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Preface

The Commissioners' parsonage role goes back to the time of Queen Anne's Bounty but it was not until 1953 that the first Parsonage Design Guide was introduced. At that time, there must have been far too many parsonages like the one described by a clergy wife at the Church Assembly of 1933, when she explained that a brass band playing in the kitchen would not be heard in the drawing room or in any of the other twenty-one rooms of her rural rectory. Within the last fifty years however, no less than five Parsonage Guides have been produced with the intention that, when new parsonages are planned, they are of a high quality and capable of meeting the changing needs of the clergy, providing comfortable and convenient homes for them and their families as well as suitable places from which to do their work. Funds are always limited but the clergy need a standard of housing which will enable them to carry out their ministry effectively.



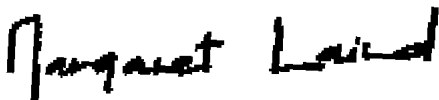
A new departure in this, the sixth, Guide is the inclusion of a longer section on parsonage security with detailed and practical recommendations in a number of important areas. This is the result not only of recent events but also of the Committee's visits around the country in which they saw a proportion of inner city parsonages with very noticeable security precautions, for example barred windows, 'protected' burglar alarms and fire-proof letter boxes. However, what is appropriate in one area is not necessarily applicable in another and the new Guide takes this into account as well as the desirability of security measures being unobtrusively designed in.

Preface

The Committee has been much more involved in this version of the Guide than in previous editions. We have visited parsonages in both provinces, in rural and suburban as well as in inner city areas, and have looked at a large number of good, bad and indifferent houses. We have consulted widely and taken into account the views not only of the Clergy but also of a group of clergy spouses living in different types of parsonage houses and we have listened to the comments of their children. We also took the advice of the Police, Fire Brigade and a group of Architects experienced in parsonage design. The dioceses too have played their full part in producing wide and varied responses to the draft recommendations which were circulated to them. We are very grateful for all the help we have received.

It is however important to remember that this document is a 'guide' and not a 'blueprint' for those who are planning to build a new parsonage house. Diocesan Parsonage Committees should certainly not feel that it is obligatory to 'upgrade' to the new standards parsonages already in existence or houses to be purchased for that purpose, although, of course, clergy will always be grateful for affordable improvements.

Working on this design guide has been a rewarding experience for the Church Commissioners' Pastoral Committee and we hope that, despite the difficult circumstances in which some of our clergy are called to work, the parsonage house will still prove to be what George Herbert described as 'a happy hiding place' as well as a base for mission.



Margaret Laird
Third Church Estates Commissioner
December 1998

Introduction

This revised Guide updates recommendations for the design and building of new parsonage houses, aiming for a broadly similar standard of purpose-built accommodation throughout the country.

The Church of England wishes to continue to support a ministry living in its local community. For many, the parsonage house represents the domestic heart of the parish, serving not only as a home but also as the base for the parson's ministry. There is an understandable wish to keep some older houses as parsonages not only because of their historical associations, architectural interest or significance in the townscape or village scene but sometimes because they have housed successive generations of parsons and their families.

Not every older house is unsuitable. An older house may relate conveniently to the church and population, be of moderate size, and capable of being repaired, improved or adapted at reasonable cost, perhaps with some financial help from the parish. But where the continued upkeep of a particular house imposes a disproportionate burden on a diocese's financial resources and perhaps is prohibitively expensive for the parson to furnish, decorate, heat, light and clean, it will be right to consider replacing it.

The means of replacement will depend on whether a house which is or can be brought up to standard is available for purchase or a building plot with planning permission can be obtained.

SETTING STANDARDS

Incumbents are normally required to reside within the area of their benefices and in the parsonage house provided. The provision of a parsonage is an important part of an incumbent's overall remuneration package and the clergy are entitled to expect that a reasonably consistent standard of accommodation will be available nationwide, facilitating their deployment between dioceses. So providing parsonages which are undersized or otherwise far removed from the standards recommended in the Guide can rarely be justified.

Providing a new parsonage house involves a substantial financial outlay. The aim should be that the Church's investment should hold its real value and this should be recoverable if, subsequently, the house becomes surplus and is sold. The relatively poor standard of some of the many parsonages built in the 1950s and 1960s (like much of the nation's housing of the period) resulted partly from inadequate specifications. Such false economy should not be repeated today: investment in quality almost always provides long term value for money.

A parsonage may change occupants fairly frequently and should therefore be of a robust design and capable of withstanding more than normal wear and tear.

Introduction

Traditional and proven materials should be used, minimising experiment. The aim should be to provide a house where repair, maintenance and day-to-day running costs and the initial costs of moving in (e.g. carpeting costs) are reasonably low but in which the parson and his or her family are able to live and work in safety and reasonable comfort.

WHAT ARE THE STANDARDS?

A parsonage should be welcoming to visitors and yet allow the family necessary privacy. Thus the public and private areas of the house should be well separated. The entrance lobby should be easy for visitors to find and should be designed so as to separate the study from the residential accommodation.

A house with a total floor area of between 181 and 190 square metres (approximately 1,950-2,050 square feet) will normally provide sufficient accommodation to meet successive clergy's requirements while keeping maintenance and running costs low. It should be measured inside external walls (plaster to plaster) and excluding roof space, garage and any external and internal stores.

It is our view that a satisfactory new parsonage house can be designed and built within this range. However, particularly in inner-city areas, only smaller sites may be available which will make this less easy to achieve. A conventional style of house of this size may not, in any event, be in keeping with the neighbourhood. In such a case the architect should aim to provide standard room sizes within an imaginative envelope which could give the illusion of a smaller house. Equally, where a parsonage is to be provided by purchase or by adaptation or alteration of an existing house, the inevitable constraints are likely to require a flexible approach.

Every parsonage must include a separate study. This must meet the parson's need for a place of work and quieter activities, both pastoral and administrative, and to hold in privacy interviews and small meetings without disturbance. Sufficient space in the study for these activities will prevent their encroaching on family life elsewhere in the parsonage. For new houses being built, we recommend a study floor area of not less than 18 square metres (200 square feet) if separate storage space is provided for equipment and robes or 20 square metres (220 square feet) if no separate storage space is provided.

The rest of the accommodation should allow for two family rooms (excluding kitchen) and sleeping space for an occasional maximum of seven people in four rooms. One of the family rooms (generally the living room) should be sufficiently large to allow clergy to offer hospitality to their parishioners – ideally between 20 and 22 square metres (220-240 square feet). However, this room should not be regarded as a substitute for a proper parish meeting place elsewhere.

The provision of a single garage along with parking space for three cars (more if space permits and on-street parking is unsuitable or unavailable) is recommended for most areas. A double garage meets family needs in some rural and suburban areas but we recognise that dioceses will take differing views on this in the light of local circumstances and market expectations. In urban areas it may not always be possible to provide a garage but adequate secure on-site parking should still be provided for the family. The local planning authority's requirements may, in some town centre locations, be expressed in terms of a maximum rather than a minimum number of parking spaces.

THE NEED FOR FLEXIBILITY IN DESIGN

Our recommendations are not a series of prescriptions and we hope that they will be interpreted flexibly to produce a variety of designs of quality, containing certain common essentials. We do not believe that achieving the standards recommended requires all new parsonages to look alike. Indeed, the converse is more likely to be the case as paying regard to locality, topography and regional traditions and materials should, in practice, tend towards different designs. These factors, together with respect for any neighbouring buildings, should lead to a house being designed with some character while fulfilling the other criteria in the brief.

Particularly in inner-city parishes, there may be persuasive pastoral arguments against the incumbent living in a house that appears to be very different from its neighbours. If so we recommend that the new house is designed to be compatible in massing, visual impact and style. For example, behind a front elevation in harmony with smaller adjacent properties it may be possible to maintain the recommended room sizes and general standard of accommodation. The sympathetic presentation of the parsonage in its setting may prevent any feeling among parishioners that the parson enjoys a status and standard of living not shared by the rest of the local community. By consulting a developer at an early stage, it may be possible for the diocese to arrange for a parsonage to be built as part of a new development, providing the desired accommodation in a compatible style. However, this is always likely to fall short of the ideal.

A parsonage has to meet the needs of the parson and his or her successors with differing family circumstances and styles of ministry. We therefore positively encourage dioceses to consider in each case how the layout of the accommodation may best facilitate different patterns of use within the basic criteria. For example, some clergy may occasionally wish to use rooms other than the study for their duties and the house needs to be planned so that normal family life can continue in reasonable privacy. The needs of clergy spouses following their own careers (often working from home with the aid of modern communication systems) should be

Introduction

taken into account, as should the needs of older children and elderly relatives living with the family. Individual, self-contained rooms rather than open planned areas are preferred, since many visitors may be comparative strangers and the activities of different family members are more easily accommodated in this way. Good design should allow for changing family needs and incomes and for rooms to be used in a variety of different ways. However, the preferences of the first prospective occupants should not be paramount, particularly if meeting their requirements is likely to lead to excessive costs or an impractical house.

We recognise that over the years the use of the parsonage study for prayer, reading and writing has become combined with use as an office for small meetings and administration. The increased availability and use of modern technology such as computers (with access to the Internet) and fax machines has reinforced this mixed function. The study should therefore be capable of comfortably accommodating such technology together with filing and storage for items not more suitably placed in the parish office or the vestry. The study is *not* intended however to accommodate parochial plant. Nor should it be designed as the administrative centre of all parish affairs. This should be elsewhere unless there is no realistic alternative.

Where office space in a nearby church or parish building is available to the parson this may justify providing a study below the recommended size as more meetings will take place away from the parsonage. This is more likely to be the case in urban parishes where the parsonage accommodation may necessarily be restricted.

SECURITY AND SAFETY CONSIDERATIONS

The physical security and safety of the parson and his or her family is a vital consideration in the design of any new parsonage. The recommendations contained in the Design Brief reflect both the importance which we attach to these matters and the professional advice offered by Police Crime Prevention Officers and the Fire Brigade.

Most clergy see it as part of their pastoral care to be readily accessible and welcoming to visitors. However, clergy and their families must also enjoy personal safety and reasonable privacy. In a newly built or existing parsonage the aim should be to achieve both. Giving an impression of an exaggerated fear of crime, particularly in an area where the incidence is relatively low, should be avoided. For new houses it should be the design itself that provides actual security and the perception of security. 'Bolting-on' obtrusive extra precautions once the house has been built could send out the wrong message to the community about the Church's ministry and the priest's approach to it, deterring legitimate visitors. Such precautions are also likely to prove expensive. The aim is to 'design out' crime at the

outset. However, good security precautions are essential and, where provided, should conform to the appropriate British/European standards. For example, NACOSS approved intruder alarm systems are likely to result in reduced household insurance premiums, as are door and window locks which meet the required standards.

No locality is free from risks but the level of security which should be provided will depend both on the character of the area and the location of the parsonage within it. Inner-city areas, for example, do not always present higher risks than elsewhere, although the problems may differ in their nature. Careful site planning is therefore essential at the outset and will need to take account of the proximity or otherwise of the church or parish buildings. Undesirable visitors may target the vicarage if its function is self-evident from its proximity to the church.

