

Parsonages Handbook

For the use by all clergy occupant owners of Diocese of Guildford property
and
PCC members during interregnum vacancy.

October 2023

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Archdeacons' Introduction

This is the new version of the Housing Advisory Committee's Parsonages Handbook, which we hope will be a useful source of information about parsonage housing in the Diocese of Guildford.

The term parsonage is used to cover all benefice houses, regardless of whether they are locally termed vicarage, rectory, manse, or other such name.

This handbook does not cover glebe or other Diocesan houses or properties, which are subject to different management arrangements and funding.

The Diocese of Guildford seeks to provide a standard of accommodation for the clergy and their families which is generally in line with the guidelines set out in the "Green Book Guide". This handbook is also intended to establish a standard for the fair and equal treatment of everyone living in a parsonage.

Responsibility for the parsonage is shared between the Diocese, the clergy occupant, and the parish. This handbook offers guidance and information about how these responsibilities are to be met. It is important that the parsonage house is seen as a good resource for the mission of the church in the present, which can be handed on in good condition for future generations.

If you have any concerns about a parsonage house, please get in touch with the property team at Church House. They will be glad to do what they can to help.

The Venerable Paul Davies, Archdeacon of Surrey - **Chair of Housing Advisory Committee.**
The Venerable Martin Breadmore, Archdeacon of Dorking.

The Property Department Team

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Surveyor	David Phillips	01483 790 337
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Customer Service Officer	Nirmala Herrkaur	01483 790 305 or 07955 351 052 (<i>Property Department</i>)
Property Coordinator	Victoria Derry-Thomas	01483 790 364

Email address: property@cofeguildford.org.uk

NB: *Where occupant is stated, this refers to clergy occupant / incumbent occupant or PCC member.*

1. Division of Responsibilities for Care of Parsonages

A parsonage house is part of the benefice and, as such, is vested in the occupier for the time being. The maintenance of a parsonage is a joint responsibility shared between the occupant, the parish, and the Diocese.

Diocesan Responsibility

The Diocesan share of this responsibility is governed primarily by the Repair of Benefice Buildings Measure 1972 and clause 2 (1) which reads,

“... works of repair and replacement as are needed:

- (a) to keep in repair the structure and exterior of the buildings of the parsonage house, including doors, windows, drains, gutters, and external pipes,*
- (b) to keep in repair all walls, fences, gates, drives, and drains of the parsonage house, other than those which some person other than the occupant is wholly liable to repair,*
- (c) to keep in repair and proper working order,*
 - (i) the installations in the parsonage house for the supply of water, gas, and electricity, and for sanitation, including basins, sinks, baths, and sanitary conveniences,*
 - (ii) the installations in the parsonage house for space heating or heating water,*
 - (iii) any fixtures fittings and appliances in the parsonage house (other than those mentioned in the preceding sub-paragraphs) if they belong to the benefice but not otherwise.*

and includes works of interior decoration necessitated in consequence of such works...”.

It should be noted that there is no obligation upon the Diocese to provide or to keep in repair any outbuilding, although it may agree to do so in some cases.

Occupant’s Responsibilities

Items of repair and maintenance which are not the responsibility of the Diocese are the responsibility of the occupant. This includes internal decorations, and garden maintenance. The extent to which the parish may wish to assist the occupant in these tasks is entirely a local matter.

It is important that occupants fulfil their obligations in these areas of maintenance, not only to exercise good stewardship of the property, but also to avoid unnecessary greater expenditure that will inevitably be needed if decorations and gardens are left unattended. If the property is handed back at the end of occupation with any areas of occupier responsibility left in poor condition this will be noted – with an expectation that these will be put in good order by the occupant or rectified at their expense.

Parish Responsibilities

The parish is responsible for the management and ongoing maintenance costs of certain additional items that are best managed locally, principally security/alarm/external lighting/CCTV where they are installed. Otherwise, it is entirely a local issue as to what extent a PCC may choose to assist the occupant with carrying out his/her other maintenance obligations above.

A parsonage house is part of the benefice and, as such, is vested in the occupant for the time being. Legally, the churchwardens and PCC have the right to be consulted about certain matters (for example, a proposed sale).

The exception to this is during a vacancy when the churchwardens (acting on behalf of the Bishop) have a responsibility to look after the house until the induction of the new occupant or until the Diocese establishes a formal letting to an external tenant. Churchwardens and others looking after empty houses have responsibilities like those of the previous occupant. See *Appendix III - handling vacancies*.

It is expected that the PCC will undertake internal redecoration of the parsonage during a vacancy, as may be requested and agreed with the new occupant. It is also the churchwardens' responsibility to maintain the gardens during a vacancy. If the property is handed back at the end of occupation with any areas of occupant responsibility left in poor condition this will be noted – with an expectation that these will be put in good order by them or rectified at their expense.

General

If there are to be any variations/exceptions/ changes to the standard provision outlined in this handbook, they will be documented in writing by the Head of Property . Verbal indications are not a commitment.

Any statutory notices (e.g., neighbour's planning application) regarding your house should be copied promptly to the Property Department.

All monetary figures in this guide, except where indicated, include VAT.

All advice contained within this Handbook is subject to the guidance of the Housing Advisory Committee.

2. Reactive Works

In the event of any maintenance issue for which the Diocese is responsible, the occupant should contact the Diocesan Property Department themselves immediately via the team email address property@cofeguildford.org.uk or phone 01483 790 305.

Please do make direct contact with the Property Department, rather than via a Churchwarden/Area Dean/Archdeacon/Bishop.

Please include the following in your message:

- Who you are and your contact details,
- Where your property is (address/post code) and where the problem is,
- What the problem is to do with (e.g., boiler, windows, taps, etc.),
- When you first noticed the problem (and if it has previously been reported, and to whom).

Describe the problem and how long it has been happening. If possible, how did it happen?

The property team will assess the works, basically whether it requires a reactive response (usually smaller-scale works), or whether it will have to be factored into planned maintenance (usually larger-scale works which require preparation and substantial budget allocation).

Reactive works will then be prioritised for a response within hours/days/weeks according to the specific issue. *See Appendix II – out of office notification.*

3. Emergency Works

If you discover a gas leak please phone the Gas Emergency Service yourself on 0800 111 999 or visit <https://www.nationalgrid.com/uk/safety-and-emergencies/gas-emergencies-and-safety><https://www.nationalgrid.com/uk/safety-and-emergencies/gas-emergencies-and-safety-advice> for advice.

If there is a power-cut please contact National Grid by dialling 105 or go to <https://www.powercut105.com/>.

If there is a loss of mains water supply / water mains burst, please contact your local statutory water company to whom you pay your water bills.

If any other property-related emergency occurs outside of office hours 9-5 Monday-Friday, subject to the guidelines below the occupant may initiate emergency works.

The **definition of emergency work** is limited to repairs which maintain safety/security, or which prevent further damage to the building, and which are likely to cost less than **£300** in total.

Emergencies that can be dealt with in this way are:

- Fire,
- Flood/burst pipe,
- Break-in, re-glazing, lock replacement, complete failure of electrical system, complete failure of heating system.

Firstly, please see *Appendix I – emergency services and preferred contractors*, all of whom the Diocese would use to carry out works including emergencies.

