

# **BROCKLEY. ST NICHOLAS'**

## **May 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.

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## **Part A - Current Report**

### **Church Introduction & Statement of Significance**

St Nicholas' Church in Brockley, Somerset, England dates from the 12th century, and is recorded in the National Heritage List for England as a designated Grade II\* listed building. The church is a redundant church in the care of the Churches Conservation Trust. It was vested in the Trust on 1 April 1989.

The Norman church has a pinnacled tower which was added in the 15th century, and the whole church was extensively renovated in the 1820s by the Pigott family. The font is Norman and there is a stone pulpit dating from around 1480. Inside the church is a Royal Coat of Arms dating from 1842 by William Edkins.

The building is used as a local arts venue with service generally being held in the church twice a year, however special permission can be obtained for weddings.

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

St Nicholas' benefits from the voluntary support of a formal Friends Group and of a few neighbours and members of the local community. Voluntary activity undertaken by this group includes

- Regular calendar of services.
- Running a successful series of fundraising lectures in the church.
- Other fundraising for the friends group and church
- Occasional cleaning
- Voluntary maintenance of the vested churchyard.
- Ad hoc reporting of building change

They are also currently working alongside the LCO in partnership with the University of West England and non-profit organisation Supersum to carry out some in-depth community research and development, provisionally titled "Gather In", the aim of which is to produce an alternative vision and route path for the future of this building to the church plan.

### **Collection Review**

Open Churches Policy status:	Open
Local Community Officer:	Rachel Whitty
Current project:	Let's Gather In (University of Bristol / UWE / Supersum Partnership). Community proposed installation of water and toilet
Cleaning schedule:	Before services
Welcome table:	Present
Keyholder role:	Present
Key representative role:	Fulfilled (remittances, maintenance reporting)
Area volunteer role:	None
Fundraising roles:	None formal though the Friends Group do a lot of Fundraising
Stewardship roles:	None formal
Research, interp & talks role:	None formal
Accessibility details:	Provided via website
CCT silver plaque:	Installed, poor condition
CCT information board:	Not installed in churchyard drive
Oak post:	Not installed.
CCT freestanding board:	Provided
Wall safe poster:	Installed, current
CCT A board:	None.
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	Electric lights and sockets and there are plans to bring a water supply to the building.
Parking:	None formal. Spaces on road
Organ:	Playable pipe organ.
Churchyard:	Not vested. Maintained by PCC
Ringable bells:	2. One (on the roof) struck by clock. One hung for swing chiming
Pews:	Yes.
Fire rated capacity:	125

Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Managed by Elec Sec.
CCTV:	None
Individual item security measures:	None
Nearby attractions:	Bristol. Puxton Park. Weston Super Mare.
Public transport:	
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Unsure
Services per year:	2-3
CofE support for services:	Yes
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>	£3415.24
<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>	£652.80
<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>	0
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£21,770.00
- Minor repairs to the roof covering inc cleaning and redecoration of the bell frame	£1,450.00
- Rain water goods repairs	£5,820.00
- On north, west and south elevations:- Remove cementitious mortar from the middle and lower stages of the north elevation	£10,000.00
- Window and glazing repairs	£4,500.00
<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>	£10,000.00
- Internal redecoration	£7,500.00
- Conservation of monuments	£2,500.00
<p>Total long term repairs:</p> <p>Items which are known to require works in the longer term but which are not essential in the near future.</p>	£0

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<p>Total desirable repairs:</p> <p>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</p>	<p>£0</p>
<p>Brockley water project – toilet &amp; additional facilities</p>	<p>£ Unknown</p>
<p>All cost figures are estimates, exclusive of VAT and professional fees.</p> <p>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>	

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## Income, Expenditure & Balances

### Income

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Wallsafe income	578	-	688	25	45	-
Total income	745	866	2,006	1,295	1,245	500

### Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Numbers of visitors	1,317	1,455	1,023	1,461	1,612	-
Wallsafe income per visitor (£)	0.44	-	0.67	0.02	0.03	-

### Expenditure

Total expenditure since vesting: £288,985

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Maintenance	6,479	8,686	936	1,096	2,422	1,244
Conservation	6,479	101	-	2,100	1,540	-
Electricity	494	103	452	463	572	111

### 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	£0
Income less expenditure '19/'20	-£3,289
Income less ann. maint.'19/'20:	-£2170.24

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## Local Community Officer's Summary

St Nicholas' Church, Brockley has been fortunate to have had the support of a formalised volunteer friends group long before I began working with the church. The group have successfully fundraised for several projects over the years, including the ongoing installation of a water supply to the church and restoration of the tower clock.

