

ST. KATHERINE'S CHURCH CHISELHAMPTON

CHURCH PLAN



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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

St Katherine's is a neoclassical building whose architect is unknown. It has a bell-turret and clock over the west door. The interior is fitted with box pews, a west gallery on Tuscan columns, a carved altarpiece and a Jacobean pulpit which is presumed to have been re-used from St Mary's chapel. In 1952–54 the church was restored after an appeal for funds supported by the poet John Betjeman who wrote verses for it and the artist John Piper who repainted the clock face. Concealed electric lighting was installed in the pews in 1956 but St Katherine's is still largely lit by its candle-lit candelabras. The church is a Grade II* listed building. The church has since been made redundant and the ecclesiastical parish reunited with Stadhampton. The civil parishes had already been reunited in 1932. St Katherine's church is vested in the Churches Conservation Trust. Services are still held in St Katherine's three or four times a year, including reenactments of historic Anglican liturgy and west gallery music.

Chiselhampton had a chapel dedicated to Saint Mary by 1146. It was a peculier of Dorchester Abbey and seems not to have been an independent parish. St Mary's had no graveyard: villagers buried their dead at Stadhampton, which was another of Dorchester Abbey's chapels and peculiarers. St Mary's chapel remained under Dorchester Abbey until the dissolution of the monasteries in 1536, when Stadhampton became a parish separate from Dorchester. Chiselhampton seems then to have become a chapelry of Stadhampton. Despite this new status, until about 1835 clergy for both Chiselhampton and Stadhampton were licensed not by the Bishop of Oxford but by the peculier of Dorchester. After the English Reformation Chiselhampton and Stadhampton always shared the same parish clergy.

Until 1706 St Mary's chapel was reported to be in a good state of repair, but by 1717 the parish curate had taken the villagers to the peculier court in Dorchester for failing to pay the church rate for the building's upkeep. In 1763 Charles Peers told the court that St Mary's was in "so ruinous and decayed a condition that the inhabitants cannot assemble for worship without manifest hazard [to] their lives", and so he requested permission to demolish the chapel and build a new one.

In 1763 Charles Peers had the Mediaeval chapel demolished and the materials re-used to build a Georgian church on a new site beside the main Oxford - Stadhampton road. That same year it was completed and John Hume, Bishop of Oxford consecrated it. Peers provided the new church with a graveyard to spare villagers from having to bury their dead at Stadhampton. He dispensed with the

Norman chapel's dedication to Saint Mary and had the new church dedicated to Saint Katherine. With the new church Chiselhampton was made a parish in its own right, but it continued to share the same parish clergy as Stadhampton.

Current use (bookings) & voluntary activity

St. Katherine's Chiselhampton relies on kind support from the nearby pub and other neighbours for provision of keys for visitors to access the church, however the building is in regular use thanks to the installation of Champing™ equipment which has resulted in several dozen overnight guests in each season since the scheme began in 2017.

Despite this very regular use of the space local supporters organise occasional Spring services as well as extremely popular carols at Christmas, and have in the past opened the church for the national Heritage Open Day scheme.

Careful and thorough presentation of the church relies on the extremely generous support of one local volunteer in particular.

Voluntary activity undertaken by local residents includes

- Cleaning and presentation
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services (except Champing™ bookings)
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open - key available nearby
Local Community Officer:	Isobel Milne
Current project:	None
Cleaning schedule:	Twice annually, led by volunteers in accordance with CCT guidelines
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Not installed, overdue (for affix to noticeboard)
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:	Electric lighting, electric sockets
Parking:	Extremely limited, potentially hazardous, on street parking for one small car outside church yard
Organ:	None
Churchyard:	Not owned by CCT, not maintained by Local Authority
Ringable bells:	No
Pews:	Sound, no defects
Fire rated capacity:	85
Seating capacity:	85

Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	The Coach & Horses, All Saints' Nuneham Courtenay, Harcourt Arboretum
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	1
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	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:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance 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.</p>	£3,925.61
<p>Routine maintenance costs: (Per annum and exclusive of VAT): These are included in the annualised maintenance costs and are the total cost of two maintenance visits per year. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at Appendix 3.</p>	£624.00
<p>Other maintenance costs: (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£1,210.00
Replace padlock	£35.00
Frost damage to tower doorsteps	£750.00
Point in cracks in ringing chamber	£175.00
Remove moss from roof slopes	£250.00
<p>Total short-term repairs: Small-scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£6,500.00
Rainwater goods	£6,500.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£126,850.00
Re-tile N slope of nave and transept	£75,000.00
External render repairs	£43,500.00
Window repairs	£8,350.00
<p>Total long-term repairs: Items which are known to require work in the longer term but which are not essential in the near future.</p>	£24,000.00
Internal tower works	£7,500.00
Clock	£8,500.00
Render repairs	£8,000.00
<p>Total desirable repairs: Repairs which are not essential to the conservation health of the church but might improve the aesthetics or usability of the building.</p>	£10,500.00
Parquet repairs	£6,000.00
Cons report on monuments	£4,500.00
<p>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.</p>	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23			£200	£861			£16,319
2021/22	£0			£1,292			£1,331
2020/21	£0						£250
2019/20	£159	£180					£559
2018/19	£405	£215					£720
2017/18	£278	£157.98					£2141
2016/17	£216						£643

