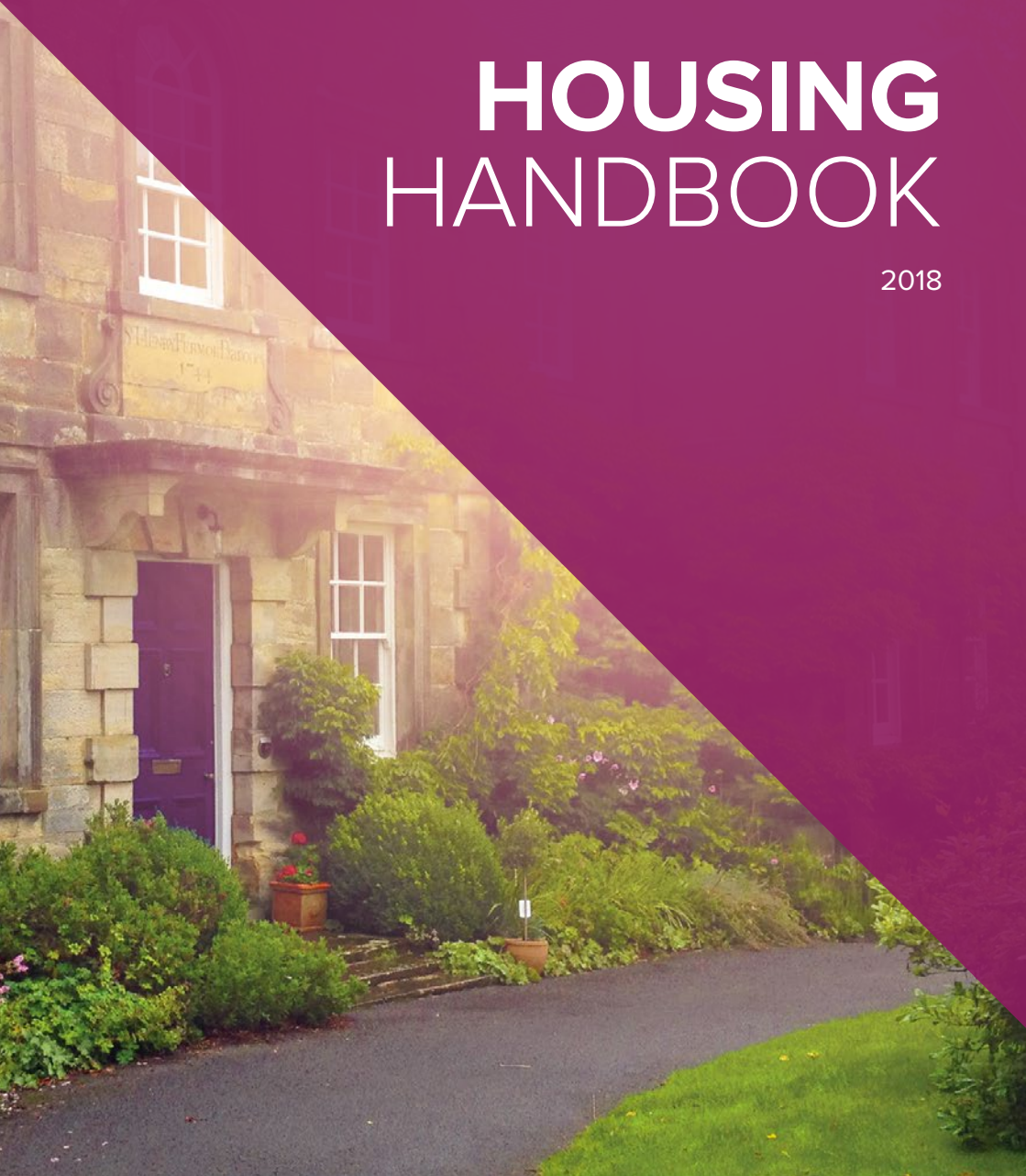


HOUSING HANDBOOK

2018



KEY CONTACTS

TO REPORT AN ISSUE WITH YOUR PROPERTY:

Sue Baker (Property Systems Specialist) 01273 425683
or property@chichester.anglican.org

MOVING INTO OR LEAVING A PROPERTY AND LETTING QUERIES:

Lynn Finnigan (Lettings Administrator) 01273 425024
or lynn.finnigan@chichester.anglican.org

GLEBE LAND AND SALES/PURCHASES QUERIES:

Phil Morl (Asset and Glebe Officer)
01273 425683 or philip.morl@chichester.anglican.org

FOREWORD FROM THE PROPERTY DIRECTOR

Following the initial publication of the handbook back in 2014 I would like to present to you the 2nd revision of the handbook for 2018. Revisions in this handbook are based on input from clergy, churchwardens and the parsonage sub-committees.

The handbook sets out the guidelines for those who live in a parsonage house and the expectations that they should have of the Diocese and the Diocese of them with regard to occupancy.

We are continuing with our aim to provide a satisfactory standard of accommodation for those who live in our properties and to maintain our housing stock for the benefit of current and future generations.

Much work has been done to bring the current housing stock up to a satisfactory standard and this continues to be the priority for the Property Department.

In the last revision I expressed the importance of a clear maintenance strategy to enable the Diocese to plan ahead. I am pleased to say that the vast majority of diocesan houses have been inspected and 30 year maintenance plans produced for each property. If you wish to view the plan for your property please contact the department.

