

# Lichfield Diocesan Advisory Committee

## MINUTES

*A meeting of the Lichfield DAC was held by online conferencing  
on Wednesday 22nd November 2023 at 2.00 pm*

### 1. Introduction

- 1.1 The opening prayer was said by the Ven Dr Sue Weller.
- 1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Julian Francis, the Ven Dr Sue Weller, the Revd Preb Terry Bloor, the Revd Geoffrey Eze, Andy Foster, Chris Gill, the Revd Neil Hibbins, Edward Higgins, the Revd Dr David Isiorho, Candida Pino, Bryan Martin, Adrian Mathias, Mark Stewart, Dr Andy Wigley, Peter Woollam.  
In attendance: The Revd Mary Thomas (Acting Archdeacon of Salop), Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Rosie Nightingale (Diocesan Registry Assistant).
- 1.3 Apologies for absence: The Ven Dr Megan Smith (DAC Vice Chair), the Ven Paul Thomas, the Revd Jo Farnworth, the Revd Zoe Heming, the Revd Andrew Lythall.
- 1.4 Declarations of interest: Adrian Mathias, item 6.5.1.
- 1.5 The minutes of the previous meeting were accepted without amendment.

### 2. Matters arising

None this meeting

### 3. New matters

- 3.1 Church of England [grants awarded](#) to Diocese of Lichfield in autumn 2023 for a full-time Church Buildings Support Officer (CBSO) to end of 2025/26, commencing January 2024, and a Minor Repairs and Improvements (MR&I) fund for church buildings to end of 2025

**Decision:** The matter was 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*

None this meeting

#### 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 Bentley, Emmanuel (electrics), 6th September 2023 (Brough Skingley) (Walsall Archdeaconry)

- 4.2.2 Short Heath, Holy Trinity (trees), 6th September 2023 (Andy Smith) (Walsall Archdeaconry)  
 4.2.3 Aldridge, St Mary the Virgin (trees), 2nd October 2023 (Andy Smith) (Walsall 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. Stoke-upon-Trent 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

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

*Grade II*

#### 6.2.1

|                      |   |                  |  |
|----------------------|---|------------------|--|
| 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: | Third   | Cost Est:        | £1,800,000   |
| Legislation Applies: | Faculty Jurisdiction (Amendment) Rules 2022   |                  |  |

The DAC last considered the proposal as an application for informal advice at 4th October 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, including the Statement of Significance (and associated Heritage Impact Assessment) and Statement of Needs. The Committee continued to support 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 confirmed that the matters previously raised by the DAC's informal advice had been considered, and that the current submission includes a wide range of new and updated supporting documents relating to the architectural proposals (plans, elevations, sections and 3D details), the internal contents, and the mechanical and electrical (M&E) aspects of the reordering scheme. It was noted, though, that the replacement stained glass (east window) and the furniture/chairs do not form part of the current submission.
2. The DAC observed that the architect's latest proposed floor plan, drawing no. 6239-011D (dated 2nd November 2023), retains the same general strategy, with altar, dais and ramp to the east, octagonal quiet space to the west, and a two-storey enclosure in the south aisle, with toilets, a servery and a meeting room over. This remains generally workable.
3. In light of previous DAC advice, the design has been further developed and certain refinements made. The Committee made the following observations and comments on these various elements, below.
4. The nave altar dais now thrusts forward, is polygonal and should be more successful, both in terms of function and aesthetics.
5. The altar dais ramp is now handled cleanly, although it is still set in space rather than, for example, being tucked against a wall. Some caution was expressed regarding the internal planting bed screening, but which was considered to be an interesting idea.
6. There is now level access into the octagonal quiet space, which is tidier, simpler and more successful, both in terms of function and aesthetics.
7. The south aisle enclosure is still a sizeable and somewhat bulky intervention, but the elevations are fairly clean, and the insertion would be set behind the arcade. However, it was cautioned that it does not clear the pier capitals by much at the west end, and the suggestion was made that it needs to be moved south by at least 200 mm or so. Access issues to the upper level were considered to remain.
8. Designs have been submitted for the various screens to the quiet space, the tower arch, the ramp and new enclosure, and for dado panelling. Whilst this all looks fairly tidy, it is not clear what is intended by the wide mitreing – this is not how doors are jointed, and it is not obvious how it will apply to the various panels. Large-scale joinery sections are needed.
9. Further to which, it was suggested that the loosely Gothic forms may not be necessary. The view was expressed that these are arguably a safe option, and that advice had previously been given that braver, more contemporary forms could work.
10. The servery is now worked up, but the hatch looks somewhat constricted.
11. The welcome desk is not now apparent. If one is intended, then large-scale details are required.
12. Care should be taken with the proposal for chairs, as these will be a crucial part of the finished aesthetic, in this fairly stripped-out interior. Chairs and tables will also need to be efficient stackers, as there is not a lot of enclosed storage space.
13. In relation to the M&E aspects of the reordering scheme, the DAC Audio-Visual, Lighting and Electrics Adviser undertook a site visit on 23rd September 2023 and met with parish representatives at the church (no written report). For the present DAC meeting, the Adviser provided extensive comments on the submitted M&E elements and related considerations, from a technical standpoint, but has expressed concern regarding the proposals.
14. The Committee agreed that this response be conveyed to the parish as the additional informal advice of that Adviser, and further commented that it would be helpful were the Archdeacon of Stoke-upon-Trent (in absentia) to lead a facilitated site meeting to discuss the points raised with the parish.