Visitors

	Visitor numbers	Wall safe income per visitor
2022-23	1131	
2021-22	189	£0.00
2020-21	Data no collected	
2019-20	1280	£0.12
2018-19	1842	£0.22
2017-18	1805	£0.15
2016-17	2105	£0.10
2015-16	1715	£0.31
2014-15	1854	£0.26

Expenditure

Total spend since vesting 25th July 1978 (non-maintenance): £472,660

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022-23	£54,661	£450	£1,259
2021-22	£247,956	£9,365	£732
2020-21	£804	£707	£203
2019-20	£0	£948	£609
2018-19	£0	£747	£800
2017-18	£4,026	£486	£235
2016-17	£6,257	£697	£415
2015-16	£0	£0	£217
2014-15	£669	£669	£386

Income less expenditure 2022/23 -£38,792

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

Income less annualised maintenance 2022/23 £12,394

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

Balances

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

Restricted Balance Report Jul 19 £1,490

Additional Income restricted in 2022/23 £ 15,258

Local Community Officer' s Summary

St. Katherine' s inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the extremely limited options for parking adjacent to the very busy A road. Better 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. A recently successful cello recital at another Oxfordshire church might be a very suitable model for this approach.

Another prospective use for St. Katherine' s might be as gallery or studio 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.

Additional proposals and options for maintaining the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this valuable building.

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 **Chiselhampton St. Katherine 's** by the deadline of **August 31st**.*

The response received was from a respondent writing in a **personal capacity**, who confirmed that their responses related to **St. Katherine ' s Chiselhampton**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that they are **keen that the Peers family involvement continues along with that of Chiselhampton residents, would like to see the building better maintained to prevent costly maintenance costs arising over time and would be keen to see more use of the building, but that this should always be in consultation rather than by force.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **they have offered to fundraise for the repairs needed at the church but as I cannot apply on your behalf and the church is not seen yet as a priority - nothing has been able to move forward. If you are seeking a sustainable future a budget for income and expenditure should be set for each church giving CCT and volunteers something to work with and aim towards.**

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 **increased use would not necessarily benefit the community because it depends on what use it is. Any event or services rely on someone locally being willing to offer car parking due to the location of the church so is very dependent on local relationships. Increased use would benefit the church in terms of income but would need to be designated so it is spent on this church alone.**

In relation to identifying conservation priorities for the church, the respondent suggested reference to **existing report and tenders for works required to the church which are the priorities. The aim should be to carry out these works asap and then keep the building in good repair going forward. I am happy to write letters of support to any grantfunders you might approach and to suggest potential sources of funding.**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **more church services, exhibitions, music evenings, booked guided tours** as priorities. In respect of means for initiating fundraising activity, the respondent **proposed agreeing a plan of action with CCT being realistic about what is possible and with a clear aim of the income needed.** The respondent also indicated that they **already** participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be available either in person or through digital meetings.**

Part C - Community Recommendations

Community Meeting 3: 16th September 2023

Attendees: Isobel Milne (Local Community Officer) et al.

Access

The group talked about how lowering the hedge would improve the sightlines of the church, and trimming the footpath along the road would improve access from the pub and the village. Residents are approaching the council to improve pedestrian pathway. As the space for parking on the road is so narrow, the group discussed the possibility of widening the gateway to allow a couple of cars to be able to park in the churchyard, although there were questions over if there would be space and space for turning. It was noted the churchyard is owned by the PCC who would need to approve the idea. When discussing parking the group mentioned the potential to talk to owners of land opposite the church to see if space can be provided. This may be easier than moving the pillars.

Marketing

The pub close to the church has new owners. The group felt it would be good to have leaflets to promote the church as the pub also looks after the key for people to access the church and information could be available in the bedrooms for people staying.

The group confirmed there is no website for the village. There is a WhatsApp group called Chisel Chat. There is also a newsletter which goes to Newington, Stadhampton and Chiselhampton. There are also noticeboards. T had set up a Facebook page for the church which he would look to update.

Interpretation

The group felt there could be potential to create a guide for the church.

Fundraising and Events

IM highlighted the annualised maintenance cost for the church which is £3925 and expressed the hope that the community would be able to hold events to help raise funds to help cover costs and increase engagement with the building. The group mentioned an art exhibition related to a local Art Week and a calligraphy workshop and exhibition which took place in the church.