If you have any questions about anything in this handbook please contact the department or your archdeacon who will be happy to help and advise.

I hope that this handbook will be a useful guide and support you as you live in your home in the diocese.

With all good wishes

A handwritten signature in white ink that reads "Scott". The signature is fluid and cursive, with the 'S' being particularly large and stylized.

Scott Ralph
Property Director

INTRODUCING THE PROPERTY DEPARTMENT AT CHURCH HOUSE, HOVE

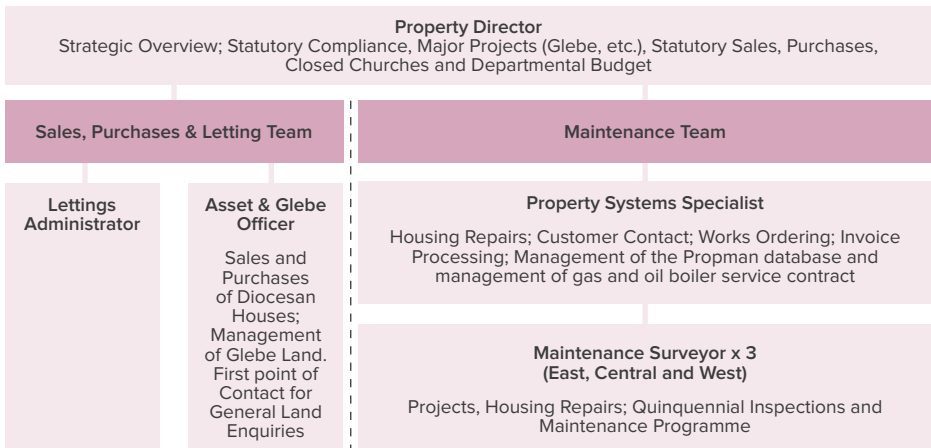
The house that you occupy is provided by the diocese and supported by the work of the property department which is part of the staff team at Church House, Hove, and employed by the Chichester Diocesan Board of Finance (DBF).

Our aim is to achieve your safety and wellbeing while you occupy the property and, within our available resources, we will do all we can to achieve this.

We have to recognise that managing more than 380 diocesan dwellings is a large and complicated task and so, while you may find some of the restrictions on the use and upkeep of the property are narrower than might be desirable, they are there to prioritise safety and to ensure we do the most we can with the resources available.

It is therefore very important to us that we work in partnership with you to achieve this aim.

HOW THE PROPERTY DEPARTMENT IS ORGANISED



OFFICE HOURS

The hours when you can speak to the staff directly are 8.30am to 5pm, Mondays to Fridays. There is an email address property@chichester.anglican.org and a dedicated telephone answering machine to make it easier for you to report any problems you may have with the property and to ask for advice and assistance. An initial response will normally be sent within two working days.

EMERGENCIES

In the case of real emergency, i.e. fire or flood, authority is given to the occupant to take immediate action to reduce further damage. The property department should be contacted at the earliest possible time and the archdeacon informed.

GENERAL OBLIGATIONS OF OCCUPIERS

If you hold office on an 'old-style' freehold, your rights and duties (and the rights and duties of the diocese) are set out in the **Repair of Benefice Buildings Measure 1972** which includes the following general statement:

“THE INCUMBENT SHALL HAVE A DUTY TO TAKE PROPER CARE OF A PARSONAGE HOUSE, BEING A DUTY EQUIVALENT TO THAT OF A TENANT TO USE PREMISES IN A TENANT-LIKE MANNER”

If you hold office on Common Tenure, the respective rights and duties are set out in Regulations 12-14 of the Ecclesiastical Offices (Terms of Service) Regulations 2009 and the licence agreement in relation to the property which you will sign prior to taking occupation of the house.

The parsonage is a private domestic dwelling and access by members of the public is by invitation. The DBF, its officers or agents may enter any property which is provided as a house of residence on first giving, except in an emergency, reasonable notice to the office holder to inspect or carry out repairs to the property or to inspect, repair, replace or remove any contents of the property which have been provided by the DBF. The DBF will endeavour to agree a convenient time with you for such access, but may need to exercise such a right at other times (for example to inspect the gas or water supply). In the very unlikely event that such access by agreement is not possible and a court order is required to obtain access to the property, you may be required to meet the DBF's legal costs.

This handbook is written with particular reference to these documents, but copies of the documents themselves are available on request from the mission and pastoral officer.

AN A – Z OF PROPERTY MATTERS

ACCESS AND CONSULTATION

You will be consulted about any works that are to be undertaken on the property. Some of these may be for health and safety reasons or for essential maintenance. You will be expected to allow access to diocesan surveyors or contractors for this purpose. For other works, timing and extent will be by agreement. The PCC is expected to make funds available for redecorating a room annually and we would advise you to use this capacity.

ALARM SYSTEMS AND SECURITY

Alarm systems are not normally provided unless the property and its location put the security of the occupants at increased risk. In such cases, appropriate arrangements will be considered with the archdeacon. You may ask the property manager for permission to install an alarm system at your own expense and you will be responsible both for the annual maintenance fee and any repair costs.

ALTERATIONS AND IMPROVEMENTS

The layout and facilities of the dwelling reflect the necessity for safety, ease of maintenance and the longevity of the property. The DBF recognises that occupants may want to undertake improvements and you may apply to the property department with proposals for these and they will be considered carefully. However, no alterations (other than routine domestic redecoration – see decorations) may be made without the written permission of the director on behalf of the DBF because of possible risks to the safety of the occupants, the soundness of the property and the effect on the property insurance. If any alteration is agreed, the contractor must be approved by the director on behalf of the DBF. You may be required to reinstate unauthorised works at your own expense.