We strongly recommend that dioceses and their professional advisers consult their local Police Force Architectural Liaison Officer (ALO) once a site for a new parsonage has been identified (or when major improvements to existing houses are proposed and before works commence). ALOs are attached to every local Police Force and are responsible for identifying the security and personal safety concerns which apply to a particular site and first design. They are known as Crime Prevention Design Advisers (CPDA) in the Metropolitan Police and there is one for each London Borough. Pitfalls such as unwittingly designed aids to climbing, access points or places of concealment can be easily eliminated. Similarly, natural surveillance and sightlines can be enhanced.

The advice of the local Fire Brigade's Safety Officer should also be incorporated at an early stage. In practice, this is sometimes undertaken by the Local Authority's Building Control Officer who will take such advice into account when the necessary Building Regulations consents for the new house are sought.

SPECIAL NEEDS OF THE DISABLED

When a new parsonage is planned, the needs of potential disabled occupants and visitors should be recognised and proper provision made for their welfare and safety. The Design Brief recommendations therefore provide that all doors provide easy passage for wheelchairs and that there are ramps to the main entrance door if level access is not possible. In the event of fire the disabled need to leave the house quickly, unhindered by physical obstacles. The study must also provide adequate space for visitors in wheelchairs and children in prams/buggies.

A GREENER GUIDE

We believe that the Church should design, build and manage its new buildings responsibly, economically and efficiently, minimising their environmental impact.

Introduction

In running and maintaining the parsonage, the demand for both natural and man-made energy resources should be kept to a minimum. For example, flexible heating controls coupled with good use of natural light and ventilation should reduce the use of electricity and gas.

While we are not attempting to prescribe the layout of the garden (the ongoing maintenance of which is the responsibility of the occupant(s) of the house), we recommend that careful thought be given to its initial design and subsequent planting. The garden need not be water-thirsty if, for example, the plants and trees selected are generally drought tolerant, of low maintenance varieties and planted to benefit from natural shade. Compulsory water-metering in all new houses also reinforces the need to conserve rainwater. Keeping mown areas of grass to a reasonable minimum would also reduce likely use of water although most grass, if left untended, will recover from a period of drought.

Most clergy will need to make use of a car for pastoral duties and for some domestic purposes. In many areas there may be little or no realistic alternative. Our recommendations concerning garaging and parking requirements therefore reflect these likely needs. However, it seems likely that Government and Local Authorities may take steps to discourage or restrict the use of cars, particularly in more urban areas where pollution levels and congestion are worst. Already some clergy, especially those in smaller inner-city parishes with easy access to good public transport, believe that a car is not essential to carry out their ministry and are content to do without one. Our view, nevertheless, is that there should normally be adequate provision for garaging at new parsonages since the preferences and practices of successive clergy will no doubt continue to differ.

WHAT OF THE FUTURE?

We believe that this revised Guide's recommendations will contribute to the continued high standards of parsonage design which benefit the Church and its ministry in a practical way. Our recommendations are, however, flexible. But we believe we should build parsonages with traditional, well-tried materials and construction methods so that they can compete in the open market with similar properties. This is particularly important as new patterns of ministry continue to develop and some relatively new parsonages need to be sold. It will be easier to realise the capital invested if the house represents an attractive proposition to a wide range of potential buyers.

Our recommendations therefore reflect the need to build contemporary and readily saleable parsonages. We recognise, for example, that kitchen-diners are increasingly the norm for many busy families and are likely to become more generously proportioned in the years ahead. There is also a noticeable trend for teenage

children to use their bedrooms as bed-sitting/study rooms and a flexible design is likely to appeal to many families. It is also evident that in many areas double garages are provided for new homes of parsonage size. In short, we recognise that some of the recommendations set out in this Guide will need further to evolve with time, which is why we stress throughout the need for flexibility of design and in the interpretation of the detail of the Guide.

AND FINALLY...

Further detailed information and advice on the following matters can be obtained from the Commissioners' Pastoral Division on request:

- ◆ the procedures to be followed when selling, building, purchasing or improving parsonages (and associated consents and notices)
- ◆ the sources of finance available for building, purchasing or improving parsonages
- ◆ recommended security measures in parsonages (including additional advice on day-to-day security precautions and personal safety in the home)
- ◆ recommended fire precautions for parsonages (including fire-fighting equipment)
- ◆ notes on low maintenance and drought tolerant ground cover for parsonage gardens.

We hope that everyone who has an interest in the design of parsonage houses will find the Guide helpful and informative. Comments and/or suggestions are welcome and should be addressed to the Pastoral Division, Church Commissioners, 1 Millbank, London SW1P 3JZ.

We commend this Guide to the Church in support of our nationwide parochial ministry.

Please note that although the incumbent as freeholder needs to authorise the building or purchase of a new parsonage house, (s)he cannot act independently. Other consents are also necessary and the incumbent and the diocesan parsonages board must consult with one another before taking any action. Additionally, PCC(s) and patron(s) are statutory interested parties. This applies equally whenever there are proposals to sell, improve, divide, exchange or demolish a parsonage.

The Design Brief

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1. Design Notes

INTRODUCTION

These notes address the design of a new parsonage house with a floor area of between 181-190 square metres (approximately 1,950-2,050 square feet) excluding roof space, garage and any external and internal stores. Overall floor area should be measured from the internal face of external walls (plaster to plaster, and including internal walls, staircase void and circulation area but not space with less than 1.75 metres headroom).

Our recommendations are set out in three columns and these distinguish the relative degrees of importance which we attach to each category.

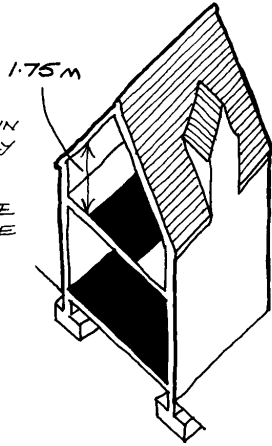
Category 1 1	Category 2 2	Category 3 3
The first column contains headings or fundamental criteria which must be met if a satisfactory parsonage is to result and basic uses of rooms/space where appropriate.	The second column describes very desirable features for a new parsonage.	<i>The third column contains desirable features which it may not be practicable to adopt in every case.</i>

Where relevant, additional recommendations are also made in respect of parsonages in different locations, i.e. rural, suburban, urban and inner-city.

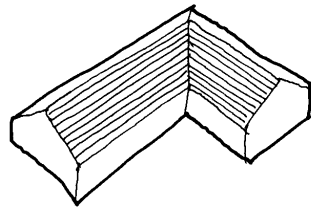
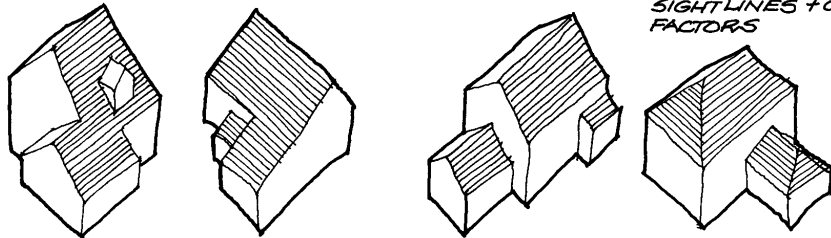
In a purchased house or the alteration of an existing parsonage, it may well not be possible to meet all the criteria set out in this guide. However, these notes may serve as a point of reference in these cases, and Category 1 will clearly remain important in all projects.

Design Notes

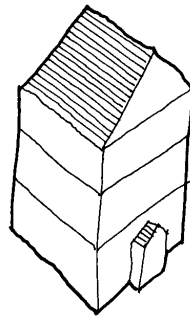
WHERE ROOMS ARE IN THE ROOF SPACE, ONLY AREAS WITH 1.75 METRES HEADROOM OR MORE ARE TO BE INCLUDED WITHIN THE RECOMMENDED 181-190 SQ METRES (1950-2050 SQ FT.)



IT HAS BEEN FOUND THAT MOST SUCCESSFUL NEW PARSONAGES HAVE A GROUND FLOOR AREA LARGER THAN THAT OF THE FIRST FLOOR. THIS CAN RESULT IN A VARIETY OF MASSING ARRANGEMENTS. ANY SUCH ARRANGEMENTS SHOULD TAKE ACCOUNT OF SIGHTLINES + OTHER SITE FACTORS



SOMETIMES A SINGLE-STOREY SOLUTION IS APPROPRIATE (FOR EXAMPLE TO PROTECT VIEWS FROM OLD PARSONAGE - IF BUILDING ON PART OF THE LAND)



IN CITY LOCATIONS A 3 STOREY SOLUTION IS SOMETIMES THE MOST APPROPRIATE WAY OF UTILISING SITE AREA AND OF FITTING IN WITH ADJOINING BUILDINGS

