Churches Conservation Trust

ST. MARY'S CHURCH, NEWNHAM MURREN

CHURCH PLAN



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Updated September 2023

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 Mary's Church is a redundant Anglican church in the hamlet of Newnham Murren, Oxfordshire. It is recorded in the National Heritage List for England as a designated Grade II* listed building, and is under the care of the Churches Conservation Trust. The church stands at the end of a farm track, overlooking the River Thames, near The Ridgeway long-distance path.

The church dates from the 12th century, with additions and alterations in the following century. It was restored in 1849. During the 19th century the porch and bellcote were added. The church was declared redundant on 23 January 1973, and was vested in the Churches Conservation Trust on 21 May 1974.

St Mary's is constructed in flint with stone dressings, and has a tiled roof. Its plan consists of a nave with a south aisle, a chancel and a north porch. At the west end of the nave gable is a bellcote. The porch is timber-framed on a flint base, with a tiled roof. The doorway is Norman in style. To the left of the porch is a lancet window, there are two lancets in the north wall of the chancel, and similar windows in the south wall. The east window dates from the 19th century; it has three lights, and contains plate tracery.

The interior wall of the church is limewashed, and the windows contain stained glass. The roof dates from the medieval period. The chancel arch is in Norman style and to its right is a squint. In the chancel is a piscina in a recess in its south wall, and in the north wall is a double aumbry. The 1849 restoration removed most of the fittings, but a Jacobean pulpit and communion table are still present. On the wall of the aisle is a brass dating from the 16th century.

Current use (bookings) & voluntary activity

As one of the three churches situated at Wallingford St. Mary's is particularly well looked after by its local supporters. The church has hosted a wedding as its one private religious service in recent years, but holds Christmas and Harvest services every year which are well attended. Volunteers maintain standards of presentation and monitor building change with great care in preparation for these events as well as for daily visits to this immaculate site and as a result of their focus on care for the building, these supporters have recently formed a friends group to consider its future.

Voluntary activity undertaken by local residents includes

- Daily unlocking and locking
- Regular cleaning days
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status:	Open
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:	None
Parking:	Limited, two spaces adjacent to church yard
Organ:	None
Churchyard:	Not owned by CCT, not maintained by Local Authority
Ringable bells:	No
Pews:	Sound, no defects
Fire rated capacity:	60
Seating capacity:	75

Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Ribizli Cafe, Wallingford St. Peter's, Wallingford Castle, Gardens, Cholsey-Wallingford Railway, Wallingford Museum, St. Mary's Wallingford, St. John the Baptist Mongewell
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

Annualised maintenance costs (Exclusive of VAT): **Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.**	**£2,574.44**
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 typical maintenance tasks for any historic church included in the twice-annual maintenance visits is available to view at Appendix 3.	£552
Other maintenance costs total (Exclusive of VAT): **Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.**	**£400.00**
- Repair drain eye/inspection cover	£100.00
- Verge repairs	£300.00
Total short term repairs: **Small scale items of limited cost which could be fulfilled with minimal fundraising.**	**£7,300.00**
- Rainwater goods	£4,500.00
- Repointing works	£2,800.00
Total medium term repairs: **More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.**	**£4,950.00**
- Window repairs Glazing and masonry	£3,500.00
- Porch repairs	£1,450.00
Total long term repairs: **Items which are known to require works in the longer term but which are not essential in the near future.**	**£9,200.00**
- Repairs to floor and ledgers	£2,000.00
- Repairs to the porch	£5600.00
- Internal joinery repairs	£1,600.00
Total desirable repairs: **Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.**	**£0.00**
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	Service Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£0			£100			£1432
2021/22	£0	£59					£622
2020/21	£60						60
2019/20	£422						£422
2018/19	£300						£426
2017/18	£140						£718

Visitors

		Wall safe income per visitor
2022/23	3862	£0
2021/22	1110	£0
2020/21	Data not collected	
2019/20	3427	£0.12
2018/19	4151	£0.07
2017/18	4002	£0.03
2016/17	4131	£0.10
2015/16	3221	£0.07
2014/15	2251	£0.00