Alternatively, in an emergency not covered by the above arrangement, or where no Diocesan contractor is available, the occupant may initiate emergency works from an *alternative* contractor to a maximum of **£300**, be responsible for the initial payment, and then claim reimbursement from the Diocese. Please note that a receipt will be required before reimbursement can be authorised.

If Diocesan contractors are not available then it is preferable to use contractors known to you, or members of your congregation may be able to recommend local reputable contractors. Alternatively consult e.g., Checkatrade online. Always use members of the trade body relevant to the work being carried out. **If you choose to use your own emergency heating engineer, you are responsible for ensuring that they are on the Gas Safe Register** <https://www.gassaferegister.co.uk/>.

If your energy provider also provides you with emergency cover for your boiler or heating system, please do use them in the first instance, and then notify the Property Department of the arrangement.

The Property Department **must** be informed of all emergency works as soon as practically possible via property@cofeguildford.org.uk or 01483 790 305.

4. Quinquennial (Planned Maintenance) Works

The Repair of Benefice Buildings Measure 1972 requires that every parsonage house be inspected at intervals not exceeding five years. These inspections are carried out by the Diocesan appointed Property Surveyor against a standard checklist. The inspection covers the condition of the fabric of the house, ensuring that it is weathertight, checking external decorations and windows and external doors, along with the internal fittings. It does not include internal decorations, although comment may be made on the condition of these and the occupant may be asked to respond.

The Property Surveyor will identify any essential works for which the Diocese holds responsibility and discuss these with the occupant. A specification for any necessary works will be drawn up, a copy will be sent to the occupant for comment, and competitive tenders obtained. Please note that the Diocese is standardising specifications for installations and works, in the interests of every occupant and every parsonage receiving fair and equal treatment and investment.

Following the receipt of acceptable tenders, the Property Surveyor will authorise the works subject to overall costs being within the budget agreed by the Diocesan Board of Finance. Upon instruction of the contractor, the occupant will receive a copy of the Works Order, and the contractor is then required to contact the occupant direct to arrange timing for the work. Usually, the quinquennial works are required to be completed within six months from date of order or by the end of the calendar year, whichever comes first, so there is a window within which the occupant can agree a mutually convenient timetable with the contractor.

Although the Property Surveyor usually makes inspections during major work being carried out, and upon completion, please do not wait for that inspection if there is any matter which causes concern. Constructive comment regarding contractors' work is always helpful. Any complaints or comments on compliance with the specification or the standard of workmanship should be notified to the Property Surveyor at the time the work is carried out, so that any problems can be resolved quickly.

Any major structural problems should be notified to the Property Surveyor as soon as they occur, as it may in some circumstances be advisable to bring forward a quinquennial inspection. Similarly, in certain situations, a quinquennial inspection may exceptionally be deferred, for example, if a vacancy is pending or further investigations of structural problems are required.

5. Improvement Works

Substantial improvement works are normally only carried out following quinquennial inspection. If occupiers feel, however, that they have a particularly acute need, they are advised to contact the Property Surveyor in the first instance. When considering these requests, comparison will be made with the Church Commissioners' Green Guide as to whether the accommodation meets the recommended standard. Inevitably such requests will also be subject to the availability of sufficient budget. Substantial funding will require approval from Bishop's Council. The Housing Advisory Committee may be referred to for advice and guidance on any of the below issues.

The type of improvement work for which requests are most received are:

Front Porch. This will be provided where possible, should security be an issue.

Double Glazing. The Diocese aims to provide double glazing for every property over time. This requires sensitivity to the character of the house and often appropriate permissions from the Planning dept of the Local Authority. In some locations (e.g., listed buildings or conservation areas) the Planning dept may refuse permission for the windows to be changed.

Replacement of individual double-glazing units will be carried out where the existing double-glazed units have evidently failed.

Kitchen units. Kitchen units should last about 15 years and normally be repaired/renewed when this becomes essential, preferably at a quinquennial or during a vacancy. The Diocese have agreed standard ranges of kitchen units with their nominated supplier, from which the occupant may make their selection.

The Diocese does not provide for under cupboard lighting or cornices at the top of the units. The Diocese does not accommodate integrated units other than built-in ovens and hobs. The Diocese does not fund additional items such as corner pull-outs, though the occupant may choose to add these at their own cost if they wish, at time of installation, and to pay the kitchen supplier direct for the purchase price of any chosen additions.

The Diocese will provide an electric 900mm wide range cooker but not an AGA.

Bathrooms. Bathrooms should last between 10 and 15 years, normally being replaced when this becomes essential, preferably during a quinquennial or at a vacancy.

Showers. It is Diocesan policy to provide one shower in each parsonage, if possible, if the layout of the building permits. If the internal layout of rooms is restricted, a shower over a bath will be provided instead of a standalone shower cubicle. Exceptions to be discussed with the Landlord.

Ground floor WC. The WC on the ground floor will be made as accessible as possible for visitors, to avoid any need for them to intrude into the private area of the house.

Study shelving. Where not already provided, the policy is to fit up to 30 m (100 ft) length of shelving (of adjustable spur type) or equivalent.

Loft insulation. When existing insulation is less than 100 mm (4") in thickness, this will be upgraded to 270 mm (10.5/8") at the time of quinquennial works.

Cavity Wall Insulation. This is required for all new parsonages. Regarding existing parsonages, Government Grants may be available. The grant process requires that the occupier must make the application through their utility supplier, with the consent of the Property Department.

Fitted units of furniture (e.g., fitted wardrobes). If occupants wish to have fitted wardrobes (or other similar items of furnishings) installed at their own expense as an improvement, this is permissible. If these items are removed on vacating the property, then all making good to walls etc. must be carried out by the occupant prior to vacation. Where fitted units are already installed, they are not to be removed without permission from the Property Department.

Conservatories. The Property Department does not have funding for the installation of new conservatories. For all outbuildings, please see section 18 below.

Occupant's own improvements. Occasionally, occupants will wish to carry out improvements at their own expense or funded by the parish. Permission must be obtained from the Diocese before work commences. The Property Surveyor must approve the specification, the works must be inspected by the Property Surveyor during and after construction, and there must be no claim for reimbursement upon vacation or sale of the property.

6. Utilities: Water, Gas, Electricity, Oil

The parish is responsible for paying the water bills.

The occupant is responsible for paying all other utilities supply bills and may choose their preferred supplier.

The occupant may be eligible for the Heating Lighting Cleaning (HLC) scheme and will need to maintain records in completing their annual return to get a tax-free allowance on their fuel costs i.e., gas, electric, oil, coal, wood. Details of the scheme are on the following link:

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll/hlc-scheme#na>.

At the time a parsonage becomes vacant, the outgoing clergy and the churchwardens should take meter readings together, and the churchwardens should then arrange to take over the utilities accounts and pay bills during the vacancy. The churchwardens should then arrange with the new occupier to take over responsibility for these services from the day of occupation.

If the parsonage is due to be let out during a vacancy, the utilities bills will be transferred to the interim tenant.

Smart meters or water meters are welcomed, and if installation is proposed by the occupier or parish the Property Department will support this.