Site Selection

Key factors in choosing a site

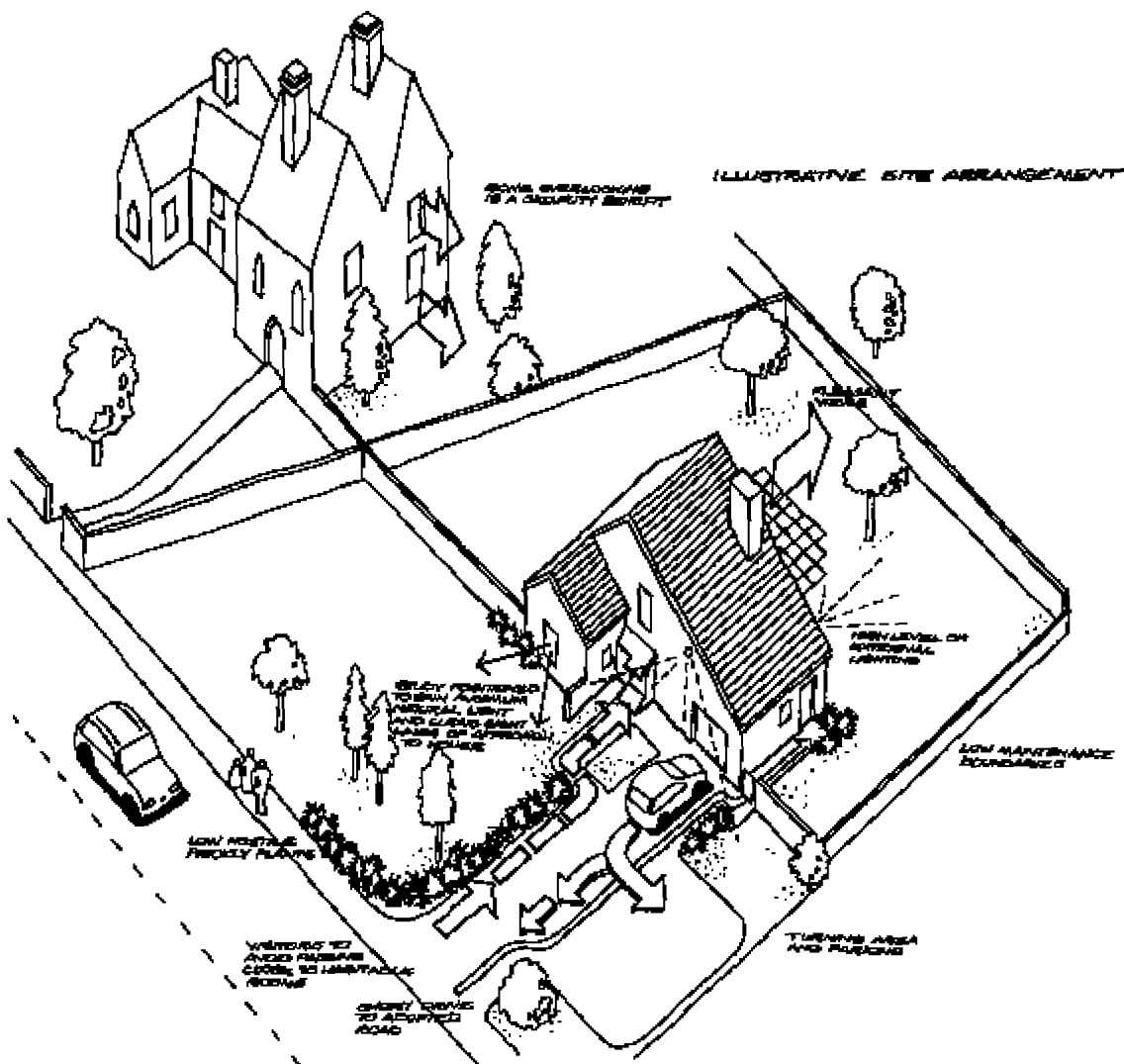
Category 1 Fundamental 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Boundaries legally and clearly defined.</p> <p>Well located within benefice for pastoral ministry.</p> <p>Security: consult local Police Force Architectural Liaison Officer (ALO) or Crime Prevention Design Adviser (CPDA).</p>	<p>Area 0.04 – 0.10 ha (½₁₀ – ¼ acre).</p> <p>No awkward easements.</p> <p>Take account of views of proposed occupant(s).</p> <p>Aspect to suit requirements of individual rooms.</p> <p>Safe, quiet and well-lit road.</p> <p>No requirement for expensive substructures (e.g. poor subsoil, steep slopes requiring expensive retaining walls).</p> <p>Directly accessible and visible from road with a clear view of drive from inside house.</p> <p>Convenient and adjacent on-street parking, particularly if no potential for parking on site.</p> <p>Mains drainage; preferably not shared (if unavoidable, suitable maintenance agreements needed).</p> <p>Access to public transport where possible.</p> <p>Not physically attached to church or parish buildings for reasons of privacy and future saleability.</p> <p>Church within ten minutes walk.</p> <p>Gas if available.</p>	<p><i>In an area where cost of building will be recovered in the event of a subsequent sale.</i></p> <p><i>In quiet but not secluded surroundings.</i></p>

Site Selection

Inner-City

Irrespective of proximity to church/church buildings the house and on-site car parking should be well lit and closely overseen by other residential buildings. No walls, trees etc. should screen the main approach since they may conceal potential intruders or help burglars. The privacy of visitors has to be secondary to the need for security.

Special consideration should be given to the visual appearance of the house if it is felt that it should blend in with neighbouring properties whilst still providing the recommended standards of accommodation. This may also help to reduce the chances of it being specifically targeted by a burglar.



Site Planning

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
Access for car .	Short drive with well splayed access and turning area. Well drained and surfaced.	<i>Consider clear signage of house if this would not compromise security.</i>
Parking and hardstanding.	Provide for three cars but, where street parking is unsuitable and the overall site permits it, a larger parking area for up to five cars may be advisable. Level hardstanding adjacent to garage, positioned to ensure privacy and avoid damage to house. Well drained and made up.	<i>Provision for car washing, garden watering and flushing drains (outside tap with non-returnable valve to allow for hose connection drained to gully and internal stopcock).</i>
Garage.	Space for garden implements and bicycles as well as a medium sized car. Easily accessible level entrance.	<i>Space for workbench with adequate daylight. Integral with house or separate with undercover access. Sited so as not to reduce natural surveillance and consider the provision of adequate security for any doors and windows. Secure side door with ramped access.</i>

Inner-City

Garage recommended where space permits or to meet local planning requirements. Adequate, secure and well-lit parking space is highly desirable and sited where other vehicles will not restrict or prevent easy access.

In difficult areas, a remote control garage door operated from inside the vehicle is recommended and a secure side door connecting the garage to the house should be provided.

Consider the provision of separate, secure and enclosed facilities for bicycle storage where it is not possible to provide a garage.

Rural/Suburban

Double garage desirable where space and diocesan policy permits or to meet local planning requirements.

Site Planning

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Access for people to and around the house.</p> <p>Level access to front door from path or driveway to allow for prams and wheelchairs: provide a ramp in addition to or instead of steps where level access is not possible.</p>	<p>A strong, lockable gate close to building line where there is access from front to rear gardens.</p> <p>Away from windows of habitable rooms.</p> <p>Judicious use of prickly shrubs and thorn hedges (i.e. 'hostile planting') to ensure that callers use only the designated route to the house.</p>	<p><i>Where provided, footpath alongside driveway suitable for prams and wheelchairs.</i></p>
<p>Paved area.</p> <p>For sitting out and secure for children's outdoor play .</p>	<p>Sheltered position, screened for privacy, away from study windows, safe for play.</p> <p>Of simple and economical design.</p>	<p><i>Close to living room.</i></p> <p><i>Away from traffic noise and not overlooked from road or drive.</i></p>
<p>Boundaries: fences, walls and gates.</p> <p>Adequate for privacy and secure for children.</p>	<p>Avoid or protect access from adjacent public parks or open areas at rear or side of gardens.</p>	<p><i>A type requiring minimum maintenance.</i></p> <p><i>To contend with hazards as necessary (e.g. stock proof).</i></p> <p><i>Avoid walls other than as boundaries, particularly if they are likely to obscure sightlines.</i></p>

Site Planning

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Garden.</p> <p>Trees to be planted away from the house in accordance with NHBC guidelines in order to avoid possible root damage.</p>	<p>Simple layout for easy maintenance.</p> <p>For security reasons trees and shrubs should be sited with care and, where appropriate, in liaison with the diocese. They should not provide a would-be intruder with cover or a means of access to and from upstairs windows. If necessary use 'hostile plants' in vulnerable areas.</p> <p>Avoid water-thirsty species. Consider trees with slender trunks and high foliage (e.g. Beech, Pine) to help to maintain clear sightlines.</p> <p>Avoid poisonous plants and total screening.</p>	<p><i>Some simple seeded or turfed grass areas, easy to mow.</i></p> <p><i>Permanent planting of economical design incorporating low maintenance and drought tolerant ground cover.</i></p> <p><i>Shade planting.</i></p> <p><i>Consider facility to collect rainwater.</i></p> <p><i>Space for small vegetable plot if required.</i></p> <p><i>Sufficient depth of topsoil.</i></p>
Services Provision		
<p>Fuel storage (where applicable).</p>	<p>Oil or low pressure gas tank to provide a minimum of three months capacity to comply with relevant legislation and Codes of Practice.</p> <p>Solid fuel bunker or other storage area to provide 508kg (½ ton) capacity.</p>	<p><i>Under-cover access from house to solid fuel bunker.</i></p> <p><i>Sited away from potential entry points above ground-floor level.</i></p>
<p>Meters.</p>	<p>External wall service units at adult height and easily accessible to meter readers without the need to enter the house.</p>	

Site Planning

To include:

Category 1
Fundamental/Basic Use

1

Category 2
Very Desirable

2

Category 3
Desirable

3

Services Provision continued

Telephone/Cable TV

Internal and external conduits for telephone/TV cable to avoid future decay of drilled joinery etc.

Provision of underground trunking from inside property to site boundary to facilitate future connection to cable network.

Consider suitable protection for telephone lines.

Refuse and recycling.

Space for two large dustbins/wheeled bins and recycling bin(s).

Convenient for use and collection.

Screened away from windows and doors if not enclosed.

Under-cover access from back door to bins.

Suitable paths for wheeled bins.

Avoid south-facing location to guard against sun/excessive heat producing unpleasant smells.

