

# Lichfield Diocesan Advisory Committee

## MINUTES

*A meeting of the Lichfield DAC was held by online conferencing on Wednesday 4th October 2023 at 2.00 pm*

### 1. Introduction

- 1.1 The opening prayer was said by the Revd Jo Farnworth (Associate Archdeacon of Salop).
- 1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Dr Sue Weller, the Revd Jo Farnworth, Andy Foster, Chris Gill, the Revd Zoe Heming, the Revd Andrew Lythall, Bryan Martin, Adrian Mathias, Mark Stewart, Dr Andy Wigley, Peter Woollam.  
In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Pauline Hollington (Diocesan Registry Assistant), Rosie Nightingale (Diocesan Registry Assistant).
- 1.3 Apologies for absence: the Ven Julian Francis, the Ven Paul Thomas, the Revd Preb Terry Bloor, the Revd Geoffrey Eze, the Revd Neil Hibbins, Edward Higgins, the Revd Dr David Isiorho, Candida Pino.
- 1.4 Declarations of interest: Adrian Mathias, items 6.3.1, 7.2.1, 9.1.1; Bryan Martin, item 8.3.1.
- 1.5 The minutes of the previous meeting were accepted without amendment.

### 2. Matters arising

#### 2.1 Amendment of Lichfield DAC Delegated Authority Policy to include all churchyard matters

The DAC Chair proposed that the [Lichfield DAC Delegated Authority Policy](#) would be amended to allow all churchyard matters – private faculties for non-conforming churchyard memorials, parish churchyard policies, areas for the burial of cremated remains (ABCRs) and memorial gardens, with reference to the Chancellor's [Churchyard Regulations](#) (2013) – to be processed by delegated authority by the Archdeacons corporately, at the request of the Archdeacons (amending paras 12 and 15d of the current Policy, including disbanding of the DAC sub-committee as a working group for churchyard cases). The DAC Chair confirmed that, in accordance with para 16b (provisos) of the existing Policy, the Archdeacons could refer any delegated application to the full DAC, where required, with the case added to the agenda of the subsequent DAC meeting.

**Decision:** The DAC supported the proposal

**Action:** The DAC Secretary to update the [Lichfield DAC Delegated Authority Policy](#) (last amended April 2023)

#### 2.2 Vacant role of DAC member nominated by Historic England (statutory position on the DAC), since 1st August 2023

Further to 26th July 2023 DAC meeting (New Matters, item 3.4), the DAC Secretary updated that in accordance with [schedule 2](#) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (the DAC constitution), Historic England had been consulted on the appointment of a new DAC member nominated by Historic England (a statutory position on the DAC), from 1st August 2023. However, the DAC Secretary indicated that at the

time of the present meeting, a consultation response had not been received from Historic England, and that the vacant position on the Lichfield DAC was therefore currently outstanding.

**Action:** The DAC Secretary to re-liaise with Historic England and the Bishop's Office

### 3. New matters

- 3.1 Coming into effect of [Faculty Jurisdiction \(Amendment\) Rules 2023 \(Explanatory Note\)](#) on 1st January 2024 – provision for contested heritage
- 3.2 Church of England [Miscellaneous Provisions Measure \(Explanatory Note\)](#), final drafting July 2023 (clause 13) – provisions for environmental protection and DAC accessibility member (NB see also Church of England guidance note on [Equal Access to Church Buildings](#) (2021))
- 3.3 Rearrangement of DAC agenda casework by Archdeaonries, and processing part of former agenda section 5.4, 'Landscaping and areas for the burial of cremated remains (ABCRs) in relation to a listed or unlisted church building', under delegated authority, at request of Archdeacons (item 2.1 above)
- 3.4 Standing down of Brough Skingley and Nigel de Gaunt-Allcoat as DAC members and continuation as DAC advisers, 11th August 2023 and 31st August 2023

**Decision:** The matters were noted

**Action:** None

### 4. Adviser site visit reports

#### 4.1 Reports for approval

*The following reports relate to prospective or submitted proposals which accord with the agreed criteria for a 'major' faculty case, which must be considered by the full DAC and to which the [delegated authority](#) faculty procedure is not applicable*

- 4.1.1 Sheriffhales, St Mary (organ), 25th July 2023 (Nigel de Gaunt-Allcoat)  
(Salop Archdeaconry)

**Decision:** The aspects within the report directly relating to the organ were approved without amendment

**Action:** The Assistant DAC Secretary to issue the report to the parish, highlighting the decision of the DAC (above)

#### 4.2 Reports to note

*The following reports relate to prospective or submitted proposals which can be or have been processed under [List B](#) (Archdeacon's permission) or the [delegated authority](#) faculty procedure, which are not required to be considered by the full DAC*

- 4.2.1 Whitgreave, St John the Evangelist (trees), 12th July 2023 (Andy Smith)  
(Stoke-upon-Trent Archdeaconry)
- 4.2.2 Caverswall, St Peter (lighting), 4th August 2023 (Brough Skingley)  
(Stoke-upon-Trent Archdeaconry)
- 4.2.3 Marchington, St Peter (trees), 15th August 2023 (Andy Smith)  
(Stoke-upon-Trent Archdeaconry)
- 4.2.4 Hammerwich, St John the Baptist (trees), 15th August 2023 (Andy Smith)  
(Lichfield Archdeaconry)