7. Boiler Servicing & Central Heating

The Diocese has a responsibility under the Repair of Benefice Buildings Measure to service and maintain the central heating and plumbing systems and has the statutory responsibility to comply with the requirements of the Gas Safety (Installation and Use) Regulations 1994. The appointed heating engineers for the Diocese therefore carry out the annual servicing and safety checks on all gas installations every year and provide the Property Department with a Landlord's Gas Safety Certificate. The occupant is required to grant access to the heating engineer, for statutory compliance purposes. If the occupant does not automatically receive a copy of the Landlord's Gas Safety Certificate, they should request one from the Property Department.

Engineers who are not Gas Safe registered must **not** be used on parsonage properties. If there is a need for additional work between annual services, the occupant should first contact The Property Department. If emergency out-of-hours work is required (see section 3 above) please contact the Diocese's nominated heating engineer who carries out the regular servicing of the boiler. In extreme emergency, if neither of the above are available, a Gas Safe registered engineer may be used.

<https://www.gassaferegister.co.uk/> See section 3 above for guidance on initiating emergency works and reimbursement arrangements.

The servicing of oil-fired boilers and associated plant is arranged by the Diocese. As with gas installations, the servicing cost will be paid for by the Diocese. In the case of emergency work, the procedure is like that for gas installations.

It is essential that houses are adequately heated if left empty in the winter months. Houses should be checked regularly (every other day) by churchwardens when unoccupied. This applies equally to winter holiday periods as to during a vacancy. The heating should not be switched off but should be left on a frost protection setting no lower than 8° centigrade, the loft hatch should be left open for the heat to circulate, and the property checked every other day.

8. Additional Heating, Open Fires, Chimneys

Gas fires may still be in situ in some parsonage houses, where these were once deemed necessary to supplement the central heating. Where this additional heating is still required, the Diocese will replace gas fires that are declared unsafe or have reached the end of their useful life with a suitable modern electric fire. The replacement will be a basic model costing up to £300 excluding installation.

If an occupant requires new additional heating, they can install a new electric fire at their own expense. The provision of supplementary heating in the workspace (study) may be considered by the Diocese, where it is jointly agreed that this is essential, if the central heating cannot be extended there. All removal and capping-off works must be carried out by a Gas Safe registered engineer (for removing gas appliances) and a Diocesan-approved electrician must be used for the permanent installation of any new electrical heating appliances.

Many of our properties have chimneys. If an occupant chooses to use an open fire or a fuel-burning appliance that uses the chimney, they are required to have the chimney serviced and cleaned at their own cost at least once a year.

The Housing Advisory Committee has not approved the installation of log burners into parsonage houses.

A word of warning: If occupants of parsonage houses sub-let any rooms in their parsonage, the occupant is then regarded as the landlord under the Gas Safety (Installation and Use Regulations) 1994 and as such they, and not the Diocese, are responsible for the safety of any gas appliances in the sub-let accommodation. In this case a copy of the Gas Safe certification obtained by the occupant, evidencing that this responsibility has been discharged by the landlord, must be provided to the Diocese.

9. Smoke Alarms & Carbon Monoxide Alarms

Smoke alarms and Carbon Monoxide alarms must be installed at all parsonage houses and Diocesan managed housing. The Diocese will meet the purchase cost of the alarms, based on:

- one smoke alarm per floor – usually in a hallway immediately outside a kitchen, and in a landing area equidistant outside the bedroom doors.
- one carbon monoxide alarm per room that contains a boiler or gas appliance or solid fuel burning appliance (i.e., rooms containing an open fire).

The occupant is responsible for the installation (the Diocese will reimburse the cost, upon production of a receipt) and the maintenance of the alarms (changing the batteries).

All occupants should test the alarms weekly. Covering or bypassing the detectors, or removing batteries, puts the occupants at increased risk and is therefore unacceptable.

Mains powered smoke alarms will be installed in newbuilds only.

10. Electrical Installations

A statutory Periodic Inspection of the full electrical installation and certification will be carried out every 5 years, and any necessary remedial or upgrade work carried out.

All contractors engaged to work on electrical installations must be registered with either the NICEIC or the ECA.

Occupants who choose to carry out minor adaptations to electrical wiring themselves, or at their own cost, must ensure that their work is subsequently certified as compliant with Part P of the Building Regulations, and forward a copy of this certification to the Diocesan property dept.

The use of adapters and multi-gang extension leads should be avoided wherever possible, as this can lead to overloading of the supply.

11. Telephony, Including Broadband

The parish must arrange and pay for any work-related telephony, including Broadband. The occupant is responsible for all personal/private telephony including personal Broadband or TV connections.

During a vacancy, the PCC should arrange to take over all telephone bills. It is usually desirable that the existing telephone number is retained by the parish for use by the next occupant.

12. White Goods & Cooker

The occupant will provide their own white goods, regarded as being fridge, freezer, washing machine, dishwasher, tumble dryer, microwave, etc.

The Diocese will provide an electric 900mm wide range cooker but not an AGA.

If the occupant chooses to purchase and install an AGA or larger range cooker, they are responsible for all costs associated with installation and servicing and removal. Electric cookers are preferred over gas, for reasons of safety and the cost of annual Gas Safe compliance. If the occupant's choice of AGA or range is gas-powered, they are responsible for the cost of installing the required flue, for all subsequent servicing and Gas Safe certification, and for the necessary making good when they move out.

The installation of second-hand gas appliances is not permitted, for safety reasons.

13. Internal Decorations

The Diocese is only responsible for internal decorations within the workspace – the ground floor study and adjacent WC that is used by visitors – and will only undertake work on internal decorations in *other* parts of the house where they are damaged because of substantial quinquennial or vacancy works to the building.

Internal decorations within the remainder of the house are the responsibility of the occupant. The extent to which the parish may wish to assist the occupant in this is entirely a local matter.

During a vacancy it is expected that the PCC will undertake internal redecoration of the parsonage, as may be requested, and agreed with the new occupant.

The Diocese asks the PCC to set aside funding for one room per year, then once a fund has been built up over a few years, this becomes a manageable task.

Neutral or pastel colours are encouraged. If an occupant chooses a strong colour for a room, they are advised that they will have to return it to the neutral colour before departure. If an occupant wants wallpaper, then the cost of materials and labour over and above paintwork is their responsibility.

During vacancy, where minor repair work is carried out by the Diocese, the Diocesan contractor will generally leave all disturbed surfaces ready for the topcoat, finish coat or wallpaper to be applied by the parish. In the case of improvements or other major works during vacancy, the Diocesan contract will usually include all decoration to the relevant room containing those major works. This will be specified at the time the works are carried out to be in a neutral colour.

14. Furnishings, Curtains, Blinds, Carpets, Flooring

The Diocese will provide curtain battens over all windows with basic plastic curtain rails.

The Diocese does not provide furniture or curtains or blinds. Please see section 25 for advice on grants that may be available to assist the occupant with the purchase of carpets and curtains.

Where carpeting is required at ground floor level to a study (the workspace), the Diocese will provide this, and will also pay a proportion of the cost of re-carpeting a hallway if this is used to access the study.

As part of the installation of a new bathroom, toilet, or kitchen, the Diocese will also install new vinyl floor coverings. If this flooring becomes worn or damaged between full installations, replacement is the responsibility of the occupant, subject to local agreement.