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

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

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)

Grade II

6.3.1

|                      |   |                  |  |
|----------------------|---|------------------|--|
| 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><br>[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: | Second  | Cost Est:        | £17,000  |
| Legislation Applies: | Faculty Jurisdiction (Amendment) Rules 2022                               |                  |  |

The DAC last considered the proposal as an application for informal advice at 4th October 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, including the Statements of Significance and Needs, and confirmed that the matters previously raised by the Committee’s informal advice had been addressed.

In relation to which, the QI architect has provided details of the manifestation to the doors and wording to the dedication panel over the doors. However, whilst these are generally acceptable, caution was expressed regarding the proposed solid white lettering. A sand-blasted (type) of finish, or transfer/applied film, would be preferable, as rather more recessive. The dedication text was deemed to be rather too prominent, and suggested to be smaller and to the side, whilst the manifestation might be a little larger to show the detail. Consideration should also be given to the font of the text elements, and a graphic designer perhaps engaged on the ensemble.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. It was noted that Historic England, as an external statutory consultee,

has previously been consulted and has raised no objections. The Committee suggested that the revised scheme, when further developed, should be resubmitted for external formal consultation with Historic England and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

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

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

Grade II\*

6.3.2

|                      |  |                  |   |
|----------------------|--|------------------|---|
| OFS Application Ref: | <a href="#">2019-045354</a>  | Case Status:     | Notification of Advice                        |
| Church Code:         | 620301   | Church Name:     | <a href="#">Leek: St Edward the Confessor</a> |
| Archdeaconry:        | Stoke-upon-Trent   | Parish:          | Leek and Meerbrook                            |
| Applicant Name:      | Revd Nigel Irons   | Quin. Inspector: | Simon Smith [project architect]               |
| Listing:             | Grade II*  | Date of Last QI: | 06-Apr-2022                                   |
| Proposal:            | Modifications to main entrance to provide wheelchair access and remove internal lobby    |                  |   |
| No. of Times to DAC: | Sixth  | Cost Est:        | £60,000 [original scheme]                     |
| Legislation Applies: | Faculty Jurisdiction Rules 2015 ( <i>i.e. case is pre-external formal consultation</i> ) |                  |   |

The DAC last considered the proposal as an application for formal advice at 23rd February 2023 DAC meeting, when the Committee deferred the application, pending revision and resubmission by the parish. 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 deferral advice had been addressed.

Specifically, the new screen and door frame will be oak in a light (natural) oil finish. The transom has been increased, and details of door closers are included. The manifestation is depicted and should be in sand-blasted effect. The external handrails are to be wrought iron to match the existing and are simply detailed. A Written Scheme of Investigation (WSI) for an archaeological watching brief has also been provided, and approval of this document by the DAC Archaeology Adviser is confirmed. As such, the Committee resolved to recommend the proposal with a proviso.

It was determined that external formal consultation under the Faculty Jurisdiction 2015 is applicable. Following receipt of formal DAC advice, external formal consultation should be undertaken with Historic England, the Victorian Society, the Society for the Protection of Ancient Buildings (SPAB), and the Local Planning Authority (Conservation Officer).

**Decision:** Recommend with the following proviso:

- The programme of archaeological work shall be carried out in complete accordance with the Written Scheme of Investigation (WSI) for an archaeological watching brief by the Centre of Archaeology, Staffordshire University, dated 6th June 2023.