- 4.2.5 Mavesyn Ridware, St Nicholas (electrics), 17th August 2023 (Andy Smith)  
(Lichfield Archdeaconry)
- 4.2.6 Longton, St Mary and St Chad (trees), 24th August 2023 (Andy Smith)  
(Stoke-upon-Trent Archdeaconry)

**Decision:** The reports were noted

**Action:** None

## 5. Forthcoming DAC site visits

None this meeting

## 6.–9. Casework for consideration

*The following applications relate to submitted proposals which accord with the agreed criteria for a 'major' faculty case, which must be considered by the full DAC and to which the [delegated authority](#) faculty procedure is not applicable*

## 6. Salop Archdeaconry

### 6.1 DAC site visit reports for approval

None this meeting

### 6.2 Reorderings and new facilities in relation to a listed or unlisted church building

None this meeting

### 6.3 Extensive alterations (structural or liturgical) which affect the character of a listed church building

#### a) Informal advice (before external formal consultation, if applicable)

None this meeting

#### b) Formal advice (after external formal consultation, if applicable)

Grade II\*

#### 6.3.1

OFS Application Ref:	<a href="#">2020-056341</a>	Case Status:	Pre-formal consultation review
Church Code:	620470	Church Name:	<a href="#">Chetwynd: St Michael &amp; All Angels</a>
Archdeaconry:	Salop	Parish:	Chetwynd
Applicant Name:	Robert Watson-Jones	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	01-Oct-2019
Proposal:	Renewal and extension of heating system		
No. of Times to DAC:	Third (first as formal)	Cost Est:	£13,000 [original scheme]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at 23rd February 2022 DAC meeting, when the Committee resolved to defer the giving of informal advice in view of a comprehensive written appraisal of the application by a DAC Heating Adviser, endorsed by the Committee, which would be sent to the parish prior to wider DAC consideration of the proposal. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the matters previously raised by the Committee's informal advice had largely been addressed.

Specifically, the DAC member nominated by the National Amenity Societies visited the church and met with the petitioners on 1st October 2023. At the present meeting, the DAC member confirmed that the aesthetic impact of the proposed new electric halogen heaters, in relation to the painted texts which run above the arches of the arcade, and as shown on submitted drawing no. 36-250-01 Rev C by BHB Architects (dated July 2023), was now considered to be acceptable.

However, the DAC Heating Adviser expressed some concern about the glare that the congregation will be subject to from the heaters alongside the rood screen. Depending on the positioning of these two heaters, there is also the potential for some minor damage to the surface of the wood finish and possibly some surface cracking from repeated cycles of drying/heating that will occur when the heating is used. The Adviser suggested that the level of heat involved is very unlikely to result in serious damage, but that the parish should carry out checks to confirm the surface temperature of the wood with the heaters operating in their final position, and to adjust their angle if necessary. The Adviser recognised the parish's rationale for the selection, which has been well explained, and does not see other alternatives that would meet the parish's objectives.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. As such, the Committee resolved to not object to the proposal with provisos.

**Decision:** Not object for the following principal reason:

- The positioning of the two heaters alongside the rood screen, in relation to glare and potential minor surface damage/cracking.

With the following provisos:

- The heaters should be installed under the supervision of the quinquennial inspector (QI architect).
- The surface temperature achieved on the rood screen with the heaters in operation should be checked during commissioning, and adjustments to the angle of the heaters made if found to be necessary.

**Action:** The DAC Secretary to issue the Notification of Advice to the applicant

#### **6.4 Conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest**

None this meeting

#### **6.5 Landscaping in relation to a listed or unlisted church building**

None this meeting

#### **6.6 Casework from Diocesan Registry**

None this meeting

<b>7. Lichfield Archdeaconry</b>
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**7.1 DAC site visit reports for approval**

None this meeting

**7.2 Reorderings and new facilities in relation to a listed or unlisted church building**

**a) Informal advice** (*before external formal consultation, if applicable*)

None this meeting

**b) Formal advice** (*after external formal consultation, if applicable*)

*Grade II*

7.2.1

OFS Application Ref:	<a href="#">2022-072442</a>	Case Status:	Pre-formal consultation review
Church Code:	620048	Church Name:	<a href="#">Bednall: All Saints</a>
Archdeaconry:	Lichfield	Parish:	Acton Trussell with Bednall
Applicant Name:	Alison Kendall	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	01-Mar-2022
Proposal:	Improving community facilities, to include toilet and refreshment area		
No. of Times to DAC:	Fourth (first as formal)	Cost Est:	£50,000 [original scheme]
Formal Consultations:	Victorian Society (objections raised); Local Planning Authority (Conservation Officer) (no objections)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at 26th July 2023 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the matters previously raised by the Committee’s informal advice had been addressed. It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. The Committee indicated that the application should be resubmitted for external formal consultation with the Victorian Society and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

At the present meeting, the DAC carefully appraised the external formal consultation responses, and noted that objections had been raised by the Victorian Society, but not the Local Planning Authority (Conservation Officer), for consideration in the DAC’s own formal advice. The principal objection concerns the proposed infilling of the arcade to the south aisle with a timber-framed glazed screen and doors, as shown on drawing no. 36-339-30 by BHB Architects (dated July 2023). There was some resultant division of opinion within the Committee about the scheme, in relation to which the DAC member nominated by the National Amenity Societies abstained, whereas the Committee resolved to recommend the proposal.

In accordance with the requirements for the DAC's Notification of Advice under the Faculty Jurisdiction (Amendment) Rules 2019, the Committee determined its principal reasons (below) for recommending the proposal for approval despite the external formal objections.