The DBF is working to improve the overall standard of the properties in the portfolio and so will be undertaking improvements as part of a planned programme of works over three to five years. You may therefore be approached about improvements to the property and your co-operation in enabling these to happen would be valued. Examples of alterations that are not permitted include altering any wiring, making openings or doorways in walls and altering or adding to the plumbing and heating systems.

ASBESTOS

The asbestos surveys for parsonage houses are held by the property department to whom all enquiries about it should be addressed.

No work should be undertaken in your property by anyone until you have obtained a copy of the asbestos survey.

Appendix Three has further details on asbestos and how it is managed. It is strongly recommended that you read this appendix before commencing any work.

BATHROOMS

The standard colour for all bathroom suites is white and they are replaced when they are worn out. If your house has a shower over the bath, the provision of a shower curtain of sufficient length to avoid water draining onto the floor is your responsibility.

BATS

Bats are a protected species and there are expensive fines for disturbing them. If you think you have a colony of them in the property, please notify the property department immediately.

BOILERS AND CENTRAL HEATING

Central heating is provided in the property as standard and the DBF is responsible for the maintenance, repair and replacement of the boiler. The property department organises this service in consultation with you as to access and there is a works programme for modernisation. If you have problems with your boiler between services, please contact our boiler contractor direct. You are responsible for the costs of the energy that you use.

BOUNDARIES

It is very important that the boundaries to the property are properly marked and maintained both for legal reasons and to promote good relations with neighbours. If you know that the boundary is being altered, either decreasing, encroaching on or increasing the size of the plot, you should let the property department know immediately.

Walls around the property are maintained by the property department and you should report any damage or deterioration to them and inform the department if you think there is a risk to you, your family or the public.

If the building shares an internal wall with a neighbouring property, 'a party wall', then you should inform the property department immediately of any concerns you may have about it, for example, its condition and any works on it undertaken by your neighbours.

BURGLARIES

If you are unfortunate enough to have a burglary, these are the steps to follow

- Notify the police immediately and get a crime reference number
- Contact the property department as soon as possible
- Contact your own insurance provider in relation to your contents insurance
- You can take steps to commission urgent repairs such as boarding up the property to make it safe and secure until proper repairs can be carried out
- Send the account to the property department to arrange for the insurance claim to be made in respect of the buildings insurance
- Inform the churchwardens.

BUSINESSES

The permission of the archdeacon and the property department is required before any business activity can be carried out from a clergy house.

In considering any approach, the property department will require written confirmation that;

- You have arranged appropriate insurance. (Please note that you risk being financially exposed as a result of any event leading to a claim against the property insurance being rejected by an insurance company.)
- The proposal does not constitute a change of use of any part of the property (as defined in the Planning Act 2008 and other associated legislation).
- Any alterations required by any regulatory authorities have the prior consent of the property department.

CARPETS AND FLOOR COVERINGS

The DBF provides vinyl flooring for kitchens, utility rooms, bathrooms and cloakrooms but does not provide carpets to other rooms. In some cases, carpets are already in place because they were included in the property on purchase and in those cases they will not be replaced when they are no longer fit for purpose. If you need further information or assistance, please contact the property department. In some circumstances, the archdeacon may be able to offer help with the expense if required. See Woodblock Flooring if you have parquet floor or similar.

CHIMNEYS AND FLUES

If your property has a chimney flue which is in use, it is your responsibility to make sure that it is swept annually.

If the flue is not in use, it must be properly closed off to prevent damp and debris collecting inside the building. You should ask the property department for assistance.

CONSERVATORIES

The property department does not normally install or maintain conservatories and is phasing out their use in parsonage houses. Where there is one in existence, the property department will advise on its condition and maintenance.

COOKERS

The provision of a cooker, whether free-standing or built-in, is the responsibility of the occupant including its maintenance and repair. If there is a built-in appliance already in place it will become your property to use, repair and maintain during the occupancy.

If you need appliances removed in order to put your own in place, the property department will help arrange to make the standard 600mm space available. When you install your own appliance, it is your responsibility to send the details of the fitting contractor to the property department to confirm their fitness to undertake the works and to record what is being done for safety purposes. In the event of the installation being regarded as unsafe when the property inspection takes place, repairs or replacement will be at your expense included in the annual capital landlord's gas safety inspection, organised by the property department.

COUNCIL TAX

The PCC is responsible for council tax payment on behalf of clergy. It is your responsibility in consultation with the churchwardens to inform the local council of any circumstances such as single occupancy or disability which would reduce the liability.

CRACKS

It is most likely that you, as the regular occupier of the property, will notice cracks internally and externally and be aware of whether they are getting worse. Most hairline cracks, especially if they run in parallel with the walls and ceiling, are due to plaster shrinkage and can be dealt with during the course of redecoration.

However, if you see one wider than a hairline that is changing or worsening, it is important you contact the property department for advice without delay. A photograph is particularly helpful. The surveyor can then decide on any necessary action.

CURTAINS, BLINDS, CURTAIN TRACKS AND FIXINGS

The fitting of curtains, blinds and their tracks and fixings are the responsibility of the occupant. On departure, these items may be left for the next occupant and if so, the property department should be informed.