Expenditure

Total spend since vesting 28th May 1974 (non maintenance): £100,385

	Conservation (repair) expenditure	Maintenance expenditure
2022/23	£0	£360
2021/22	£0	£0
2020/21	£0	£492
2019/20	£0	£564
2018/19	£0	£552
2017/18	£0	£486
2016/17	£0	£697
2015/16	£0	£0
2014/15	£415	£415

Income less expenditure 2022/23 £1072

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

Income less annualised maintenance 2022/23 -£1,142.44

(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 2019 £442.00

Restricted in 22/23 £1300.00

Local Community Officer's Summary

This pretty church benefits from the very generous support of regularly active community participants living in its vicinity. Members of the community support the church through cleaning days and two well-attended services each year. There may be an opportunity to review the level of contribution from congregants' collections and to encourage attendance from additional prospective supporters, by publicising information about the repair and maintenance needs of this much-loved local place. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings. Interest and use by schools nearby may also enable the community to communicate church needs to pupils' parents and extend offers of booked use to this prospective audience for alternative uses.

Marketing the venue through location agents for filming, photography, weddings and additional audio recordings may prove fruitful. Additional marketing could focus on the potential for domestic and inbound tourism in Oxfordshire, seeking bookings to tour the church alongside other Trust sites nearby at Wallingford and at Mongewell. Voluntary effort towards research and interpretation could facilitate these bookings at the same time as enriching the general visitor experience.

The site has limited open floor space for alternative use but could be considered as a venue for Champing, albeit without an electricity supply. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The wall safe has attracted attention from so-far unsuccessful thieves in recent months and as a result signage expressing the regularity of safe clearance, alongside information describing the repair and maintenance needs of the church, would be beneficial.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability.

Additional proposals and options for maintaining and repairing the church should derive from community consultation through the church planning process, inviting the maximum response towards creative solutions for the future of this attractive 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* ***Newnham Murren St. Mary'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. Mary's Newnham Murren**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that there **needs to be an exploration of the potential for weddings as a source of income for the church, as well as tea parties.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **they perceive no major challenges at present.**

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 that **other CCT churches in the area could collaborate with fundraising or walking tours.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **yes, mainly for fundraising.**

In relation to identifying conservation priorities for the church, the respondent **identified the priority as conserving the church as it is for posterity.**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **nothing further to the above.** In respect of means for initiating fundraising activity, the respondent **suggested asking community participants such as local schools to begin a fundraising committee, partly based on the likelihood of diminishing participation by the existing Friends Group.** The respondent also indicated that they **are already** available to participate in fundraising activity.

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

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **a need to update the church pamphlet.**

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

Part C - Community Recommendations

Community Meeting 3: 15th August 2023
Attending: Isobel Milne (Local Community Officer) et al

Services
The community confirmed 3 services take place a year: one in May, one on the second week of September, and one on Advent Sunday. Attendees confirmed the current Reverend is retiring in 18 months. K stated they use a car battery system to operate a bluetooth speaker for organ music and lights.

K mentioned there was an enquiry for a wedding at the church. IM confirmed they would need a Special Licence to get married at the church. K to confirm if they would want to pay the extra for the license. IM confirmed she would be sending out a mailing to confirm information on services in the church.

Churchyard
They noted the churchyard is open for burials, but the services take place at the living church Cromer, although the graveyard at Cromer is closed. They only use the church at funerals to shelter if it's raining. The Parish Council manage the churchyard with some help from S's gardener. The Parish Council are likely to be completing a tree survey as they are concerned about falling branches.

Items in the church
The church is not locked and there are sometimes items like dried pasta left in the church and once a rug. The LCO offered to check if the food currently left in the church was in date and to take it to a food bank if it was.