**Decision:** Recommend for the following principal reasons:

- The proposed south arcade screen will facilitate safeguarding and security, specifically in relation to the use of the church by the adjacent All Saints CofE Primary School, with access into the south aisle, independent from the nave, through the existing south door.
- The screen allows for the south aisle to be separately heated, rather than the whole church building, as a contributing factor towards the parish seeking to meet the national and diocesan goal for all church buildings to achieve net zero carbon (by 2030).
- The screen is a reversible intervention, which could be removed at a later date if required.
- Taken together, the Committee determined that the resulting public benefit of the overall scheme, in direct fulfilment of the parish's stated needs, could be argued to outweigh the harm proposed to the special character of the Grade II listed church building.

**Action:** The DAC Secretary to issue the Notification of Advice to the applicant

**7.3 Extensive alterations (structural or liturgical) which affect the character of a listed church building**

None this meeting

**7.4 Conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest**

None this meeting

**7.5 Landscaping in relation to a listed or unlisted church building**

None this meeting

**7.6 Casework from Diocesan Registry**

None this meeting

<b>8. Walsall Archdeaconry</b>
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**8.1 DAC site visit reports for approval**

None this meeting

**8.2 Reorderings and new facilities in relation to a listed or unlisted church building**

None this meeting

**8.3 Extensive alterations (structural or liturgical) which affect the character of a listed church building**

**a) Informal advice** (before external formal consultation, if applicable)

None this meeting

**b) Formal advice** (after external formal consultation, if applicable)

Grade II

8.3.1

OFS Application Ref:	<a href="#">2023-084284</a>	Case Status:	Pre-formal consultation review
Church Code:	620196	Church Name:	<a href="#">West Bromwich: St Philip</a>
Archdeaconry:	Walsall	Parish:	West Bromwich All Saints with St Mary Magdalene and St Philip
Applicant Name:	Revd Dr David Jarratt	Quin. Inspector:	Bryan Martin
Listing:	Grade II	Date of Last QI:	01-May-2022
Proposal:	Removal of north and south pinnacles on main east gable, and substitution with simple pyramidal lead cappings at low level		
No. of Times to DAC:	Second (first as formal)	Cost Est:	£40,000
Formal Consultations:	1st Consultation: Victorian Society (objections raised); Local Planning Authority (Conservation Officer) (objections raised) 2nd Consultation: Victorian Society (objections withdrawn); Local Planning Authority (Conservation Officer) (objections withdrawn)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 31st May 2023 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, the DAC supported the principle of the proposal, in relation to the urgent requirement to make safe the terracotta pinnacles on the main east gable, which are situated above a pavement and adjacent to a primary school. The DAC acknowledged that the cost of the like-for-like replacement of the terracotta pinnacles is beyond the current means of the church and PCC, which view was confirmed by the Archdeacon of Walsall.

However, the DAC member nominated by the National Amenity Societies commented that West Bromwich, St Philip is probably the best survival of the Birmingham terracotta school, and that the pinnacles are the major feature of the gabled front. The Committee raised considerable concerns that the proposed solution to this structural problem, through removal and lead capping, will negatively impact the aesthetics and the proportion of the listed church.

With these considerations in mind, the DAC suggested that it might be possible to treat the capping as a temporary solution, therefore supporting the proposal to take down and retain the pinnacles, but with the proviso that they should be reinstated within a defined period of time – perhaps five years. It was noted that such a requirement would create the risk of potentially doubling some of the expenditures, i.e. scaffolding costs. However, the Committee resolved that it could not give its full support to the permanent replacement of these decorative elements with just a simple capping.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee indicated that the application should be resubmitted for

external formal consultation with Historic England, the Victorian Society and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

At the present meeting, the DAC carefully appraised the external formal consultation responses, for consideration in the DAC's own formal advice, and noted that objections had been raised by the Victorian Society and the Local Planning Authority (Conservation Officer) but subsequently withdrawn by both bodies upon re-consultation on the clarified proposal, on condition that the pinnacles will be satisfactorily reinstated within a defined timescale. The DAC carefully considered the clarified proposal and the supporting documents, including the augmented Statements of Significance and Needs. The Committee continued to support the principle of the proposal, as a temporary rather than permanent solution, and considered that the impact of the proposed works on the fabric and setting of the listed church building had been sufficiently identified and justified. As such, the Committee determined to recommend the proposal with provisos.

**Decision:** Recommend with the following provisos:

- The terracotta pinnacles should be restored or reconstructed, funding permitting, within five years.
- The PCC should liaise with its quinquennial inspector (QI architect) to discern the storage requirements and costs for the safekeeping of reusable blocks within the terracotta pinnacles for the duration, prior to their restoration.

**Action:** The DAC Secretary to issue the Notification of Advice to the applicant

#### **8.4 Conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest**

None this meeting

#### **8.5 Landscaping in relation to a listed or unlisted church building**

##### **a) Informal advice** (*before external formal consultation, if applicable*)

None this meeting

##### **b) Formal advice** (*after external formal consultation, if applicable*)

*Grade II\**

##### 8.5.1

OFS Application Ref:	<a href="#">2022-072462</a>	Case Status:	Pre-formal consultation review
Church Code:	620138	Church Name:	<a href="#">Aldridge: St Mary the Virgin</a>
Archdeaconry:	Walsall	Parish:	Aldridge
Applicant Name:	Jennifer Ford	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	02-Oct-2019
Proposal:	Develop a Garden of Remembrance in the churchyard		
No. of Times to DAC:	Third (first as formal)	Cost Est:	£7,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		



The DAC last considered the proposal as an application for informal advice at 30th November 2022 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the matters previously raised by the Committee's informal advice had largely been addressed.