DAY-TO-DAY REPAIRS

In the course of time, the need for minor repairs to the property may occur. You may think that you can do them yourself and save the cost of a contractor but it is preferable for you to refer them to the property department for advice. This is for two reasons, firstly that the budget for property can be realistically based and secondly because something apparently simple could mean there is a more serious underlying problem.

DECORATIONS – EXTERNAL

The property department is responsible for these and will arrange for the works to be commissioned and carried out in consultation with you as to timing.

DECORATIONS – INTERNAL

Internal decorations are your responsibility. The PCC should be expected to make funds available for redecorating a room annually and we would advise you to use this capacity. It is important to remember that the PCC is responsible for funding redecoration when the property becomes vacant and so the financial impact of catching up with this task will be considerable if no works have been done in the meantime. It is not permitted to apply textured paint finishes to ceilings or walls. A decorating grant is available. Please contact the property department for further information

DECKING

It is not permitted to install decking in the garden of the property for safety reasons. Unless it is carefully maintained and cleaned, decking can become slippery and unstable and is costly to remove. Where decking has already been installed, the property department is planning to remove it as part of the routine maintenance of the building.

DEPARTURE

When you know the date on which you will be leaving the property, please contact the property department to arrange a visit to carry out an outgoing condition assessment.

It is your responsibility to leave the property in good order which means

- It should be empty of all personal belongings, including in the loft and outbuildings
- It must be left clean
- The garden should be tidy
- Any lodgers that you have had living in the property have left and taken all their belongings with them.

If costs arise from having to carry out works to put the property in order or to remove rubbish and items remaining, the property department reserves the right to pass on the costs for this to you. You may make an agreement with the property department to leave serviceable items for the new occupant, in which case you should provide them with a list clearly setting out what is remaining for this purpose.

You should arrange for the utility readings to be made and the final account to be issued to you for payment. Please suspend services where applicable rather than arranging for disconnection.

DISABILITY

Where alterations are required for the purposes of complying with legislation and accommodating the disability needs of the occupant and family, the arrangements should be discussed with the archdeacon and the property department. As with all alterations, the cost will be borne by the DBF subject to it having authorised and taken responsibility for the changes.

DOOR BELLS AND DOOR KNOCKERS

The property department will provide a door bell or a knocker if one is not already fitted. Occupants with battery operated door bells are required to replace the batteries themselves

DRAINS

Drains and sewer systems that work properly are an essential part of maintaining a property as a safe and healthy environment for living.

In order to keep them working well, you can help by

- Making sure you avoid pouring fatty substances down the sink
- Making sure that those who use the bathrooms and cloakrooms do not flush items down the lavatory that can block the drains
- Making sure that no forbidden substances are put into the drains that could enter water courses and be subject to action by the Environment Agency, for example oil or paint. If in doubt please contact the property department.

If you have a problem with the drains, please contact the property department as soon as possible to arrange for a contractor visit, and they will advise on the action to be taken.

DUSTBINS

The arrangements for dustbins and collections vary between local authorities. You are responsible for ensuring the necessary bins are at the property and that they are collected regularly so there is no accumulation of rubbish.

ELECTRICAL

No electrical works should be carried out unless they are commissioned and monitored by the property department.

EMERGENCY REPAIRS

In the case of real emergency, ie fire or flood, authority is give to the occupant to take immediate action to reduce further damage. The property department should be contacted at the earliest possible time and the archdeacon informed.

EXTRACTORS

Extractor fans are provided in some kitchens and bathrooms are maintained by the property department but you are expected to make sure dust and grime are removed from the cover and to provide replacement filters.

FENCES

See Gardens.

FIRE SAFETY

A smoke detector will be provided on every floor of the property by the property department who are responsible for their replacement and repair. The provision of batteries is your responsibility.

The department is gradually arranging for the installation of hardwired detectors as part of the Quinquennial programme.

GARAGES AND PARKING

The provision of garages and parking is dependent on the locality of the property. In urban areas, it may not be possible to provide off-street parking, although every effort is made to do so.

GARDENS

If your property has a garden, you are responsible for keeping it neat and tidy which means cutting the lawns regularly, trimming hedges and shrubs and weeding flower beds drives and paths.

Trees affect the condition of properties and their roots reach out underground as far as the branches do. These can pose a risk to building foundations. No tree should be planted within 12 metres of the house. If there are mature trees and they are overhanging public highways, presenting a risk to the building, or have become storm-damaged and dangerous, please consult the property department who will appoint a contractor and secure the necessary local authority permissions.

Some trees are subject to a local Tree Preservation Order (TPO) which means that they may not be pruned or cut down without permission. In conservation areas, there may be restrictions on pruning and trimming shrubs and bushes. Ivy and creepers can damage the property by blocking gutters and ventilation. Please keep them trimmed and do not plant them near the property. At no time should you put yourself or other occupants at risk by climbing ladders, using power saws or otherwise doing work which requires specialist knowledge.

Internal fencing will be provided and maintained by the property department to divide the front garden from the back for the safety of children. Fencing will not be provided for the protection of pets. See also Ponds.

GARDEN SHEDS, GREENHOUSES AND WATER BUTTS

You may install a garden shed, greenhouse or water butt at your own expense provided that you remove it when leaving the property unless agreed otherwise with the property department.

GAS FIRES

Existing gas fires are serviced annually by the property department. They are gradually being phased out as they become unusable. If a gas fire is to be removed but you feel there is a need for secondary heating in your parsonage house, please contact the property department who will look at other secondary sources of heating.