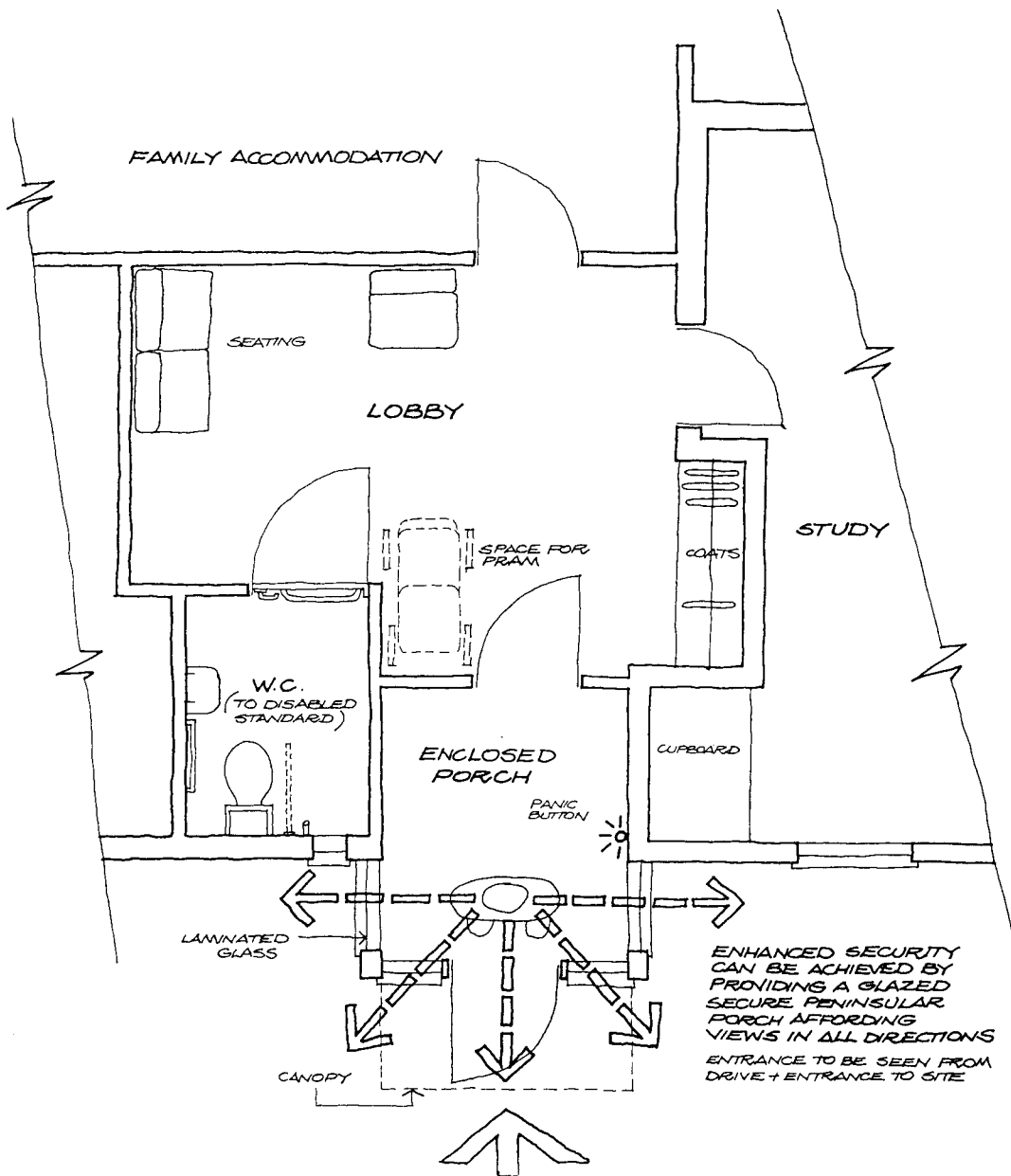
Entrances

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Two doors at front of house both 44mm thickness (minimum) creating a secure enclosed porch leading to lobby .</p> <p>Canopy over outer door .</p> <p>Width of both doors to comply with Building Regulations for disabled access and to allow for prams.</p> <p>Level threshold.</p> <p>Lobby with waiting space to receive two or three people with inner door closed to maintain privacy of family accommodation.</p> <p>Coat hanging space.</p> <p>Back or kitchen door: via porch or utility room; door width to comply with Building Regulations for disabled access.</p>	<p>Glazed outer door with side windows, half-brick wall and timber inner door.</p> <p>Easily distinguishable and visible from approach.</p> <p>For security a clear all round view from the main entrance which should be visible and communicable with a first floor window.</p> <p>To give direct access to study.</p> <p>Space for three chairs and a pram, airy and well lit.</p> <p>WC for visitors accessible from lobby and with baby-changing facilities.</p> <p>Separate spaces for visitors and family.</p> <p>Not directly accessible from the road.</p>	<p><i>Large letter box at waist height in or adjacent to outer door for concealing mail and newspapers. Minimum 400mm from door locks.</i></p> <p><i>Flooring easily washable if not carpeted.</i></p> <p><i>Allow for wet raincoats, umbrellas at front entrance.</i></p> <p><i>Allow for games gear, boots, books, school bags etc. at either front or side entrance.</i></p> <p><i>Cupboards for the family and a further cupboard or coat hooks for visitors' coats.</i></p>

Entrances

ILLUSTRATIVE ENTRANCE ARRANGEMENT



Study

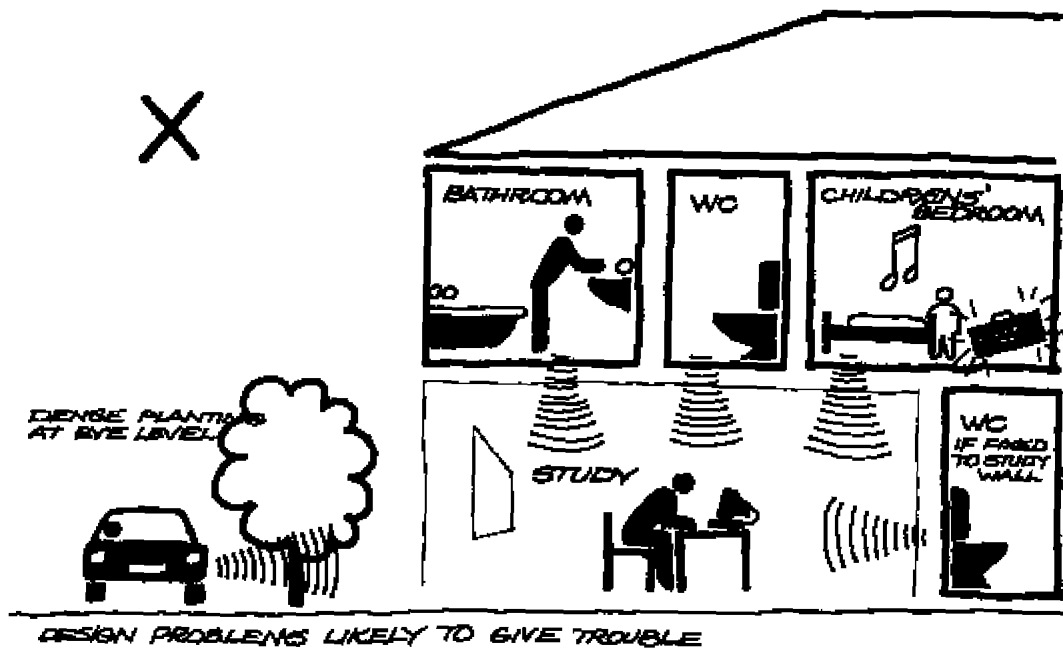
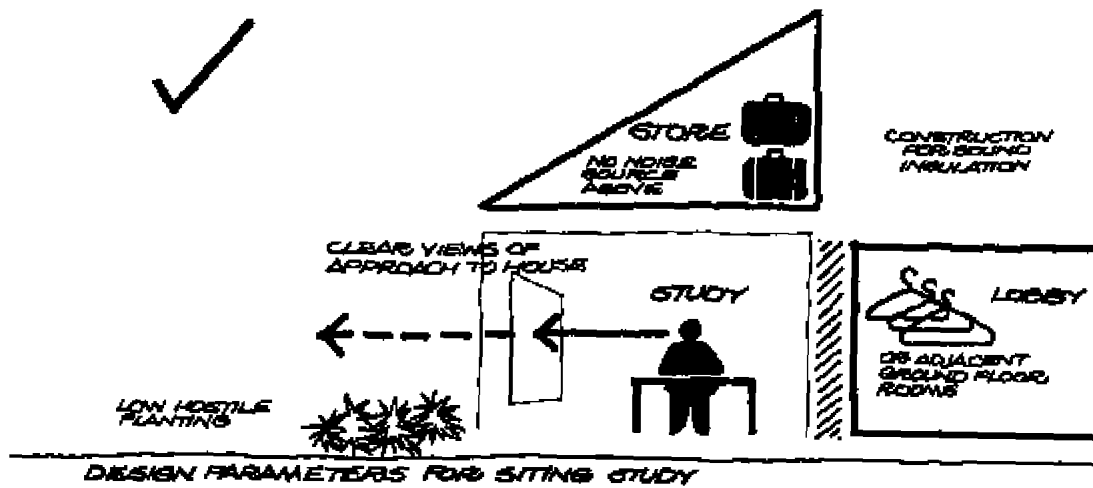
To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Not less than 18 sq m (200 sq ft) if separate storage space provided for equipment and robes or 20 sq m (220 sq ft) if no separate storage space provided.</p> <p>USES: Private study: Reading, writing, prayer</p> <p>Pastoral ministry: Interviewing, confirmation classes, small study groups etc.</p> <p>Administration: Storage of equipment (but not large items of parochial plant), filing, duplicating, word processing.</p> <p>OTHER: Adequate power points and trunking for electronic office equipment including computer and fax machine.</p> <p>Two telephone points (one for separate fax facility or Internet if required).</p> <p>Adjustable bookshelves (24 to 30m run). Shelving for office equipment, stationery, etc.</p>	<p>Quiet and private location with a pleasant outlook and a clear sightline to approach to the house.</p> <p>Well separated from domestic parts of house and directly accessible from entrance lobby or start of inner hall.</p> <p>Well insulated from airborne and impact sound: planning of spaces can overcome many problems e.g. avoid bedrooms, WC or bathroom overhead.</p> <p>Windows not overlooked.</p> <p>Space for: filing cabinet, some stacking chairs, office equipment, computers, word processors etc.</p> <p>Space may be determined by whether office facilities are available in nearby church/parish buildings.</p> <p>Suitable 'task-lighting' for VDUs and other purposes.</p> <p>Provision for alternative and independent heat source.</p>	<p><i>Orientate study so as to provide maximum natural light, preferably with morning sunlight.</i></p> <p><i>Consider need for additional window and/or use of net curtain/blind for surveillance purposes.</i></p> <p><i>Avoid adjacent plumbing.</i></p> <p><i>Walls and floors adjacent to noise sources providing effective sound insulation; door with solid core and rebated frame.</i></p> <p><i>Floor finish: hardwearing, low maintenance, for use without fitted carpet if desired.</i></p>

Inner-City

In some inner-city and other locations the front garden may be very small or even non-existent. In such cases it is recommended that the study windows be carefully positioned so as to minimise the degree to which they are overlooked from the road and/or path to the house while ensuring that sightlines are maintained.