St Nicholas' showed a negligible return in terms of income in 2019-20 FY and it will be a priority for me to understand why this is so and seek to rectify it.

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

Improved "open church" and donation signage and interpretation (currently an old CCT guidebook) in the church could improve visitor numbers and donation per head.

There is a roof alarm here serviced by Elec Tech. Elec tech will provide a 24 hour key holding service, so if the alarm goes off a member of their staff will go to the church, check the property and call the Police/reset the alarm as necessary. This costs £260 + VAT a year, plus a fee of £45 + VAT each time Elec Tech attend the property. These costs need to be added to the rest of the annual maintenance costs for Brockley. If the Friends want to reduce the maintenance costs this would be an easy cost to remove if they had enough people willing to be alarm contacts.

In 2019 I began working in partnership with the Universities of Bristol and West of England and a non-profit organisation called Supersum to trial a new approach to community consultation and church planning, titled "Let's Gather In" in two churches in North Somerset, one of which was Brockley St Nicholas'. The project has been funded by the Brigstow institute at Bristol University.

The aims of this project are to better understand the local community around the church and to ascertain if and how the church can be used as an asset towards positive change in the community. Work began in earnest in 2020 with detailed oral interviews of community members being recorded and transcribed, leading to the current proposal of the installation of an interactive audio recording device to capture people's opinions and aspirations for the church and surrounding community.

In mid 2021 Supersum began a schedule of weekly meetings with core members of the Friends of St Nicholas' church, and the interactive audio device was installed.

Because this work is looking at broadly the same issues as CCTs Church Plans, I and the community at Brockley decided to defer completion of Part B of this report in preference for the conclusions which will be drawn from this project.



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## Part B - September 2020 Survey

### Summary of consultation responses received by end August 2020

*The Church Plan survey was not circulated due to the reasoning in the LCO summary above. Therefore), **no responses** were received for **Brockley, St Nicholas'** by the deadline of **August 30th**.*

The response received was from **no** respondent writing in a **undefined** capacity, who confirmed that their responses related to **St. Nicholas', Brockley**.

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 **no response** to partake in future fundraising activity for the church.

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**

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## Part C - Community Recommendations

*No responses were received due to the reasoning given in part A.*

### ***Interaction with Friends Group by Rachel Whitty LCO from October 2022***

***RW has had a couple of meetings with the new chair and as result was invited to the Friends Group meeting on May 4<sup>th</sup> – below are notes from the meeting***

#### **FOBC committee meeting May 9<sup>th</sup> 2023**

Present:- Chair, secretary and 4 of the Friends Group plus RW (CCT)- minutes taken by secretary

Apologies:- 4 of the Brockley Friends

- **Finances**  
Good healthy balance. Net current assets = £3,016
- **Toilet**  
Are we able to buy a “cabin toilet” and erect it on no man’s land? Could be screened and emptied every couple of months. RW said that any money FOBC raised towards project, the CCT would possibly match it. Chair will research and email RW with details and ideas. Any events held at church open to community/parish would be enhanced by provision of a port-a-loo.
- **Grass cutting**  
Due to a lack of response to emails for grass cutting requests, A1 will contact other suitable local contractors.
- **Fireplace**  
  
Would it be possible to install a wood burner? We would need to have chimney swept and restored. FOBC have been given the go ahead to investigate from RW
- **Insurance**  
All events FOBC organise are covered by CCT insurance. If events are private then organiser/s must contact Rachel and complete forms, carry out a H&S risk assessment and must arrange public liability insurance. A committee member or “friend” may attend event.
- **Woodworm**  
CCT Estates Officer has been contacted by RW about the woodworm. CCT will need photographic evidence and sample of dust to ascertain how active the wood worm is. Chair will organise this. CCT can then advise best course of action
- **Church collection at Patronal Festival**

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RW raised the question:- “Who usually takes the collection?” Chelvey usually has the collection but it seems that if a CCT church holds a service then the CCT should take the money. **RW** will contact the rector Katy Garner to discuss this. However if refreshments are provided, then any donations made can be taken by Brockley.

