

# **HOLY TRINITY CHURCH, TORBRYAN**

## **CHURCH PLAN**

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### **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.

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## Part A - Current Report

### Church Introduction & Statement of Significance

Holy Trinity Church in Torbryan, near Ipplepen in Devon, was built in the 15th century. It is recorded in the National Heritage List for England as a designated Grade I listed building, and was vested with The Churches Conservation Trust on 1 July 1987.

The church was built between 1450 and 1470. It has a Perpendicular three-stage tower with an octagonal stair turret on the south wall. The vestry was added in the 19th century.

The interior includes a spectacular 15th century medieval carved rood-screen, with panels showing paintings of saints and stained glass from the same period. In August 2013 thieves cut out two of the panels, showing images of Saint Victor of Marseilles and Saint Margaret of Antioch. Another panel, damaged during the theft, bears an image of a female saint. The theft, from what was described as "... probably the best preserved medieval rood screen in the country", was widely reported by the media. The panels were later recovered by the police, restored and reinstalled by The Churches Conservation Trust.

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## **Current use (bookings) & voluntary activity**

Holy Trinity Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. Over the last three years the church has hosted music concerts, talks, visiting tour groups, a Trinity Sunday service, and a number of funerals. The churchyard (not CCT owned) is well maintained, and the church is home to two rare species of bats, including a large number of Lesser Horseshoe bats.

In 2015 the church received funding from the National Lottery Heritage Fund to repair the stolen and damaged rood screen, to run lectures about the history and conservation of the screen, install an alarm to protect the screen from future damage or theft, and to install a range of fantastic interpretation panels and a music box.

Holy Trinity benefits greatly from the support of local Torbryan residents, the incumbent, and the Friends of Torbryan, who are supportive of CCT and organise occasional events in the Church.

Unfortunately thefts from the donation box during the summer of 2020 will have a knock on effect on the income from the church, and it is a shame that the Police were unable to identify the suspect. The positive effect of the theft is that a full security audit has since been carried out at the church by the Local Community Officer, with a detailed inventory of the contents and fabric of the church compiled and various extra security measures have now been put in place.

Voluntary activity undertaken by local residents includes:

- Daily unlocking and locking of the church;
- Ad hoc reporting of building and fabric changes or concerns;
- Planning and delivery of occasional services and events.

The Local Community Officer (LCO) empties the wall safe and banks the donations, completes biannual site inspection forms including collecting visitor numbers and electric meter readings, and also completes regular mandatory checks and actions such as 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 the alarm is maintained and serviced annually.

## Collection Review

|                                |  |
|--------------------------------|--|
| 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 and necessary (wall safe remittances, CCT liaison, volunteer management, maintenance reporting) |
| Area volunteer role:           | Vacant   |
| Fundraising roles:             | Vacant and necessary   |
| Stewardship roles:             | Surplus to requirements  |
| Research, interp & talks role: | Vacant and necessary   |
| Accessibility details:         | Provided via CCT website   |
| CCT silver plaque:             | Installed  |
| CCT information board:         | Not installed  |
| Oak post:                      | Not installed, not needed  |
| CCT freestanding board:        | Installed  |
| Wall safe poster:              | Installed  |
| CCT A board:                   | Not installed  |
| Gift Aid envelopes:            | Provided   |
| Visitor book:                  | Installed  |
| Building services:             | Electric lighting, telephone line and wifi.  |
| Parking:                       | Very limited, 1-2 spaces (maximum) in lane   |
| Organ:                         | Present, playable  |
| Churchyard:                    | Not owned by CCT   |
| Ringable bells:                | Yes  |
| Pews:                          | Sound, no defects  |
| Fire rated capacity:           | 60 (could be increased if certain measures are put in place)   |
| Seating capacity:              | 150  |
| Site plan:                     | Not available  |
| Roof alarm:                    | Uninstalled  |

|                                    |  |
|------------------------------------|--|
| CCTV:                              | Installed  |
| Individual item security measures: | Alarm in church and shock sensors on screen and Bible  |
| Nearby attractions:                | Local walking routes, Deco and Stover Country Parks, Devon Bird of Prey Centre, West Ogwell Church (CCT) |
| Social media presence:             | Nil  |
| Images on CCT website:             | One of seven   |
| Regular feature parish news:       | No   |
| Services per year:                 | 6  |
| CofE support for services:         | Yes  |
| Christmas memory tree:             | In previous years (stored in vestry)   |
| Tea Party:                         | No   |
| Heritage Open Days:                | No   |
| Ride & Stride:                     | No   |
| Champing:                          | No - see Appendix 4 for more information about Champing  |
| 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