Specifically, the DAC accessibility member (Diocesan Enabling All Adviser) confirmed that the updated drawing of the layout of the proposed Garden of Remembrance now included a turning circle, making both the garden space and associated path accessible. The DAC Archaeology Adviser similarly confirmed that a Written Scheme of Investigation (WSI) for an archaeological watching brief had now also been submitted by the PCC and advised that this document is satisfactory. The DAC Garden Adviser affirmed their support for the scheme, in relation to the layout and planting.

In addition, the DAC Tree Adviser visited the churchyard and met with the petitioners on 2nd October 2023. In a written report, to be submitted to the PCC, the Adviser noted that the proposed path will need to cross through the Root Protection Areas (RPA) of two Lime trees and a Chilean Pine. As the church is within a Conservation Area, the application for the new footpath entrance will also need to include an Arboricultural Method Statement (AMS) that describes how this can be achieved without placing the future health of the trees at risk. The Adviser recommended that an AMS should be submitted with the separate application for Planning Permission, but concluded that no tree works are needed to achieve the proposal.

However, the DAC had previously queried the intended visual focus for the garden, in relation to the memorialisation or commemoration of any cremated remains, such that neither the wall nor bench are proposed to carry any collective marker or individual memorials (e.g. plaques). In this way, it was cautioned that the garden may currently be closer to a reflection garden (i.e. not suitable for interments) than a Garden of Remembrance. This concern was upheld at the present meeting by the Archdeacon of Walsall (in absentia), who suggested that the PCC's proposal to utilise a Book of Remembrance was not, of itself, a sufficient record of the departed, in relation to the recommendations in the Chancellor's [Churchyard Regulations](#) (2013) (p. 8–9). The Archdeacon expressed the view that memorial books tend to belong more in crematoria, whereas churchyards usually supply more focussed memorialisation (i.e. headstones, plaques and collective memorials).

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. As such, the Committee resolved to not object to the proposal.

**Decision:** Not object for the following principal reason:

- The DAC did not consider that the PCC's proposal to utilise a Book of Remembrance was, of itself, a sufficient record of the departed, in relation to the recommendations in the Chancellor's [Churchyard Regulations](#) (2013) (p. 8–9).

**Action:** The DAC Secretary to issue the Notification of Advice to the applicant

## 8.6 Casework from Diocesan Registry

None this meeting

## 9. Stoke-upon-Trent Archdeaconry

### 9.1 DAC site visit reports for approval

9.1.1 Burton-on-Trent, St Modwen (Grade I) [quin. inspector: Adrian Mathias]  
Internal reordering of both East and West ends (OFS [2021-065626](#)), 27th July 2023 (Giles Standing)

**Decision:** The report was approved with some minor amendments (additions)

**Action:** The DAC Secretary to issue the report to the parish

### 9.2 Reorderings and new facilities in relation to a listed or unlisted church building

#### a) Informal advice (*before external formal consultation, if applicable*)

*Grade I*

#### 9.2.1

OFS Application Ref:	<a href="#">2023-081159</a>	Case Status:	Pre-formal consultation review
Church Code:	620274	Church Name:	<a href="#">Eccleshall: Holy Trinity</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	Eccleshall
Applicant Name:	Jonathan Jones	Quin. Inspector:	Simon Smith
Listing:	Grade I	Date of Last QI:	19-Oct-2018 [Andrew Capper]
Proposal:	Reordering within the church: relocating two historic tombs; installing a kitchen and two toilets; improving storage and office facilities at the west end of church		
No. of Times to DAC:	Third (in this form)	Cost Est:	£300,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 26th July 2023 DAC meeting, when the Committee offered advice on the development of the scheme, and specifically the remaining elements of detailed design in relation to the south aisle, storage at the base of the tower, toilet and kitchen accommodation, the meeting room, and drainage. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, notably the revised drawings by the quinquennial inspector (QI architect), and confirmed that the matters previously raised by the Committee's informal advice had largely been addressed.

Specifically, the DAC confirmed the following:

1. Details of the subfloor works to support the relocated historic tombs are included and show construction to maintain and maximise air flow to the subfloor.
2. Timber panelling details are accepted, and it is noted pelmets have now been included on more detailed section drawings. The various storage units are now adequately detailed, though no explanation is provided for why the height of ST1 remains higher than all other comparable partitions.
3. Internal elevations of the various toilet facilities are provided. It is noted that no tiling is proposed to the original stone walling, which is welcomed. There is limited 'whiterock' protection to new partitions only.
4. Adequate details are provided showing the protection to the retained Saxon stonework.

5. Confirmation of extract ventilation through tiled roof vents is provided and acceptable. M&E details are included.
6. A Written Scheme of Investigation (WSI) has been included, for approval by the DAC Archaeology Adviser prior to receipt of formal DAC advice.

However, it was observed that some final complimentary information, specifically from the PCC, such as the storage audit suggested to be undertaken by the parish in the DAC site visit report (approved by the DAC at its meeting on 23rd February 2023) remains outstanding. It is recommended that such information is also added to the application, to be read alongside the final drawings, from the parish perspective.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee recommended that external informal consultation (pre-application advice) on this final scheme should be undertaken with Historic England, the Victorian Society, and the Society for the Protection of Ancient Buildings (SPAB), via the Online Faculty System, which process can be advised by the DAC Secretary upon request.