All other carpeting/flooring throughout the house should be provided by the occupant, subject to local agreement.

A word of warning: If occupants of parsonage houses sub-let any rooms in their parsonage, they are regarded as landlords and are responsible under safety regulations regarding the flammability and fillings of furniture supplied within the sub-let part.

15. TV Aerials, Cable TV, Satellite Dishes or Equivalent

These are the responsibility of the occupant, to provide and to maintain, as well as the TV Licence.

16. Security

As a Diocese we support the 1998 report of the Advisory Board of Ministry and the Church Commissioners regarding clergy security. Security of the house is only part of the answer. An awareness of good practice regarding answering the door and remembering to lock all windows and doors when leaving the house —and setting the alarm if you have one—is just as important.

Key control is the responsibility of the occupant during occupation, the responsibility of the churchwardens during vacancy (empty house), and the responsibility of the Diocese if the house is let out during a vacancy. During occupation, a spare key may be held by a churchwarden or by the Diocesan property dept, however it is not acceptable for multiple keys to be handed out to parishioners or contractors or others.

Front door locks are not to be changed without the consent of the Property Department.

Where deemed necessary, the Diocese will fund the initial installation (or complete replacement) of a suitable intruder alarm system. Ongoing maintenance costs then become the responsibility of the PCC.

As each house is unique, so the security needs will vary. The circumstances of the clergy, the family, the style of ministry and the location are all matters which can affect the type of security system needed. As a guide, however, the following scope of security system would normally be considered acceptable:

- PIR detectors to cover points of access at ground floor level,
- PIR detectors at vulnerable points of access at first floor level,
- panic button adjacent to front door, and adjacent to study entrance if separate.

Churchwardens must be aware of alarm system security codes, so that when a house is unoccupied particularly during a vacancy, alarms can be switched off and re-set.

Where deemed necessary, the Diocese is responsible for the initial installation of adequate external security lighting. Management & maintenance are the responsibility of the PCC.

Where deemed necessary, installation of CCTV may be considered. If recommended by the local Crime Prevention Officer (see <https://www.gov.uk/contact-council-crime-prevention><https://www.gov.uk/contact-council-crime-prevention-community-safety>) the Diocese will fund the installation. Management & maintenance would then become the responsibility of the PCC. Additionally, there are legal duties upon the operators of a CCTV system, regarding privacy, data, keeping records and deleting images after a statutory period, which must be undertaken by the occupant. The Diocese does not have the resources to manage multiple security or CCTV systems.

17. Gutters, Rainwater Pipes, Gulleys, etc.

The Diocese are responsible for clearing all the gutters, and rainwater pipes and gulleys once a year. The extent to which the parish may wish to assist the occupant in these tasks is entirely a local matter.

18. Garages, Sheds and Outbuildings

There is no obligation upon the Diocese (under the Repair of Benefice Buildings Measure 1972) to keep in repair any outbuilding, although it may agree to do so in some cases.

If there is no suitable storage space for mower or essential garden equipment, the occupant may request that the Diocese provide a wooden shed for this purpose. The decision on provision will be made by the Head of Property. Maintenance of the shed is the responsibility of the occupant.

The purchase and maintenance of any additional outbuildings (sheds, greenhouses, conservatories, detached garages) is the choice and responsibility of the occupant.

19. Garden Maintenance, Including Hedges

The occupant is responsible for maintaining the hedges. The Diocese will ensure that – at the start of an occupancy – hedges will be at a manageable height. Occupants need to be aware of their responsibility to prevent hedges growing too tall.

Occupants, in negotiation with the PCC, are responsible for all routine garden maintenance and they are expected to keep their garden in good order. This includes maintenance of hedges, pruning of fruit trees and similar work. Regular maintenance not only enhances the appearance of the property, but also prevents trees and hedges from outgrowing their manageable size, which otherwise proves to be an expensive problem. The Diocese has had to spend large sums of money in recent years removing trees and hedges that have become overgrown through lack of timely maintenance.

Ivy, vines, and other creepers can cause damage to brickwork roofs and trees and should be removed by the occupant.

The HLC scheme may enable the occupier to claim tax relief on garden up-keep costs. Details of the scheme are on the following link: <https://www.churchofengland.org/more/clergyresources/clergy-payroll/hlc-scheme#na>.

Bats & Other Protected Animal, Reptile and Amphibian Species

Should any protected species of wildlife be observed to have a permanent habitat or temporary nesting within either the building premises or garden parts, then it is a requirement for the Diocese to be informed immediately. Upon discovery of a habitat, the area of habitation should be marked out and avoided, where reasonably possible, pending further guidance from a Diocese appointed specialist. Following your notification, the details will be recorded and subsequently surveyed and monitored by an ecological and wildlife specialist.

Rare species of birds are protected under the Wildlife and Countryside Act 1981. To knowingly interfere with or harm any UK or visiting European protected species may incur a statutory penalty and/or fine levied upon the offending individual.

As a basic guided, the following species including fauna are currently considered protected by statute:

- **Bats** Wildlife and Countryside Act 1981 / Conservation of Habitats and Species Regulations (2017),
- **Badgers** (Protection of Badgers Act 1992),
- **Birds** All wild birds, their nests and eggs are protected under the Wildlife and Countryside Act 1981 (as Amended). There are exceptions for some game birds, however they are still covered by the Game Acts, which fully protect them during the close season. ☐ Dormice: (Hazel or Common species),
- **Freshwater Fish,**
- **Great Crested Newt** (European Protected Species EPS),
- **Otters,**
- **Reptiles,**
- **Slow worms,**
- **Toads** (Natterjack),
- **Water Voles** (protection under schedule 5 of the Wildlife and Countryside Act 1981).

Japanese Knotweed

Japanese Knotweed is currently the most invasive alien species in Britain. It can cause damage to hard standings, foundations, drains, services, walls, and other built structures by growing through cracks and openings between them. Soil can be contaminated with reproductive knotweed up to a depth of 3m and a radius of over 7m. Infected soils will require specialist treatment.

To identify this weed, look for reddish/purple shoots (Spring) appearing from the ground and fat, asparagus-like 'spears' rapidly lengthening from bright pink 'crown' buds. These can grow up to 2cms a day, forming dense stands of bamboo-like stems that develop green heart shaped leaves. Further identification may be verified from the following video link: <https://youtu.be/lhCiiBYzcec>.

Should this vegetation be identified either within or immediately adjacent to the garden boundaries; then it is a requirement for the Diocese to be informed immediately. Upon discovery, the area of habitation should be marked out and avoided, were reasonably possible, pending further guidance from a Diocese-appointed horticultural specialist.

20. Fences and Boundaries

The privacy of the rear garden should be protected by hedging or by fences wherever possible. The Diocese is responsible for maintaining existing fences (dependent upon boundary ownership/responsibility). Fencing must be stable and reasonably secure, but the Diocese is not under any obligation to make fences 'dog-proof' or even 'pet-proof'.

21. Trees

The Diocese will carry out a check on trees within the parsonage grounds as part of the quinquennial inspection, in order to identify trees that may create a hazard. If any arboriculture work is required for safety reasons, the Diocese carries the responsibility. Occupants are asked to notify the Property Department of any concerns with potentially hazardous trees.