GAS LEAKS

In the event of a suspected gas leak do not operate any electrical or switch device, in case of sparks, and make sure that there are no sources of flames anywhere. Open all the windows and, if you can safely do so, turn the gas lever near the meter to the off position (usually across the pipe or as marked). Dial 0800 111 999 immediately and report the leak. Please keep the property department updated.

GUTTERS

Clearance of gutters is your responsibility jointly with the PCC. Gutter repairs are undertaken by the property department.

HEDGES

See Gardens.

HOLIDAYS

When you leave the property for 14 days or more, for example, to go on holiday, please make sure that you inform your churchwardens.

IMPROVEMENTS

See Alterations and Improvements.

INFESTATION – MICE, RATS AND OTHER VERMIN

Prevention is better than cure, so it is important to make sure that anything that would attract vermin is removed and destroyed or, in the case of things like pet food, kept in secure and sealed containers. Spillages and debris that would provide food for vermin should be cleared up immediately.

If you think that there is an infestation of mice, rats, wasps (nests), cockroaches or other pests, please notify the property department immediately. If it becomes apparent that the nuisance is caused by poor home management, you may be liable for the costs of removal.

INSULATION

A basic standard of insulation is in place in the properties and improvements in line with legislation is being implemented in a planned programme of works.

INSURANCE – BUILDINGS

This is provided by the property department on behalf of the Diocesan Board of Finance.

INSURANCE – CONTENTS

You are responsible for the insurance of the contents and you may like to know that the Ecclesiastical Insurance Group provides a special contents scheme for clergy. Their website is www.ecclesiastical.com

KITCHENS

Kitchen units are replaced when they become worn out and replacement programmes are planned by the property department as part of the condition survey of the property. Your ideas on the design will be carefully considered but the property department will have the final decision. Most kitchens have spaces for free-standing fridges, freezers and other appliances. Some have built-in appliances and if so, these can be used and maintained by you. If they become beyond repair, it is for you to provide yourself with replacements which are your property to take with you when you leave.

LEGAL OBLIGATIONS – CLERGY

See General Obligations under section 1 in the Introduction to this document.

LEGAL OBLIGATIONS – WARDENS, PCCS AND SEQUESTRATORS

A guide to the sequestrators' responsibilities during a vacancy is included at Appendix Two.

LIGHT FITTINGS

The property department provides light fittings in each room, which means a cable and socket or fitted lighting units. You provide light shades and light bulbs and if you wish to have special units fitted, please follow advice in the section Alterations and Improvements.

LISTED BUILDINGS AND CONSERVATION AREAS

If the building that you live in is listed, there are additional restrictions on what can be done with the property in terms of maintenance and improvements. Some of the things that you would like to have done may not be permitted and some things have to be done to a required standard.

A building may be in a conservation area which similarly means that some things are not permitted in relation to the outside of the premises.

The property department can advise you as to whether the property is affected by these two pieces of legislation and how they affect any proposals you may want to make to improve the property.

LOCKS – DOORS AND WINDOWS

Window locks will be provided to all accessible windows unless the style of window makes this impossible. Standard 5-lever locks are provided.

LODGERS

See Subletting of Property.

LOFTS

Great care should be taken in accessing and using the loft for storage. It should only contain a small number of items and they should not be of a nature to cause risk to people or property, such as flammable items like camping gas cartridges or items likely to leak and cause damage to ceilings or attract vermin.

Things should be arranged to spread the weight. You should avoid contact or inhalation of any insulating material in the loft and you should take care to use stable ladders and secure them when accessing the loft space.

MOVING IN

When you have a date to move into the property, arrange with the churchwardens to meet with you.

1. Inform the property department as soon as possible of the date you are moving in.
2. Take meter readings.

MOVING OUT

See departure. As soon as you are due to leave a property please:

1. Notify the property department
2. Ensure that a set of keys is sent to the lettings administrator at Church House and a set given to the churchwarden.

3. Provide the property department details of companies supplying the utilities at the property.
4. Provide the property department with final meter readings
5. Provide the property department with a forwarding address. We do not provide a mail forwarding service.
6. If an alarm is fitted please provide code.

Where possible a pre-vacation inspection will be undertaken. This will be arranged at a convenient time.

PARISH OFFICES AND MEETING ROOMS

The use of the property for parish offices and meeting rooms should not be granted without the permission of the property department and the parish priest. If the benefice goes into the interregnum the office must be immediately removed from the premises. The property should have a study for the purpose of private meetings, devotions and study. This room should be sited in such a way as to be as separate as possible from the private family space in the building and should have a separate cloakroom where possible.

PETS

Subject to the General Obligations in section 1, domestic pets may be kept in the house and garden and occupants are expected to exercise common sense about the effects of their choice of animals on the maintenance of the property and relationships with neighbours.

You are responsible for providing any additional fencing that is required to keep the pets within the garden and any damage caused by them to the fabric of the property or the garden will be repaired at your expense. You will need the permission of the property department to fit a cat/dog flap and this will normally be granted provided that you agree to reinstate doors to their original condition prior to leaving the property.

PONDS

The existence of ponds in parsonage gardens is being phased out and occupants are not encouraged to create them in gardens as they can be a safety hazard. If you wish to create a pond in the garden, you may do so as long as you ensure that you are properly insured against risks and provide for it to be filled in on departure.