**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

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

None this meeting

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

*Grade I*

##### 6.5.1

|                      |   |                  |                                    |
|----------------------|---|------------------|------------------------------------|
| OFS Application Ref: | <a href="#">2023-086041</a>   | Case Status:     | Notification of Advice             |
| Church Code:         | 620377  | Church Name:     | <a href="#">Sandon: All Saints</a> |
| Archdeaconry:        | Stoke-upon-Trent  | Parish:          | Sandon with Burston                |
| Applicant Name:      | Kenneth Pemberton   | Quin. Inspector: | Adrian Mathias                     |
| Listing:             | Grade I   | Date of Last QI: | 01-Dec-2020                        |
| Proposal:            | Heritage interpretation – external and internal notice boards (project in NLHF Development Stage) |                  |                                    |
| No. of Times to DAC: | Second (first as formal)  | Cost Est:        | £9,510 [original scheme]           |
| 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. It was noted that the application forms a pair with OFS [2023-083428](#) (fabric conservation works), as part of a Heritage Fund project in the Development Stage, but that the latter was not for consideration at 22nd November 2023 DAC meeting.

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 been addressed.

Specifically, it was determined that the proposed works will not have a detrimental impact on the setting of the church. The interior notice boards are the same as those approved under faculty [2019-045585](#) (without the additional elements to house the index). The external board is located adjacent to the access to the churchyard from the north. The scale and design do not cause harm to the setting of the Grade I listed building. The DAC Archaeology Adviser also confirmed that it is considered that there is very limited potential for any human remains or archaeological features to be impacted by the excavation of the two specified post holes. As such, it is considered that no further archaeological mitigation would be required.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. As such, the Committee resolved to recommend the proposal.

Separately, the DAC advised that the parish should liaise with the Local Planning Authority (LPA) to confirm whether planning permission is required for the external board.

**Decision:** Recommend

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

## 6.6 Casework from Diocesan Registry

None this meeting

## 7. Salop Archdeaconry

### 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*)

*Grade I*

#### 7.2.1

|                      |   |                  |                                      |
|----------------------|---|------------------|--------------------------------------|
| OFS Application Ref: | <a href="#">2021-063282</a>   | Case Status:     | Pre-formal consultation review       |
| Church Code:         | 620548  | Church Name:     | <a href="#">Tong: St Bartholomew</a> |
| Archdeaconry:        | Salop   | Parish:          | Tong                                 |
| Applicant Name:      | Revd Pippa Thorneycroft   | Quin. Inspector: | Tim Ratcliffe                        |
| Listing:             | Grade I   | Date of Last QI: | 22-Aug-2018 [Sarah Butler]           |
| Proposal:            | Provision of tea point at north-west corner of nave and external drainage [toilet facilities removed from proposal] |                  |                                      |
| No. of Times to DAC: | Sixth (first in this form)  | Cost Est:        | Not stated                           |
| Legislation Applies: | Faculty Jurisdiction (Amendment) Rules 2019   |                  |                                      |

The DAC last considered the proposal as part of a broader application (same OFS application ref.), including toilet facilities within an extension, for informal advice at 31st May 2023 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, in relation to the internal aspect, the DAC confirmed its support for the principle of the proposal for a tea point in the north-west corner of the nave, including its location, but that further detailing was required.

At the present meeting, the DAC carefully considered the revised proposal, for provision of the standalone tea point and associated external drainage, including the supporting documents and the Statements of Significance and Needs. 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 been addressed. Specifically, all pews are retained, and the scheme wraps storage cupboards and

a worktop to the rear and over the pew back. All joinery is to be in oak with an oak laminate worktop, in keeping with the existing timber works but with a lighter (natural) finish. The proposal will also involve provision of a new water supply for the tea point, running from an existing mains connection point, and a new drain. Both will require excavation within the churchyard and therefore have the potential to disturb human remains. A DAC architect member suggested that a direct drainage route would be preferable even though this requires core-drilling of masonry below ground level.

The DAC Archaeology Adviser indicated that the excavations for the service runs will need to be subject to an archaeological watching brief, undertaken by an archaeological contractor selected by PCC. The Outline Schedule of Work provided by the QI architect notes (at para 2.1) that a watching brief will be required. The parish should provide a Written Scheme of Investigation (WSI) for the archaeological watching brief for approval by the DAC Archaeology Adviser as part of its application for formal DAC advice.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable, in relation to the archaeological aspects of the scheme. The Committee indicated that, following approval of the WSI by the DAC Archaeology Adviser, the application should be resubmitted for external formal consultation with Historic England and the Local Planning Authority (County Archaeologist), prior to receipt of formal DAC advice.