Between quinquennials the Diocese will meet the cost of the reduction or removal of a tree only if it threatens the structure of a building, substantially overhangs the public highway, or in the opinion of an arboriculturist has become (or is likely to become) dangerous.

Tree Preservation Orders (TPOs) may have been placed on specific trees by the Local Authority, therefore a check must be carried out prior to any substantial works or removal of trees. Any notice received from the Local Authority regarding Tree Preservation Orders should be forwarded to the Property Department immediately. Equally the parsonage may be in a Conservation Area which also places a general restriction on all tree works, therefore a check should always be made with the Local Authority.

Occupants may plant trees if they wish, providing these are not placed in a position which is likely to threaten the structure of any building, wall, or path, and should be of a species recommended for the size of garden and the environment. Under no circumstances should Cupressus leylandii or other fast-growing evergreen trees or hedges be planted on Diocesan managed property.

A tax allowance can be claimed by occupants against the cost of maintaining their gardens. Advice should be sought from a personal financial adviser about claiming this.

If the occupant is concerned about adjacent trees in a neighbour's garden, they should in the first instance raise those concerns/queries directly with the neighbour. Conversely, if a neighbour raises queries about a tree in the parsonage grounds, please be clear the reason for their enquiry and then consult the Property dept accordingly. If the neighbour's concern is safety-related, then the Diocese will instruct an arboriculturist to inspect and report as a matter of priority. If the neighbour's enquiry is purely for cosmetic purposes the Diocese will not fund any works.

As a matter of course please ensure that no ivy is allowed to smother trees. An easy trick to this is to cut out an inch of ivy at the bottom of the tree.

22. Pest Control

The Diocese is not responsible for the cost of Pest Control, e.g., for wasps, mice and rats. In the first instance, occupants should contact their local authority for advice. If the local authority no longer provides a service or recommends a contractor, occupants must source a local pest control company and be responsible for payment. The Diocese will act in cases where structural work will need to be carried out to prevent access to the building by pests.

23. Contractors and Works Orders

Contractors used by the Diocese are subject to due diligence checks, for their competence, accreditation, Public Liability insurance, statutory compliance, safety record, and standard of work. For this reason alone, it is not acceptable (except in the case of the specific emergency responses detailed in section 3 above) for occupants to instruct their own choice of contractors to discharge Diocesan maintenance responsibilities.

Works Orders are issued to contractors by the Property Department for each job of work, whether large or small, that is carried out. The purpose is to establish formal contractual relationships, enable effective monitoring of works, and control the financial commitments undertaken.

Work ordered by the Property Department, either as the result of a request from an occupant or as part of vacancy or quinquennial work, is confirmed with a Works Order and (if required) an accompanying specification. Three copies are produced, each slightly different. The top copy is sent to the contractor, the second is sent to the occupier of the property at which the work is to be carried out, and the third is an office copy.

On each there is a *response date*, which is set at fourteen days after the issue date. This is the date by which the contractor is asked to contact the house occupier and to plan to carry out the requested works. *This is not a date by which work will commence.* If the occupier has not heard from the contractor by this date, the occupier may call the contractor themselves to arrange a date. If after a further seven days there is still no appointment, the Property Department should be informed.

24. Standard of Workmanship

Suggestions of new reliable contractors used by your PCC are always welcome, as are comments on the standard of workmanship and the general attitude of contractors. As payment is usually made directly from Church House, it is essential that any problems are notified to the Property Department as soon as they become apparent.

Your feedback is very important to us, as it is not always possible for our staff to inspect minor works personally.

25. Grants

Relocation and first appointment grants are available to stipendiary clergy subject to certain criteria. A form on which to apply is forwarded to clergy who are about to take a new appointment. Any queries on grants should be addressed to the Parish Support Team at Church House.

26. Insurance

Contents Insurance: Occupants are responsible for their own Contents Insurance and for occupier's liability and are strongly advised to ensure that their cover is adequate. Advice can be obtained from insurers who are conversant with the church and clergy requirements, such as Ecclesiastical Insurance Group or Trinitas. Please note that, should additional security precautions be required due to the nature or value of personal contents, the occupier will be expected to fund them.

Buildings Insurance: All parsonage houses are insured for their replacement value on a block policy managed by the Diocese. All claims on the buildings insurance policy must be made by the Property Department.

Malicious damage and break-ins must be reported to the Police, and then the Property Department informed of the incident and its circumstances. Urgent works required to make the property secure in the short term will be reimbursed, in line with the advice in section 3 regarding emergency works. Damaged locks must be replaced with similar and any improvement clearly itemised on the invoice. Please ensure that you keep a record of the crime reference number given by the Police, as this will be essential to any subsequent insurance claim.

27. Council Tax

The payment of Council Tax for occupants, priests-in-charge, and house for duty occupants is the responsibility of The Diocese. The payment of Council Tax for associate ministers is the responsibility of the parish. There are a few exceptions to this arrangement and the parishes concerned are aware of these local arrangements. The Diocese has planned with Local Authorities for Council Tax demands to be sent direct to Church House for payment. If a demand for payment is received at the parsonage, please forward it to the Finance Department at Church House. Requests for information as to occupancy should be completed and sent to the Finance Department at Church House for onward transmission.

The Finance Department at Church House should be kept informed of moving in and out dates at parsonages, and the number of adult occupants, to ensure that the correct tax is charged. This can be particularly relevant when a member of the household turns 18, or when, for instance, a spouse becomes a full-time student.

In cases where an occupant choosing to sub-let causes the Diocese Board of Finance to lose a single occupancy discount for the council tax it pays on a property, the Diocese Board of Finance reserves the right to re-charge the corresponding increase in council tax to the occupant.

28. Parish Offices

It is the responsibility of the PCC to provide a space for a parish office and its equipment and this should **not** be in the parsonage. If it is already, in exceptional circumstances, in the parsonage, it must be by agreement with the occupant. In this situation it remains the responsibility of the PCC to pay for any works required to provide the parish office, and for the costs of moving the office in or out of the parsonage.

During a vacancy, the parsonage may be let out to private tenants, and therefore the parish would not be able to use a parsonage-based office during this period.

Parishes must note that each new occupant can choose whether the parish office is in the parsonage, without any sense of explanation or requirement. It is important to recognise that the parsonage is a private home.

29. Sub-Letting

Problems have arisen in the past when occupants sub-let parts of their parsonage houses without entering into proper legal agreements with their tenants or lodgers. This can lead to tenants or lodgers refusing to vacate the premises when asked to do so, and this is particularly relevant when occupants leave the parish.

Not only can this cause considerable inconvenience, and sometimes unpleasantness for occupants and churchwardens, it can also result in the Diocese having to meet heavy legal costs to regain possession of properties. If vacant possession is not available, it can delay the appointment of a new occupant, as he or she will be unable to move into the house.

Occupants are required to hand over their vicarage with vacant possession when they leave and therefore, they are strongly advised not to allow tenants or lodgers to occupy any part of their vicarage without entering into legally binding agreements with them which state that their occupation terminates on the occupant's vacation. Suitable Forms of Agreement are available from the Property Department. Any legal costs arising from a sub-letting initiated by the occupant will be charged back to that occupant.