Additionally, informal consultation should also be undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2) of the Faculty Jurisdiction (Amendment) Rules 2022, in relation to the conservation, alteration, setting or movement of articles of special historic, architectural, archaeological or artistic interest, i.e. the historic tombs and Saxon stones.

**Action:** The DAC Secretary to inform the applicant

*Grade II\**

#### 9.2.2

OFS Application Ref:	<a href="#">2023-086700</a>	Case Status:	Pre-formal consultation review
Church Code:	620449	Church Name:	<a href="#">Tatenhill: St Michael &amp; All Angels</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	Tatenhill
Applicant Name:	Philip Coleman	Quin. Inspector:	Mark Parsons
Listing:	Grade II*	Date of Last QI:	01-Apr-2023
Proposal:	Installation of toilet and building in churchyard		
No. of Times to DAC:	First	Cost Est:	£5,400
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal for the installation of a toilet facility at the church but considered that the impact of the proposed works on the fabric and setting of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish to continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England [guidance on Statements](#).

In relation to the development of the scheme, the DAC offered the following advice:

1. The Committee supported the need for an accessible toilet at the church, but considered that the current options appraisal, whilst helpful in the process, requires further detail and development.
2. This was recommended in order that the parish might more clearly discern, and thereby also communicate, the specific requirement for an external option at the chosen location, as distinct from other possible alternatives at the church. Issues such as aesthetic impact, and impact on fabric, should be carefully considered, in addition to cost grounds, which should not in itself be the principal driver in relation to the Grade II\* listed church building.
3. In connection with the current proposal, it was observed that the composting toilet is to be located in a shed. This would not be accessible, and therefore not necessarily acceptable.
4. The DAC Electrics and Lighting Adviser (and former Heating Adviser) had noted that there appears to be no running water available in the church, although there is a wet heating system. As such, the Adviser queried how the parish tops up the header tank for the heating system. More specifically, if there is no water available, it was queried how the parish plans for people to wash their hands following use of the toilet facility.
5. The Adviser confirmed that lighting will need to be provided, as the shed does not appear to have any windows giving natural light. The parish should consider both external lighting for safe access to the north side of the tower and the need for emergency lighting within the shed.
6. In relation to heating, the Adviser strongly recommended oil filled radiators to minimise the fire risk within the timber shed. Any other form of electrical heating would have a higher fire risk associated with it.
7. However, it was observed that there is no insulation within the shed, such that the heat loss would be rather high for heating it. The Adviser concluded that this would point towards a small radiant heater controlled by a movement detector, so that the heater cannot be switched on unless there is a person in the shed.
8. In relation to electrics, the Adviser confirmed that it should be possible to install a suitable cable buried in the ground from the vestry to the shed. This would likely be from a 32 amp MCB (miniature circuit breaker) to feed a small distribution board in the shed, which could then feed the lighting circuit as well as a small electrical heater.
9. Notwithstanding the advice given on the current proposal, the DAC resolved that the PCC should instruct its quinquennial inspector (QI architect) to provide an enhanced options appraisal, considering both internal and external options at this highly-listed church.
10. Lastly, the Committee observed that an external building will separately require planning approval.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with Historic England and the Local Planning Authority (Conservation Officer).

**Action:** The DAC Secretary to inform the applicant

*Grade II*

9.2.3

OFS Application Ref:	<a href="#">2023-083568</a>	Case Status:	Pre-formal consultation review
Church Code:	620409	Church Name:	<a href="#">Trent Vale: St John the Evangelist</a>

Archdeaconry:	Stoke-upon-Trent	Parish:	Trent Vale
Applicant Name:	Eileen Bithell	Quin. Inspector:	Geoff Hillman
Listing:	Grade II	Date of Last QI:	07-Nov-2012
Proposal:	Internal restoration and reordering following extensive fire damage at the church (in April 2022)		
No. of Times to DAC:	Second	Cost Est:	£1,800,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee last considered the proposal as a DAC site visit report approved at 26th July 2023 DAC meeting, having previously offered informal advice at 5th April 2023 DAC meeting. In line with that preceding informal advice, the DAC continues to support the principle of the proposal for both an internal restoration and a reordering of the church interior at this post-fire stage.

At the present meeting, the DAC carefully considered the updated supporting documents, and specifically the new Statement of Needs, and the associated design brief, by the parish. The DAC commended the parish for its careful and contextual input into this enhanced paperwork, which is considered now to capture the 'parish voice' clearly in the process of renewal and reordering.

However, it was observed that the Statement of Significance, currently prepared by Avlon Heritage (historic environment consultancy, December 2022), should be aligned to this revised Statement of Needs. At present, whilst the Statement of Significance gives a detailed description of the (post-fire) interior and provides a general assessment of significance, the document does not directly consider the loss (or otherwise) of significance in direct correlation with the interventions proposed within the reordering scheme.

The DAC recommends that this process is undertaken as the two Statements together are intended to constitute interconnected parts of a combined case for change, whereby the public benefit of the reordering is required to be shown to outweigh any harm caused to the heritage, including the character of the listed church building, in making the proposed changes to the building. In relation to which balancing assessment, the DAC recommends that the parish should consult the Church of England [guidance on Statements](#).

