The Representative Church Body of the Church of Ireland

GUIDELINES FOR GLEBE HOUSES (RECTORIES)

(Northern Ireland Edition)

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1.0 General Introduction

The term Glebe House covers accommodation for clergy in a number of forms such as Deaneries, Vicarages and Rectories; the latter is by far the most commonly used terminology today and therefore the guidelines refer to rectories throughout although the principles therein apply to all such properties.

The Representative Church Body Property Committee is conscious of the need to provide parishes with guidelines to ensure that rectories 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 carry out their work. The Committee also recognises that not all parishes have the same requirements, such as duty levels for example; and cognisance must be taken of these, and the availability of financial resources, when considering and applying the recommendations contained in this guidance booklet.

The rectory often represents the domestic heart of the parish and there is an understandable wish to keep some older houses, not only because of their historical and architectural significance, but sometimes because they have housed successive generations of clergy and their families.

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

The means of replacement will depend on whether a house is available in the area which is or can be brought up to standard or a suitable building plot can be obtained, subject to planning permission.

In all projects, whether improvement or replacement, it is expected that measures will be taken to minimise energy consumption and to use sustainable systems and materials where possible.

2.0 Procedures for Rectory Building Projects

2.1 General

Any building project involving a rectory vested in the Representative Church Body requires the recommendation of the Diocesan Council. This applies to a all new building work and alterations or extensions to existing buildings. No such work should proceed until formal Diocesan and Representative Church Body approvals have been obtained.

In view of the procedural requirements of the Diocesan Council and the Representative Church Body, it is particularly important that a reasonable time allowance is made in the work programme for proposals to be considered at each stage.

To avoid unnecessary delays it is recommended that the Select Vestries follow the procedure given below.

2.2 Considering Improvement

If parishes consider their rectory unsatisfactory, the Select vestry should examine:

a. Why is the existing property unsatisfactory?

b. Can the problem be rectified within the existing house and glebe lands or will maintenance etc greater than available parish funds be needed on an ongoing basis? Will other problems such as vandalism, lack of privacy etc still prevail?

c. If the answer to question b. above is negative then consideration should be given to either purchasing another existing more suitable house or building a new rectory.

2.3 Appointment of Professional Advisers

It is recommended that a suitably qualified professional consultant is appointed to draw up plans for any building projects, for example a chartered architect, chartered building surveyor or the like belonging to a recognised institution.

In all cases where a consultant is appointed, parishes should ensure that there is a written form of agreement setting out the professional services to be performed and the fee structure for the appointment. Professional services are normally divided into Work Stages and the fees for each stage should be clearly defined to avoid dispute in the event of the project not proceeding to completion. It is recommended that all instructions to the lead consultant to proceed from stage to stage should be given in writing to avoid any misunderstandings.

If other independent consultants such as quantity surveyors, engineers etc are to be involved they should be nominated or approved in agreement with the client. The Select Vestry must be satisfied that the arrangements for the appointment of all professional disciplines will ensure that they are all similarly competent.

Under the *Construction (Design and Management) Regulations Northern Ireland 2016* there are specific duties that must be undertaken by Select Vestries commissioning any building work including domestic premises. A guide to these duties is appended to these guidelines.

The Select Vestry must bear in mind when choosing their professional advisor that in the unfortunate event of, for instance, a design fault of material failure, this professional may be the only person from whom the parish can seek redress. Therefore the Select Vestry should satisfy itself that its professional consultants are capable of providing such redress through Professional Indemnity Insurance specifically maintained for such a purpose. It is considered that the standard level of such indemnities should be not less than £1,000,000.00 for each and every claim. Documentary evidence of this should be obtained before finalising any appointment and it should remain in force for the duration of the contract including the defects liability period.

- It is recommended that parishes contemplating any building project should always seek professional advice both in the preparation of plans and in the supervision of the building work throughout.

- If building or other work is to be carried out other than under contract parishes should satisfy themselves that they are in a position to supervise the work completely, otherwise there may be no redress if latent defects are detected later.

2.4 Submission to the Diocesan Council

This submission should be made before application is made for Planning Approval.

This should contain the following information:-

- A sketch drawing (which should be professionally prepared and endorsed by a suitably qualified consultant) sufficient to illustrate main outlines of the proposal with, where necessary, a brief written description. Plans and elevations should be incorporated in the sketch drawing.
- An Ordnance Survey location map and a site plan to a scale of 1:500 should be submitted with the application.
- An indication as to the need for the work to be carried out.
- An approximation of the cost and indication as to how the Parish would envisage the work being financed.
- Provision should be made in the estimate for the site development including landscaping, walls, gates, driveway, drainage and installation of services e.g. electricity, water, telephone etc.
- The name, address and telephone number of the person or persons who might be contacted to represent the Select Vestry if explanations are required.

2.5 Submission to the Representative Church Body

This submission should be made after recommendation by the Diocesan Council again prior to making application for Planning Approval, preparation of Bills of Quantities (if any) and before tenders are invited and should contain:-

- Drawings fully explanatory of the scheme and showing the nature of construction and materials proposed.

- An outline of the work to be done and materials to be used.
- An estimate of the cost, indicating by whom it is prepared.

NB – Copies of all statutory approvals must be lodged with the RCB Property Department as they become available ie Full Planning Permission, Listed Building Consent (where applicable), Building Control Approval and Building Control Completion Certificate.

2.6 Contract Administration

2.6.1 Formal Contract

Contracts should be on an appropriate standard form of building contract. If at all possible the contract should be drawn up on a fixed price basis.

Any project deemed to be substantial should have provision for a construction bond of an appropriate amount incorporated in the formal contract requirements.

When a tender has been approved and accepted, the consultant should be instructed to draw up a formal Contract between the Representative Church Body as employer and the Contractor, in duplicate. When signed by the Contractor, the Contract should then be forwarded through the Diocesan Council to the Representative Church Body for examination.

2.6.2 Copy Correspondence

Select Vestries are advised to ensure that copies of all correspondence relating to the project are kept on file for at least six years after the completion of the contract. Much correspondence is now issued electronically and it is important that a paper record of this is kept and filed as this can easily disappear with change of equipment or personnel.