Income from letting arrangements must be reported to the Diocese in the normal manner. The Property Department is always willing to advise if further information is required.

Statutory regulations affecting sub-letting

Please refer to the above sections regarding the safety of gas appliances and furniture.

Advice should be sought on the relevance of other statutory requirements, for example see <https://www.gov.uk/renting-out-a-property>, and whether by introducing sub-letting you are creating a House of Multiple Occupation (HMO) for compliance and fire safety purposes.

30. Vacancies

Departure inspection & handover

Immediately before the parsonage is due to become vacant, an inspection of the house must be arranged. This will be carried out by the Property Surveyor together with the outgoing occupant and the churchwardens. It is essential that one or both churchwardens are present. Either the Archdeacon or Area Dean should also attend.

The purpose of this inspection is threefold:

- I. to record whether the outgoing occupant has left the house and the garden in good condition (a photographic record may be kept),
- II. clarity over the date of handover from occupant to churchwardens (or to the Diocese, if there is to be a letting immediately), along with control of the keys and transfer of utilities accounts,
- III. to agree in broad terms the extent of maintenance works necessary during the vacancy.

Following this inspection, a detailed survey will then be arranged by the Property Surveyor, gas and electricity services tested as necessary, and a schedule of works drawn up, with a copy going to the churchwardens.

Churchwardens' responsibilities

During a vacancy, the churchwardens (acting on behalf of the bishop) have a responsibility to look after the house until the induction of the new occupant or until the Diocese establishes a formal letting to an external tenant. Churchwardens looking after empty houses have responsibilities similar to those of the previous occupant and are responsible for its security.

Churchwardens must ensure that they read meters and take over the responsibility for utilities whilst the house is empty. The heating should not be switched off, as this can lead to severe damage involving frozen pipes and flooding during winter but should be set to a frost protection level e.g., a minimum of 8^o centigrade.

Houses should be checked regularly (every other day) by churchwardens when unoccupied.

It is also the churchwardens' responsibility to maintain the gardens during a vacancy.

Works during vacancy

The agreed schedule of works will be tendered and commissioned by the Property Department.

Where choice of kitchen units etc. are involved, it is usual to await appointment of the new minister so that the views of the new occupant can be considered. Dependent upon the extent of work required, it will be agreed with the Archdeacon and churchwardens whether work is carried out before the new appointment is made. Every endeavour is made to ensure that the works are completed before the occupier moves in, but the ability to achieve this does depend on the timescale involved, the notice period given to the Property dept, and the scope of the works.

A meeting between the incoming minister and the Property Surveyor will be arranged as soon after the minister's appointment as is practically possible.

Letting during a vacancy

Guildford DBF's standard approach is to seek to let out the parsonage on a standard 6 months Assured Shorthold Tenancy during a vacancy. The Property Dept will arrange this letting. As above, works to accommodate the incoming minister will usually be planned to take place immediately after this letting once the new minister's choices are known.

No other persons should be allowed to occupy a parsonage house during a vacancy without the written agreement of the Head of Property, who will consult with the Archdeacon before deciding. This is partly to ensure that any necessary work can be carried out and that the property will be available for the new occupant, as well as to guard against undocumented tenancies being established.

Improvements

If improvements are requested to achieve a standard of accommodation beyond that described in this handbook, and beyond that specified in the Church Commissioners' Green Guide, this may be acceptable provided there is an agreement put in place specifying the financial assistance to be provided to the Diocese from the PCC or occupant making the request.

Handover and check-in

A formal inspection and handover of the keys must be arranged with the Property Surveyor prior to a new occupant taking up residence. It is not acceptable for churchwardens to hand over keys to the house without the approval of the Diocesan Property Department, who first must confirm that all works and statutory checks have been satisfactorily completed and that the house is ready and safe. A photographic record of the condition of the house will then be made at handover, and the new occupant will be asked to sign a checklist confirming that the house is in good condition.

31. Asbestos

Asbestos is a naturally occurring mineral. It was a very common building material and was used extensively as a fire retardant within construction materials that included wall and ceiling boards, decorative ceiling and floor finishes, heating units and services, until legislation in 1999 finally made it illegal to install in the UK. Any building built before 2000 may therefore contain asbestos. The Control of Asbestos Regulations 2012 now applies to both landlords and their tenants.

Asbestos materials in good condition are regarded as safe. The hazard only arises when asbestos fibres can be inhaled, which happens when asbestos-containing materials (ACMs) are disturbed or damaged, and the fibres become airborne. If asbestos is present, the risk therefore is most likely to result from it being drilled, cut, sawn, or sanded.

People most at risk of disturbing asbestos are those who work on buildings: contractors, heating/boiler engineers, plumbers, electricians, roofers, painters and decorators, and installers of fire and security alarms, computer & telephone cabling.

All contractors appointed by the occupant or by the parish must be made aware that there might be unknown asbestos hidden within the structure of the building, which would not be exposed until works are carried out. Diocesan-appointed contractors are made aware by the Diocese of the possibility of asbestos presence within parsonages. All contractors must be sufficiently trained in asbestos awareness that they are able to recognise potential asbestos containing materials (ACMs) found during their works.

If during their works they uncover any hidden materials that they suspect might contain asbestos, they must cease work immediately, close off the immediate area, and report their concerns to the occupant and to the Diocese immediately. The Diocesan property dept will then arrange formal identification of the material by a specialist.

In the case of works commissioned by the occupant, the appointed contractor or tradesperson is required to carry out their own dynamic risk assessment of the material or component to be worked upon, prior to starting any construction, building maintenance, services, or decorative operation etc. If ACMs are suspected, they must close off the area affected and organise their own specialised analysis to confirm whether asbestos is present. A copy of the contractor's asbestos report is to be forwarded to the Diocese, prior to commencement or re-commencement of works.

For further information and guidance please visit the following websites:

<http://www.hse.gov.uk/pubns/indg223.pdf>

<http://www.hse.gov.uk/asbestos/faq.htm>

Should you or your appointed tradesperson or builder, have any further queries or concerns please do call the Diocesan Property Department to discuss further.

APPENDIX I – Emergency Services & Preferred Contractors

Emergency Services

Gas leak	t: 0800 111 999
Power cut	National Grid Phone 105 - https://www.powercut105.com/
Water supply	Your own local water company (to whom you pay your water bills)

Preferred Contractors

BOILERS/HEATING, PLUMBING	BOILERS/HEATING, PLUMBING
Peter West Plumbing & Heating t: 07799 112 893 e: petewest_plumbingandheating@hotmail.co.uk	Brix Heating & Plumbing t: 01483 894 870 08703 218 512 e: servicing@brix.co.uk
BOILERS/HEATING, PLUMBING & DRAINAGE	BOILERS/HEATING, PLUMBING & DRAINAGE
Acorn Drainage, Plumbing & Heating t: 07774 179 263 e: acornplumbing@yahoo.co.uk	TK Mechanical Services t: 01932 454952 e: stephanie@tkmechanicalservices.com
ELECTRICAL REPAIRS	FALLEN TREE
Etheringtons Electrical Testing t: 07790 879 336 e: etheringtonselectrical@hotmail.co.uk	Thursley Tree Services t: 07817 396 830 e: simon@thursleytreeservices.co.uk
GENERAL BUILDERS	GENERAL BUILDERS
Freeman & Welsh t: 01306 885 100 or 07973 266 713 07723 003391 e: freemanandwelsh@hotmail.co.uk	Bonus Eventus Maintenance Ltd t: 01483 492 503 e: inventory@bonuseventus.co.uk
GLAZING	DOUBLE-GLAZING
Addisons t: 01483 538 480 e: info@addisonglass.co.uk	Sherborne Windows t: 01252 370 917 e: enquiries@sherbornewindows.co.uk
LOCKS	ROOF LEAK
County Boarding t: 0800 059 9990 e: daniel@countyboardingservices.com	R&R Roofing t: 07956 554 604 e: russ@rr-roofing.co.uk

APPENDIX II – Property Department Out of Office Notification

Our office hours are Monday to Friday 09:00hrs to 17:00hrs.