S. confirmed she provides the flower displays in the church. The attendees confirmed the small figure of Jesus has come off the wooden cross on the altar. The LCO offered to look after it for the time being. S confirmed there was a first aid kit in the font in the church and that she would be collecting the font key from M to have access to it for events.

Fundraising and events
The LCO confirmed the maintenance costs and the aspiration that the community would be able to help with events and activities which might drive footfall and increase donations.

M who has banked the wall safe donations and topped up the leaflets in previous years is stepping back as a volunteer. S stated that she has some possible contacts to replace this role. IM stated that she would be shortly bringing a new donation poster with a QR code to be displayed in the church. S mentioned that there have been thefts from the wall safe previously. M had held onto donations and when there was a good amount had banked them. Previously some donations were kept back to cover reprinting the church guidebook and enough has been saved for the second print run. IM confirmed that the policy is that all wall safe donations should go to a general donations code to help cover the routine maintenance costs. IM to check income details with finance as no wall safe income was shown on the church's income report.

The LCO thanked S and the team of volunteers for funds raised through the amazing sponsored walk that took place in June and raised £1963 for the charity Floatability, and £1963 for CCT to be split

between the churches at Newnham Murren, Mongewell and Wallingford. IM thanked S for helping with and hosting the refreshments for the event. S confirmed that the £1300 that was restricted to the church in 2022 should have been split across the three churches as well. The event was also supported by other local community groups including the Fountains Café and the Rotary Club. S. confirmed that the volunteer organisers had decided to take a year off from the event next year.

IM suggested an event with boat rides only which might make the set-up more manageable. S. suggested a Bridge event where people pay £100 for a table which could raise funds for two charities. S has offered the use of her barn but does not wish to run the event. The attendees noted that the worshipers at the Cromer church were mostly elderly and did not feel they would be up for leading events.

Attendees noted there are some issues with events with the church being remote and difficulties with parking, although a local farmer has allowed parking on his land previously. As there is no electricity, events at the church may need to be in daylight. The attendees confirmed they would be interested in a concert with something like a string quartet.

K mentioned that a Ride 'n' Stride event happened locally but that the money raised goes to the live church.

Building
The LCO asked if there are any building issues the community is aware of. S noted there is some woodworm in the pews and porch and silverfish. IM confirmed she had picked these up in the six-monthly inspections and reported them to conservation. S confirmed that M is happy to complete the next six-monthly inspection before he finishes volunteering. IM passed on her thanks for this help.

Schools
S. confirmed one of the community supporters is a teacher at Wallingford School which could provide links and that previously Crowmarsh School have visited. S also met with the school regarding the sponsored walk.

Champing
The attendees noted that the church is on the ridge way so might be popular for Champing. They would be happy for champing to take place at the church if there was someone to set up and clear up, noting that a toilet would be needed and that there is no running water.

Access
There is an issue with Sat Navs taking you to a local estate which is only connected by a footpath. IM asked if there is a way signage can be improved as the sign from the main road says the road to the church is for the farm only. K to speak to the local landowner.

There is a path from the village called Waterly Lane, attendees confirmed that the Parish Council are talking about ways to improve the path.

Marketing and supporter recruitment
The attendees mentioned the potential to work with the new estate near the church and the potential to contact them through Facebook. S thought R would be able to help with this. They also mentioned Crowmarsh News which is volunteer-run and would be good for sharing information.

Community Meeting 2: 27th January 2021
Attending: Patrick Joel (Local Community Officer) et al

- A raises questions regarding means for restricting funds, and PJ confirms that donors can restrict funds as they prefer. PJ notes that donors must understand the intended expenditure related to covenanted funds and that ideally gifts will be covenanted under loose terms to allow sufficient flexibility for later expenditure. PJ notes that 50% of service collections should come to CCT general funds, but 50% could be covenanted for use at St. Mary's.