In relation to the submitted design brief, the Committee observed that the parish requirements for the restoration and reordering have been fairly broadly drawn. As such, it was not possible to confirm that the submitted architect's plan, drawing no. 6239-011B (dated 19th September 2023), reflects the brief in detail, as the latter includes items such as audio-visual elements, solar PV panels on the roof, and more. It was observed that additional paperwork that might inform the brief, such as the list of contents and valuations referred to in the DAC site visit report (section 4.1.1), had not yet been submitted and remain outstanding.

Whilst recognising that additional drawn content will be submitted by the QI architect for the subsequent DAC meeting (22nd November 2023), the Committee did seek to provide some further comment on the current floor plan at the present time. In relation to which, and in connection with the development of the scheme, the DAC offered the following advice:

1. The Committee observed that the new plan has a slightly modified layout.
2. The proposal previously included a concave dais, which the DAC considers would recess the focal point and distance speakers from the congregation. The concave dais remains,

though no longer curved, and perhaps tidier, although it is still deemed unsatisfactory, for the previous reasons.

3. The ramp to the dais, previously angled, is still fairly prominent, though now better handled and tidier.
4. The kitchen and toilet areas are now combined, and all set at the west end of the aisle, with a storage/meeting area above. This is tidier, but a significant enclosure.
5. The octagonal meeting room is set at a raised level, with a ramp. It was queried whether an important floor is sought to be preserved, whereas otherwise it should have level access.
6. The welcome desk appears obtrusive on the central access. It was suggested that this should be positioned near to the main north entrance, aiding and monitoring welcome.
7. The Committee resolved that elevations, sections, and preferably 3D details are required to fully assess the latest plan.
8. The DAC architects reaffirmed the view that in this context there is a place for brave, imaginative, contemporary forms.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with Historic England, the Victorian Society, and the Local Planning Authority (Conservation Officer).

**Action:** The DAC Secretary to inform the applicant

#### 9.2.4

OFS Application Ref:	<a href="#">2021-064657</a>	Case Status:	Pre-formal consultation review
Church Code:	620234	Church Name:	<a href="#">Calton: St Mary the Virgin</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	St Mary, Calton
Applicant Name:	Maxene Middleton	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Oct-2020
Proposal:	Creation of rear extension for toilet and kitchenette, and accessible ramp to south porch		
No. of Times to DAC:	Third	Cost Est:	£65,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at 26th July 2023 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents. The Committee continued to support the principle of the proposal, and considered that the impact of the proposed works on the fabric and setting of the listed church building had been sufficiently identified and justified.

The DAC confirmed that the matters previously raised by the Committee's informal advice had largely been addressed. However, in relation to the development of the scheme, the DAC offered the following additional advice:

#### *Form of windows to extension*

1. Whilst the DAC previously suggested arched heads, the Committee observed that the QI architect has argued for a preference for flat heads, on grounds that arched heads are

not practicable with modern walls. This view was not felt to be entirely supportable, but the argument that the extension should be different was deemed to be acceptable.

*Structural engineer's input*

2. The DAC previously advised that specialist input was necessary at this point, as the extension has the potential to undermine the existing church wall. The Committee recognises that the QI architect has dug trial holes and is of the view that there is bedrock beneath the existing walls, whereby the architect asserts that a structural engineer's input would be premature and an unnecessary expense at this stage.
3. However, the DAC upheld its stated view that a structural engineer's input will be needed in the overall process, and therefore that one should be engaged at this time, to provide a definitive view on the question of potential undermining.

*External ramp*

4. The Committee noted that one of the handrails has been omitted, and landscaping introduced, in accordance with the DAC's suggestion, which was welcomed.

*Details for the overthrow and lantern*

5. The DAC confirmed that there is sufficient detail for the overthrow, but the choice of 'black sheet metal' proposed for the lantern was queried, and the line drawing appears diagrammatic. As such, the Committee indicated that further details on these aspects are required.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with the Victorian Society and the Local Planning Authority (Conservation Officer).

**Action:** The DAC Secretary to inform the applicant

*Unlisted*

9.2.5

OFS Application Ref:	<a href="#">2023-089917</a>	Case Status:	Pre-formal consultation review
Church Code:	620379	Church Name:	<a href="#">Derrington: St Matthew</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	Derrington
Applicant Name:	Revd Catherine Brumfitt	Quin. Inspector:	Andrew Capper [ret'd]; Francis Turner [project architect]
Listing:	Unlisted	Date of Last QI:	10-Mar-2017
Proposal:	Accessible toilet, tea/coffee facility and pew removal		
No. of Times to DAC:	First	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents. The Committee supported the principle of the proposal, but considered that the impact of the proposed works on the fabric of the church building had not yet been fully identified and justified. However, in

relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2022, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed. The Committee expressed the view, however, that the church is of a quality that might be deemed to be worthy of being listed, and therefore its alteration and development should be considered (informally) in this light.

In relation to the development of the scheme, the DAC offered the following advice:

1. The Committee commended the scheme and the consideration which the parish and quinquennial inspector (QI architect) had put into the proposal.
2. The Archdeacon of Stoke-upon-Trent supported the need for making the interior more accessible for welcome, and confirmed that there are no public toilet facilities available in the village for use by parishioners or visitors to the church (e.g. at weddings).
3. The DAC member nominated by the National Amenity Societies commented that there is quite an amount of pew removal proposed, which pews are contemporary with the date of the church and characteristic of the period. The DAC member queried whether the total number of pews proposed for removal are required to be removed, or whether the scheme could be effective with less removal.
4. The Committee indicated that the next stage in the process requires the development of more detail on the design, on the effect on existing wall monuments, and information on services and drainage provision.

The Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice.

It was determined that external formal consultation under rule 4.5 the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable, as the church building is not listed. As such, the proposal will receive the formal (statutory) advice of the DAC only. However, the PCC should note that this does not remove any requirement for planning permission or other secular statutory consent, where applicable. In such cases, the PCC must check with the Local Planning Authority whether planning permission or other consent is needed.

**Action:** The DAC Secretary to inform the applicant

**b) Formal advice** (*after external formal consultation, if applicable*)

None this meeting

### **9.3 Extensive alterations (structural or liturgical) which affect the character of a listed church building**

**a) Informal advice** (*before external formal consultation, if applicable*)

*Grade II*

9.3.1

OFS Application Ref:	<a href="#">2023-084016</a>	Case Status:	Pre-formal consultation review
Church Code:	620406	Church Name:	<a href="#">Stoke-on-Trent: St Peter ad Vincula</a> [Stoke Minster]



Archdeaconry:	Stoke-upon-Trent	Parish:	Stoke-upon-Trent and Fenton
Applicant Name:	Revd Canon Andrew Wickens	Quin. Inspector:	Graeme Renton
Listing:	Grade II	Date of Last QI:	01-Feb-2018
Proposal:	Replacement of wooden inner lobby doors at west end with new glazed doors		
No. of Times to DAC:	First	Cost Est:	£17,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the fabric of the listed church building had been sufficiently identified and justified.

In relation to the development of the scheme, the DAC offered the following advice:

1. The Committee observed that the proposed structural glass doors will replace relatively modern, plainly-detailed timber doors of no specific architectural merit. The view was expressed that this alteration would enhance the entrance into the church and provide a visual link into the worship space.
2. The DAC indicated that further details will be required on the fixings for the doors, the revised step construction and the handrails, in relation to the retention of and fixing to the earlier tiled floor.
3. A basic manifestation has been included, but this needs applying to the elevation of the doors in drawn form, in order to ascertain its visual impact.
4. It was noted that Historic England, as an external statutory consultee, has been consulted and has no objections at this stage.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with the Local Planning Authority (Conservation Officer).

**Action:** The DAC Secretary to inform the applicant

**b) Formal advice** (*after external formal consultation, if applicable*)

None this meeting

**9.4 Conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest**

None this meeting

**9.5 Landscaping in relation to a listed or unlisted church building**

None this meeting

## 9.6 Casework from Diocesan Registry

### 9.6.1 Parish churchyard policy for approval

Stoke-on-Trent, St Peter ad Vincula [Stoke Minster] – with reference to the Chancellor’s [Churchyard Regulations](#) (2013), p. 7–8 and schedule 2 (p. 13)

**Decision:** The parish churchyard policy was recommended for approval

**Action:** The DAC Secretary to inform the Registry Assistant

## 10. Casework by delegated authority to note

### 10.1 Faculty applications

*The following ‘minor’ faculty cases, received prior to the agenda closing date for the current meeting, have been processed by [delegated authority](#), in accordance with [section 12\(1\)](#) of the Church of England (Miscellaneous Provisions) Measure 2018 and the [Lichfield DAC Delegated Authority Policy](#) (Amended April 2023), on behalf of the full DAC*

#### 10.1.1

OFS Application Ref:	<a href="#">2023-085648</a>	Church Name:	Brownhills w Ogle Hay: St James
Listing:	Unlisted	Archdeaconry:	Lichfield
Proposal:	Complete re-roofing of whole church building with new Dreadnought Tiles, in Plain, Club and Fishtail clay tiles		
DAC Consultee:	Bryan Martin	Date NoA Issued:	11th August 2023

#### 10.1.2

OFS Application Ref:	<a href="#">2023-086035</a>	Church Name:	Ryton: St Andrew
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Full restoration of church clock, including the incorporation of night silencing		
DAC Consultee:	Jonathan Ansell	Date NoA Issued:	12th August 2023

#### 10.1.3

OFS Application Ref:	<a href="#">2022-075904</a>	Church Name:	St George’s: St George
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Alterations to church tower roof construction details		
DAC Consultee:	Candida Pino	Date NoA Issued:	12th August 2023

#### 10.1.4

OFS Application Ref:	<a href="#">2022-080251</a>	Church Name:	Barton-under-Needwood: St James
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Augment the ring of eight bells to ten bells, replacing the 18th-century wooden and wrought iron bell frame with a steel bell frame with modern bell fittings [confirmation of external formal consultation under delegated authority]		
DAC Consultee:	Peter Woollam	Date NoA Issued:	12th August 2023

#### 10.1.5

OFS Application Ref:	<a href="#">2023-086252</a>	Church Name:	Wolverhampton: St Peter
Listing:	Grade I	Archdeaconry:	Walsall

Proposal:	External repairs to chancel and installation of new high-level handrail to stone plinth on north side		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	10th September 2023

#### 10.1.6

OFS Application Ref:	<a href="#">2023-087897</a>	Church Name:	Berkswich: Holy Trinity
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Move the laid up British Legion standard from the south transept to a similar position in the north transept opposite		
DAC Consultee:	Andy Foster	Date NoA Issued:	11th September 2023

#### 10.1.7

OFS Application Ref:	<a href="#">2023-083547</a>	Church Name:	Dawley: Holy Trinity
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Installation of a memorial plaque to graveside railings		
DAC Consultee:	Andy Foster	Date NoA Issued:	11th September 2023