Study

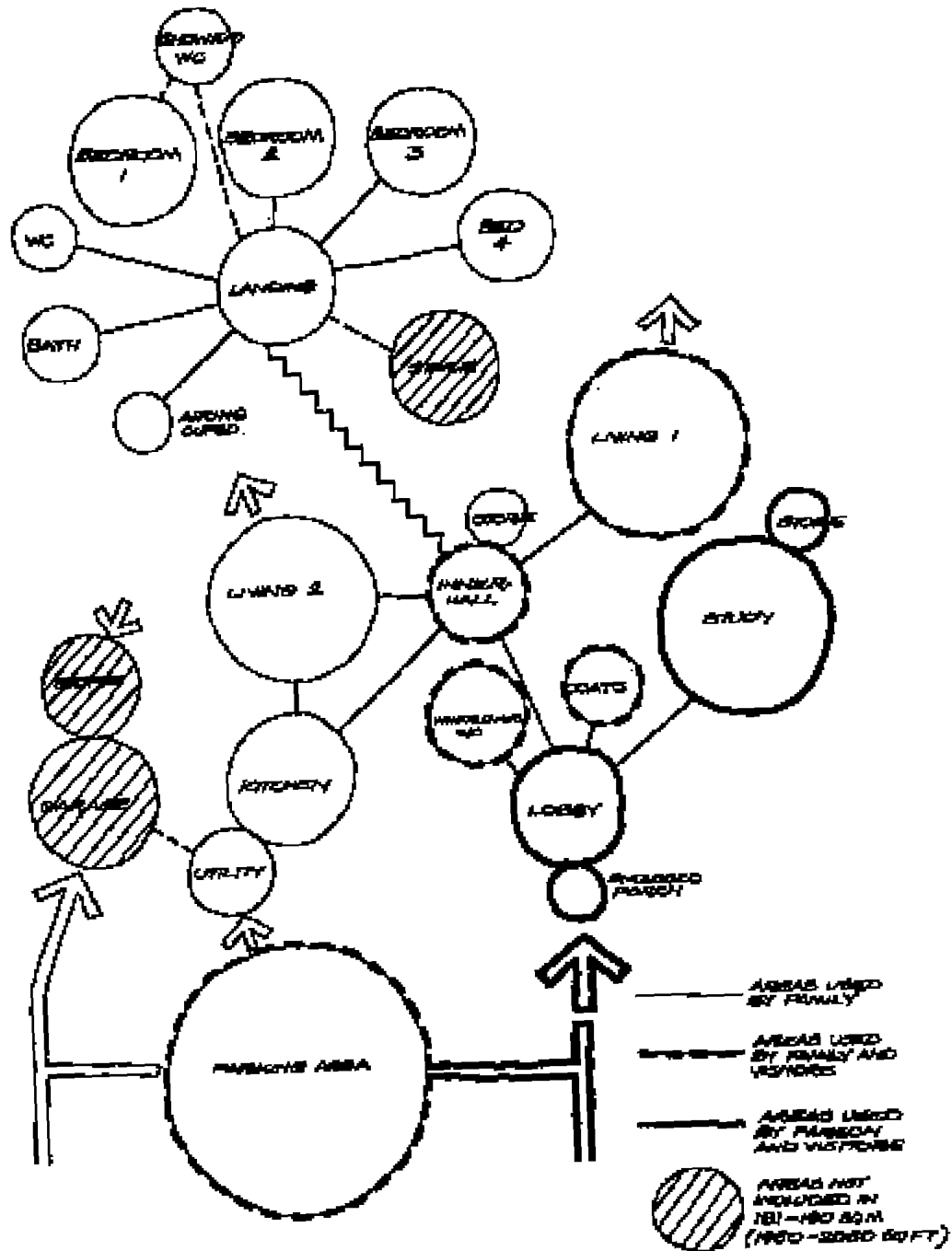


Circulation

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Allow for different families who may wish to use the available space in a variety of ways.</p> <p>Allow maximum flexibility in use of rooms.</p> <p>Allow for wheelchairs; width of all internal doors and the ground floor hall/corridor to comply with the requirements of the Building Regulations for disabled access.</p>	<p>Economic use of space.</p> <p>Good natural light without relying on glazed overpanels.</p> <p>Avoid ceilings below 2.4m (8ft).</p> <p>Self-contained use of rooms.</p> <p>Adequate stair width to allow furniture to be moved easily between floors and future installation of chair lift if required.</p> <p>Hazard free staircases: preferably avoiding isolated single or double steps, winders and open risers.</p> <p>Trap door and/or loft ladder (if roof space suitable for storage or contains water tank).</p> <p>House designed to ensure safety of occupants including children, the elderly and disabled.</p> <p>Radiators sited to maximise wall space for furniture.</p>	<p><i>Easy access to general storage space.</i></p> <p><i>Windows should be positioned so as to maximise natural light and be accessible for cleaning. They should also be capable of being economically curtained.</i></p> <p><i>Floor finishes: hard wearing, suitable generally for use without fitted carpet.</i></p>

Circulation



Two Reception Rooms

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Self-contained rooms, one of which is to be between 20 and 22 sq m (220-240 sq ft) in area.</p> <p>USES: Family relaxation and social life.</p> <p>Meals.</p> <p>Occasional parochial gatherings (say 20-25 people) but not to be used as a substitute for proper parish meeting rooms.</p> <p>Safe children's play (indoors).</p> <p>Other activities including home-working by clergy spouse, perhaps via modern communication systems; needs of older children; interests and leisure.</p>	<p>Neither living space should contain any primary circulation routes.</p> <p>The larger room to have a minimum width of 3.6m (12ft).</p> <p>Privacy with pleasant outlook.</p> <p>Adequate wall space for furniture for a variety of families.</p> <p>Provision for a variety of activities to take place simultaneously in different rooms without disturbance (e.g. interconnecting doors or screens make adequate sound insulation difficult).</p> <p>Avoid entrance through long, narrow hall.</p> <p>Space for eight people dining and a sideboard.</p> <p>Convenient access to dining area from kitchen.</p> <p>Alternative and independent heat source in one room (e.g. gas or real fire with flue).</p>	<p><i>Avoid long narrow rooms.</i></p> <p><i>Access to outdoor sitting area from one room.</i></p> <p><i>Consider secure glazed single door, french windows or, if orientation suitable, fully glazed sliding patio doors to garden.</i></p> <p><i>Consider twin doors from the hall to main reception room which can be opened to give the impression of more space when entertaining.</i></p> <p><i>Flooring: hardwearing, neutral in colour, not necessarily needing a fitted carpet.</i></p> <p><i>Avoid over-large fireplaces/surrounds which intrude excessively into valuable floor space. Fire opening large enough to cater for log burning if local regulations allow this.</i></p>

Kitchen

To include:

Category 1
Fundamental/Basic Use

1

Food storage.
Utensil and crockery storage.
Meal preparation.
Eating: breakfast and occasional family meals.
General family use.

Category 2
Very Desirable

2

Kitchen to have a size of around 6m x 3.4m (19'7" x 11'2") where possible.

Fitted cupboards and space for a variety of types of equipment convenient for the family and their successors.

Kitchen units in neutral colour to facilitate easier replacement in the event of damage.

Easy access to front and back doors.

Space for four people for meals (loose furniture).

Avoid 'galley' kitchen.

Worktops designed to work sequence: planned in line, 'U' or 'L' shape to avoid crossing main circulation route.

Cooker space or hob with work surface on either side; convenient for both gas and electricity supplies.

Provide mechanical ventilation.

Generous sized stainless steel sink unit.

Space for taller type of fridge/freezer.

Cool ventilated food cupboard.

Plumbing for dishwasher.

Space for swingbin.

Category 3
Desirable

3

Pleasant outlook generally.

Consider a door directly linking the kitchen and dining room if space allows.

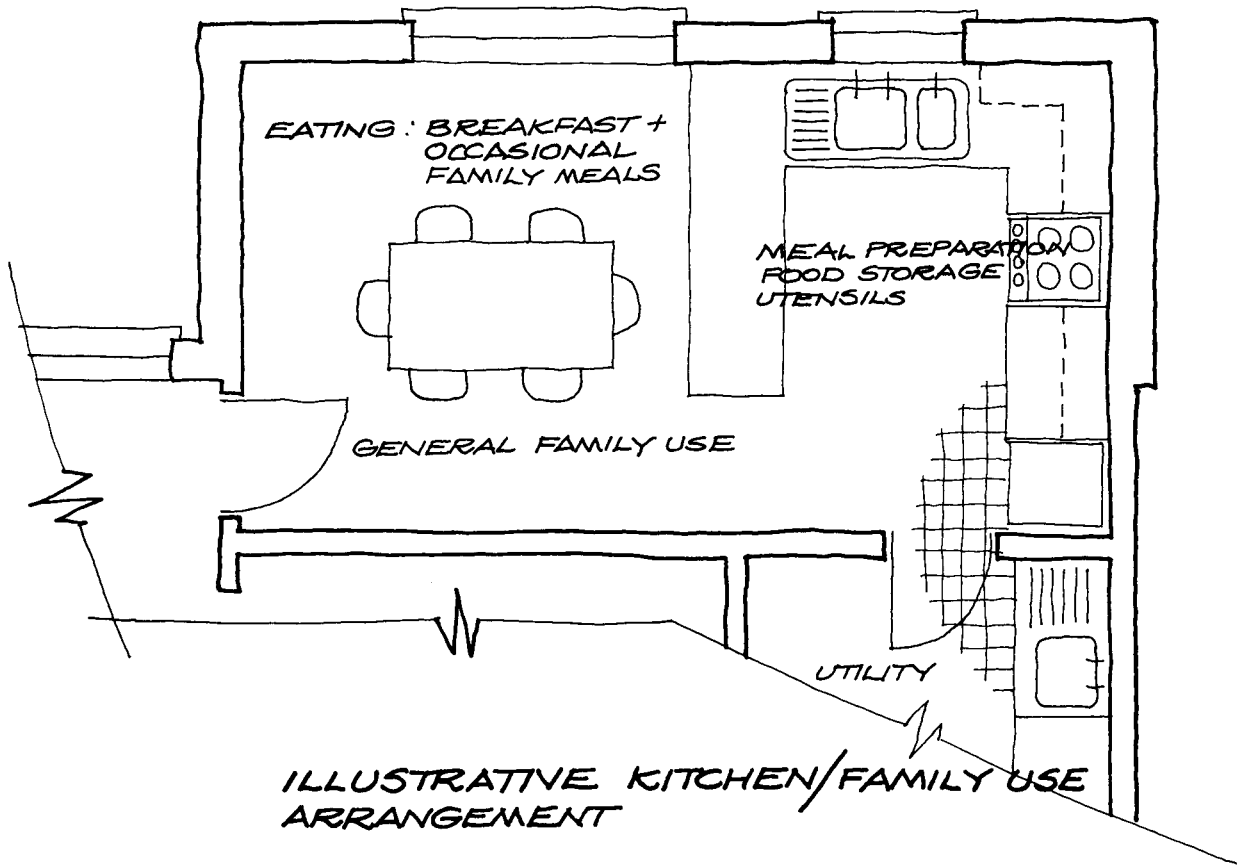
Cupboards sufficient for large family needs.

Cupboards to be within easy reach; consider 'D' handles for disabled and generally easier use.

Walk-in store cupboard.

Flooring: waterproof, easily cleaned and hardwearing to avoid scratching by moveable equipment.

Kitchen



Utility

To include:

Category 1
Fundamental/Basic Use

1

A utility room or laundry area.

Category 2
Very Desirable

2

Separate sink and worktop.
Space for two machines.
Plumbing and ventilation for washing machine and tumble dryer.
Space for linen basket, buckets etc.

Category 3
Desirable

3

*Space for freezer in cool place.
Waterproof, easily washable flooring.
Ramped access to back door.
Consider a drain in the floor.*

Bedrooms

To include:

Category 1
Fundamental/Basic Use

1

1 double room.
2 twin rooms.
1 single room.
Wardrobes fitted in at least two bedrooms.

Category 2
Very Desirable

2

To allow sleeping space for an occasional maximum of seven people, each of the three large bedrooms should be not less than 3.5m x 3.3m (11'6" x 10'10").
Adequate for daytime use, for teenagers/school work.
Room for twin beds in double room, bedside table(s), wardrobe, chest of drawers.
Washbasin in one twin bedroom.

Category 3
Desirable

3

*Avoid, if possible, borrowed lights in partitions or over doors.
Avoid lavish fittings in wardrobes (shelf and hanging rail sufficient).
Flooring: easily maintained floor finish suitable for use without fitted carpet.
Adequate, convenient and secure night ventilation.*

Bathrooms and Lavatories

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<i>Ground floor</i>		
WC with large washbasin to comply fully with the requirements and other associated recommendations of the Building Regulations for disabled access and to provide space for baby-changing facilities.	Located off designated waiting area and convenient to visitors. Situated to ensure there is no encroachment into family space and to cause the least noise problem in study and other habitable rooms. Sound insulation of adjacent rooms to be considered.	
<i>First floor</i>		
Bathroom.	Convenient to bedrooms. Space for bathing and changing infant. Bath 1,680mm (5'6") with overhead shower.	
Separate WC with washbasin.		
One shower room or second bathroom including WC or En suite shower room including WC.	Second bathroom to incorporate overhead shower. If en suite shower room is adopted, consider location which enables it to be accessible from principal bedroom and landing. Avoid en suite bathroom.	<i>Particular care needed in waterproofing joints in shower room.</i>

Bathrooms and Lavatories

To include:

Category 1 Fundamental/Basic Use

1

Category 2 Very Desirable

2

Category 3 Desirable

3

In all cases...

