable for kindling or woodturning projects such as Cherry would be stacked neatly for the community to use.

The group were happy with the scope of works discussed and were keen for them to start as soon as possible. It was hoped that the works would commence towards the end of March and D1 would act as the main contact with the tree surgeon in conjunction with the CCT Estates Officer and LCO.

There was also a discussion about restoring the clock to bring a focal point to the Church.

Action: Long Term-It was agreed that this could be considered as a long term action as there were other priorities to focus on first.

RW explained the process for the next part of the meeting was to work through the previous actions listed on the Church Plan, and agree to close them off or carry them forward, discuss potential fundraising ideas and discuss any on-going maintenance issues. The aim at the end would be to capture these ideas into short, medium and long term actions.

RW noted that the figures in the current Church Plan required updating so would be used a guide for this meeting. Once more up to date figures were available, the Church Plan would be amended accordingly and recirculated to the group.

Action Short Term : RW to action for next Church Plan meeting planned for September.

RW also updated the group on the West Region focus for the coming year and wider updates on the CCT, the new CEO and the strategy.

The group turned their focus on the interior of the church.

It was agreed that the current donation box, an offertory box with a padlock was not fit for purpose. It was not possible to fit any gift aid envelopes into the slot and the key was missing. RW had searched for the key in the Bristol Office but not avail.

Action –Short Term- RW to speak to EO about in the first instance replacing the padlock and to consider a suitable alternative.

All agreed that the acoustics inside the church were excellent and the issue of reconnecting the electricity was discussed. Solar panels were discussed but these could be costly and not generate enough power to sustain a concert, for example. An alternative to consider which was raised by F1 was a second hand diesel generator as they had found it to be a very economical and satisfactory solution. It was also raised that as there was no village hall/community hub in Chute so St Mary's with electricity could be considered as a good meeting venue.

Action: Medium Term- It was agreed that this could be explored as an option by F1 to bring back to the group as a potential community initiative project.

The group decided to continue the meeting inside one of the group's house as it was getting very cold in the church.

An open discussion took place around how to relaunch the church post the churchyard works. The annual service was mentioned and it was thought it would be taking place in late June.

It was agreed that if the works were completed in time, a "soft launch "could be considered around the Coronation such as a picnic with tea and cakes.

Action – Short Term- F1 agreed to co-ordinate and suggested that this would be a good opportunity to recruit volunteers for a cleaning rota.

If that was successful then there was a potential plan for a Flower Festival later in the year and a local history exhibition. RW also mentioned that a war artist was planning exhibitions in Hampshire Churches and as Chute was so near the border, then there might an opportunity to collaborate and have them exhibit in Chute.

Action – Short Term - RW to contact fellow LCO who covers Hampshire Churches and share contact details with the group.

A more long term discussion took place around access to the church in general especially around the permissive path and the group were keen to explore the possibility through crowd funding to buy the field in front of the Church for vehicular access and a car park.

Action – Medium Term: The group agreed to discuss how to progress this.

The meeting concluded with RW summarising the agreed action points with the group. It was agreed that the group would reconvene in about 6 months to review progress.

Part D - Action Plan

Community Actions

Short term actions (to end September 2023)

- Agree date for next meeting digitally or face to face by end of September 2023.
- Co-ordinate access to fields and permissive path for planned works liaising with owners, Estate Officer and LCO.
- Co-ordinate Coronation Picnic, potentially recruiting new volunteers in the process and a cleaning rota.
- Review CCT Cleaning Churches standard and report.
- Plan potential flower festival and local history exhibition
- Engage with St Nicholas' PCC to set up Annual Service

Medium term actions (to end March 2024)

- Explore costings for second hand diesel generator and costs to reconnect to existing but defunct lighting in church.

Long term actions (to end of September 2024)

- Consider restoration of Church Clock on tower.
- Consider purchase of the field in front of the church to improve access and provide car parking.

Local Community Officer Actions

Short term actions (to end September 2023)

- Work with the group to complete a community audit to identify additional survey respondents and participants in face-to-face or digital meetings.
- Replace padlock on offertory box and work with Estates Officer to find a suitable alternative that can fit Gift Aid envelopes.

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- Review church web page to ensure clear directions available for all visitors and information is accurate.
 - Share CCT Cleaning Churches standard and report
 - Ensure key members of the group are advised of maintenance schedules.
 - Update Church Plan with up to date income and maintenance costs. ***Once completed recirculate to volunteers in time for next Church Plan meeting***
 - Contact fellow LCO who covers Hampshire Churches and share contact details with the group for potential war artist exhibition in the future.
 - Support volunteers with suitable display posters for external noticeboard and on information on Church web page to:
 - Promote suitability of church for concerts or other uses, and of promotion to prospective local audiences including churchyard works.
 - Promote the 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

Medium term actions (to end March 2024)

Long term actions (to end September 2024)

Actions complete (to end of February 2023)

- 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
- Repeat survey for additional respondents by end January 2021
- 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'
- EM to investigate and potentially obtain quotes for a suitable generator / solar system.
- EM to pursue urgently dropped branch in churchyard

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 September 2021)

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?

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8. Here are two questions together... Could increased use of the church benefit the community?
How would this increased use benefit the church itself?

 9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.

 10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you.
Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.

 11. What do you think might be the best ways to get started with any fundraising activities you have suggested?

 12. If you don't already, would you be interested and available to take part in future fundraising activity?

 13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?

 14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

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

Item	Method & Purpose	Cycle/Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00

Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00

Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00

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

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

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

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