The Committee resolved that the giving of formal DAC advice following external consultation, where no formal objections are raised by external consultees and where no 'material changes' are made to the proposal (rules 4.7–4.8 of the 2022 Rules), could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023). Where these criteria cannot be met, the application will return for full Committee consideration at the next DAC meeting following receipt of the external formal consultation responses.

In relation to the current submission, the Committee would recommend the proposal.

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

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

None this meeting

**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

## 8. Lichfield Archdeaconry

### 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

None this meeting

### 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 I*

#### 8.5.1

|                      |   |                  |  |
|----------------------|---|------------------|--|
| OFS Application Ref: | <a href="#">2023-081254</a>   | Case Status:     | Notification of Advice                       |
| Church Code:         | 620087  | Church Name:     | <a href="#">Mavesyn Ridware: St Nicholas</a> |
| Archdeaconry:        | Lichfield   | Parish:          | Mavesyn Ridware                              |
| Applicant Name:      | Revd Jeremy Brading   | Quin. Inspector: | Graham Holland                               |
| Listing:             | Grade I   | Date of Last QI: | 01-Oct-2009                                  |
| Proposal:            | Creation of Garden of Remembrance within an unused area of the churchyard |                  |  |
| No. of Times to DAC: | Second (first as formal)  | Cost Est:        | £100 [original scheme]                       |
| Legislation Applies: | Faculty Jurisdiction (Amendment) Rules 2022                               |                  |  |

The DAC last considered the proposal as an application for informal advice at 5th April 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,

and confirmed that the matters previously raised by the Committee's informal advice had been addressed.

Specifically, the DAC considered that the parish has made a compelling case of exceptionality for the proposed adoption of individual markers, in relation to the requirements of the Chancellor's [Churchyard Regulations](#). Previous concerns about the difficulty of maintenance of desk-type memorials and space between them have been addressed, and the parish wishes to use flat markers. The DAC Archaeology Adviser additionally confirmed that the information requested to confirm the location and extent of the proposed ABCR has now been provided.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. As such, the Committee resolved to recommend the proposal.

**Decision:** Recommend

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

## **8.6 Casework from Diocesan Registry**

None this meeting

|                                |
|--------------------------------|
| <b>9. Walsall Archdeaconry</b> |
|--------------------------------|

### **9.1 DAC site visit reports for approval**

None this meeting

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

None this meeting

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

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**

None this meeting

## **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 \(Amended October 2023\)](#), on behalf of the full DAC

### 10.1.1

|                      |   |                  |                    |
|----------------------|---|------------------|--------------------|
| OFS Application Ref: | <a href="#">2023-083794</a>   | Church Name:     | Lichfield: St Chad |
| Listing:             | Grade II*   | Archdeaconry:    | Lichfield          |
| Proposal:            | Permanent positioning of 17th-century altar within Lady Chapel and introduction of new portable nave altar to be situated at crossing |                  |                    |
| DAC Consultee:       | Revd Neil Hibbins   | Date NoA Issued: | 4th October 2023   |

### 10.1.2

|                      |   |                  |                                    |
|----------------------|---|------------------|------------------------------------|
| OFS Application Ref: | <a href="#">2023-086425</a>   | Church Name:     | Oswestry: St Oswald, King & Martyr |
| Listing:             | Grade II*   | Archdeaconry:    | Salop                              |
| Proposal:            | Replacement of rotten joists, with damp proof membrane, in St George's Chapel, and associated like-for-like replacement of floorboards in exhibition area towards south door (granted under interim faculty no. 5132) |                  |                                    |
| DAC Consultee:       | Bryan Martin  | Date NoA Issued: | 4th October 2023                   |

### 10.1.3

|                      |  |                  |                          |
|----------------------|--|------------------|--------------------------|
| OFS Application Ref: | <a href="#">2023-088411</a>  | Church Name:     | Oakengates: Holy Trinity |
| Listing:             | Grade II   | Archdeaconry:    | Salop                    |
| Proposal:            | To add 2 wrought iron style handrails to steps exiting vestry into chancel |                  |                          |
| DAC Consultee:       | Adrian Mathias   | Date NoA Issued: | 4th October 2023         |

### 10.1.4

|                      |   |                  |                  |
|----------------------|---|------------------|------------------|
| OFS Application Ref: | <a href="#">2023-089655</a>   | Church Name:     | Shelton: St Mark |
| Listing:             | Grade II  | Archdeaconry:    | Stoke-upon-Trent |
| Proposal:            | Repairs to nave stonework, and roofs of north-west and south-west porches (adjacent to tower) |                  |                  |
| DAC Consultee:       | Adrian Mathias  | Date NoA Issued: | 6th October 2023 |