2.6.3 Defects

It should be clearly understood that in all rectory building projects the Select Vestry acting on behalf of the Parish is responsible for all matters relating to the contract and the professional services connected therewith. It is recommended that in most cases best practice would be for the Representative Church Body to be the contracting party. Any action which may ultimately prove necessary to enforce contractual obligations against either the Contractor or the Architect would then be taken by the Representative Church Body as the contracting party.

The Representative Church Body will not take action on foot of a contract without a recommendation from the Diocesan Council. It is vital, therefore, that any complaints be channelled through the Diocesan Council.

Parishes are advised NOT to try to deal with defects by bringing in local or voluntary labour. If they are unable to obtain satisfaction from the original contractor the matter should immediately be reported to the Diocesan Council for advice. It must be understood that attempts to deal with defects by bringing in outside parties may have the effect of absolving the original Contractor or Architect from responsibility.

If any defect is detected in a building, the Select Vestry should not delay in drawing to attention of the Architect to the problem and at the same time acquainting the Diocesan Council of its action.

2.6.4 Insurance

Before undertaking any construction project, the Select Vestry should notify the parish Insurers of their proposals to ensure that the parish continues to be indemnified against all Third Party liability and adequate insurance cover is taken out by all parties concerned.

The Select Vestry should satisfy itself that the Contractor is adequately insured for all aspects of building work.

3.0 Requirements for Construction of New Rectories

3.1 Site Selection

These notes address the key factors in site selection for a new rectory. The recommendations are set out in three columns and these distinguish the relative degrees of importance attached to each category

Key factors in choosing a site:-

Category 1 **Fundamental**	**Category 2** **Very Desirable**
The first column contains headings or fundamental criteria which must be met if a satisfactory rectory is to result	*The second column describes very desirable features for a new rectory*
Boundaries legally and clearly defined. **Well located within the parish for pastoral ministry.** **Security; Consult local Police Force.**	Area 0.20-0.40 ha No awkward easements. Aspect to suit requirements of individual rooms. Safe, quiet and well-lit road. In an area where cost of building will be recovered in the event of a subsequent sale. No requirements for expensive substructures (e.g. poor subsoil, steep slopes requiring expensive retaining walls). Directly accessible and visible from road with a clear view of drive from inside house. Convenient and adjacent on-street parking, particularly if no potential for parking on site. Mains drainage; preferably not shared (if unavoidable, suitable maintenance agreements needed). Access to public transport where possible. Not physically attached to church or parish buildings for reasons of privacy and future saleability. Church within ten minutes walk. Natural Gas if available within urban and suburban areas.

	Inner City Sites – - 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.

3.2 Site Planning

These notes address the key factors in site planning for a new rectory. The recommendations are set out in three columns and these distinguish the relative degrees of importance attached to each category

Key factors to consider when site planning:-

Category 1 **Fundamental/ Basic Use**	Category 2 Very Desirable	*Category 3* *Desirable*
The first column contains headings or fundamental criteria which must be met if a satisfactory rectory is to result	*The second column describes very desirable features for a new rectory*	*The third column contains desirable features which it may not be practicable to adopt in every case*
The Orientation of the building should be carefully considered within the confines of the site.		
Access for a car.	Short drive with well splayed access and turning areas. Well drained and surfaced.	*Consider clear signage of house if this would not compromise security.*
Parking and hard standing.	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 hard standing adjacent to garage, positioned to ensure privacy and avoid damage to house. Well drained and made up.	*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).*

Garage	Space for garden implements and bicycles as well as a medium sized car. Easily accessible level entrance. ***Site Planning (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 enclose facilities for bicycle storage where it is not possible to provide a garage. ***Rural/ Suburban -*** Double garage not essential but may be considered where space permits or to meet local planning requirements.	*Space for workbench with adequate daylight.* *Integral with house or separate with undercover access.* *Sited so as not to reduce natural surveillance and consider to provision of adequate security for any doors and windows.* *Secure side door with ramped access.*
Access for people to and around the house. **Level access to front door from path or driveway to allow for prams and wheelchairs. Provide a ramp in addition to steps where level access is not possible.**	A strong, lockable gate close to building line where there is access from front to rear gardens. Away from windows of habitable rooms. Judicious use of prickly shrubs and thorn hedges) i.e. 'hostile planting') to ensure that callers use only the designated route to the house.	*Where provided, footpath alongside driveway suitable for prams and wheelchairs.*
Paved area/patio **For sitting out and secure for children's outdoor play.**	Sheltered position with sunny aspect, screened for privacy, away from study windows, safe for play. Of simple and economical design.	*Close to living room.* *Away from traffic noise and not overlooked from road or drive.*
Boundaries: fences, walls and gates. **Adequate for privacy and secure for children.**	Avoid or protect access from adjacent public parks or open areas at rear side of gardens.	*A type requiring minimum maintenance able to contend with hazards as necessary (e.g. stock proof).* *Avoid walls other than as boundaries, particularly if they are likely to obscure sightlines.*

Garden. **Trees to be planted away from the house in order to avoid possible root damage.**	Simple layout for easy maintenance. For security reasons trees and shrubs should be sited with care. They should not provide a would-be intruder with cover up or a means of access to and from upstairs windows. If necessary use 'hostile plants' in vulnerable areas. Avoid water-thirsty species. Consider trees with slender trunks and high foliage (e.g. Beech, Pine) to help maintain clear sightlines.	*Some simple seeded or turfed grass areas, easy to mow.* *Permanent planting of economical design incorporating low maintenance and drought tolerant ground cover.* *Shade planting.* *Consider facility to collect rainwater.* *Space for small vegetable plot if required.* *Sufficient depth or topsoil.*
Fuel storage (where applicable).	Oil or low pressure gas tank to provide a minimum of three months capacity to comply with relevant legislation and Codes of Practice. Solid fuel bunker or other storage area to provide 508kg (½ ton) capacity.	*Under-cover access from house to soled fuel bunker.* *Sited away from potential entry points above ground-floor level.*
Meters.	External wall service units at adult height and easily accessible to meter readers without the need to enter the house.	
Telephone/Internet/TV	Internal and external conduits for service cables to avoid future decay of drilled joinery etc. In new build or major renovations provide tv/internet points in all main rooms.	*Provision of underground trunking from inside property to site boundary to facility future connection to underground services..* *Consider suitable protection for telephone lines.*
Refuse and recycling.	Space for two large dustbins/wheeled bins and recycling bin(s).	*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.*