Large washbasins with space for mirrors above.

Sanitary fittings in neutral colour to facilitate easier replacement of individual units.

Avoid close-coupled WCs to facilitate easier replacement in the event of damage to either pan or cistern.

Ironmongery: rising butt hinges to doors or door closers. Door locks openable from outside.

WCs with quiet flushing systems shielded from view when doors open.

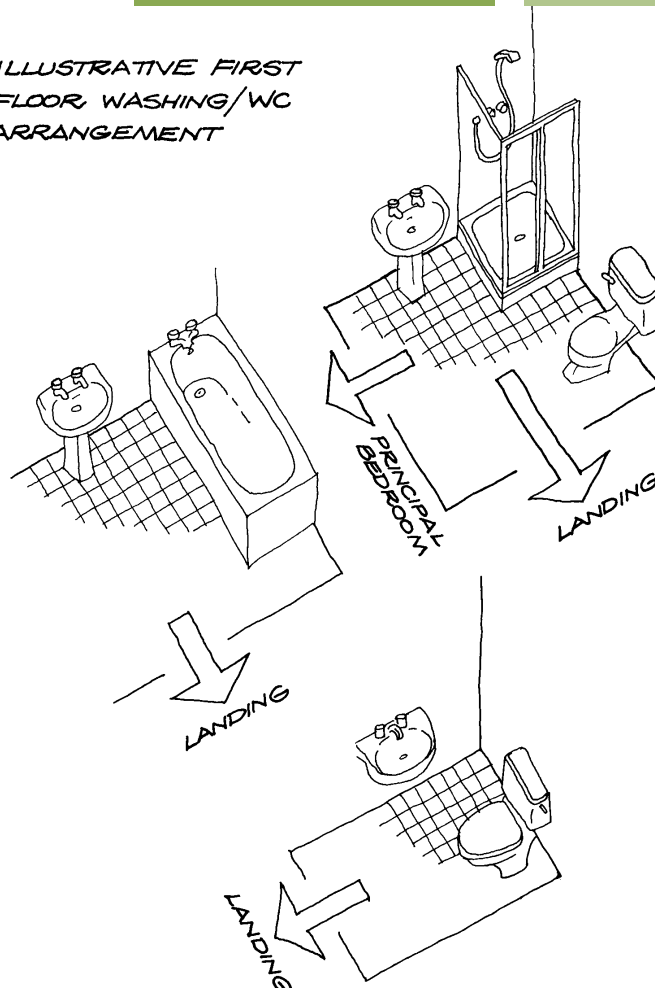
Basins and bath to have good splashbacks.

Consider the need for mechanical ventilation in bathroom and shower room.

Waterproof flooring.

Avoid lavish fittings.

*ILLUSTRATIVE FIRST
FLOOR WASHING/WC
ARRANGEMENT*



Storage

To include:

Category 1 Fundamental/Basic Use 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>General internal storage space.</p> <p>In addition to that attached to study or garage, airing cupboard or above bedroom ceiling level: e.g. for family needs including household materials and equipment; books.</p>	<p>At all levels, a certain proportion of which must be at ground floor level.</p> <p>Boarded space between pitched roof and ceiling: preferably over single storey with access through door at first floor level.</p> <p>Where roof void designed to take the weight of storage, trap door and/or loft ladder with adequate lighting.</p> <p>Utilise space under eaves and roof void over attached garage where appropriate.</p>	<p><i>A variety of storage distributed about the house.</i></p> <p><i>Fixed and loose shelves where appropriate.</i></p> <p><i>Accessible for its purpose and convenient to use.</i></p>
<p>Airing cupboard.</p>	<p>1.4 sq m (15 sq ft) floor area.</p> <p>To be heated.</p> <p>Access from landing.</p>	<p><i>Slatted shelving.</i></p>

Security Measures

These recommendations are made following consultation with representatives of the Metropolitan Police Crime Prevention Unit and the London Fire Brigade. They reflect the minimum security standards recommended by the Police and, where relevant, should conform to the appropriate British/European Standards.

To include:

Category 1 Fundamental/ Vulnerable Point 1	Category 2 Very Desirable 2	Category 3 Desirable 3
<p>Driveway clearly visible from inside house with no walls, fences, trees, shrubs etc. to obscure sightlines.</p> <p>A clear and well defined route to the front entrance.</p>		<p><i>A gravel or pea-shingle covered driveway offers excellent, inexpensive security since visitors, welcome or otherwise, can be heard approaching. Alternatively, consider a gravel or pea-shingle 'moat' around the house.</i></p> <p><i>The strategic siting of prickly shrubs and thorn hedges can also help to persuade callers to use the designated path.</i></p>
<p>Exterior lighting, both front and back.</p>	<p>An external system adjacent to all outside doors operated by a timeswitch, photo-electric cell or passive infra-red detectors. Manual override facility both downstairs and in principal bedroom.</p>	<p><i>The lights should be positioned below or between bedroom windows so as to illuminate callers' faces and not just the tops of their heads.</i></p> <p><i>Lighting for drive to be considered, especially in areas of little or no street lighting.</i></p> <p><i>Lighting designed to minimise light pollution.</i></p>
<p>NACOSS approved Intruder Alarm System.</p>	<p>The alarm should be audible. Non-switchable 13 amp fused spur suitable for alarm control panel is required.</p>	<p><i>Linked to a monitoring station.</i></p> <p><i>External sensor system fixed to windows and doors, as opposed to devices to detect movement indoors.</i></p>
<p>Two Personal Attack buttons.</p>	<p>One located by the front door, the other in the principal bedroom.</p>	<p><i>Linked to a monitoring station.</i></p>

Security Measures

To include:

Category 1 Fundamental/ Vulnerable Point 1	Category 2 Very Desirable 2	Category 3 Desirable 3
Laminated glass. Not to be fitted above ground-floor level.	Fitted in external doors and adjacent surrounding windows as a maximum. Locks should not be fitted to laminated glazed windows on fire safety grounds.	
Windows.	Frames securely fixed and internally beaded if possible. Key operated locks fitted to all opening ground-floor windows. Window locks should <u>not</u> be fitted to upstairs windows unless vulnerable to access via a balcony, flat roof or drainpipe. If locks are fitted it is essential that keys are readily accessible in the event of a fire. All windows fitted with locks should be capable of being locked when left part-open for ventilation purposes.	<i>Locks fitted independently of window furniture should be 'push/turn to lock – key to unlock' or which lock automatically when window is closed.</i> <i>Windows should be easily accessible for cleaning and curtain hanging purposes.</i>
Front doors.	Two doors of external quality at front of house. Glazed outer door (allowing a clear view of callers) and a robust timber inner door. Both doors of minimum 44mm thickness. Non-timber doors must comply with relevant British/European and NHBC Standards. ◆ Door frame securely fixed at 600mm centres. ◆ A rebated stop, either shaped or glued and pinned to withstand a robust charge or kick.	

Security Measures

To include:

Category 1 Fundamental/ Vulnerable Point 1	Category 2 Very Desirable 2	Category 3 Desirable 3
Front doors (continued).	<ul style="list-style-type: none">◆ Deadlocking cylinder rim lock $\frac{1}{2}$ from the top with separate mortice deadlock, $\frac{1}{2}$ from the bottom (avoiding any rail joints) <u>or</u> multi-point locking with three or more dead bolts, may be an alternative.◆ Entry by key only.◆ Pair of non-key operated bolts to inside face, top bolt no higher than 1,500mm (5').◆ Three hinges supplemented by hinge bolts on outwards opening doors.◆ Door chain or limiter.◆ Inner door viewer at maximum height of 1,500mm (5').	
Back or kitchen door .	<ul style="list-style-type: none">◆ Not directly approachable from the road since this increases the security risk and reduces privacy.◆ Avoid recessed porches and alcoves.◆ Substantial construction with secure fixings to deter intruders.◆ Mortice sash lock.◆ Key operated bolts, top and bottom (top maximum height 1,500mm (5')).	

Security Measures

To include:

Category 1 Fundamental/ Vulnerable Point 1	Category 2 Very Desirable 2	Category 3 Desirable 3
French windows.	<ul style="list-style-type: none">◆ Same physical and fitting requirements as for doors.◆ Mortice rebate sash lock.◆ One pair of key operated mortice security bolts or key operated surface mounted bolts to each door, or espagnolette locking for both doors.◆ Two hinge bolts on any outward opening door.	
Sliding patio doors.	<ul style="list-style-type: none">◆ Laminated glass.◆ Anti-lift device.◆ Minimum three-point locking or equivalent security device.	

In inner-city and other high risk areas, additional security measures might include:

- ◆ a grille over the external intruder alarm system.
- ◆ a fixed point video entry-phone at the front entrance (providing audio-visual communication) with camera positioned so as to prevent tampering, to eliminate blind spots and to highlight visitors' faces.

For the very worst areas:

- ◆ permanent dusk to dawn external lighting covering all four sides of the property.
- ◆ closed-circuit television incorporating a wide-angled lens and a permanent recording facility. Modern technology has miniaturised CCTV cameras to such an extent that a clearly visible dummy camera should be considered in addition.
- ◆ laminated glass for all ground floor windows securely mounted in frames.
- ◆ fire-proof letterbox.
- ◆ all wooden doors at the front of the house with the outer door strengthened by steel plates (unless natural light is required, in which case any glazing should be kept to a minimum and laminated).

Gaoler's gates and steel bars/shutters on windows are not recommended as swift egress by the occupants might be prevented in the event of a fire if keys cannot be found quickly. Rescue from outside may also be hindered.

Fire Precautions

To include:

Category 1
Fundamental/Basic Use

1

Smoke detectors to comply with the relevant British/European Standards as required by the Local Authority Building Control.

Heat detector (kitchen and dining room with door directly into kitchen only).

Category 2
Very Desirable

2

A minimum of two smoke detectors should be fitted to hall (well away from kitchen) and landing ceilings, as recommended by the manufacturer.

Smoke detectors should be mains powered, interlinked, contain a battery back-up facility and have a built-in light to aid visibility in the event of power failure.

A mains powered heat detector should be fitted in the kitchen which would trigger interlinked smoke detectors. A battery back-up facility is recommended.

Category 3
Desirable

3

Avoid smoke detectors for bathroom, kitchen or dining room with door directly into kitchen.

An alternative may be to provide a smoke detector fitted with a mute facility.

2. Building Performance

INTRODUCTION

This section is intended to give guidelines on the standard of building performance recommended to architects and others who may be unfamiliar with parsonage house design. It therefore forms part of the design brief.

The recommendations are based on experience in the dioceses. They are purposely short since it is assumed that a qualified architect or other designer will be engaged for the full service, and that (s)he will be responsible for the specification of materials meeting both the broad parameters set out here, and all the relevant regulations and requirements of the various statutory authorities and approving bodies, and conforming to the appropriate British/European Standards.