|   |                   |
|---|-------------------|
| <p><b>Annualised maintenance costs (Exclusive of VAT):</b><br/> <b>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.</b></p> | <b>£5,230.39</b>  |
| <p>Routine maintenance costs (Per annum and exclusive of VAT):<br/> 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>   | £1,140.00         |
| <p><b>Other maintenance costs total (Exclusive of VAT):</b><br/> <b>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</b></p>   | <b>£4900</b>      |
| - Clear bird debris from tower staircase and tower chamber below bell chamber   | £2180             |
| - isolate bell chamber from tower staircase with temporary screen, associated attendance on cleansing work  | £200              |
| - Clear bird debris from bell chamber   | £2520             |
| <p><b>Total short term repairs:</b><br/> <b>Small scale items of limited cost which could be fulfilled with minimal fundraising.</b></p>  | <b>£11,373</b>    |
| - Rainwater goods - repair and redecoration   | £6,700.00         |
| - Exclusion of birds from the roof and tower spaces (scaffold to provide access to bell chamber windows and mesh guards)  | £4,673            |
| <p><b>Total medium term repairs:</b><br/> <b>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below.</b></p>  | <b>£10,150.00</b> |
| - Slate repairs (over ten years)  | £2,150.00         |
| - Repairs to render at low level and below the crenulations   | £3,500.00         |
| - Check the stability of the high-level masonry of the monuments and reredos  | £4,500.00         |
| <p><b>Total long term repairs:</b><br/> <b>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.</b></p>  | <b>£31,500.00</b> |
| - Refresh limewash to all walls (external)  | £30,000.00        |
| - Extension of the render across the plinth   | £1,500.00         |
| <p><b>Total desirable repairs:</b><br/> <b>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</b></p>  | <b>£2,500.00</b>  |
| - Review and improve Bible conservation and security  | £2,500.00         |

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

|         | Wall Safe | Service Collection | Services Fees | Donations | Events | Third Party Hire | Total Income |
|---------|-----------|--------------------|---------------|-----------|--------|------------------|--------------|
| 2022/23 | £188      |                    |               |           |        |                  | £388         |
| 2021/22 | £182      |                    |               |           |        |                  | £200         |
| 2020/21 | £44       |                    | £200          | £100      |        |                  | £365         |
| 2019/20 | £539      |                    | £100          |           |        |                  | £639         |
| 2018/19 | £629      |                    | £100          | £20       | £50    |                  | £799         |
| 2017/18 | £277      |                    |               |           |        |                  | £277         |
| 2016/17 | £102      | £61                |               | £10       |        |                  | £1,271       |

### Visitors

|         |                    | Wall safe income per visitor |
|---------|--------------------|------------------------------|
| 2022-23 | 2,475              | £0.08                        |
| 2021-22 | 1,167              | £0.16                        |
| 2020-21 | Data not collected |                              |
| 2019-20 | 4,815              | £0.11                        |
| 2018-19 | 7,691              | £0.08                        |
| 2017-18 | 7,777              | £0.04                        |
| 2016-17 | 8,047              | £0.01                        |
| 2015-16 | 6,801              | £0.02                        |

### Expenditure

Total spend since vesting (non maintenance): £695,114

|  | Conservation (repair) expenditure | Maintenance expenditure | Utilities |
|--|-----------------------------------|-------------------------|-----------|
|  |                                   |                         |           |

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|         |        |        |      |
|---------|--------|--------|------|
| 2021-22 | £2,856 | £1,911 | £215 |
| 2020-21 | £238   | £1,732 | £161 |
| 2019-20 | £0     | £1,530 | £515 |
| 2018-19 | £0     | £3,625 | £541 |
| 2017-18 | £0     | £692   | £358 |
| 2016-17 | £3,566 | £892   | £145 |
| 2015-16 | £901   | £901   | £321 |

### 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 £28.15

Income less expenditure 2019/20 - £4,567

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

Income less annualised maintenance 2019/20 - £5,030.39

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



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## Local Community Officer' s Summary

This sizeable and beautiful Devon church is supported by a small number of active Torbryan residents. Additional members of the community and nearby villages support the church well, but less regularly through attendance at events. CCT is extremely grateful for the support of these individuals, the incumbent, and in particular to the local keyholder who unlocks the church daily.