3.3 Schedule of Accommodation

The schedule lists the accommodation expected to be included in a new Rectory with a floor area of 2,350 to 2,550 sq ft excluding roof space, garage, and any external stores. Overall 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 1.75metres headroom)

CIRCULATION

Generally:

- All visitors should be able to get access to and into the dwelling. They should have access to and use of habitable rooms within the principal storey and be able to use a lavatory in the dwelling
- Reasonable provision should be made so that people with a disability can reach the principal entrance to the dwelling from the boundary or from car parking within this boundary
- Allow for wheelchairs and plan for access for all users to meet the latest Building Regulations Technical Booklet R - Access to and use of buildings
- Allow for clear designation between semi public spaces and private family areas
- Avoid access to semi public spaces via private family areas
- Allow for families who may wish to use the available space in a variety of ways
- Economic use of space
- Self contained rooms
- Adequate stair to allow furniture to be moved easily between floors
- Convenient access to general storage
- Convenient access to external spaces and garage

OUTER PORCH 4m²

- Two doors and side lights to create a secure storm porch leading to an inner lobby
- Level threshold access
- Easily distinguishable and visible from main approach
- Side lights to provide clear view of persons calling at entrance door
- Large letterbox if same is not provided at entrance gate

INNER LOBBY 10m² (not including staircase)

- Direct access to drawing room
- Direct access to study
- Space for seated waiting area for two or three people adjacent to study
- Accessible to staircase
- Direct access to wheelchair accessible WC
- Direct access to coat hanging space or cloak room
- Ensure the private family spaces can be closed off from inner lobby

DRAWING ROOM 22m²

- Self contained room minimum width 3.6m (12ft)
- Flexible use for family relaxation and occasional parish meetings or home groups
- Adequate wall space for furniture
- Convenient access to dining room (not via kitchen)
- Convenient access to ground floor WC (not via private areas of house)
- Convenient access to front entrance / inner lobby
- Alternative and independent heat source (fire place with appropriate heat appliance to meet local authority building regulations eg wood burning stove)

DINING ROOM 14m²

- Space for minimum 8 people dining
- Direct access to kitchen
- Direct access to drawing room
- Adequate wall space for sideboard or crockery cabinet

STUDY/ OFFICE 14m²

- To be used for administration, private study, reading, writing, prayer, and occasional pastoral ministry
- Quiet, location, pleasant outlook and clear sightline to main approach to house
- Separated from domestic private parts of the house
- Direct access from inner lobby / waiting area

- Good levels of natural light and be well insulated from airborne and impact sound
- Space for filing cabinets, main desk, office equipment, computer, printer and photocopier.
- Inventory for office equipment to be accommodated in office may be determined by whether office facilities are available in nearby church / parish buildings
- Space for visitors chairs adjacent to main desk
- Bookshelves 24 to 30m run; adjustable where practical
- Shelving for office stationery
- Adequate electrical power points
- Two telephone lines for communications and internet facilities
- WIFI

FAMILY ROOM 15m²

- For private family relaxation and social life
- Pleasant outlook generally with direct access to private garden / patio space
- Convenient access to kitchen
- Alternative and independent heat source (fireplace with appropriate heat appliance to meet local authority building regulations eg wood burning stove)

KITCHEN 24m²

- Pleasant outlook generally
- To be a private family friendly space
- Convenient access to dining room
- Convenient access to front and rear areas
- Convenient access to utility room
- Space for family dining (minimum 4 people)
- Fitted cupboards and space for a variety of types of equipment
- Cupboards sufficient for large family
- Adequate work surface for meal preparation
- Worktops designed to work sequence (wash, prepare, cook, serve)
- Adequate space for appliances (hob, oven, microwave, fridge, freezer, dishwasher)

UTILITY ROOM 10m²

- Convenient access to kitchen
- Convenient access to rear entrance and private yard
- Adequate space for laundry activities
- Provision for washing machine and tumble dryer with vent to external air
- Space for linen basket
- Sink and free work surface at counter level
- Storage cupboards
- Where applicable services cupboard / control room / switch cupboard

BEDROOMS

MAIN BEDROOM	**min 12m²**
GUEST BEDROOM	**12m²**
DOUBLE BEDROOM(s)	**11m²**
TWIN BEDROOM(s)	**12m²**
SINGLE BEDROOM(s)	**9m²**

Generally:

- Bedroom accommodation should be so designed to allow sleeping for an occasional maximum of 8 people for a four bedroom house and 10 people for a 5 bedroom house.
- Main bedroom to have direct access to an en-suite
- Guest bedroom to have direct access to an en-suite
- All other bedrooms to have convenient access to family bathroom
- Include adequate provision for daytime use, for teenagers / school work
- Adequate space for twin beds in double rooms for flexibility
- Built in wardrobes in at least two bedrooms
- Where built in wardrobes are not provided include adequate space for bedside table(s), and free standing wardrobe

BATHROOMS, ENSUITES, and WC's

GROUND FLOOR WC 3.5m²

- Wheelchair accessible WC to meet the requirements for access for all and latest building control technical guidance documents
- Convenient access to inner lobby / waiting area
- Convenient access for visitors
- Located to ensure there is no encroachment into private family areas of
    - the house by visitors accessing WC
- Good levels of natural light
- Background, rapid and mechanical ventilation to meet latest Building Control Regulations
- Sound insulation of adjacent rooms to be considered to meet latest Building Control Regulations
- Provide space for baby changing facility

FAMILY BATHROOM 7m² to 8m²

- Convenient access to bedrooms
- Free floor space for bathing and changing infants
- Bath (min dimensions 1680mm long x 750mm wide)
- Shower (min dimension 900mm square)
- WHB with vanity unit / wall mounted storage
- WC
- Convenient access to linen cupboard (adjacent landing)
- Space for linen basket
- Free wall space for mirror
- Good levels of natural light
- Background, rapid and mechanical ventilation to meet latest Building Control Regulations
- Sound insulation of adjacent rooms to be considered to meet latest Building Control Regulation