General maintenance of parsonages is carried out by the dioceses and the parson is personally involved in day-to-day running costs. Funds for maintenance are limited and therefore building materials and fixtures and fittings should be of the highest quality and of traditional design. While this may increase the initial cost of the building, it will pay for itself over time both in terms of reduced maintenance costs and in protecting the future saleability of the property.

The aim should be for proper economy, both initially and throughout the life of the building, and new houses should therefore be robust without being unnecessarily expensive to build and maintain.

EXTERNAL

Drives and paths

Simple, hardwearing surfaces and edgings. Consider gravel or pea-shingle covered drive or 'moat' around house as an inexpensive but effective security measure. Paved paths alongside drive except in high risk areas where gravel adds to security.

Well drained.

Level standing for ladder access at strategic points for ease of maintenance to gutters, roofs etc.

Fences, walls and gates

Medium height where possible yet compatible both with the need for privacy and the need for visitors to know where to go.

Materials requiring minimum maintenance e.g. concrete posts with stained timber fencing. Avoid painted fencing.

Building Performance

SUPERSTRUCTURE

Generally

Design appropriate to local conditions e.g. climatic conditions and planning requirements.

Avoid using materials which require specialist maintenance.

External walls

External surface of durable material requiring minimum maintenance e.g. traditional materials such as brick, stone, tile or slate hangings which are known to work, or other materials which have been thoroughly researched; but large rendered surfaces, painted or varnished timber weather boarding are not advised.

Lintels to accommodate fixing battens for curtain tracks.

Discussions with the local Planning Authority at an early stage can ascertain whether special local materials should be used.

Roofs and floors

Quality of room covering and fixings to be compatible with the life of the rest of the external fabric.

Flat roofs should be avoided as they give maintenance problems and need more frequent replacement than pitched roofs. Complicated roof structures with valley gutters are also not recommended.

Timber protection from rot and beetle attack e.g. pressure impregnation.

Windows and doors

Units requiring little or infrequent maintenance and where possible requiring no (or infrequent) painting e.g. factory stoved paint system on metal, with ten year useful life, or stain on wood, or site applied paint system with minimum five years useful life.

Quality timber double glazing is recommended for all new properties. UPVC is not recommended on the grounds that it remains unproven in the long term and may require specialist maintenance.

Depending on location of house, heat reflective glass (reflecting light in the summer and retaining heat in the winter) could be considered.

In order to maximise the use of natural ventilation, windows should be fitted with top-opening vents or quarter-lights in larger units. Trickle vents should be considered in addition to opening lights depending on heat/recovery ventilation design.

Life of units such that replacement and repairs are infrequent over the life of the building.

Easily accessible for maintenance and replacement by local tradesmen and for cleaning from inside and out.

Fixings generally

Quality of fixings to match the life of the fabric to which they relate e.g. avoid unprotected steel.

Those fixings which have to be inaccessible or those used in conjunction with the superstructure should be selected to avoid the need for replacement e.g. stainless steel wall ties.

INTERNAL FINISHES

Walls and ceilings

Internal walls should be reasonably soundproof, i.e. constructed of brick or block.

Permanently finished as appropriate to protect the wall construction and washable as necessary e.g. ceramic tiling where essential and washable paint in bathrooms and kitchens.

Capable of easy redecoration with simple economical materials e.g. emulsion paint.

Floors

Hardwearing surfaces (e.g. tongued and grooved boarding) suitable for use without fitted carpets.

Surfaces which can be readily removed and made good where access to pipes and wiring beneath is needed e.g. avoid large sheets of material.

Washable in entrance lobbies, waterproof in kitchen, utility rooms, bathrooms and WCs and easy to clean elsewhere.

INTERNAL JOINERY

Timber frame doors, skirtings and stairs etc.

Sturdy; durable in positions liable to heavy wear and tear.

Low maintenance finishes where possible e.g. varnished softwood staircase rather than paint finish.

Doors

Low maintenance finish.

FIXTURES AND FITTINGS

Kitchen units

Simple units to withstand heavy domestic wear and tear.

Units to be of a neutral colour (other than white) to facilitate cleaning/easier replacement.

Standard size units easily replaceable.

Washable, hardwearing surfaces e.g. smooth melamine laminates.

Sanitary fittings

Simply designed fittings.

Easily cleaned and maintained.

Protection of adjacent walls e.g. tiling.

Consider provision of long-handled lever 'hospital' taps in kitchen and utility room.

Ironmongery

Suitable for heavy domestic wear and tear, i.e. latches, locks, handles and window catches.

Durable with a life matching the component to which it is fixed.

External door and window locks, bolts etc. to comply with the minimum standards recommended under 'Security Measures' on pages 34-36.

Building Performance

SERVICES

Generally

Design appropriate to local conditions e.g. to conform with local statutory requirements.

Materials selected for durability e.g. cast metal gutters and rainwater goods to withstand ladder impact.

Design to achieve economic and infrequent maintenance e.g. well tried materials preferred.

All drainage easily roddable and designed to minimise blockages.

Design and positioning of rainwater goods to avoid blockages by leaves etc. and concentrations of standing or discharge water (consider trapped open gullies).

Short runs of well insulated heating and water pipework.

Design for easy access e.g. concealed pipes to be insulated and in accessible ducts. Hot and cold water pipes to be separated.

Easy access to: tanks, stopcocks and gas taps for occupier; fuse boxes and meters for maintenance and reading (external service units preferred at adult height to prevent them from being accessible to children); manholes and rodding eyes for maintenance. Stopcocks should be adequate to save draining down the whole plumbing installation.

Avoid church fuse boxes, meters etc. in the parsonage garden to prevent difficulties arising if and when the house is subsequently sold.

ELECTRICS

Lighting

Levels of lighting as specified by the IEE. Good external lighting (see 'Security Measures' on page 33 for detailed recommendations).

The use of low-energy lightbulbs is recommended.

Sockets, switches etc.

Residual and current overload circuit-breakers to be provided.

Standards of wiring, sockets and switches as specified by the IEE and NHBC as a minimum. Allow for office equipment e.g. computer and fax machine in study and computers in all except principal bedroom.

Switches and socket outlets to be at appropriate height from floor level for disabled use and consider provision of 'rocker' switches activated by arm/elbow.

Telephones

Provide an adequate number of telephone points including two in the study and one in each bedroom.

HEATING AND ENERGY CONSERVATION

Space heating

Standards of comfort as specified by the CIBS and NHBC.

Central heating throughout for maximum flexibility of use of rooms.

Consider the installation of a condensing boiler for a soft water area.

Flexible system which can be fully controlled by quality thermostatic radiator valves for most economic use.

Heated towel rail or radiator off primary circuit for all the year round use.

System covered by a 12 month guarantee.

Radiators/heat outlets and distribution system which limit furniture layouts to be avoided.

Systems designed to avoid background noise and transmission of sound from one room to another.

Ensure adequate permanent ventilation.

Minimum design temperatures

Lobby	13°C (55°F)
Hall	13°C (55°F)
Study	21°C (70°F)
Kitchen	21°C (70°F)
Living rooms	21°C (70°F)
Bedrooms	21°C (70°F)
Bathrooms and WC	21°C (70°F)

Hot water

Heating source combined with space heating system. To be capable of rapid recovery.

Independent from heating system for use in summer. Consider an immersion heater to supplement boiler.

Insulation

High level of insulation suitably balanced by adequate heating and ventilation to avoid condensation.

Cavity wall insulation is recommended where airspace can still be maintained.

Roof space: insulation (to comply as a minimum with current building regulations) to be laid over first floor ceilings; cold water tanks and pipework to be lagged to minimise risk of frost damage.

Hot water cylinder to be lagged.

Alternative heating

Alternative heat source in living room and where possible the study e.g. solid fuel fireplace or gas fire.

Fireplace to have suitable surround and adequate depth of hearth.

Convenient fuel storage.

Flue near centre of building to conserve heat and reduce risk of condensation e.g. avoid cold surfaces especially if burning wood.

Flue to be lined with a material to resist the corrosive products of a variety of fuels and selected to avoid the need for replacement e.g. ceramic liners.

3. Schemes Involving Building Works

3.1 IMPROVING AN EXISTING HOUSE

Where a parsonage house is considered to be unsuitable, it may be possible to bring it up to the standards recommended in the Guide by internal re-planning and modernisation. Occasionally, it may be right to demolish parts of an over-large house or to extend a small one. Total demolition and rebuilding is rarely justified.

If a house is too large it may sometimes be possible to achieve a satisfactory smaller parsonage by division. The second unit may then be disposed of. However, there are often practical and legal complications and maintenance costs may well remain high. Consequently, we recommend that division should only be considered for houses which particularly lend themselves to it, or where there is no feasible alternative. When it is proposed to improve a house which is 'listed' as of special architectural or historic interest or is in a conservation area, we recommend that an architect suitably skilled in this type of work should be engaged. Listed Building Consent may be required.

Should it be decided to replace an unsuitable parsonage by purchasing a replacement house, ingoing works will probably be required in order to bring it up to an acceptable standard. This might involve extension or some internal rearrangement of the existing accommodation. However this option is best avoided if the result is likely to bring too many compromises which may cause problems in the long term.

3.2 BUILDING A NEW PARSONAGE HOUSE

If, after considering all the options, building a new house is felt to be the right solution, the objective will be to provide a parsonage offering flexibility of accommodation which will be suitable for the needs of successive occupants. The recommendations in the Guide are designed to achieve this objective and the following notes are aimed primarily at architects but are also designed to offer advice to diocesan parsonages boards, diocesan surveyors and other interested parties, including the clergy and PCCs.

3.21 Who designs the new parsonage?

In our view, a purpose-built parsonage designed by an architect with experience in this field and acting solely for the diocese (acting on behalf of the benefice) is the most likely to prove successful and we would encourage dioceses to employ such expertise. The advice contained in this section of the Guide has therefore been written on the basis that a suitably experienced architect will, in most cases, be appointed when a new parsonage house is to be built.

The Royal Institute of British Architects sets out the stages involved in the development of a design from first discussions to final payments. The basis for the

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design of the house would be the recommendations contained in this Guide and the architect is responsible to the client at all stages for the design of the house, obtaining the necessary statutory approvals, preparing tender documents, identifying a successful contractor following tenders, and administering the contract itself. We recommend that, in most cases, a number of architects should be asked to give presentations as to their suitability for the project without inviting competitive tendering (which a project of this scale is unlikely to justify).

There may be occasions, however, when an architect is not appointed to design and oversee the building of a new parsonage house. For example, a suitable house may be (i) built by, and purchased from, a developer, (ii) designed and built by a chosen contractor to the diocese's specification, or (iii) designed by a non-architect and built by a contractor following competitive tendering. Before selecting any of these options, the diocese needs to be satisfied that it is getting equivalent value for money.

Where a house is to be built by and purchased from a developer as part of a pre-planned housing development, the diocese may be able to influence the design of the selected house so that it meets the recommended criteria for new parsonages. In practice, this is likely to depend on the developer being approached at an early stage during the design/building process. The responsibility for seeing the building through to completion will, of course, rest with the developer in such cases although the diocese will wish to supervise the construction to ensure that agreed modifications are included during the construction process. Alternatively, a suitable site may be identified and the diocese (on behalf of the benefice) will then need to decide either to appoint a suitably experienced architect or some other experienced person (e.g. the Diocesan Surveyor) to design the house, invite competitive tenders and supervise the contract or to invite reliable and experienced contractors to tender for the project on a 'design and build' basis.

