

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM

COMMENTS

Internal

Bathrooms

- The Property Manager will determine the need for complete or partial refurbishment of bathrooms during an Interregnum or at a Quinquennial inspection. Replacement suites will be white with associated white tiling around wash hand basins, baths and showers
- *Power showers are not normally fitted as they can use up to twice as much energy and hot water as a bath*

Boilers

- The diocese will arrange and pay for an approved contractor to carry out a boiler service on the same day as the Gas Safety Inspection. The diocese will organise and pay for necessary repairs, but a replacement will only be considered when beyond economic repair or deemed extremely inefficient by the inspecting engineer
- *The contractor will contact clergy direct with an appointment date. It would be appreciated if every endeavour could be made to keep to the appointment time and date given. Not only will this maintain the anniversary date of the inspection, but as the inspection/services are organised into deanery groups, the engineers' costs to the diocese are kept to a minimum*

Cat Flaps

- It is the responsibility of the occupant to pay for the purchase and installing of cat/dog flaps in external doors. Prior consent from the Housing Department will be required.
- *On vacating the property the occupant may be required to pay to re-instate/replace the door unless otherwise authorised by the Housing Department*

Central Heating

- The need for the alteration of, extension to, or replacement of the heating system will normally be considered by the Property Manager at a Vacancy or Quinquennial Inspection
- Supplementary heating i.e. a gas or electric fire will be provided in the living room and study – the choice of which may be determined by the condition of the chimney flue
- The diocese does not normally provide heating on second floors, in attics, cellars or basements
- *In properties where there is an oil fired boiler, the diocese will not accept responsibility for repairs to heating systems as a result of running out of heating oil*

Chimney Sweeping

- The diocese will pay for annual sweeping of flues. Arrangements should be made locally and an invoice sent to the Housing Department for reimbursement

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM	COMMENTS
Council Tax	<ul style="list-style-type: none"> The parish is responsible for the payment of council tax for the parsonage house on behalf of their priest. Most parishes choose to set up a monthly direct debit to pay the tax, usually organised by the PCC Treasurer <i>It should be noted that councils' only issue two reminders during the year for late payments - then your right to pay by instalments will be rescinded and the remainder of the tax for the year will have to be paid</i> Correspondence will be sent to the vicarage address and the priest should pass this to the Treasurer as soon as possible. Exemption from council tax may be available during a parish vacancy – please contact your local council to check availability of any exemption Churchwardens should check the property during a vacancy to collect any Council Tax notices
Curtains and Blinds	<ul style="list-style-type: none"> The diocese does not provide curtains, blinds, curtain tracks or poles to the property
Door Bells & Knockers	<ul style="list-style-type: none"> Suitable doorbells or knockers will be provided to appropriate external doors
Electrical Installation	<ul style="list-style-type: none"> The electrical installation will be tested by a qualified electrician on a 5yearly cycle. Present provision of double power sockets is as follows: Reception rooms x2, Kitchen x4, Study x3, Hall & Landing x1 per floor, Attic x1, Bedrooms x2, Garage x1, Utility Room x2 <i>Under no circumstances should the electrical wiring (or its associated fittings) be altered or tampered with by the occupant or a person not approved under a Competent Persons Scheme. Such work may be considered illegal and could lead to prosecution and a fine of up to £5000</i>
Extractor Fans	<ul style="list-style-type: none"> Extractor fans are provided in kitchens and bathrooms
Fixtures & Fittings	<ul style="list-style-type: none"> All fixtures and fittings included in a parsonage are part of the fabric of the house. Any alteration to or removal of such items should have the prior approval of the Property Manager and be replaced by the occupant with an appropriate fitting before vacating the parsonage

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM	COMMENTS
Floor Coverings	<ul style="list-style-type: none"> The diocese are responsible for laying vinyl floor coverings to bathrooms, shower rooms, WC's, kitchens and utility rooms
Floor Coverings	<ul style="list-style-type: none"> The parish is expected to pay for floor coverings in the public areas of the house, usually the Study and Hall areas In certain circumstances, e.g. the priest allows parish meetings in other rooms, there may be a request from him/her to contribute to the cost of floor coverings in those rooms
Floor Coverings	<ul style="list-style-type: none"> All other floor coverings in the house are the responsibility of the occupant
Gas Safety Tests	<ul style="list-style-type: none"> The diocese will arrange and pay for an approved contractor to carry out an annual Gas Safety Test A copy of the gas safety certificate should be retained by the occupant <i>The contractor will contact clergy direct with an appointment date. It would be appreciated if every endeavour could be made to keep to the appointment time and date given. Not only will this maintain the anniversary date of the inspection, but as the inspection/services are organised into deanery groups, the engineers' costs to the diocese are kept to a minimum</i>
Infestations	<ul style="list-style-type: none"> Infestation within the house or garage, by mice, rats, wasps, flies or other pests should be reported to the Housing Department, which will arrange for appropriate action to be taken. Garden infestations are the responsibility of the occupant
Insulation (Roof)	<ul style="list-style-type: none"> Loft insulation and lagging of pipes and tanks is provided as standard.
Internal Decoration	<ul style="list-style-type: none"> The diocese is not responsible for internal decoration except as a result of any significant building repair
Internal Decoration (Interregnum)	<ul style="list-style-type: none"> The parish should arrange for any necessary internal decoration in consultation with the new priest <i>It is not permitted to apply any textured paint finishes to ceilings or walls</i> <i>All internal decoration should be in neutral colours with ceilings and any gloss work kept white</i>