ENSUITE(s) 2.5m² (min)

- En-suite required for Main Bedroom
- En-suite required for Guest Bedroom
- Direct access from bedroom to en-suite
- Shower (min dimension 900mm square)
- WHB
- WC
- Vanity unit storage either wall or floor mounted depending on layout
- Free wall space for mirror if not included as part of vanity unit
- Background, rapid and mechanical ventilation to meet latest Building Control Regulations
- Sound insulation of adjacent rooms to be considered to meet latest Building Control Regulations

STORAGE

Generally:

- Provide general internal storage in addition to that attached to study, utility, hot press for family needs including household materials and equipment
- Provide linen cupboard accessible from landing or family bathroom
- Provide adequate services cupboard / room for mechanical and electrical plant associated with space heating, hot water storage vessel and items of plant associated with alternative energy sources e.g. solar thermal installations
- Trap door with loft ladder to roof space above bedrooms and garage where applicable; respective roof voids to be part floored for storage
- Space for fixed and loose shelves where appropriate
- All storage areas to be accessible for its purpose and convenient to use

3.4 Building Performance

3.4.1 Introduction

This section is intended to highlight key areas to be considered by the client and design team that will contribute to the overall building performance. The topics highlighted do not provide an exhaustive list and it is assumed that a qualified architect or other designer engaged for a full service will be familiar with the relevant regulations and requirements of the various statutory authorities and approving bodies and therefore conform to the appropriate standards required.

3.4.2 Building Design and Maintenance

It is important to get the balance right between the design and construction of the building and the ongoing maintenance when occupied. A good design will forward plan for ease of maintenance by the office bearers in the church responsible for the up keep of the property without compromising on quality of design. Key areas to consider at design stage:-

- Careful selection of materials or products to give an appropriate level of maintenance to suit the, maintenance budget and desired level of building quality
- Avoid materials / finishes that require specialist maintenance
- Adequate facilities within the property to enable maintenance and cleaning
- Access to plant, equipment or other areas to be maintained
- Access to roof structures, lead gutters or valleys for maintenance purposes
- Design and positioning of rainwater goods to avoid blockages by leaves etc
- Avoid extensive areas of flat roof that could have a limited lifespan that is not compatible with the life of the rest of the building
- All drainage to be easily roddable and designed to minimise blockages
- Design for easy access to concealed services that require maintenance

This list is not exhaustive however serves to highlight some maintenance issues that will be common to most rectories. Later modification to make the building more 'maintainable' will be costly; changes to a building once constructed will be far more expensive than the same changes made early in the design stage.

3.4.3 Materials

When selecting materials for a rectory they can generally be categorised as follows:-

- **External building finishes**
  e.g. roof covering, wall covering, windows, doors, cladding etc

- **External landscaping finishes**
  e.g, patio area, footpaths, driveway, ramped access, fences and gates etc

- **Internal finishes**
  e.g floor and wall coverings, painting, decoration, soft furnishings etc

- **Fixtures and Fittings**
  e.g. kitchen units, sanitary ware, built in furniture etc

External Finishes

Materials selected for use on the building or the surrounding landscaping should be of a suitable nature and quality in relation to the purposes for and the climatic conditions in which they will be exposed to.

The life cycle cost of the external materials should be considered. Avoid using materials that require specialist maintenance or specialist plant to access and maintain same.

Avoid materials that have a limited lifespan that is not compatible with the life of the rest of the building.

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

Internal Finishes

Materials and finishes selected for use on the interior of the building should also be of a suitable nature and quality in relation to the purposes for and the conditions in which they are to be used e.g washable floor coverings to be used in entrance lobbies, waterproof in kitchen, utility rooms, bathrooms and WCs and easy to clean elsewhere.

Consideration should be given to hardwearing surfaces to areas liable to heavy wear and tear such as the family room and kitchen.

Where carpet is specified it should be of high quality and neutral in colour to facilitate easy redecoration of other elements within the room should the need arise.

Generally, the décor should be capable of easy redecoration with simple economic materials e.g emulsion paint.

Fixtures and Fittings

The kitchen units should be constructed to withstand heavy domestic wear and tear with washable hardwearing surfaces. They should be of standard size for easy replacement should the need arise.

The appliances and white goods should be of a high quality, with a '*Grade A'* energy rating where possible.

The sanitary ware should be of simple design, easily cleaned and maintained. Consider provision of vanity units for storage of toiletries.

A wheelchair accessible toilet should be included on the ground floor, and at least one level access shower unit be provided within the building e.g. family bathroom.

3.4.4 Heating, Energy and Conservation of Fuel and Power

All new dwellings and the refurbishment of existing dwellings are now subject to Directive 2002/91/EC of the European Parliament and of the Council of 16 December 2002 on the energy performance of buildings.

This presents a new challenge: how to ensure that the new buildings and existing buildings subject to refurbishment emit dramatically less carbon dioxide than has been common practice in recent decades, helping to mitigate climate change and reduce running costs.

Key factors for the architect to consider are:-

- Focus on having a better understanding of the energy usage of the building
- Focus on the orientation and form of the building to minimise energy demand
- Focus on the materials used for the fabric of the building to minimise energy demand
- Focus on high levels of insulation and air tightness
- Focus on SAP calculations to determine emission rates for Co2
- Focus on appropriate levels of ventilation
- Focus on the benefits of natural light in the building to minimise energy demand
- Focus on the positive and negatives effects of solar gains to minimise energy demand
- Focus on the use of high efficiency building services with lower carbon fuels
- Focus on managing energy use in the building via better end user controls
- Focus on using renewable energy technology

3.4.5 Renewable Energy Technology

There are a number of alternative energy systems available that can provide a renewable heat source for use in the building or to micro generate electricity.

The four most common renewable heat technology types are:-

- Biomass boilers and biomass pellet stoves with liquid filled heat exchangers.
- Solar Panels used to generate domestic hot water.
- Air source (to water) heat pumps.
- Ground source (to water) heat pumps.

The two most common micro generation systems are:-

- Solar Panels to generate electricity.
- Wind turbines to generate electricity.

Renewable energy systems can help reduce the building's carbon footprint and dependency on fossil fuels such a gas and oil.