RIGHTS OF WAY

The law relating to rights of way is complicated and it is important to prevent the unintentional creation of a right of way by allowing the public to cross the property regularly over a period of years, other than in using the appointed route to the front door. If you are concerned that long-term use of a route across the property by the public may be creating a right of way, please contact the property department immediately.

SATELLITE DISHES AND TV AERIALS

You are responsible for these and you may fit a satellite dish at your own expense.

SECURITY

The security of your parsonage house is important and there are simple, low cost measures that can be taken to make your house more secure. The property department is happy to arrange for door chains to be fitted to front and back doors, and for spy holes to be fitted in front doors. If your property is not already fitted with external security lights, or they are not working please contact the department so that we can look at rectifying this. If you have specific security issues at your parsonage please contact the department to discuss what measures we might take in mitigation.

SEPTIC TANKS AND SEWERAGE

The property department is responsible for the septic tank and any problems that arise with its maintenance, other than emptying which is the responsibility of the occupant.

The PCC is responsible for any sewerage charges that arise in respect of clergy occupants.

SHELVING

The property department will supply up to 30 metres of shelving for books and this must remain when you leave the property. You may add other shelving at your own expense but you must take advice from the property department about fitting things to the walls to avoid damaging cabling and plasterwork. If you remove these you must make good the damage from the fixings.

SHOWERS

Many properties already have showers fitted and the preferred type is the bath/mixer with shower attachment as this requires the least maintenance. Please contact the property department who will advise on the provision of showers.

STOVES - WOODBURNING AND MULTI-FUEL

If you wish to install a wood burning or multi-fuel stove then please first contact the property department who will assess if the installation is feasible. The occupant is expected to meet the cost of the stove and its installation, the diocese will meet the cost of installing the flue where it is economically viable to install one.

SUBLETTING OF PROPERTY

Incumbents and priests-in-charge are entitled and permitted to take in lodgers, but must inform the archdeacon and the property department. The property department will provide a written lodgers' agreement, which should be entered into before the lodger takes up occupation. Please see the guidelines at Appendix One of this document, which set out all the things which you should take into consideration before agreeing to take in a lodger. Clergy, other than incumbents/priests-in-charge, require the written permission of the property department before agreeing to take in lodgers. Some properties (particularly those rented rather than owned by the DBF) may be subject to legal restrictions in this regard.

Any permission given for lodgers shall be subject to the matters outlined in Appendix One of this document. Any tenancy agreement must terminate upon the date that you cease to be the occupant and all lodgers must vacate the building fully before you leave.

TELEPHONE

The PCC is responsible for providing you with a telephone line and point for the better performance of your duties. If you require extensions or additional lines, they will be at your expense.

The bill is your responsibility but the PCC has the ability to assist with the calls made in the course of your duties. Broadband internet is your responsibility, but again the PCC is expected to assist with part of the cost, insofar as it directly relates to your duties.

TREES

See Gardens.

WALLS

See Boundaries.

WASHING MACHINES

Plumbing for a washing machine is supplied as standard. If there is a fitted washing machine you may use and maintain it but replacement and repair is your responsibility.

WATER BUTTS

See Garden sheds, greenhouses and water butts.

WATER CHARGES

The PCC is responsible for the water charges for clergy occupants.

WINDOWS – REPLACEMENT

The diocesan properties have a very diverse range of window design and construction and some properties have restrictions on what can be done because of listing or conservation issues. There is a programme for window replacement and all requests will be considered within the limits of what can be achieved both financially and practically.

WOODBLOCK FLOORING

The property department will arrange for the sanding, polishing and staining of any woodblock flooring that is damaged or excessively worn.

APPENDIX ONE: GUIDELINES ON LODGERS FOR INCUMBENTS/PRIESTS-IN-CHARGE

The taking in of lodgers in any home gives rise to many practical and legal issues. The below must be dealt with before any action is taken.

GENERAL:

Be certain that the arrangements you propose do not create a tenancy at law. This is why the diocesan property department requires you to use its form of lodger's agreement.

Consider whether your use of the house would warrant any lodger having to undertake a DBS check (and seek advice from the diocesan safeguarding adviser if unsure).

Be aware that occupation of a room in your house may affect the basis on which council tax is charged for your home. If the taking in of a lodger leads to the removal of single-occupancy relief, you are likely to be required to account for the difference

LICENSING:

Allowing a lodger into your home may mean that it is designated as "a house in multiple occupation" as the property will be being occupied by more than one household.

It is the responsibility of your local authority to undertake necessary licensing arrangements under The Housing Act 2004 (The Act). There are instances where licensing is mandatory, but local authorities also have the power to introduce stricter licensing requirements. Please be guided by advice from your local authority.

It is your responsibility to liaise with the local authority in this regard and before proceeding you must obtain any necessary licence. (Please note failure to obtain a licence may result in you being prosecuted. Penalties include a maximum fine of £20,000.) A copy of any correspondence/documentation must be sent to the diocesan property department.

HEALTH & SAFETY:

Notwithstanding any specific requirements a local authority may seek to impose on you:

- a. If there is a gas supply to your home, you must obtain, on an annual basis, a gas safety certificate in respect of any gas appliances at your home. Please note that certification issued by engineers on behalf of the diocesan board of finance only covers gas boilers, cookers and gas fires previously installed.

- b. Any electrical equipment that will be used by a lodger (bedside lamp, cookers, fridges etc.) must be PAT tested on an annual basis.
- c. Professional advice relating to fire safety in respect of fire risk assessments and provision and installation of fire equipment must be sought.