Clergy and Tenants, Evening and Weekend for Requests for Maintenance

We prioritise requests according to the following guidelines:

Priority Level	Example
Urgent – risk to life and property Within 24-48 hours	<i>Gas leak, break-in, locksmith needed, other security issue, lack of water, significant water leaks, live wires, etc..</i>
High Priority – extreme inconvenience Within 3-5 days	<i>Loss of services: no hot water, minor water leaks, broken shower, broken oven, structural cracks, boiler/heating not working, etc..</i>
Medium – mildly inconvenient Within 1-4 weeks	<i>Broken fencing, no shower but bath available, tree damage, gutter failing, dampness, 1-2 radiators not working, etc..</i>
Low – can afford to wait Within 1-3 months	<i>Tree / gardening work, interior decoration, draughty windows, broken garage door, etc..</i>

During evenings or weekends, when the office is closed, for any emergencies with your property, then please call one of the following numbers.

For your guidance, the following is considered an emergency:

“Repairs which maintain safety/security/major utility services and heating, or which prevent further damage to the building, and which are likely to cost less than £350 in total.”

- For an emergency with your utilities, e.g., gas leak, please call your utility company directly,
- For an emergency with a blocked Drain, please call: 07507 069 935,
- For emergency plumbing problems, please call: 07774 179 263,
- For an emergency with your Cesspit and it needs emptying, please call: 01483 200336, option 1,
- For an emergency with your locks and you need a locksmith, then please call: 0800 059 9990,
- For any other emergency problems, then please call either of the following two numbers.

Bonus Eventus – 01483 492 503

or

Freeman and Welsh - 07723 003 391

Should you call the above emergency numbers during evenings or weekends, then will you please send a courtesy email to the general property email address which is property@cofeguildford.org.uk to inform us of your actions.

The Diocese of Guildford - Property Team.

APPENDIX III – Handling Vacancies

General Guidance for Churchwardens During a Vacancy

During a vacancy, the churchwardens (acting on behalf of the Bishop) have a responsibility to look after the house until the induction of the new clergy or until the Diocese establishes a formal rental to an external tenant. Churchwardens looking after empty houses have responsibilities like those of an occupant and are responsible for its security.

Events and Actions

A Inspection 1-month before outgoing clergy leaves

- 1 Invite Archdeacon to run through check-out interview.
- 2 Meet up with incumbent and Diocesan property surveyor at the property to agree extent of maintenance.
- 3 Record/Photograph condition of house and garden and email to property@cofeguildford.org.uk,
- 4 Ensure clarity over exact date of check-out to property@cofeguildford.org.uk,

B Following inspection, a detailed survey will be arranged by the property surveyor

Gas and electricity services tested as necessary, and a detailed schedule of works drawn up, with a copy for churchwardens.

C Check-out / handover day

- 5 Take handover from outgoing occupant,
- 6 Take readings of gas, water & electricity meters, including transfer of utility accounts details for takeover,
- 7 Ensure the occupant has closed their utility account and paid up to the leaving date,
- 8 Obtain minimum 2 full sets of keys for the property (1 set to be held in key safe),
- 9 Obtain any alarm codes, service contract details and copy to property surveyor & property@cofeguildford.org.uk,
- 10 Ensure telephone/broadband is paid up to leaving date,
- 11 Consider, if the heating is not needed for frost protection then turn off water supply at main stopcock,
- 12 Ensure between October and March, the Central heating is left on to provide a minimum temperature of 8° centigrade to prevent pipes freezing,
- 13 Ensure house and outbuildings have been left in a clean and tidy condition and all non-Diocese property has been removed (old fridge/freezers, white good and furniture, stored items in loft etc.),
- 14 Ensure any remedial work/redecoration identified as occupant's responsibility, has been completed to a reasonable standard,
- 15 Ensure grass/lawns/shrubs have been cut/maintained and the garden left in a tidy condition.

D Ongoing responsibility for churchwardens

- 16 It is a condition of our insurers that internal and external inspections of the property are carried out at least once every seven days and a log kept of the time and date of the inspection,
- 17 Any items of repair should be notified to the Property Department as soon as possible,
- 18 Forward any mail to previous occupant/appropriate person and dispose of any junk mail,
- 19 Maintain the garden,
- 20 **Water leaks:** Our insurers, Ecclesiastical, have issued the following guidance regarding water leaks.

Incidents of escape of water can cause a vast amount of damage sometimes just a few simple actions can mean the difference between a near miss and large loss. To help our customers prevent leaks and act quickly in the event of a problem, they have put forward some guidance on protecting your property from water leaks, this can be found on their website using the following link: <https://www.ecclesiastical.com/risk-management/water-leaks>.

The guidance offers simple, practical advice on being water leak aware and contains PDF labels and directional stickers that can be downloaded and printed to identify the location of their stopcock – a critical piece of knowledge in the event of a leak.

Appendix VI – Solar Panels

Memorandum of Understanding for Installation of Solar Photovoltaic Panels and battery storage system on Parsonages by incumbents or PCCs

Between the following parties:

- ~ The Guildford Diocesan Board of Finance (hereinafter referred to as 'the Diocese')
- ~ The Parochial Church Council of XXXXX (hereinafter referred to as the 'PCC')

Considering that:

- A. The PCC proposes to install a solar panel system at its own expense on the roof of [name and address of vicarage] (hereinafter referred to as 'the vicarage')
- B. The PCC and Diocese have discussed the PCC's proposals and assessed them considering:
 - i) The benefits (the financial return on investment and reductions in the vicarage's carbon footprint)
 - ii) The PCC's and Diocese's long term plans for the vicarage insofar as they can be foreseen at this time

The PCC agrees:

1. To ensure that the roof of the vicarage has been assessed by a suitably qualified person to ensure that it is capable of accommodating the panels for their full lifespan to the minimum specification standard detailed in point 3 below
2. To ensure that the installer is an MCS accredited solar panel installer or such other body as may become an industry recognised body in the future.
3. To ensure that the solar photovoltaic system meets the following standards:
 - ~ P.V. panels to be fitted to roof as per system manufacturer's and/or installer's design.
 - ~ P.V. system is to achieve the maximum possible peak power output, but not to exceed 5kW peak power generation.
 - ~ The minimum of 3kWh of gross battery storage is required with a solar installation up to 3.6kWp, 5kWh for installations between 3.6kWp and 5kWp.
 - ~ Type, output, final position, fixings as per manufacturer's and/or installer's design & specification, and to be installed in such a way as to maintain weather-tightness to roof finishes.
 - ~ All electrical work is required to meet the requirements of Part P (Electrical Safety) and must be designed, installed, inspected, and tested by a person competent to do so, registered with the relevant competent person scheme.
 - ~ A proprietary solar diverter/ controller is to be installed on an immersion heater within domestic hot water cylinder (if there is one in a property).
 - ~ The installer of the system is to be registered with Microgeneration Certification Scheme, relevant consumer code and competent person scheme, provide a minimum of 2-year workmanship Insurance Backed Warranty, 10-year product warranty on an inverter and battery, and 25-year product and output warranty on the solar panels.