Before specifying a renewable energy system it is advisable to commission a qualified professional to carry out a feasibility study on the various options that are compatible with the design and construction of the building and that will meet the end users needs. The study should include information on installation costs, life cycle maintenance costs, life expectancy of the system, grant aid support and quantify its contribution to reducing energy bills.

3.4.6 Sound Insulation

A rectory has to provide for both the family life and working life of an incumbent.

The building needs to be designed to accommodate the privacy and comfort of the occupants and should be constructed to provide for resistance to the passage of sound between sensitive areas within the building. Key areas to be resolved are:-

An internal wall and /or floor between a habitable room (living space) and bedroom

An internal wall and /or floor between a habitable room (living space) and bathroom

An internal wall and /or floor between a bedroom and bathroom

An internal wall and /or floor between a study and habitable room (living space)

An internal wall and /or floor between a private space (family room) and shared space (lounge, dining room, and lobby)

For further guidance refer to Building Regulations (Northern Ireland) 2012 Regulation 48-53 and Technical booklet G 2012

3.5 Security Measures

Category 1 Fundamental/ Vulnerable Point	Category 2 Very Desirable	*Category 3 Desirable*
Driveway clearly visible from inside house with no walls, fences, trees, shrubs etc to obscure sightlines **A clear and well defined route to the front entrance**		*Strategic siting of prickly shrubs and thorn hedges can help persuade callers to use the designated path.*
Exterior lighting both front and back	An external system adjacent to all outside doors operated by a timeswitch, phot-electric cell or passive infra-red detectors using LED or similar low consumption source Manual override facility both downstairs and in principal bedroom	*Lighting for drive to be considered, especially in areas of little or no street lighting.* *Lighting designed to minimise light pollution*

Intruder alarm system	The alarm should be clearly audible and external warning lights prominently visible. Personal attack buttons.	*Linked to a monitoring station.*
Glazing	Laminated glass should be fitted to glazed panels in external doors and entrance screens.	
Windows	Key operated locks fitted to all ground floor windows but with keys readily available in the event of fire. Locking should be possible in a part ventilated position. Window locks should not be fitted to upstairs windows unless these are vulnerable to access via a balcony, flat roof or drainpipe. Glazing beads should be fitted to inside face where possible (especially on plastic windows)	*Windows lock automatically on closing.*
External Doors	Doors to be of external quality and robust construction incorporating a viewing panel or door viewer. Secure deadlocking system to insurers specification combined with deadlocking cylinder night latch; alternatively a multi-point locking system; door chain or limiter. Sliding patio doors should incorporate an ant-lift device and minimum three point locking.	

3.6 Fire Precautions

All matters concerning fire precautions now come under the remit of the local Building Control authority. Information and necessary guidance on smoke, heat and carbon monoxide detection and also means of escape in the event of fire may be obtained in the Building Regulations (Northern Ireland) 2012 Technical Booklet E.

4.0 Improving an Existing House

4.1 Unsuitable Houses

Where an existing rectory is no longer considered to be suitable, 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. A degree of flexibility and compromise may be necessary when dealing with existing properties – a building may provide accommodation in excess of the Guide recommendations in some areas but fall slightly short in others – the degree of compromise should take into account the long term viability of the building but should on balance give the general level of accommodation outlined.

Should it be decided to replace an unsuitable rectory by purchasing a replacement house, ingoing works may well be required in order to bring it up to an acceptable standard. This might involve extensions or some internal rearrangement of the existing accommodation. Again, excessive compromise should be avoided.

All schemes, whether they are improvement or replacement, are required to go through the diocesan and central procedures already outlined in this Guide. In the case of house purchase, a satisfactory survey report is also required.

4.2 Listed Buildings

When it is proposed to improve a house which is 'listed' as being of special architectural or historic interest or is in a conservation area, we recommend that an architect suitable skilled in this type of work should be engaged. Listed Building Consent may be required and it is advisable to liaise with the Historic Buildings Unit of the NI Environment Agency at an early stage in the planning process.

District councils have a duty to take account of the desirability to preserve the character of protected buildings when carrying out their functions under Building Regulations. Therefore, where work is to be carried out to a protected building to comply with Part G or any other Part of the Building Regulations, special consideration may be given to the extent of such work for compliance where it would unacceptably alter the character or appearance of the building.

4.3 Insurance

Before undertaking any construction or repair project to an existing building, the select vestry should notify the parish Insurers of their proposals to ensure that the parish continues to be indemnified against all Third Party liability and adequate insurance cover is taken out and maintained for the duration of the contract by all parties concerned. The building contract may also call for the parish to remain responsible for insurance of the existing building against all normal risks.

The Select Vestry should satisfy itself that the Contractor is adequately insured for all aspects of building work to existing buildings.