The property department must be forwarded a copy of the above documentation and approve any recommended work prior to commencement. You will be required to meet the cost of any works undertaken.

INSURANCE:

Taking a lodger will likely alter the basis of your contents insurance and the premium. You are recommended to:

- a. Inform your insurer of the change in circumstance.
- b. Require any lodger to insure their own possessions independently of your own insurance.
- c. Inform the property department so your change in circumstance is registered with the DBF's buildings insurers. Please note you will be required to meet any additional premiums charged as a result.

TAXATION:

The Government and Inland Revenue run a number of schemes which cover income arising from having lodgers in your home. You are advised to take independent advice on the treatment for tax purposes of any income you may receive from lodgers.

LEAVING A HOUSE:

When you leave a house you will be required to hand it back with vacant possession. It is essential that any agreements in place have been terminated.

It is strongly recommended that you ask any lodgers to vacate the property one month prior to your departure. Any expenses incurred by the DBF in removing occupants who remain in the property once you have vacated will be reclaimed from you.

APPENDIX TWO: GUIDE FOR SEQUESTRATORS - HOUSES

When a vacancy arises the churchwardens and rural dean automatically become the sequestrators under the Church of England (Miscellaneous Provisions) Measure 2000 and the Endowments and Glebe Measure 1976. Additionally, the bishop may appoint further sequestrators.

During a vacancy, general responsibilities for vacant houses fall upon the sequestrators, with support from the property department. The role of the sequestrators, in terms of the house, include two main areas

1. care for the house and garden during the vacancy
2. preparation of the house for the arrival of the new incumbent

This includes basic heating (frost protection), garden upkeep, telephone charges, minor repairs and general maintenance. Please check with the diocesan finance department for details of what can and cannot be paid from the sequestration account.

WHEN THE INCUMBENT LEAVES:

The outgoing family has a duty and is responsible for leaving the property clean and tidy, including the gardens and removing all personal possessions

Any items left in the property will become the responsibility of the sequestrators for removal and disposal. Items left in unoccupied houses may affect the terms of the insurance and may also lead to water rates being charged.

Arrangements should be made locally for the upkeep of the garden. If there is someone with an interest in gardening, they could be asked to maintain the garden.

SERVICES:

The sequestrators should ensure that all services are maintained in the name of the PCC during a vacancy. This applies to gas, electricity, water, oil and telephone and will include all costs and standing charges.

Gas: obtain details of supplier from outgoing incumbent and ensure final meter reading is taken.

Electricity: obtain details of supplier from outgoing incumbent and ensure final meter reading is taken. It is important to maintain the electricity supply to ensure that security alarms/lighting etc remain in working condition.

Water: water rates will not usually apply during vacancy if the house is empty of all furniture and equipment except carpets and curtains. Sequestrators should liaise with the water company to ensure this occurs (the water company may require that it attends the property and turns the water off before disapplying water rates).

Telephone: The PCC needs to decide whether to maintain the vicarage telephone line (paying the line rental) or not (risking 'losing' the phone number and potentially being subject to a reconnection fee).

The diocese advises that the best course of action is to retain the line. Calls should be diverted through to a number specified by the PCC, to either the parish office or a member of the PCC, ensuring continuity of the 'business' side of the church both during and after the vacancy.

The procedure to be followed is:

1. Contact BT on 0800 800 150 to make arrangements for its "caller redirect" service
2. Caller redirect will allow calls to a diocesan property to be redirected to someone in the parish, e.g. churchwarden or parish office
3. On re-occupation by an incumbent, the PCC will need to cancel "caller redirect"
4. Costs for this will be met by the PCC. The PCC should ensure that all bills are in the name of the PCC responsible for the payment.

Central Heating: It is diocesan policy to drain down wet systems where parsonages are to be unoccupied for any length of time. Insurers require that vacant properties are drained during the months October to March. The property department will arrange this where appropriate.

If the house is tenanted (see below), responsibility for the payment of all utility bills, including water rates, will pass to the tenant from the date when the tenancy commences. Responsibility for payment will revert back to the PCC when the tenancy terminates.

Keys: You will receive all keys for the house from the outgoing incumbent, two sets of which should be labelled. One set should be retained by the sequestrators. One set of keys should be handed to the property department for use by contractors/agents. Please ensure that keys are not handed out indiscriminately.

SECURITY AND ALARMS

Ensure that all key-holders know the code for the intruder alarm (if any) and how it operates.

Twice-weekly visits to an unoccupied house are essential. The provision of curtains or nets at windows by the PCC, and the use of an occasional light on a timer gives the impression of occupation.

Gardens which are well-kept assist in the impression of occupation and therefore deter vandalism and intruders. The sequestrators should arrange for general maintenance of the shrubbery and hedges as well as grass cutting.

Any damage or vandalism to the house should be reported as soon as possible to the property department during office hours. The police should be contacted and a crime number obtained.

If vandalism becomes a recurring problem, please advise the property department as soon as possible, whereupon consideration will be given to additional security measures.

LETTINGS

The property department may be instructed by the bishop to let a property during a vacancy. As well as generating income for the diocese, leasing houses also provides security for the property and reduces the duties placed upon the sequestrators. When a decision to let is directed by the bishop, the property department will seek consent from the sequestrators to authorise the diocesan property department to act on their behalf on all matters relating to the leasing of the property. This will not involve the sequestrators in any additional work, indeed this will reduce their responsibilities towards the house.

