

DIOCESE OF CONNOR
GUIDELINES FOR SELECT VESTRIES
APPROVAL FOR WORK TO PARISH PROPERTY

November 2020



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GUIDELINES FOR SELECT VESTRIES - APPROVAL FOR WORK TO PARISH PROPERTY

This document has been prepared to assist parishes navigate the procedures relating to property.

It is essential that all intended work is reported to the Diocesan Office at an early stage and that plans are submitted in advance of the work commencing so that approval can be obtained from both the Diocesan Council and the RCB (via the Diocese) before any work commences.

When a Select Vestry appoints a professional adviser in connection with a building project or contract, it is important that the parish provides them with a copy of the Guideline document so that they are aware of all the procedures to be followed, as required by the Diocese and the Representative Church Body.

This 'quick guide' is designed to assist parishes who are considering building projects whether large or relatively small. The procedures outlined are following normal or traditional procurement procedures.

All parochial building projects **must** have Diocesan approval before they can commence and, if the church/rectory/parish hall is vested in the RCB, of which the majority are, the RCB must also give approval before any work can begin (communication through the Diocesan Office).

- A.** Before embarking on any building project in a parish it should contact the Diocesan Office or the Glebe Secretary who will provide information and explain the approval process as well as, if appropriate, possible grants.

Diocesan Office

028 9082 8830 office@connordiocese.org

Glebes Secretary

contact through the Diocesan Office

- For some Minor works approval can be sought by application to the Diocese using '**P5 Consent to Alterations form**':
<https://www.ireland.anglican.org/parish-resources/414/consent-to-alterations-application-form>

- B.**
- **i** **A preliminary submission** can be made along with approximate costs to obtain consent in principle, this should include a brief description of the changes and the reasons for them.
 - **ii** **Main submission** : Plans including site maps, plans of the building involved, schedule of works/Bill of Quantities and costs, (including a brief description of the changes and the reasons for them) should be submitted to the Diocesan Office for Diocese/RCB consideration. This can be done in one or more stages to gain approval depending on the complexity of the work.

- Documents must be prepared by a suitably qualified Professional (either a Chartered Architect / Chartered Architectural technologist or Chartered building surveyor with appropriate professional indemnity insurance)
Provide details of consultant and professional Indemnity Insurance with first submission.
- If the works involve any work to an Historic or listed building it is recommended that appropriate conservation accreditation is held by the professional (Some grant aiding bodies require full conservation accreditation for the lead consultant, information on Accreditation is below). As a minimum a proven experience in conservation.
- If the works involve substantial Electrical or Mechanical works ie; rewiring or new heating system, design documents should be prepared by a suitably qualified M&E consultant with PI Insurance.

- **iii** If it is felt necessary, there may be a visit to site by representatives of the Glebes and Architectural Committee (committee which assists the Diocesan Council in regard to property) and/or parish representatives will be invited to attend a Glebes and Architectural meeting.

- Confirmation that the Select Vestry is fully aware of its responsibilities as 'client' under the CDM (NI)2016 regulations and that arrangements are in place to comply. Confirmation of 'Principal Designer' should be supplied.

<https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016>

<https://www.hseni.gov.uk/sites/hseni.gov.uk/files/a-simple-guide-to-the-cdm-regulations-ni-2016-updated.pdf>
- Confirmation that the Select Vestry is aware of the Asbestos regulations and that appropriate arrangements are in place to comply with them should be forwarded, (all properties built prior to 2000 are involved, inc Parish dwellings).

- **IV** Parishes should seek the comments of Historic Environment Division in relation to works to Listed buildings regardless of Ecclesiastical exemption.
- **V** Revision of plans, if necessary.
- **VI** Glebes and Architectural Committee pass the submission to Diocesan Council with relevant comments.
- **VII** Diocesan Council make a recommendation to RCB, and forward evidence supplied by the Select Vestry regarding the Parish's ability to finance the project.

- 'Faculties' may also be required- Diocesan office can advise.

- **IX** Tender process . Tender report to be forwarded with documents for approval to move to contract stage.

- Managed by qualified professional (one of the following: a Chartered Architect/ Chartered ArchitecturalTechnologist/Chartered quantity surveyor/Chartered building surveyor) with appropriate professional indemnity insurance.
- Copies of all Statutory Approvals to be supplied prior to start.

- **X** Contract signed between contractor and RCB, only after full approvals given and proof of available Parish funds to complete the works are supplied.