Other events include a candlelit carol service annually but it was noted the vicar is currently poorly and events relating to John Betjeman who was a great supporter of the church. The Betjeman Society have used the church with Alexander Armstrong performing a reading.

The group mentioned the St James Singers who like to practice in church spaces. The group discussed music concerts and IM suggested a Spanish guitar player who had been in touch with the CCT and was interested in performing in churches.

The group discussed the possibility of promoting the church as a location for filming to bring in income.

The attendees discussed the potential for a flower festival or fete in the summer. There is not anything similar in the village and the one in Stadhampton is not happening next year. Pews could be exhibition boxes. They also discussed having an art exhibition with each box pew being for a different artist and felt this might be easier to organise than a fete. This could link to the local art week. IM asked if they had tried historical talks at the church which they have not.

IM confirmed that she would be bringing a new donations poster with a QR code so people can donate online.

Utilities

There are some lights in the church which fuse the board. The group thought that the electrical wiring was from 1952 and asked for information as to when it had last been serviced.

The group discussed the potential to have water at the church. IM suggested that it would be important to establish what the water was needed for before deciding if it was worth the investment to bring to the church. The group asked if the source could be outside the building.

Champing

IM asked how the group felt about the potential of re-introducing champing at the church. The group discussed the income this had brought in previously and thought it would be worth reintroducing as it would cover the maintenance for the church. The group discussed the previous issues with the toilet in the vestry and IM suggested a toilet in the grounds might mitigate the issues from before, and the pub could provide breakfast. S mentioned that her son has a wild camping site by the river with standalone toilet and shower units and would provide contact details.

Services

IM explained that services that could take place at the church and weddings which can happen for people with a connection to the church if they apply for a special license.

Churchyard

The clearing of the churchyard is mainly supported by one volunteer. The group discussed the potential to have a gardening day to tackle the churchyard together. IM suggested combining this with a church cleaning day. Suggested it could take place in April and September. The date of Saturday 7th October was chosen for the first one. The group discussed talking to landowners of properties adjacent to the church about trimming the trees and hedges.

There are currently no plans of the churchyard. Attendees mentioned they would be happy to put one together. The group thought it would be worth asking the PCC if there is a historical map in the church at Stadhampton.

Memorials

S mentioned that he is hoping to have one put into the church for someone with close links to it. There was also another request for one to be added. S to share information on memorials with other potential requester.

Community Meeting 2: 3rd June 2021

Attending: LCO Patrick Joel et al

- Review considerations for continuing involvement of identified existing supporters
- B notes that there are no particular considerations for her continued involvement. A mentions that he looks forward to ongoing involvement with the church.

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- A also contributes financially to The Trust, but notes disappointment about the way Champing has taken place at St. Katherine's. Champing at St. K's has caused physical damage, and so A would need to feel fully reassured that Champing would take place under a professional standard of management to guarantee the avoidance of future damage. The damage related to moisture issues deriving from Champing use of the church, installation of a lavatory and the installation of drinking water containers. Cumulative damage related to occasional accidents which have not been monitored, but which led to a deterioration in the sense of a conservation charity caring for an important building. The cleaner employed locally was also unable to fulfil all of the requisites of that role, leading to hygiene issues.
 - PJ queries would A be interested in guiding Champing-related Trust officers about the ideal means for managing Champing in an optimal way for conservation of host buildings? A indicates that this would be possible and PJ will relay this offer to colleagues in due course.
 - PJ queries the best means for capturing a recent history of voluntary involvement at the church. A suggests that at Chiselhampton the church yard is completely maintained by local resident volunteers. Local volunteers will also be willing to clean the interior occasionally on request. A has organised services and other uses of the church. A began visiting the church before moving to the village and aspired to increasing public awareness of the place and increased use. A believes the focus of church planning should be primarily on meeting building needs than on recognition of voluntary involvement past.
 - Review means to agree on a fundraising plan linked to an agreed maintenance plan, enabling supporters to apply for grants to fund planned works.
 - B notes that a good first start would be to meet with the PCC. B feels that it will be ideal to broaden conversation about St. Katherines beyond the current group. A agrees, and notes that it will be easier to fundraise for a specific outcome, and also interesting to canvass PCC members for views.
 - A notes that we should share the church plan with PCC members in advance of our next meeting.
 - PJ will share the latest church plan with A & B for relay to PCC.
 - In this way discussions regarding fundraising plans can begin with consultation locally. PJ offers to join the PCC at a St. Katherine's meeting on 28th July or other evening sessions as useful.