It would be great to find one or two individuals locally who would be happy to have a role in emptying the wall safe or completing basic building checks. All necessary training would be provided for these roles.

The church currently holds six church services a year. Other activities and events the community could consider holding to raise money for the annualised maintenance costs and other repairs are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc. There are also possibilities for the church being used by location agents for filming and photography. Weddings or blessings would also be possible depending upon Archbishops Special Licenses being obtained.

Additional marketing of the Church could focus on local historical, archaeology, ecological or other relevant special interest societies with an interest in the history or ecology of the local area. Voluntary effort towards research and interpretation products could encourage these bookings with tours of the site and details about its architecture and history (eg for Heritage Open Days to encourage donations or ticketed special events during the Summer) at the same time as enriching the visitor experience further.

Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church. Displaying the Christmas Memory Tree again, along with a supply of CCT Christmas cards for sale, might also help develop useful income against maintenance costs.

The Church could benefit from a CCT noticeboard and insert in the porch, upon which site specific health and safety and historical information, and details about upcoming events and local information could be displayed. Local community members have also expressed interest in raising money for under pew heating.

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## Part B - September 2020 Survey

### Summary of consultation responses received

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 responses** were received for **Holy Trinity Church at Torbryan** by the deadline of **18 September**, but **one** response was received at a later point.

The response received was from a respondent writing in a **personal** capacity, rather than on behalf of an organisation.

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** the respondent indicated:

- Would like to see more services and community events such as early music recitals etc.

In writing about **the challenges anticipated in respect of repair liabilities and running costs**, the respondent indicates:

- Don't know.

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

- Collaboration with the Inn.

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, the respondent indicated:

- Events at the church and Inn would generate community spirit and engagement;
- Resources earned via events would go towards maintenance funding.

In relation to identifying **the most important conservation priorities for the church**, the respondent provided:

- The exterior needs resurfacing
- Heating

Regarding priorities, opportunities or ideas for fundraising the respondent suggested the following **ideas and opportunities for fundraising**:

- Events

When asked what would be **the best ways to get started with the above suggested fundraising**, the respondent said:

- Events

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

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- Yes

In seeking the respondents' **participation in a future group discussion regarding church planning** the respondent indicated they would be happy to meet:

- Either in person or by telephone/video conference.

In answering our final, open question about **any additional church matters not covered in other areas of the survey**, the respondent indicated:

- They are new to Torbryan and would like to see more interaction between fellow residents.

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

**Nil**

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## Part C - Community Recommendations

### Summary of Community Meeting 1

A Church Plan meeting was held at Torbryan Church on Friday 28th April with 3 members of the community (their input added below as C1, C2 and C3). The beautiful and tranquil atmosphere of the church was commented on and appreciated by all. The church is well loved by the community and the local vicar very supportive. Items discussed were:

#### 1. The leak above porch door + render falling off north side exterior

The Conservation team have been to visit in April 23 to assess this and work is to be carried out in summer 2023. More information will be sent to the community about this.

#### 2. The poor state of the tower

The tower is currently in a very poor state due to pigeons accessing the tower. Work needs doing to clean up pigeon mess from the bell chamber floor, bells and frames and to prevent pigeons accessing the tower. C1 asked whether national contractors could be approached to do this work for the CCT as part of their charitable work. This volunteer has experience of charitable fundraising and also in writing funding bids. We discussed whether this could be run as a community initiative project.

#### 3. Fundraising

The community would like to fundraise for pew heating. The attendees explained this is something they put aside whilst they were raising money for the organ. Now the organ is working they would like to set up concerts to raise money for the fund.

### Summary of Community Meeting 2: 1<sup>st</sup> Nov 2023

#### Attending: Local Community Officer, Estates Officer and 11 members of the community

#### 1. The leak above porch door + render falling off north side exterior

The Churches Conservation Trust Estates Officer James Routledge took the group on a tour around the outside of the church to discuss upcoming works. The main points discussed were:

Fallen render on the north side of the church. The render was put on over 30 years ago and is failing, allowing the water to come in.

The leak in the porch, visible as a large damp patch above the main south entrance.

Two stage works are being planned: with stage 1 aiming to commence some time week beginning Monday 6th November. Stage 1 involves removing the loose plaster from the north side of the church all the way from the north east edge up to the second downpipe. This work is likely to take about a week.

Stage 2 works will commence in spring 2024 and involves lime plastering the north wall and also carrying out works to try and stop the leak over the porch by repairing the lead.