Whoever is appointed to oversee the design and construction of the new house is technically employed by the incumbent. However, (s)he must not appoint an architect or anyone else to act on his or her behalf until the diocese has agreed that the parsonage house needs replacement and, just as importantly, that sufficient funds are available. During a vacancy the bishop (or sometimes the benefice sequestrators acting with his authority) will take the place of the incumbent. In practice, however, the diocesan parsonages board or committee is usually very much involved and either assumes responsibility for the project itself or passes this to the architect or other third-party to administer the contract. That person is then responsible for ensuring that the requirements of the Town & Country Planning Acts, the Building Regulations and the Construction (Design and Management) Regulations 1994 are met and also those of the various other statutory authorities.

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We endorse the present practice whereby most dioceses act as agents for the incumbent in the appointment of an architect or other designer (and, subsequently, throughout the construction process) and these notes are written on this basis. However, the choice of architect or other designer should be agreed with the incumbent if there is one. **It should be emphasised that if the incumbent obtains professional advice without the prior consent of the diocese, (s)he may be liable for any fees incurred.** Throughout the whole process, architects must check that any instructions received direct from an incumbent have diocesan approval.

3.22 Choosing the site

In deciding where to build a new parsonage, dioceses should consider its location in relation to the church(es) and other focal points in the local community. In some cases the chosen site will already be in some sort of church ownership. The diocese should ensure that there are no unacceptable restrictive covenants and either that there is planning permission to build a new house on it or that this will be forthcoming. Before any decision about the suitability of the site is made, the person appointed to supervise the project and the local Police Force Architectural Liaison Officer (from the aspect of any security implications for the site) will need to be consulted and it is essential that no building contract be signed until the conveyance of the site to the benefice has been completed. The importance of choosing the right location applies equally to the purchase of an existing property.

3.23 The Construction (Design and Management) Regulations 1994

These regulations (CDM) cover most forms of construction work (including division, extension etc.) and are intended to extend the consideration of health and safety issues from construction itself back to the design process and on to future maintenance of the building. They apply to all design work covered by this Guide, irrespective of how long the project lasts or how many people are involved on site at any one time. They apply to all forms of clergy housing (whatever their ownership) as the Health and Safety Executive (the HSE) has confirmed that the limited exemptions for domestic properties do not affect parsonages and other tied church housing for a variety of reasons including business use.

CDM identify the key parties involved and establish their respective duties. The client (normally the diocesan parsonages board) or client's agent is required in particular to be 'reasonably satisfied' that those appointed to the formal roles of 'planning supervisor' and 'principal contractor' are competent to be so appointed. The client must be similarly satisfied that the arrangements for the appointment of a 'designer' and other 'contractors' will ensure that they are similarly competent. The architect or other designer will often be appointed to the twin roles of 'designer' and 'planning supervisor'. Liaison with the HSE is required. The client's

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agent is also a formal appointment and, again, the client is required to be satisfied of competence. The appointment involves either a declaration in writing to be sent to the HSE which issues a notice of confirmation, or else the extent of the agent's responsibility rests on the contract or relationship between client and agent. The latter will presumably apply where a full-time diocesan official is acting on behalf of the diocesan parsonages board.

Dioceses should consult the Approved Code of Practice to CDM, *Managing Construction for Health and Safety*, before commissioning preliminary design work for a parsonage. It is available from the HSE.

3.24 Instructions to architect

These must be agreed in advance, in writing and confirmed by use of the RIBA's Standard Form of Agreement. The first instruction should clearly state the extent of the work to be carried out and stipulate at what stages the diocese will wish to see and approve the proposals, bearing in mind that close consultation will be necessary throughout the scheme. A copy of the Guide should be given to the architect as the basis of the brief that (s)he is expected to fulfil and it is essential to agree a reasonable upper cost limit at the outset. Fees should generally be negotiated and agreed in advance with reference to, but not necessarily wholly determined by, the RIBA's recommended fee scales. This will be an important element of any competitive tendering for appointment and assist dioceses in their budgeting. The diocese should also agree at this stage to the appointment of a planning consultant, quantity surveyor, structural engineer or other consultant (e.g. for ground investigation) if this is recommended by the architect. The final brief should be confirmed in writing to eliminate any possibility of misunderstanding.

Instructions may then be given to the architect to proceed with detailed design, production drawings and specifications and to seek and report on tenders. Once the diocese is in a position to accept a tender, the architect can be instructed to proceed to completion.

3.25 Architectural services

An architect can offer a range of services which are likely to contribute towards the successful design and building of a new parsonage house. At each stage of the project (s)he will be able to give an estimate of time involved to enable an approximate programme to be drawn up. These services may include:

◆ Feasibility studies and outline proposals

These are a useful way of exploring a project which is at the 'ideas stage' without there being a feeling of commitment to a particular course of action. They can

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ascertain the potential of an initial proposal or draw comparisons between various options such as purchase, new building, division or improvements. At this stage professional fees will normally be payable on a time basis. Feasibility studies can, however, save on capital cost and avoid abortive fees being incurred on unsatisfactory schemes before they proceed to an advanced stage.

◆ **Scheme design**

When outline proposals have been fully discussed and agreed, the architect will be able to produce designs for the house and the layout of the site.

◆ **Scheme approvals**

The approval of the Diocesan Parsonages Board will be needed and this will be sought jointly by the architect and the diocesan officer (usually the Diocesan Surveyor or Parsonages Board Secretary) after consultation with the incumbent. The architect will usually wish to have informal consultations before seeking the Board's formal approval. The architect will normally secure detailed planning permission (and design and management consents) at this stage although (s)he may well have discussed the proposals informally with the planning authority or Health and Safety Executive (from the design and management perspective) at an earlier stage. In the case of a project which is, for example, in a conservation area or subject to specific covenants, special approvals may be necessary and the architect will advise in each case and deal with the application accordingly.

If planning permission is refused it may be appropriate to appeal, particularly if an attempt has already been made to modify the design to meet some, if not all, of the planners' concerns.

◆ **Detailed design, production drawings and specification**

Once approvals have been obtained the architect can be instructed to proceed. The detailed design and the preparation of production drawings and specifications or bills of quantities are likely to take some months to complete. This work is complex and can involve a number of different consultants and it is therefore important that changes to the approved design are not introduced during this stage unless they are absolutely unavoidable. If such changes are made, there may be a corresponding increase in fees.

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◆ **Approvals at production drawing stage**

The architect will ensure that the requirements of the Town & Country Planning Acts, the Building Regulations and the Construction (Design and Management) Regulations 1994 are met and also those of the various other statutory authorities. Any necessary approvals will normally be obtained before proceeding to tender stage.

◆ **Competitive tenders**

At this stage the architect will usually select a number of suitable contractors and, with the approval of the diocese, will obtain competitive tenders based on the drawings and documentation (s)he has prepared. Prospective contractors should also be invited to give an indication of the likely timescale involved since this may be an important factor in deciding who should be awarded the contract. Following receipt of the tenders, the architect will advise on the selection of a contractor and will normally submit a short report and copies of the drawing and documentation. A breakdown of costs for comparison with the approved cost estimate should be prepared at this stage. If any changes are necessary as a result of the tender exercise producing costs significantly in excess of estimates, the architect should be asked to revise the scheme and negotiate a new price with the recommended tenderer for approval by the diocese.

◆ **Contract**

The architect will include details of the form of contract in the tender documents and will administer the contract after it is signed by the diocese when acting as agents for the incumbent (or bishop). It should be in a form approved by the Royal Institute of British Architects' JCT (Joint Contracts Tribunal).

◆ **Contract management**

Regular site visits will be made by the architect to ensure that the contract is proceeding satisfactorily and some dioceses may decide that a member of their own staff (and/or the Diocesan Surveyor) should accompany the architect on certain visits. The JCT contract provides for instructions to the contractor to be given only by the architect, and anything other than minor variations will need the prior approval of the diocese after consultation with the architect.

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◆ **Certificates**

At intervals stated in the contract, the architect will issue certificates stating the amount due to the contractor. The diocesan officer responsible should add his or her signature to indicate that, as the employer named in the contract, the diocese has seen the certificate and wishes payment to be made from the approved funds. This signature has no contractual significance. It is important that the certificates are dealt with promptly since the contract will specify a date by which the contractor must be paid.

◆ **Completion**

When the work is finished, the architect will inspect the building and, if satisfied with the work, (s)he will issue a Certificate of Practical Completion. There is then a six to twelve months defects liability period, during which a sum of money is normally retained by the employer as an indemnity against defective workmanship or materials. Before this money is released the architect will inspect the building to list any remaining defects and the contractor will need access to rectify these faults to the architect's satisfaction as quickly as possible. Some teething troubles are likely to occur and items such as leaking pipes will call for immediate action although, where possible, it is better to wait until the end of the defects liability period. It can be helpful to the architect if a list of faults is compiled by the incumbent and passed to the diocese.

Once the house has been finished the architect should provide the diocese with plans of a completed property showing, in particular, the position of the various main services as built. The diocese and parson should also be given full details of all contractors and subcontractors including a complete set of documents (including those required under the Construction (Design and Management) Regulations), copies of all guarantees and details of the various defects periods.

◆ **Final account**

Following the satisfactory completion of the contract, and after receiving and checking the contractor's final account, the architect will issue a final certificate.

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3.3 INFORMATION IN RESPECT OF SCHEMES INVOLVING MAJOR BUILDING WORKS

A checklist of information which may be helpful to Diocesan Parsonages Boards:

	Preferred Scale	Detailed Points
Location Plan (if new house)	1:2500 1:1250	Surrounding features as ordnance survey map. Distance to Church(es) and centres of population. North point.
Site Plan	1:200 1:500	Indication of levels, existing and proposed. Boundaries, position and type, existing and proposed. Easements and rights of way. Adjoining buildings and land use. Existing buildings and proposals for use or demolition. Services (position of those available: electricity, gas, water, drainage). Area of site in hectares. Drives and paths. Sitting out and paved areas. Trees and planting, existing and proposed.
Existing Plans (if major alterations scheme)	1:50 1:100	Roof plans where relevant.
Photographs (if available)		Characteristics of site and surroundings. Details of existing building (if major alterations).
Floor Plans	1:50	Showing all main items of loose furniture, space for equipment and all fixed furniture. Freehand drawings to scale are acceptable.
Elevations	1:50 1:100	All elevations and those of adjacent buildings where relevant.
Sections	1:50 1:100	As appropriate to explain scheme.
Security		Views of Police Force Architectural Liaison Officer and Fire Brigade Safety Officer.
Provisional Cost Analysis (if new house)		Cost analysis to include: sub-structure; external works; superstructure (e.g. walls, roofs and floors, windows and doors); internal finishes; services (e.g. electrics and heating); fees (inc. VAT).

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