Community Meeting 1: 15th April 2021

Attending: LCO Patrick Joel et al

- Considering opportunities for additional religious use. A notes that up to six services per year can form a pattern in the calendar, but that any number of acyclical services can take place wherever they form no pattern in the calendar. A further notes however that the number of events is partly limited by the availability of parking and the kind offer of access to a parking area by neighbours.
- Parking is limited to four options. Church Farm, Chiselhampton House, Richmond Hill Farm and the Coach & Horses pub. Some of these options entail walking along the roadside, but the access is paved. Some visitors might feel exposed alongside fast-moving traffic. Occasional contact with Chiselhampton House regarding hedge-pruning enables access via a wider pedestrian walkway.

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- PJ asks how the community might maximise community use of St. Katherine's alongside the limits of generous goodwill from neighbours providing occasional parking. A & B suggest that there may be an option to propose PCC consideration of the church plan for St. Katherine's and suggest next steps to The Trust.
 - St. Katherine's currently benefits from a strong sense of psychological support for a much-loved church and PJ asks if the community can define their sense of support for the church so as to help ensure that all parties contribute to its maintenance. A indicates that this would be beneficial.
 - PJ observes that Champing at St. Katherine's seems to have exemplified a lack of consideration for this goodwill, characterized by local residents' sense of having been ignored by the team operating the Champing function. B mentions that there were conversations at the point of initiating Champing which included enthusiasm for the concept.
 - The group notes that it might be useful to examine the arrangements of the erstwhile Champing operation at St. Katherine's in order to determine whether any elements of the operation might be resurrected in future. KC proposes that we should leave consideration of Champing for 2021, and undertake a review in 2022. Action: PJ to initiate review of Champing at St. Katherine's with the local community in 2022.
 - PJ asks about best means for acknowledging, reflecting on and developing community support. A describes that increased use will be the key, but that standards of presentation and conservation are essential objectives for community interest. A indicates however that churches in the benefice will not be able to fundraise to the level of expenditure required.
 - PJ describes arrangements for raising general funds, restricting funds for expenditure at the church and for restricting funds to specific project outcomes. A suggests additional review of conservation objectives listed in the church plan could determine priorities for fundraising and help initiate later discussion about means for best prog
 - PJ asks if the group could consider Heritage Open Days, Oxford Open Doors and Ride / Stride at the next meeting, 3.00 p.m. 3rd June 2021.

Part D - Action Plan

Community Actions

Short term actions (to end March 2024)

- Discuss potential parking options with the PCC and the landowner opposite the church
- Ask PCC about potential churchyard grave plan
- Organise a church/churchyard cleaning day in October
- Talk to neighbours and the council about potential to trim hedges and trees around the church to improve access and sightlines
- Consider the feasibility of additional religious services
- Consider promotion of the church at the pub and beyond
- Approach the St James Singers to see if they would like to practice in the church
- Look at ways to promote the church for hire

Medium term actions (to end March 2025)

- Investigate the potential for a fete
- Investigate potential artists and links for a temporary exhibition in the church
- Consider a means to produce a new guidebook for the church
- Consider the feasibility of additional guided tours
- Consider a means for developing a concert or talks programme
- Consider importance of having water at the church to activities and if needed, a way to impliment.

Long term actions (to end September 2026)

Actions complete (to end August 2023)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Review considerations for continuing involvement of identified existing supporters
- Review means to agree fundraising plan linked to agreed maintenance plan, enabling supporters to apply for grants to fund planned works
- Review feasibility of restricting funds for expenditure at Chiselhampton St. Mary 's exclusively

Local Community Officer Actions

Short term actions (to end March 2024)

- Discuss potential to reintroduce champing with the CCT champing team.
- Forward forms and cleaning information for potential cleaning day
- Consider promotion of the church at the pub and beyond
- Look at ways to promote the church for hire
- Follow up with conservation about electrics

Medium term actions (to end March 2025)

- Consider feasibility of additional religious services
- Consider feasibility of additional guided tours
- Consider means for video-based or otherwise improved directions to the church
- Consider means for developing concert programme
- Consider suitability of developing church for gallery or studio space for temporary displays

Long term actions (to end September 2026)

Actions complete (to end August 2023)

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Update interim Church plan based on staff and community feedback
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve initial and 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
- Review considerations for continuing involvement of identified existing supporters
- Review means to agree fundraising plan linked to agreed maintenance plan, enabling supporters to apply for grants to fund planned works
- Review feasibility of restricting funds for expenditure at Chiselhampton St. Mary's exclusively

CCT Actions Other

Short term actions (to end March 2024)

- Conservation to confirm if memorial(s) can be placed in the church and how this is to be carried out
- Confirm when last inspection of the electrics were and a way to resolve current issues

Medium term actions (to end March 2025)

Long term actions (to end September 2026)

Actions complete (to end August 2023)

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

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

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 ample 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	2021	2022
Langport, Somerset	£10,472	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset	/	£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire	/	£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire	/	£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006