- B proposes that a sponsored walk with a picnic. Mike suggests a walk starting from Nuffield, making its way past CCT churches to terminate at St. Mary's. PJ notes that CCT has a template for publishing walks, which can itself be sponsored by local businesses whose details would feature on printed and digital copies. D mentions that a guided tour of St. Peter's at Wallingford may be available. C notes that naming the walk and considerations of sustenance after a long walk would be necessary to support a 10-mile walk over the course of half-a-day. D raises consideration of parking, and B indicates further research is necessary to support a circular route. The group notes that parking is free of charge in Wallingford from noon Saturday. A mentions the 'two bridges walk', indicating that it would need to extend to Mongewell, and the group suggests that such a route could be extended even further. Such a 'base' walk could be adapted for extra duration / mileage. PJ notes that OpenStreetMap will be a useful, copyright free resource for design. The whole group discusses river crossings, and looks forward to resolving walking routes in spite of limited ferries!

- In support of walk development A shares a link to Victoria County History for Newnham Murren.

- B mentions that her contact at Wallingford Museum develops walks that relate to the history of Agatha Christie

- PJ queries whether approaches to local corporations or community grant-giving bodies might help cover costs relating to walks, as well as to the development of any voluntary activity such as events, cleaning days, church yard care.

- B also mentions the idea of approaching community groups which might use the churches for meetings, art groups, photography days, reading clubs *et cetera.*

- PJ asks about the idea of approaching the Commonwealth Agricultural Bureaux International (which owns the nature reserve) and also local housing building company CALA regarding their awareness of the emerging church plan.

Community Meeting 1: 1st December 2020
Attending: Patrick Joel (Local Community Officer) et al

- A observes that the estimated visitor number is about one per hour, and this seems to be an overestimate. Indeed if each of these visitors was to offer £1 as a donation, our annualised maintenance forecast would be easily addressed.

- C notes that there are three services per year, and that the Advent Service is the particularly well supported event. Although services are well promoted, attendance at the other two (in May and on the day after Ride & Stride), these are less well supported.

- Some funds are set aside from services to cover the cost of the organist, (£22), but the balance goes to The Trust. Up until 2018 the congregation of St. Mary Magdalene would pay this fee.

- A notes that ramblers from Henley who like to know when services are, aiming to coincide with 4.00pm services - congregants don't hail exclusively from St. Mary Magdalene - some will travel specifically for these events.

- B notes that some services can be overwhelmed by congregants as a result. C notes that this is likely to be true. Both B and C note that this situation applies particularly for the Christmas event, which includes gluhwein and mince pies.

- PJ notes that CCT can offer a booking system online and B identifies that it might be suitable to offer local contact details in respect of any prospective congregants' questions. PJ suggests that a new, church specific email address could enable multiple members of the local support team to check and address messages. Tickets could be offered on a free or donation basis, (for resolution later).

- A notes that the adjacency of St. Peter's will mean that the local total raised will be too little to impact the annualised maintenance forecast costs and repairs, particularly indicating that local appeals would focus on St. Peter's.

- Discussion ensues regarding the availability of funds relatively with other non-redundant churches, acknowledging the gap between maintenance and repair bills and active non-redundant churches' needs which continue to support a congregation regularly.

- However B notes that additional fundraising opportunities must therefore be explored…

- A raises the idea of Champing: people exploring The Ridgeway may very much appreciate an opportunity to stay at the church.

- Consideration of Champing might lead to a discussion with CABI. CABI owns the field South of the church, and might be approached with regard to work in partnership or sponsorship of works. A proposes offering camping within the church would be preferred, rather than within the open church yard. All members of the group agree with this observation. B notes that we need to be certain that such a practice would not encourage antisocial use. The group considers however that running water and a lavatory might be a minimum.

- B also identifies that there will need to be a focus on encouraging use by younger audiences.

- C proposes approaching Cubs, Beavers, Brownies, Guides and Scouts for their prospective interest in using the church as an outdoor skills venue. Better understanding and survey of flora and fauna might link with national or regional schemes for biodiversity study.

- D notes that his most recent visit to Crowmarsh School has led to their expression of interest in additional visits. Prior to Covid19 whole classes had been visiting to better understand their local history. A has been involved in this programme as part of the R.E. programme at the school. B notes that themes of the Grimsditch and the Ridgeway might lead to additional opportunities for visitors.