4. To take responsibility for reinstating any damage to the roof or other parts of the vicarage during installation by their appointed contractors / installers.
5. To ensure that the necessary certification for the solar panel system (including associated wiring and batteries) is obtained, and a copy thereof provided to the Diocese, prior to completion of the installation.
6. To ensure that any other design and installation requirements recommended by Ecclesiastical Insurance are fulfilled as part of the design and installation process – see current guidance on the Ecclesiastical website (<https://www.ecclesiastical.com/risk-management/solar-panels/>)
7. That while the vicarage is occupied by the parish incumbent or other clergy member serving the parish, that all appropriate data (such as kWh generated by the solar panel system, additional kWh of electricity from the grid and gas/oil consumed by the occupiers of the vicarage) will be shared on an annual basis to the Diocese to enable ongoing tracking of the vicarage's carbon footprint.
8. Agree that all data and learning from the analysis of such data can be shared by the Diocese with other parishes, deaneries, dioceses and the national church to promote the Church of England's aspirations to achieve Net Carbon Zero status.
9. Ensure that all service contracts and warranties are transferred to the Diocese

Both parties agree:

1. That on satisfactory installation of the solar panel system ownership and responsibility for the maintenance thereof will pass to the Diocese.
2. That the legitimate occupier(s) of the vicarage may use the electricity generated by the solar panel system at no cost to themselves

Signed

On behalf of the Diocese

On Behalf of the PCC

Signature

Name

Role

Date of signature

APPENDIX V – Responsibilities for meeting property costs

	INCUMBENT / PRIEST IN CHARGE / HOUSE FOR DUTY	VACANCY IN PARSONAGE HOUSING (INTERREGNUM)	SUFFRAGAN BISHOP & ARCHDEACON	DBF PROPERTY OCCUPIED BY OTHER DIOCESAN POST HOLDERS *	DBF HOUSING DURING VACANCY	ALL COMMERCIALY LET PROPERTIES	RETIRED CLERGY	TITLE CURATE	ASSISTANT OR HONORARY CURATE, ASSOCIATE MINISTER *
	1	2	3	4	5	6	7	8	9
				*DDO, Bishop's Chaplain, Royal Holloway Chaplain, Surrey University Chaplain # or as per bespoke agreement for this post.					* Deed of Agreement needed to enable re-charge of costs.
1 Housing/Rent	Diocese	N/A	Diocese	Diocese	N/A	Tenant	Tenant	Parish	Parish
2 Council Tax	Diocese	Exempt (Category H)	Diocese	Diocese	Exempt (Category H)	Tenant	Tenant	Parish (but currently paid by DFB)	Parish
3 Water	Incumbent/Parish as per local agreement	Parish	Diocese	Diocese #	Diocese	Tenant	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
4 Electricity, Gas & Oil	Incumbent/Parish as per local agreement	Parish	Diocese	Occupant #	Diocese	Tenant	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
5 Work-related telephony, inc. Broadband	Incumbent/Parish as per local agreement	Parish	Diocese	Diocese #	Diocese	N/A	N/A	Curate/Parish as per local agreement	Curate/Parish as per local agreement
6 Personal/private telephony	Occupant	N/A	Occupant	Occupant	N/A	Tenant	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
7 Cooker (not Aga/range)	Diocese	N/A	Diocese	Diocese	N/A	Diocese	Diocese	Parish	Parish
8 Essential White Goods (washing machine, fridge, freezer)	Diocese	N/A	Diocese	Diocese	N/A	Diocese	Diocese	Parish	Parish
9 Other White Goods (tumble dryer, dishwasher, microwave)	Incumbent	N/A	Occupant	Occupant	N/A	Tenant	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
10 Security alarm & CCTV & external lighting (installation)	Diocese (where deemed necessary)	Diocese (where deemed necessary)	Diocese (where deemed necessary)	Diocese (where deemed necessary)	Diocese (where deemed necessary)	SEE LETTING AGREEMENT	Diocese (where deemed necessary)	Parish	Parish
11 Security alarm & CCTV & external lighting (management & maintenance)	Parish	Parish	Diocese	Occupant #	Diocese	SEE LETTING AGREEMENT	Tenant	Parish	Parish
12 TV Aerials, satellite dish or equivalent	Incumbent	N/A	Occupant	Occupant	N/A	Tenant	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
13 Hedges & garden maintenance	Incumbent	Parish	Diocese	Occupant	Diocese	Tenant	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
14 Fences	Diocese (dependent upon boundary responsibility)	Diocese (dependent upon boundary responsibility)	Diocese (dependent upon boundary responsibility)	Diocese (dependent upon boundary responsibility)	Diocese (dependent upon boundary responsibility)	Diocese (dependent upon boundary responsibility)	Diocese (dependent upon boundary responsibility)	Owner/landlord of property	Owner/landlord of property
15 Trees	Diocese	Diocese	Diocese	Diocese	Diocese	Diocese	Diocese	Owner/landlord of property	Owner/landlord of property
16 External decorations, external doors, windows, etc.	Diocese	Diocese	Diocese	Diocese	Diocese	Diocese	Diocese	Owner/landlord of property	Owner/landlord of property
17 Internal decoration & flooring to workspace (study)	Diocese	Diocese	Diocese	Diocese	Diocese	Diocese	N/A	Parish	Parish
18 Internal decorations (rest of house)	Parish	Parish	Diocese	Occupant	N/A	Diocese	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
19 Carpets / flooring (excluding workspace)	Incumbent	N/A	Occupant	Occupant	N/A	Diocese	Diocese	Curate/Parish as per local agreement	Curate/Parish as per local agreement
20 Curtains/blinds	Incumbent	N/A	Occupant	Occupant	N/A	Diocese	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
21 Pest control	Incumbent	Parish	Occupant	Occupant	Diocese	SEE LETTING AGREEMENT	Tenant	Curate/Parish as per local agreement	Curate/Parish as per local agreement
22 Removals costs into Guildford Diocese	Diocese	N/A	Diocese	Diocese	N/A	N/A	N/A	Parish (but currently paid by DBF)	Parish
23 Re-settlement grant can be used for:	Carpets, curtains, purchase of items that were installed in previous parsonage & left behind (e.g. fitted wardrobes)	N/A	Carpets, curtains, purchase of items that were installed in previous parsonage & left behind (e.g. fitted wardrobes)	N/A #	N/A	N/A		Carpets, curtains, purchase of items that were installed in previous parsonage & left behind (e.g. fitted wardrobes)	If parish agree to pay re-settlement grant: carpets, curtains, fitted items.