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM	COMMENTS
Internal Decoration (Occupant)	<ul style="list-style-type: none"> • During occupancy, the priest is responsible for decorating • <i>Any internal decoration should be in neutral colours with ceilings and any gloss work kept white</i> • <i>It is not permitted to apply any textured paint finishes to ceilings or walls</i>
Kitchen/Utility Rooms	<ul style="list-style-type: none"> • The need to replace or refurbish the kitchen or utility room will be determined by the Property Manager at a Vacancy or Quinquennial Inspection • Routine repairs will be carried out as and when required
Kitchen Appliances	<ul style="list-style-type: none"> • The diocese will provide and maintain cookers, cooker hoods and hobs and provide plumbing connections for a washing machine and dishwasher • Accommodating tumble driers (vents etc..) can be discussed onsite with the Property Manager
Kitchen Appliances:	<ul style="list-style-type: none"> • The provision of washing machines, dishwashers, fridges and freezers are the responsibility of the occupant • <i>The occupant is responsible for maintenance and repair of all kitchen appliances (with the exception of cookers, hobs and extractor fans) regardless of ownership</i>
Lofts	<ul style="list-style-type: none"> • Items may be stored in the loft if flooring is provided and loft ladder and light provided as standard • <i>It is important the joists are not overloaded and the weight of stored items is spread as evenly as possible</i>
Parish Occupation	<ul style="list-style-type: none"> • <i>The diocese will not provide additional accommodation within the house for parish use</i> • <i>Priests should not make any arrangements for use of or access over any part of the house without prior permission of the Houses & Glebe Sub-Committee</i>
Smoke Alarms	<ul style="list-style-type: none"> • The diocese will provide smoke alarms on the hall and landing ceilings • <i>It is the responsibility of the occupant to test the alarms at regular intervals</i>
Study Shelving	<ul style="list-style-type: none"> • The diocese will provide up to 25 metres of adjustable shelving or similar (eg Billy Bookcases – Ikea)

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM

COMMENTS

Telephones

- Telecommunications are the responsibility of the parish

Window Locks

- Locks will be provided to all opening downstairs windows as standard

EXTERNAL

Aerials

- The supply, fitting and maintenance of aerials are the responsibility of the occupant
- *Local authority consent may be necessary - particularly in Conservation Areas and where the parsonage house is listed. Advice can be sought from the Housing Department*

CCTV

- The diocese will provide CCTV when it is deemed essential to improve the security of a parsonage house in a vulnerable area. Any requests for CCTV should be made to the Property Manager

Door Locks

- Five lever mortice locks to BS 3621 will be provided on all external doors

Drives & Paths -
Condition

- To be checked by the Property Manager during a Vacancy or Quinquennial Inspection and necessary repairs instructed

Drives & Paths -
Maintenance

- It is the responsibility of the occupant to ensure paths are cleaned to remove leaves or moss that may cause them to become hazardous

Conservatories

- A new conservatory will only be considered as a means of extending an inadequate parsonage house
- All conservatories will be maintained by the diocese as part of the house fabric
- The provision of conservatory blinds are the responsibility of the occupant

External Painting

- The condition of the external woodwork will be checked by the Property Manager at a Vacancy or Quinquennial Inspection and where necessary, repairs and repainting will be instructed. External painting is usually carried out at 5-yearly intervals.

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM	COMMENTS
Fences	<ul style="list-style-type: none"> • Maintenance and repair of diocesan owned boundary fences and walls are the responsibility of the diocese • The minimum standard to be achieved is a fence capable of keeping small children within the garden under normal supervision and to provide general security and privacy for the house, but will not pay for the erection of fencing to contain animals. • <i>Occupants are not permitted to plant any shrubs in such a position that they are likely to cause any damage to fences or walls, or obstruct access for maintenance purposes</i>
Garages / Parking	<ul style="list-style-type: none"> • A house will normally have a single garage, but this is not possible in all cases • An electrical supply and link to the house intruder alarm system will be fitted where practical • Garages will have a lockable, manually operated door. • Fixtures and fittings such as shelving and remote controlled doors will not be provided
Garden Maintenance	<ul style="list-style-type: none"> • Occupants are responsible for all routine garden maintenance and are expected to keep their gardens in good order. This includes maintenance of hedges and pruning of shrubs and bushes. Nothing should be planted that may damage fences or buildings. Trees within the curtilage of the house are the responsibility of the diocese (see Trees)
Garden Maintenance	<ul style="list-style-type: none"> • During an interregnum the Parish should maintain the garden, lawns and boundary hedging. • The diocese will reimburse fortnightly mowing of lawns • Any other garden maintenance will have to be approved by the Property Manager before reimbursement • Trees will be inspected by a tree surgeon and are a diocesan responsibility
Garden Sheds & Greenhouses	<ul style="list-style-type: none"> • The diocese will not provide or maintain garden sheds or greenhouses. However, a shed may be provided where the garage has had to be converted to provide a study for the minister.
Gutters	<ul style="list-style-type: none"> • Essential repairs and maintenance are carried out by the diocese and the clearing of gutters is a diocesan responsibility • <i>Occupants are asked, however, to responsibly assist (if possible) by having leaves and other debris cleared in gutters in low risk locations. Take a sensible approach when considering precautions for work at height</i> • <i>If in doubt, please read the HSE's Working at Height – A Brief Guide http://www.hse.gov.uk/pubns/indg401.pdf or contact the Housing Department for advice</i>
Hedges	<ul style="list-style-type: none"> • Maintenance of hedges is the responsibility of the occupant and cutting should be undertaken at least once a year