- D has previously proposed walking tours or guided tours between the local CCT churches (at Newnham Murren, at Mongewell and at Wallingford's St. Peter's).

- In terms of wider religious use, such as weddings, baptisms or funeral services, it is really good to note that A is ready to consider any applications. Discussion of means for marketing these types of use might be useful in the future, however PJ notes that The Trust applies its rate-card for hire of its buildings under these circumstances. A notes that a local charity, the Emery & Owen Trust, has subsidized a wedding at St. Mary's in the past.

- PJ raises D's note that acknowledging and recognising existing modes of support is essential, and looks forward to developing these notes at the next meeting.

- B raises a new question relating to the mechanism by which donors or groups of donors can covenant funds for expenditure at the church, which the group agrees to address at the next meeting.

- The group agrees to meet again on 13th January at 2.00 p.m., via MS Teams.

Part D - Action Plan

Community Actions

Short term actions (to end March 2024)

- Review use of the church for religious services and associated service collections
- K to confirm if the couple who enquired about the wedding would like to go ahead
- Explore options for a Bridge event
- S to confirm new contact for wall safe donation admin
- S to confirm if R can help with admin, promotion online or volunteer recruitment.
- K to contact landowner regarding signage

Medium term actions (to end March 2025)

- Discuss suitability of tea parties and weddings as sources of new income
- Consider means for publishing information about maintenance and repair needs, perhaps through parish news
- Review suitability of the church for filming, photography or audio recording
- Identify sponsor for Christmas memory tree and consider sale of Christmas cards
- Hold another joint fundraising event with Floatability

Long term actions (to end August 2026)

Actions complete (to end July 2023)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Newnham Murren Church Plan Committee will initiate a walks committee.
- Approach other CCT churches in the area to collaborate on fundraising and walking tours
- Update the church pamphlet
- Review wall safe-related information and publication of maintenance needs inside the church
- Identify local schools or other community participants who might begin a fundraising committee

Local Community Officer Actions

Short term actions (to end March 2024)

- Review use of the church for religious services and associated service collections and share information with the incumbent
- Discuss options for champing with the champing team
- Donate food in church to a foodbank
- Update donations poster to one with a QR code
- Check previous wall safe income with finance to see they are correctly allocated to the church.

Medium term actions (to end March 2025)

- Discuss suitability of tea parties and weddings as sources of new income
- Consider means for publishing information about maintenance and repair needs, perhaps through parish news
- Review suitability of the church for filming, photography or audio recording
- Review wall safe-related information and publication of maintenance needs inside the church
- Identify sponsor for Christmas memory tree
- Consider sale of Christmas cards

Long term actions (to end August 2026)

Actions complete (to end July 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
- Propose a means for approaching suggested local private sector organisations and draft any correspondence to Newnham Murren Church Plan Committee before the end of the financial year. [Complete Feb 2021]
- PJ to research donations via text giving for group information to supply by the end of financial year. [Complete 10th Feb 2021]
- Update the wall safe poster [Complete]
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition) [Complete]
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020 [Complete]
- Undertake staff and community consultation against Interim Church Plan by end November 2020 and update information accordingly
- 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) [Complete]
- Publish Church Plan Version '2021-22' [In hand February 2021]
- PJ to introduce CCT supporters at Mongewell, Wallingford, Nuneham Courtenay, Shirburn, Chiselhampton, Lower Basildon before end March 2021.
- Initiate review of community volunteering towards acknowledging and recognising collective effort
- Identify local schools or other community participants who might begin a fundraising committee
- Approach other CCT churches in the area to collaborate on fundraising and walking tours
- Update the church pamphlet

CCT Actions Other

Short term actions (to end March 2024)

Medium term actions (to end March 2025)

Long term actions (to end August 2026)

Actions complete (to end July 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 Marchand 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	£10,472	£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