

RIPON & LEEDS DIOCESAN BOARD OF FINANCE
HOUSING FORUM MEETING FOR RICHMOND ARCHDEACONRY

Minutes of the meeting held at Hoppus House on Tuesday, 24 November 2009.

Present:	Ven Janet Henderson	Archdeacon of Richmond
	Mr B St G A Reed	Chairman of Housing & Estates Committee
	Mr Richard Thomas	Housing & Estates Committee
	Mr Philip Arundel	Diocesan Secretary
	Mr M E Lindley	Diocesan Surveyor
	Revd Stan Haworth	Area Dean – Richmond Deanery
	Revd Matt Evans	Assistant Area Dean – Ripon Deanery
	Revd Cath Vickers	Curate – on behalf of Wensley Deanery

Minutes:	Mrs Kath Hinchcliffe	Property Assistant
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1. **The Archdeacon opened the meeting with a prayer.**

2. **Apologies** – Revd Y Callaghan

3. **Diocesan Surveyor – Actions since last meeting on 12 November 2008**
 - a. Housing & Estates Committee have had to make substantial savings in the order of £100,000 during 2009. Vacancy works on houses for new clergy has not been adversely affected, though improvement work on the houses of existing clergy has been scaled back and the external painting programme postponed.
 - b. Development of a Strategic Housing Policy for the 21st Century (paper available on the Diocesan web page).
 - c. Environment Policy – all clergy were circulated with a letter detailing the Housing & Estates Committee's actions to date. Further action will have some capital implications and the full extent of this is being assessed (letter available on the Diocesan web page).
 - d. Curate's Housing – Diocese working toward providing housing for all new Curates. With regard to this, curates are to be encouraged to think if their proposed accommodation will be suitable. The DDO to raise this question with training incumbents at interview stage.
 - e. Mr Barry Reed is to retire as Chairman of the Housing & Estates Committee at the end of the year; and Mr Richard Thomas is to serve as Chairman for an unspecified period of time from 1 January 2010.
 - f. Staffing – Mrs Kath Hinchcliffe has now taken over as Property Assistant.

4. **a. Heating Costs** – If any member of the clergy has any problem meeting the cost of their heating bills, then they should speak in the first instance to the Archdeacon of Richmond. Additional insulation has been provided in the past but because of the current financial climate the Housing & Estates Committee have not been able to do so this year.

b. Reducing the Carbon Footprint – the Housing & Estates Committee is committed to reducing the carbon footprint of the existing housing stock and is currently exploring what might be built into the capital works programme, and what the cost implications are. Options currently being considered are: photovoltaic cells on roofs may be

considered when houses need re-roofing; incorporating renewable technology into new-build projects and adding Sun Pipes where appropriate and possible; topping up insulation when carrying out Quinquennial works; cavity wall insulation where possible (not on stone built properties); dry-lining or rendering stone houses. All such improvements have a large capital cost implication.

c. Pressures on clergy and spouses re: up keep of gardens – it is the responsibility of the occupier for the upkeep of gardens; if necessary help should be sought from the parish. The maintenance of mature field type trees is the responsibility of the Housing & Estates Committee. It is now the policy of the Housing & Estates Committee, when purchasing or building new vicarages, to ensure where possible that the garden is of a more manageable size, as it is recognised that some clergy no longer have the time (or interest) to deal with large gardens unless they have small children. It is also recognised that there may be Health & Safety issues surrounding some gardens; the Housing & Estates Committee is fully aware of this and will seek to incorporate modifications in any vacancy works.

d. Study space/separate parish space and family space/parish office in family home – it was recognised that the vicarage was a family home and that if large parish meetings were needed alternative venues such as in the church, hall or other people's houses are other options. The use of the study as a parish office was not to be encouraged as some clergy may accept this practice and others may not. It was reinforced that studies should continue to have an entrance shared with the main house and not separate.