- **Donation to CCT**

**Chair** has given Rachel a cheque for £1000 – 2 of the friends were photographed presenting the cheque to RW

- **Fund raising for projects**

We need to prioritise a list of projects for fund raising. When FOBC raise funds for a named project, CCT could make a contribution. The priority project is to deal with the woodworm. Rachel said that “Champing” was also a very good source of money but it was crucial to get a loo sorted. CCT will provide bedding, organise publicity and bookings. **RW** will send link & other information. Leaflet for people champing could be produced, explaining interesting places to visit, walks etc in our local area. **A1** will give some thought to writing a suitable leaflet.

The CCT also have a scale of charges for service/events:- Baptisms, weddings etc and **RW** will send us these.

**D1** suggested that sharing best practice of fund raising would be very useful.

Other ideas for fund raising:- post cards, key rings, coasters, fridge magnets etc

**RW** plans to bring together the CCT churches in Bristol to share ideas and will also speak to Imber to find out where they purchase merchandise.

- **Constitution**

**RW** will email a template for a ‘working document’ as a constitution - one that is approved by the CCT for Friends Groups. She will also speak to **Supersum**

- **Definition of Friends’ Events**

**Chair** has emailed a draft separately which clarifies precisely what constitutes a Friends’ event and so ensures that we are covered by insurance.

- **Membership of FOBC**

Before sending out forms to join FOBC, a new constitution is needed. Suggestion was made of a possible £10 subscription per family (with option to give an additional donation). **A1** will try to word a suitable form.

**AOB**

**A1** announced that Steve Hogg had been re-elected as councillor. He is also on Bristol Airport committee and is a very good contact for obtaining grants for projects which have to be both educational and involve the whole community. A card reader is a priority to make donations. **RW** will look into this and find out who has key for the wall safe – CCT? She strongly suggested that BOLD posters be made advertising our projects encouraging visitors to donate.

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## Part D - Action Plan

### Community Actions

#### Short term actions (to end September 2023)

- Consider the suitability of the site for Champing
- Research cabin toilet option and location
- Send photos of woodworm activity to LCO
- Investigate costs of installing a woodburner
- Contact new councillor to see what grants might be available from Bristol Airport

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

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

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

#### Actions complete (to end May 2023)

- Consider working with LCO in producing an online audio guide for the church, to address the lack of interpretation.
- Attend and participate in weekly Supersum meetings at the church.
- Support Supersum with the installation of the audio device and initiation of "Let's Gather In" Project
- Support Supersum and Friends of St Nicholas' to progress "Let's Gather In" partnership project.
- Consider providing a list of nominated roof alarm contacts, to reduce CCT costs.

### Local Community Officer Actions

#### Short term actions (to end September 2023)

- Send CCT Template for Friends Group
- Contact local rector regarding set up for Patronal Service
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report
- Investigate the possibility of producing an online audio guide for the church to address the lack of printed interpretation.
- Share details of where Imber gets items printed for merchandise

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- Share details for Champing
  - Recommend Brockley as a good candidate for card payment reader

### **Medium term actions (to end March 2024)**

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

### **Long term actions (to end September 2024)**

### **Actions complete (to end May 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'
- Attend and participate in weekly Supersum meetings at the church to record activity and note any learning points.
- Support Supersum with the installation of the audio device and initiation of "Let's Gather In" Project
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end March 2022
- Investigate income shortfall from 2019-20 and seek to rectify.
- Progress work on Let's Gather In project
- Review potential for promoting availability of secure parking outside church
- Share the annual maintenance figure via CCT website "church page" and other channels
- Support the community and colleagues in the Conservation Team with the proposal for mains water installation to the church.

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- Support the community and colleagues in the Conservation Team with the proposal for the tower clock repair.
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## **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.
- Investigate remedial electrical work to automatic door lock.

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

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

### **Actions complete (to end December 2021)**

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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.

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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.



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## 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

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

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

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

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

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

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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