#### 10.1.8

OFS Application Ref:	N/A [private faculty no. 5089]	Church Name:	Shrewsbury: St Chad
Listing:	Grade I	Archdeaconry:	Salop
Proposal:	Installation of a metal commemorative/heritage memorial plaque on legs at the grave of Charles Bage (1752–1822) within the churchyard		
DAC Consultee:	Andy Foster	Date NoA Issued:	11th September 2023

#### 10.1.9

OFS Application Ref:	<a href="#">2023-081612</a>	Church Name:	Trysull: All Saints
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	New accessible toilet in ground floor Tower Room [confirmation of external formal consultation under delegated authority]		
DAC Consultee:	Mark Stewart	Date NoA Issued:	22nd September 2023

#### 10.1.10

OFS Application Ref:	<a href="#">2023-086435</a>	Church Name:	Myddle: St Peter
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Works to the floor of the south aisle		
DAC Consultee:	Mark Stewart	Date NoA Issued:	23rd September 2023

#### 10.1.11

OFS Application Ref:	<a href="#">2023-082286</a>	Church Name:	Oxley: The Epiphany
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Installation of 9 window grilles to the lower windows of the vestries, toilets and corridor following a break in (Places of Worship Protective Security Funding Scheme)		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	23rd September 2023

#### 10.1.12

OFS Application Ref:	<a href="#">2023-085079</a>	Church Name:	Shelton: St Mark
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Removal of fractured stonework to tower pinnacles, to be stored on site, and provide lead capping to remaining stonework (granted under interim faculty nos 5122 and 5154), and subsequent reinstatement and restoration of the pinnacles		
DAC Consultee:	Bryan Martin	Date NoA Issued:	23rd September 2023

#### 10.1.13

OFS Application Ref:	<a href="#">2023-089112</a>	Church Name:	Bolas Magna: St John the Baptist
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Rebuilding and repairs to Groucock family chest tomb (not separately listed) within churchyard		
DAC Consultee:	Mark Stewart	Date NoA Issued:	23rd September 2023

#### 10.1.14

OFS Application Ref:	<a href="#">2023-087297</a>	Church Name:	Salt: St James the Great
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Dismantle unstable wooden Sexton's shed located in burial ground adjacent to church (granted under interim faculty no. 5140) and subsequently dispose of the same		
DAC Consultee:	Mark Stewart	Date NoA Issued:	24th September 2023

#### 10.1.15

OFS Application Ref:	<a href="#">2023-087059</a>	Church Name:	Pattingham: St Chad
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	Replace stolen lead from inner north aisle roof with terne-coated stainless steel, and associated works [confirmation of external formal consultation under delegated authority]		
DAC Consultee:	Mark Stewart	Date NoA Issued:	24th September 2023

#### 10.1.16

OFS Application Ref:	<a href="#">2023-086043</a>	Church Name:	Tutbury: St Mary the Virgin
Listing:	Grade I	Archdeaconry:	Stoke-upon-Trent
Proposal:	Replacement of gas boiler and pipework in ducts on north side of church		
DAC Consultee:	Malcolm Price	Date NoA Issued:	25th September 2023

**Decision:** The faculty applications processed by delegated authority were noted

**Action:** None

## 10.2 Quinquennial inspector applications

*The following applications from PCCs, received prior to the agenda closing date for the current meeting, have been processed by [delegated authority](#), in accordance with the [Lichfield Diocesan Scheme for the Inspection of Churches](#) (Amended June 2022) and the [Lichfield DAC Delegated Authority Policy](#) (Amended April 2023), on behalf of the full DAC*

- 10.2.1 Keele, St John the Baptist (Grade II\*), Simon Smith proposed inspector
- 10.2.2 Caverswall, St Peter (Grade II\*), Simon Smith proposed inspector
- 10.2.3 Ipstones, St Leonard (Grade II\*), Mark Parsons proposed inspector
- 10.2.4 Norton-in-Hales, St Chad (Grade II\*), Simon Smith proposed inspector
- 10.2.5 Silverdale, St Luke (Grade II), Simon Smith proposed inspector
- 10.2.6 Onecote, St Luke (Grade II), Mark Parsons proposed inspector
- 10.2.7 Butterton, St Bartholomew (Grade II), Mark Parsons proposed inspector
- 10.2.8 Hinstock, St Oswald (Grade II), Joanna Lawton proposed inspector
- 10.2.9 Weston Coyney, St Andrew (unlisted), Simon Smith proposed inspector
- 10.2.10 Berkhamstch, St Mary and St John (unlisted), Mark Parsons proposed inspector
- 10.2.11 Low Hill, Good Shepherd (unlisted), David Powell proposed inspector

**Decision:** The quinquennial inspector applications processed by delegated authority were noted

**Action:** None

## **11. Any other business**

### **11.1 Reinforced Autoclaved Aeriated Concrete (RAAC)**

The DAC raised the subject of Reinforced Autoclaved Aeriated Concrete (RAAC), and the applicability (or otherwise) to churches in the Diocese of Lichfield, based on action being taken for its stabilisation or removal at a national level in relation particularly to school buildings (i.e. in the national news). The DAC Secretary confirmed that at its meeting on 28th September 2023, the Church Buildings Council (CBC) agreed its [guidance on RAAC](#), which is available on the CBC web pages of the Church of England website.

Date of next meeting: **Wednesday 22nd November 2023 at 2.00 pm**

to be held by online conferencing – *please note not hybridly*

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