IN SUCH CIRCUMSTANCES:

1. The property department will require one of the sets of keys, held by the sequestrators, for viewing and access purposes.
2. When a suitable tenant is identified, an assured shorthold tenancy will be put in place and the sequestrators notified.
3. If required the property department or the diocesan agents will organise access for the recommissioning of the property, its wet systems and heating.
4. The property department will notify the sequestrators of the commencement date of the tenancy and ask them to notify the relevant service bodies of the change of payee (electricity, gas, water etc).
5. The property department will advise the local authority of the change of occupancy in the light of council tax and other charges etc for which the tenant will be solely responsible.

6. The property department will keep the sequestrators informed at regular intervals with regard to the tenancy. Where an extension to a tenancy is requested, the property department will consult with the archdeacon and sequestrators.
7. Where a tenant notifies the agents of their intention to vacate, the property department will liaise with the sequestrators and advise accordingly. When the tenant vacates, the property department will ensure that all possessions are removed. At this point, the duties and responsibilities for the house return to the sequestrators until such time as the house is again occupied by a new tenant or an incoming clergyperson.
8. The property department will carry out an end of tenancy inspection and undertake any necessary repairs and cleaning.

PREPARATION OF THE HOUSE FOR A NEW INCUMBENT

Upon notification that a new incumbent is to be appointed the house will be inspected by the diocesan property department and any necessary repairs/alterations undertaken.

The incoming incumbent is responsible for the internal decoration of the house. It is a kindness and welcoming gesture if the sequestrators can involve the PCC in assisting with this.

APPENDIX THREE: ASBESTOS IN PARSONAGE HOUSES

HISTORY

Asbestos was widely used as a construction material from the 1950s onwards. However, it became clear that Asbestos fibres were hazardous to humans and its use declined in the 1970s and 80s, but it was only completely banned in 1999. Any building built or altered between 1950 and 2000 may contain ACMs (Asbestos Containing Materials), this includes houses, schools, churches, halls, etc.

The diocese has a number of properties that date from this period or have been altered within this period.

WHERE ASBESTOS IS USUALLY FOUND

Asbestos was used for a number of construction applications. In the early years of its use it was deemed a 'wonder material' largely for its fire retardant and insulating properties.

This means that it can be found in places where people would not expect to find it, common locations include:

- Corrugated or flat cement sheets used for roofing and wall panels
- Insulation and lagging
- Ceiling and floor tiles
- Bath panels
- Panels behind consumer units, electric and gas meters
- Textured wall and ceiling coatings such as Artex
- Boilers seals and flue pipes
- Downpipes and gutters to carry rainwater
- Damp proof courses
- Soffits and fascias

This list does not contain all possible locations and materials containing asbestos. If your home has any of these items, it does not mean they will contain asbestos, the only way to be sure is to test it.

WHAT ARE THE DANGERS?

Asbestos is a hazardous material and there are different types of Asbestos, some are more dangerous than others. However the common theme is that it only poses a risk to health if the fibres get released into the air. Material containing asbestos poses little risk

unless it is disturbed (for example broken, drilled, cut or sanded). Asbestos that is in good condition, has been 'encapsulated' and is left alone poses no risk to the occupants of your home.

WHAT DOES THE PROPERTY DEPARTMENT DO ABOUT ASBESTOS?

All diocesan property built before 2000 has an Asbestos Management Survey. These surveys are commissioned by the diocese so that we can keep a record of the presence of Asbestos in each property.

These records are provided to contractors that visit your home to undertake work, this is done so that they do not disturb or damage any Asbestos that may be present. These surveys also provide guidance on what the diocese must do about Asbestos and the level of risk. Generally speaking there are four options available when Asbestos is identified:

- Leave it in place (if it is in good condition and poses no risk to the occupants)
- Remove it altogether
- Enclose it
- Seal it (encapsulation)

The option taken depends on a number of factors including the risk of it being disturbed, how accessible the Asbestos is, and the cost of the work. However, Asbestos will always be removed where it poses a risk to occupants.

Asbestos Management Surveys do have their limitations and only items that are visible can be tested. It is because of this that where major works are taking place that involve disturbing the structure, such as a new extension, we commission a refurbishment survey. This survey is usually undertaken when the property is empty and involves 'opening up' the structure.

I WANT TO DO WORKS TO MY PARSONAGE HOUSE OR I HAVE CONCERNS ABOUT ASBESTOS

If you want to do any work in your parsonage house, and this includes simple things such as decorating, please ensure: -

- You identify if asbestos is present by contacting the Property Department
- You do not break, cut or drill the material
- You do not remove or dispose of any Asbestos material

We can provide you with details of Asbestos in your home and advice about how to proceed. If you have general concerns about Asbestos in your property then please also contact us. A surveyor will visit to investigate and organise whatever action is needed, if any. Asbestos is not always dangerous and may not need removing, but it does need to be managed.

KEY CONTACTS

TO REPORT AN ISSUE WITH YOUR PROPERTY:

Sue Baker (Property Systems Specialist)
01273 425683 or property@chichester.anglican.org

MOVING INTO OR LEAVING A PROPERTY AND LETTING QUERIES:

Lynn Finnigan (Lettings Administrator) 01273 425024
or lynn.finnigan@chichester.anglican.org

GLEBE LAND AND SALES/PURCHASES QUERIES:

Phil Morl (Asset and Glebe Officer)
01273 425683 or philip.morl@chichester.anglican.org