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM	COMMENTS
Intruder Alarm	<ul style="list-style-type: none"> The diocese gives high priority to sensible security precautions to protect the occupants and the house The diocese is responsible for repairs of the system The diocese will not pay for systems to be connected to monitoring stations
Rights of Way	<ul style="list-style-type: none"> Members of the public or neighbours should not be allowed to regularly cross gardens or grounds, other than using the usual route to the front door. This is to prevent a historical right of way being established
Rubbish	<ul style="list-style-type: none"> It is the occupant's responsibility to ensure that all household and garden waste is removed offsite in accordance with the relevant local council's guidelines <i>All personal belongings and equipment must be removed from both the house and gardens upon vacating. Failure to do so may result in the occupant being re-charged</i>
Security Lighting	<ul style="list-style-type: none"> Appropriate security lighting is provided and maintained as standard
Septic Tanks	<ul style="list-style-type: none"> Problems should be reported to the Housing Department so repairs can be arranged <i>The occupant should monitor the tank and arrange for it to be emptied locally. The cost will be reimbursed by the diocese on production of a receipt to the Housing Department</i>
Trees	<ul style="list-style-type: none"> A tree inspection will be carried out by a qualified tree surgeon at the time of a Vacancy or Quinquennial Inspection The diocese will meet the cost of pruning or taking down a tree that threatens the structure or drainage of a property, overhangs the public highway, has become or is likely to become dangerous or has grown too large for the site <i>Please note that diocesan policy does not normally allow for cosmetic works, but if these are to be considered exceptionally, they are subject to approval by the Houses & Glebe sub-Committee</i> <i>Neighbour's requests for tree work must be forwarded to the Property Manager for consideration</i>
Trees	<ul style="list-style-type: none"> No new trees or large growing shrubs shall be planted without the authority of the Property Manager
Washing Lines	<ul style="list-style-type: none"> The diocese will not provide or reimburse the cost of supplying and fixing of washing lines or rotary clothes driers

HOUSING GUIDE

Diocesan Responsibility

Occupant's Responsibility

Parish's Responsibility

ITEM

COMMENTS

Windows

- A window replacement programme will be considered by the Houses & Glebe sub-Committee after receiving a recommendation from the Property Manager
- *Failed double glazed units will only be replaced when funds allow*

GENERAL

Burglaries

- Full repairs to any structural damage will be arranged by the Housing Department

Burglaries

- In the event of a burglary the occupant should notify the Police as soon as possible and advise the Housing Department of any damage at the earliest opportunity with a crime number
- During Out of Office hours, the occupant can arrange for urgent repairs to be carried out locally to make the property secure i.e. boarding up broken windows or doors. All invoices relating to repairs must be sent to the Housing Department to aid an insurance claim. Loss of or damage to contents should be notified to the occupant's contents insurers

Insurance (Buildings)

- All parsonage houses are insured by the Diocesan Board of Finance for a wide variety of hazards and public liability

Insurance (Contents)

- The occupant is responsible for insuring their own possessions against damage or loss

Planning Applications

- The Housing Department will investigate the implications of planning applications relating to neighbouring properties and object if it is considered the proposed changes could be detrimental to the parsonage house and/or its occupants. This can obviously be done in conjunction with the occupant concerned
- *Any notification of a planning application should be forwarded to the Housing Department without delay as there is usually a time limit to make any objections*

Security

- Occupants are expected to take sensible precautions to minimise the risk of burglary e.g. by locking windows and doors and activating the alarm system when leaving the house. Failure to do so may lead to an invalid insurance claim

Utility Bills

- Gas, electricity and oil bills, are the responsibility of the occupant

HOUSING GUIDE

	Diocesan Responsibility
	Occupant's Responsibility
	Parish's Responsibility
ITEM	COMMENTS
Water Rates	<ul style="list-style-type: none">• Water and sewerage bills are the responsibility of the parish