#### 2. Tower and Access

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The group discussed the poor state of the tower and a possible solution to let the bats in but keep the pigeons out. The bells were last rung 15 years ago and Torbryan used to offer tower tours – there was a general feeling that it would be nice to regain access to the tower for special occasions. The idea of a hawk kite was discussed.

The idea of a handrail to help access the church was also discussed.

## **Summary of Community Meeting 3: 24th Sept 2024**

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

#### **1. Tower and Access**

A new way of trying to keep the pigeons out of the tower but allow the bats access was discussed – the possibility of working with a rope access specialist to avoid needing to create a floor above the bells for access to the windows. The ecologist and bat expert present suggested before March 31<sup>st</sup> was the time to do the work and using a wire mesh size of 50mm by 100mm would allow the greater horseshoe bats to access (meaning there would then be no need to remove the blanking plate from the tower window). The idea of a possible fundraiser to then help with cleaning costs was discussed. The community are also willing to help with cleaning the tower.

#### **2. Recent work at Torbryan**

The recent works at Torbryan were carried out in response to reports of failing render on the north elevation of the church. Around 40% of the render was replaced as it was found that much of the render was still soundly attached. It was then limewashed to match the original finish and to protect the surface.

The windows were found to be in a poor condition with numerous past repairs some of which had begun to fail. The team on site removed all the failed repairs and repaired the tracery using lime mortar which was carefully colour matched to blend into the existing.

The lead flashings to the inside of the parapet were loose and badly fitted so the original ones were removed and new flashings fitted to the entire length of the nave to stop the leaks that could be seen on the north side of the church.

Due to the additional cost of the works to the lead the CCT haven't been able to install the handrail but it is still on the list of work to do. The works to stop water access to the porch should be happening soon.

## **Part D - Action Plan**

### **Community Actions**

#### **Short Term Actions (to March 2025)**

- Community interested in supporting a cleaning day in the tower. The LCO has investigated and this should be possible with the appropriate safety measures in place.

#### **Actions complete**

- None as yet

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## Local Community Officer Actions

### Short Term Actions (to end March 2024)

- To continue liaising with community re works on the porch and tower.

### Actions complete 2023

- The local vicar couldn't make this meeting and is very supportive to, and well liked by, the community, so the LCO will endeavour to arrange a follow up meeting with him. - LCO had a very useful and enjoyable meeting with the local vicar where they talked about current activity at All Saints and ways of working together going forwards.
- To liaise with the conservation team about whether one of our volunteers can try and address the needs of the tower by contacting sizeable contractors about whether they would do work on pigeon proofing the tower for free. Investigate getting up to date costs for tower work needed. - LCO talked to the Estates Manager about the tower and it was suggested that a Community Initiative Project would be the way to progress this.
- To liaise with the conservation team about the repair work happening this summer and pass on more information to the community about the leak, render and tower. – see community meeting 2.

### Historic Actions completed (to end March 2021)

- Complete full security audit of the site and photographic inventory of contents
- Improve security of Vinegar Bible
- Publish Church Plan Version '2021-22'
- Update wall safe signage

### Local Community Officer & Community Medium/Long term actions (discussed with previous LCO in March 2022 – look at during next Church Plan meeting)

- Investigate potential for scheduled cleaning days
- Review CCT Cleaning Churches standard and report
- Investigate options for recruiting additional volunteers and community members, for research about the Church, organising events, activities and services, documenting/creating local walks to and from the church, or for general fundraising
- Investigate availability of a local contact interested in completing basic building checks twice a year, and emptying the donation box regularly
- Review church web page to ensure clear directions, access and parking information is available for all visitors
- Consider means for increasing additional public interest, footfall and consequent donations
- Confirm the level of contribution from congregants' collections, given they may be currently unaware of the annualised maintenance liability
- Investigate suitability of church for recording and live-streaming of performances
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Identify means and suitability of Christmas card sales and redisplaying the Christmas Memory Tree
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Investigate whether it is possible to obtain a CCT noticeboard and insert for the porch

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- Investigate participation in Ride & Stride scheme
  - Strengthen links with local bellringing groups
  - 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
  - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings

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## 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 (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.   |

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

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

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

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

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

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

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

| Church                     | 2017    | 2018    | 2019    | 2020    | 2021    | 2022    |
|----------------------------|---------|---------|---------|---------|---------|---------|
| Langport, Somerset         | £10,47  | £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 |