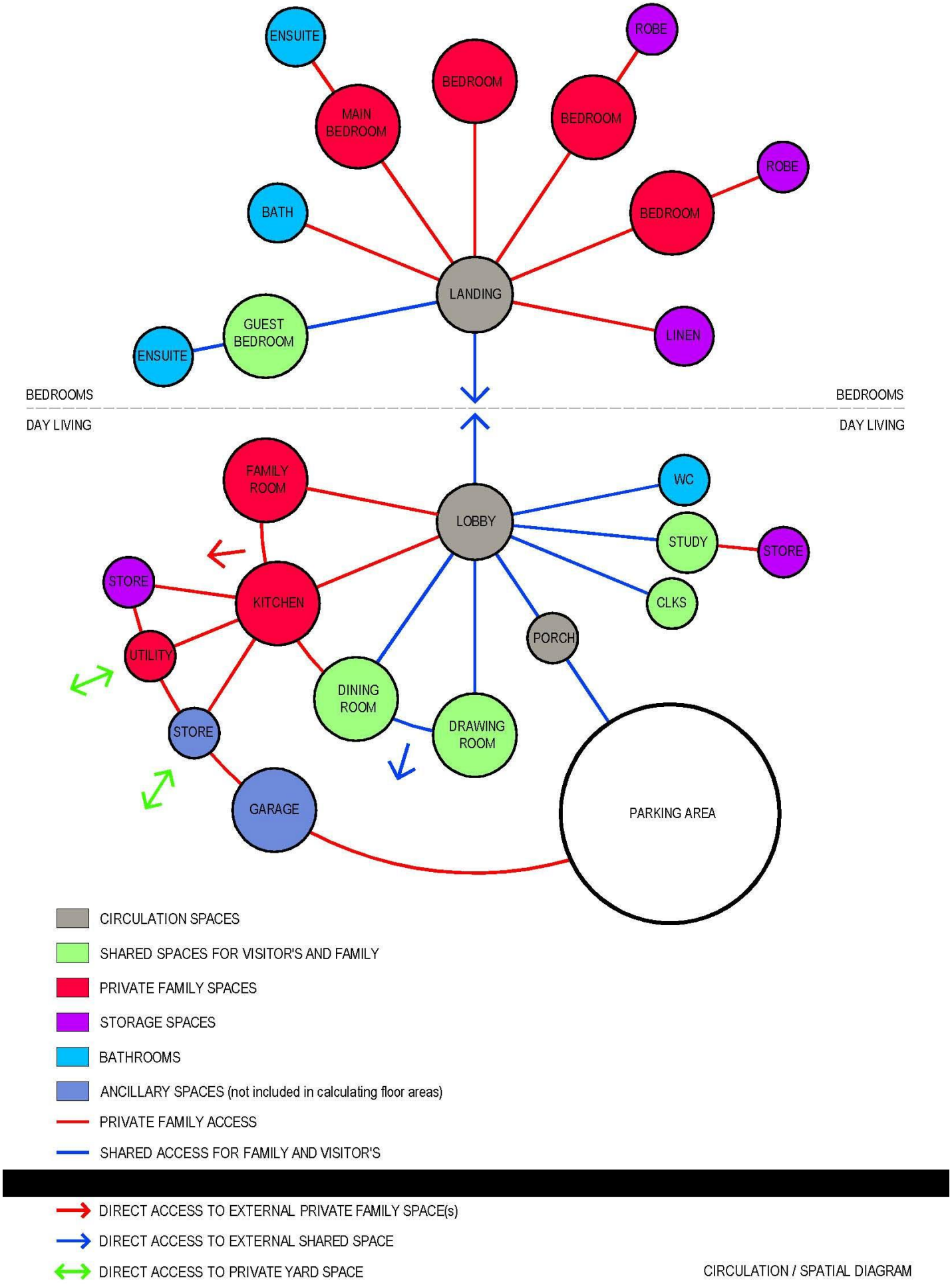
4.4 Vacancies

Matters involving improvement of rectories often come to a head when a parish becomes vacant and the time involved can be lengthy. Parishes responsible for the upkeep of an existing rectory should ensure the following items are attended to:

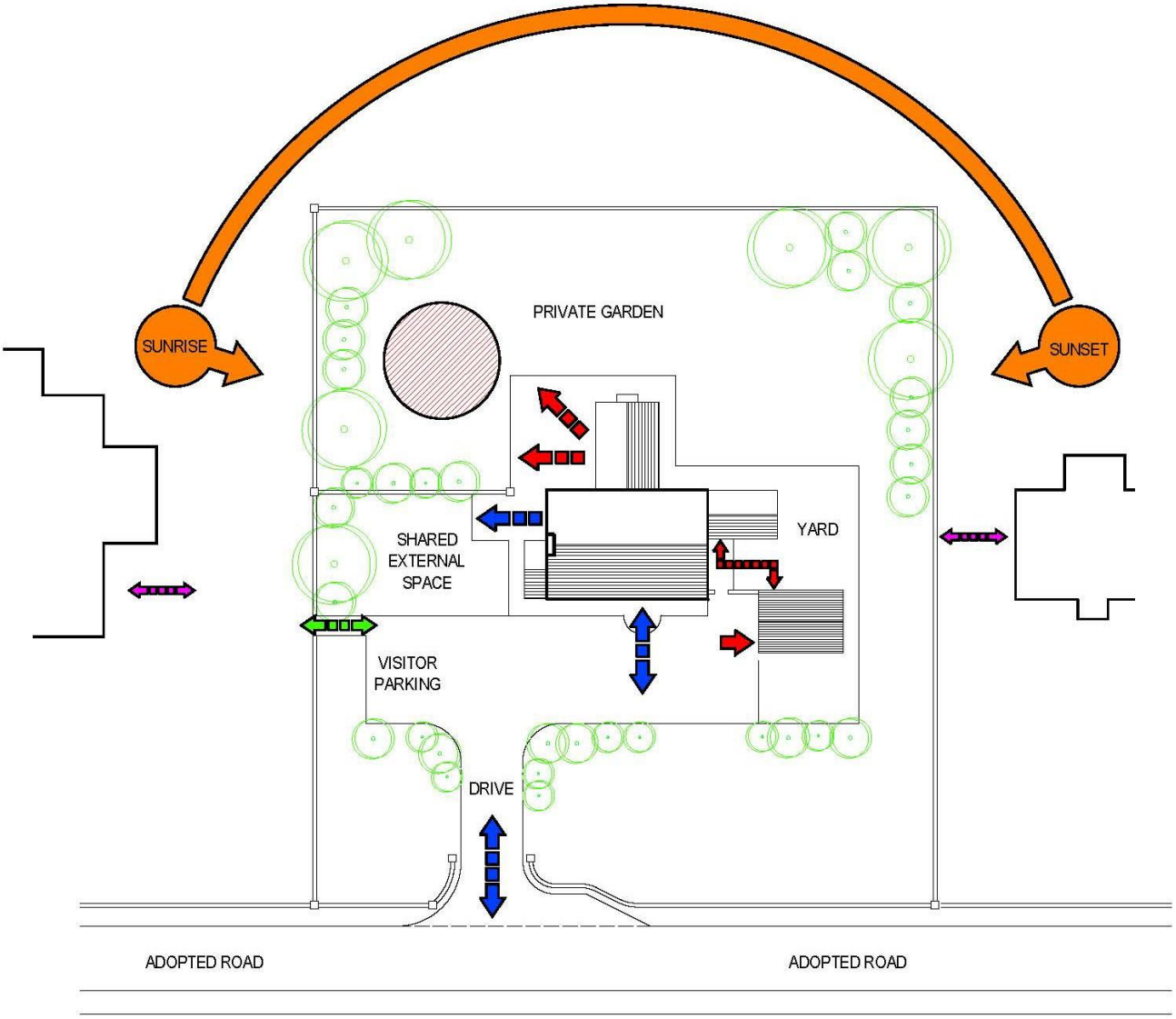
- Maintain all security measures such as alarms etc and visit the property regularly and often
- Maintain adequate heat in the house to prevent deterioration
- Notify the property insurers in writing that the rectory is vacant – this should be done immediately on the occurrence of the vacancy.