- **XI** Stage payments for the building project will only be approved when the Chartered professional* involved has signed off an interim or final certificate. There should always be a retention clause to cover defects which may arise after completion and all contracts should allow for a contingency to help with any unforeseen difficulties which may arise during the project.

- Contract administration, inspections and certification should be carried out and managed by a qualified Chartered construction professional (one of the following: Chartered Architect/Chartered Architectural Technologist or Chartered Building surveyor) with appropriate professional indemnity insurance. If the works involve any work to an Historic or listed building it is recommended that appropriate conservation accreditation is held by the professional (Some grant aiding bodies require full conservation accreditation for the lead consultant). A minimum requirement should be a proven experience in conservation.
- Copies of all Statutory Approvals should be supplied prior to starting.

- Accreditation listings:

RIBA

<https://www.architecture.com/working-with-an-architect/conservation-register>
(RIBA has 3 levels, some Grant bodies require the top level, SCA)

CIAT

<https://ciat.org.uk/membership/specialist-registers-cenv-con/conservation-register-new.html>

RICS

<https://www.rics.org/uk/surveying-profession/career-progression/accreditations/building-conservation-accreditation/>

FURTHER NOTES AND RESOURCES

INFORMATION TO ASSIST BUILDING MAINTENANCE

RCB & IHBC Care for your Church

<https://www.ireland.anglican.org/parish-resources/637/care-for-your-church-leaflet>

Ulster Historic Churches Trust

<https://ulsterhistoricchurches.org/index.php/news/entry/new-pdfs-of-uhct-maintenance-guides>

<https://ulsterhistoricchurches.org/index.php/church-maintenance>

<https://ulsterhistoricchurches.org/index.php/useful-publications>

Ulster Architectural Heritage

<https://www.ulsterarchitecturalheritage.org.uk/product-category/free-publications/>

<https://www.ulsterarchitecturalheritage.org.uk/guidance/>

HED Information

<https://www.communities-ni.gov.uk/publications/guidance-making-changes-listed-buildings-making-better-application-listed-building-consent>

https://www.communities-ni.gov.uk/search?query=technical+note&edit-submit-button=Search&as_fid=AAAAAAWRmQPZeqH5Bd2-

https://www.communities-ni.gov.uk/search?query=technical+note&edit-submit-button=Search&as_fid=AAAAAAWRmQPZeqH5Bd2-N8T5VoXBPsZ4VImSlB97uXhoUHEv1p8yh5GOzwmNQ1Q5MY9gjwNcvW5NAWeCBLHhIqz5N

[Jyfony4aWlodVnop7ma8H-](https://www.communities-ni.gov.uk/search?query=technical+note&edit-submit-button=Search&as_fid=AAAAAAWRmQPZeqH5Bd2-N8T5VoXBPsZ4VImSlB97uXhoUHEv1p8yh5GOzwmNQ1Q5MY9gjwNcvW5NAWeCBLHhIqz5N)

[_aBaYpL2cf7sbv8NF11dDVbw%3D&as_fid=5a7a69c871253ed3419049407ac75f4c21776a4](https://www.communities-ni.gov.uk/search?query=technical+note&edit-submit-button=Search&as_fid=AAAAAAWRmQPZeqH5Bd2-N8T5VoXBPsZ4VImSlB97uXhoUHEv1p8yh5GOzwmNQ1Q5MY9gjwNcvW5NAWeCBLHhIqz5N)

[Z](https://www.communities-ni.gov.uk/search?query=technical+note&edit-submit-button=Search&as_fid=AAAAAAWRmQPZeqH5Bd2-N8T5VoXBPsZ4VImSlB97uXhoUHEv1p8yh5GOzwmNQ1Q5MY9gjwNcvW5NAWeCBLHhIqz5N)

Historic Scotland

Technical notes and short guides

<https://www.historicenvironment.scot/archives-and-research/publications/?searchPubText=technical+paper&curPage=2>

<https://www.historicenvironment.scot/archives-and-research/publications/?searchPubText=short+guide>

<https://www.ecclesiastical.com/document-library/>

GRANT INFORMATION

National Churches Trust Grant Information

<https://www.nationalchurchestrust.org/applying-grant-funding/list-major-grant-funders>

Listed places of worship grant scheme

<http://www.lpwscheme.org.uk/>

RCB Grant information

<https://www.ireland.anglican.org/parish-resources/parish-finances#section-101>

<https://www.ireland.anglican.org/parish-resources/land-buildings>