Appendices

Illustrations
Sample Plans
Document Checklist
Action Required by the Construction (Design & Management) Regulations Northern Ireland 2016



CIRCULATION / SPATIAL DIAGRAM



SHORT DRIVEWAY TO ADOPTED ROAD; ENTRANCE TO BE DESIGNED IN ACCORDANCE WITH LOCAL AUTHORITY GUIDELINES TO INCLUDE THE REQUIRED VISIBILITY SPLAYS

CONVENIENT ACCESS TO DOUBLE GARAGE FROM MAIN DRIVE

MAIN ENTRANCE TO HOUSE EASILY DISTINGUISHABLE AND VISIBLE FROM MAIN APPROACH

CONVENIENT ACCESS FROM GARAGE TO HOUSE VIA PRIVATE ENTRANCE (e.g. back door / utility room / boot room)

WHERE THE PROPOSED SITE FOR HOUSE IS ADJACENT TO CHURCH PROPERTY PROVIDE FOR DIRECT PEDESTRIAN ACCESS BETWEEN BOTH SITES IF PRACTICAL

DIRECT ACCESS TO EXTERNAL PRIVATE FAMILY SPACE(s) (e.g. patio space accessed from family room)

DIRECT ACCESS TO EXTERNAL SHARED SPACE(s)

(e.g. patio space from dining room or drawing room)

PROVIDE SECURE EXTERNAL SPACE FOR CHILDREN TO PLAY (e.g. private garden overlooked by kitchen or family room)

SOME OVERLOOKING FROM ADJACENT PROPERTIES CAN BE A SECURITY BENEFIT WITHOUT COMPROMISING PRIVACY TO OCCUPANTS

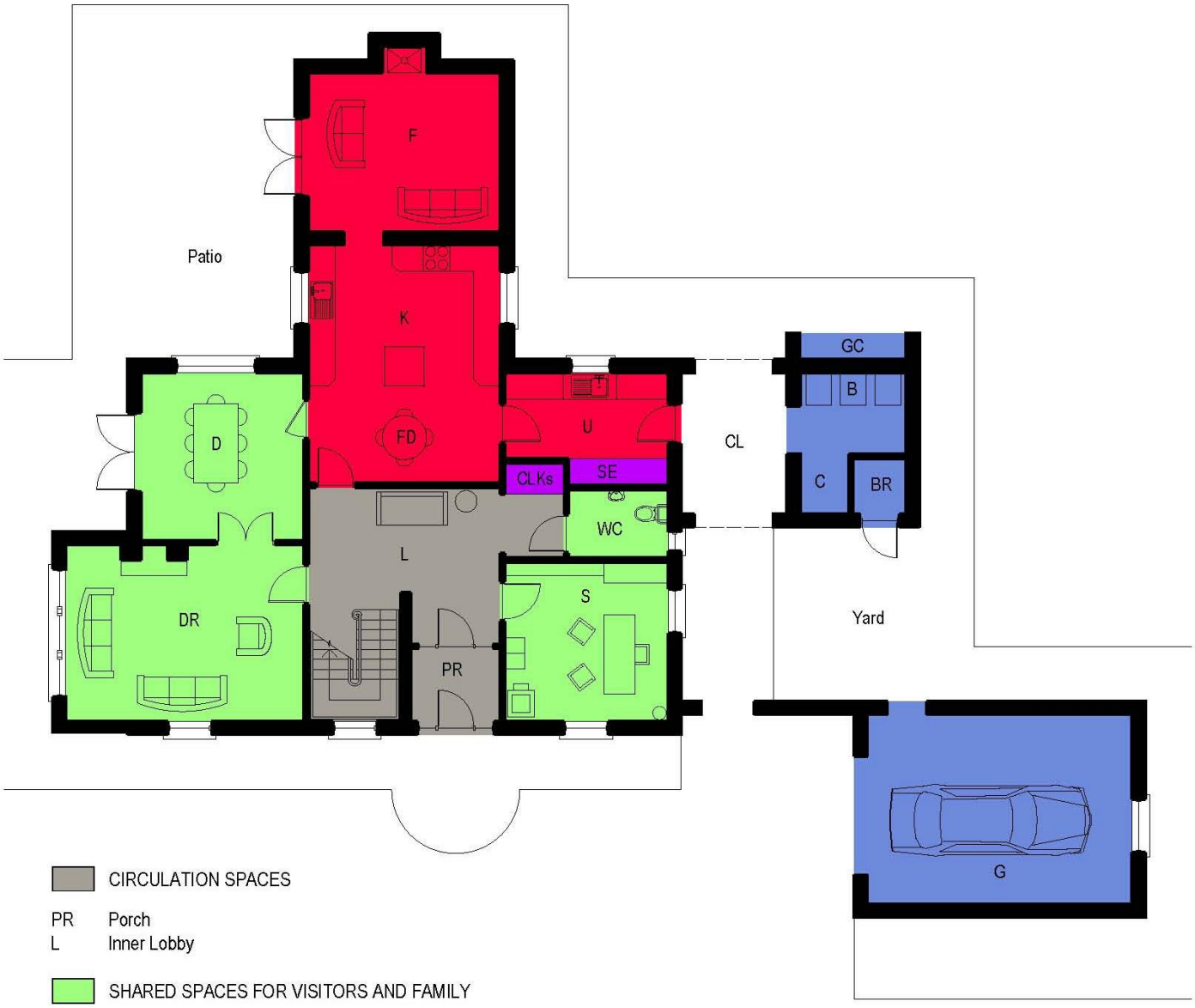
CAREFUL CONSIDERATION SHOULD BE GIVEN TO DESIGN OF LANDSCAPING, TREE PLANTING AND LOCATION OF EXTERNAL PATIO SPACES TO ENHANCE PRIVACY FOR OCCUPANTS USING GARDENS

THE ORIENTATION OF THE SUN SHOULD BE CAREFULLY CONSIDERED WITHIN THE CONFINES OF THE SITE TO MAXIMISE THE BENEFITS OF NATURAL LIGHT, AND CREATE INTERNAL AND EXTERNAL SPACES THAT ARE BRIGHT AND PLEASANT TO USE (e.g. external patio that benefits from substantial periods of exposure to the sun that is accessed from a living space, or a kitchen that avails of morning sun)

BOUNDARIES LEGALLY AND CLEARLY DEFINED AND BE CONSTRUCTED WITH LOW MANTENANCE MATERIALS

Fig. 02

Illustrative Site Layout



CIRCULATION SPACES

PR Porch
L Inner Lobby

SHARED SPACES FOR VISITORS AND FAMILY

DR Drawing Room
D Dining Room
S Study
WC Wheelchair Accessible WC

PRIVATE FAMILY SPACES

F Family Room
K Kitchen
FD Family Dining
U Utility Room

STORAGE SPACES

CLKs Cloaks
SE Services Cupboard

ANCILLARY SPACES

G Garage
[redacted]
CL Covered Link
GC Gas Cylinder(s)
B Bins
C Coal / Logs

Fig. 03

Ground Floor Plan

4 Bedroom Option

GROUND FLOOR PLAN - 4 BEDROOM OPTION

CIRCULATION SPACES

LD Landing

SHARED SPACES FOR VISITORS AND FAMILY

GB Guest Bedroom

PRIVATE FAMILY SPACES

MB Main Bedroom
BD 3 Bedroom
BD 4 Bedroom

BA Family Bathroom
ES Ensuite(s)

STORAGE SPACES

LN Linen Cupboard
WR Built in Wardrobe(s)

Fig. 04

First Floor Plan

4 Bedroom Option

FIRST FLOOR PLAN - 4 BEDROOM OPTION
GROSS INTERNAL FLOOR AREA 88m² (947ft²)

CIRCULATION SPACES

PR Porch
L Inner Lobby

SHARED SPACES FOR VISITORS AND FAMILY

DR Drawing Room
D Dining Room
S Study
WC Wheelchair Accessible WC

PRIVATE FAMILY SPACES

F Family Room
K Kitchen
FD Family Dining
U Utility Room

STORAGE SPACES

CLKs Cloaks
SE Services Cupboard

ANCILLARY SPACES

G Garage
CL Covered Link
GC Gas Cylinder(s)
B Bins
C Coal / Logs
BR Boiler House

Fig. 05

Ground Floor Plan

5 Bedroom Option

GROUND FLOOR PLAN - 5 BEDROOM OPTION
GROSS INTERNAL FLOOR AREA 140m² (1507ft²)

CIRCULATION SPACES

LD Landing

SHARED SPACES FOR VISITORS AND FAMILY

GB Guest Bedroom

PRIVATE FAMILY SPACES

MB Main Bedroom
BD 3 Bedroom
BD 4 Bedroom
BD 5 Bedroom

BATHROOMS

BA Family Bathroom
ES Ensuite(s)

STORAGE SPACES

LN Linen Cupboard
WR Built in Wardrobe(s)

Fig. 06

First Floor Plan

5 Bedroom Option

FIRST FLOOR PLAN - 5 BEDROOM OPTION
GROSS INTERNAL FLOOR AREA 95m² (1023ft²)

Checklist of Information for Project Submissions

Drawing	Preferred Scale	Detailed Points
Site Location Plan	1:2500 1:1250	Surrounding features as ordnance survey map. Distance to Church (es) and centres of population. North Point.
Site Layout Plan	1:200 1:500	Indication of levels, existing and proposed. Boundaries, position and type, existing and proposed. Easements and rights of way. Adjoining building 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 (for alterations scheme)	1:50 1:100	Roof plans where relevant. Elevations as/where relevant.
Photographs (if available)		Characteristics and site surroundings. Details of existing buildings (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.
Provisional Cost Analysis		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).
Sustainability		A statement indicating measures taken to improve or maximise energy conservation and use of sustainable systems and materials.

Appendix - Action required by the Construction (Design and Management) Regulations Northern Ireland 2016:

CDM (NI) DUTY HOLDERS under the Construction (Design and Management) Regulations (Northern Ireland) 2016.	**MAIN DUTIES:** **What they need to do.**
Commercial Clients - *Organisations or individuals for whom a construction project is carried out that is done as part of a business*. **Select Vestries** *commissioning any building works to church property including rectories fall into this category.*	**All** projects must have: Competent workers with the correct skills,knowledge, experience and training required to carry out the task - Contractors who must plan, manage and monitor construction work under their control - A written construction phase plan Make suitable arrangements for managing a project, including making sure: - other duty holders are appointed as appropriate. - sufficient time and resources are allocated. - relevant information is prepared and provided to other duty holders. - the principal designer and principal contractor carry out their duties. - welfare facilities are provided .
Principal Designers - *Designers appointed by the client in projects involving more than one contractor.* *They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.*	Plan, manage, monitor and co-ordinate health and safety on the pre-construction phase of a project including compilation of a pre-construction health and safety file. This includes: - identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties. - prepare and provide relevant information to other duty holders. - liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
Designers - *Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.*	When preparing or modifying designs: - eliminate, reduce or control foreseeable risks that may arise during construction or the maintenance and use of a building once it is built. - provide information to other members of the project team to help them fulfil their duties.
Principal Contractors - *Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.*	Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: - liaising with the client and principal designer - preparing the construction phase plan

	- organising cooperation between contractors and coordinating their work. Make sure: - suitable site inductions are provided - reasonable steps are taken to prevent unauthorised access - workers are consulted and engaged in securing their health and safety - welfare facilities are provided.
Contractors - *those who carry out the actual construction work; contractors can be an individual or a company.*	Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.

NOTIFICATION of PROJECTS

When a project requires formal Notification to the HSENI the Principal Designer can assist the Client with the completion of the N10 Form and submit the completed Form to the HSENI. A project needs to be notified to HSENI if the works will last more than 30 days and have more than 20 workers working simultaneously at any point or if the project exceeds 500 person days.