### 10.1.5

|                      |  |                  |                  |
|----------------------|--|------------------|------------------|
| OFS Application Ref: | <a href="#">2023-089639</a>                | Church Name:     | Shelton: St Mark |
| Listing:             | Grade II                                   | Archdeaconry:    | Stoke-upon-Trent |
| Proposal:            | Re-roofing of tower and repairs to windows |                  |                  |
| DAC Consultee:       | Adrian Mathias                             | Date NoA Issued: | 6th October 2023 |

### 10.1.6

|                      |   |               |   |
|----------------------|---|---------------|---|
| OFS Application Ref: | <a href="#">2023-084771</a>   | Church Name:  | Ruyton-in-the-XI Towns: St John the Baptist |
| Listing:             | Grade II  | Archdeaconry: | Salop                                       |
| Proposal:            | Restoration of three stained glass windows in the nave south elevation (windows |               |   |

|                |  |                  |                   |
|----------------|--|------------------|-------------------|
|                | S5–S7), and provision of stainless steel wire mesh guards for the restored windows |                  |                   |
| DAC Consultee: | Bryan Martin   | Date NoA Issued: | 28th October 2023 |

#### 10.1.7

|                      |  |                  |                                     |
|----------------------|--|------------------|-------------------------------------|
| OFS Application Ref: | <a href="#">2023-088185</a>  | Church Name:     | Stramshall: St Michael & All Angels |
| Listing:             | Grade II   | Archdeaconry:    | Stoke-upon-Trent                    |
| Proposal:            | Repairs to the nave south window at the west end adjoining corner turret, including removing double-glazed window glass and installing new leaded window glass |                  |                                     |
| DAC Consultee:       | Adrian Mathias   | Date NoA Issued: | 28th October 2023                   |

#### 10.1.8

|                      |   |                  |                          |
|----------------------|---|------------------|--------------------------|
| OFS Application Ref: | <a href="#">2023-081540</a>   | Church Name:     | Knightley: Christ Church |
| Listing:             | Unlisted  | Archdeaconry:    | Stoke-upon-Trent         |
| Proposal:            | To replace existing electric heaters with halogen wall-hung heaters |                  |                          |
| DAC Consultee:       | Andrew Baker  | Date NoA Issued: | 10th November 2023       |

#### 10.1.9

|                      |  |                  |                            |
|----------------------|--|------------------|----------------------------|
| OFS Application Ref: | <a href="#">2022-080550</a>  | Church Name:     | Normacot: Holy Evangelists |
| Listing:             | Grade II   | Archdeaconry:    | Stoke-upon-Trent           |
| Proposal:            | Replacement of rotting floor and underfloor timbers at side door entry to church and improvements to drainage system |                  |                            |
| DAC Consultee:       | Bryan Martin   | Date NoA Issued: | 12th November 2023         |

#### 10.1.10

|                      |  |                  |                    |
|----------------------|--|------------------|--------------------|
| OFS Application Ref: | <a href="#">2023-087023</a>  | Church Name:     | Edensor: St Paul   |
| Listing:             | Unlisted   | Archdeaconry:    | Stoke-upon-Trent   |
| Proposal:            | Creation of a memorial garden at the rear of the church, constituting a path, a wall of wooden sleepers, 2 raised beds and 3 benches; also planting a small silver birch tree at the centre of the wildflower garden near the Living Cross |                  |                    |
| DAC Consultee:       | John Polhill   | Date NoA Issued: | 12th November 2023 |

#### 10.1.11

|                      |  |                  |                        |
|----------------------|--|------------------|------------------------|
| OFS Application Ref: | <a href="#">2023-090948</a>  | Church Name:     | Ashmore Park: St Alban |
| Listing:             | Unlisted   | Archdeaconry:    | Walsall                |
| Proposal:            | Replace vandalised stage curtains in front of the altar with two movable screens |                  |                        |
| DAC Consultee:       | Mark Stewart   | Date NoA Issued: | 14th November 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 October 2023), on behalf of the full DAC*

- 10.2.1 Penkridge, St Michael and All Angels (Grade I), Adrian Mathias proposed inspector
- 10.2.2 Stretton, St John (Grade II\*), Adrian Mathias proposed inspector
- 10.2.3 Wellington, Christ Church (Grade II), Simon Smith proposed inspector
- 10.2.4 Norton-le-Moors, St Bartholomew (Grade II), Simon Smith proposed inspector
- 10.2.5 Fenton, Christ Church (Grade II), Simon Smith proposed inspector
- 10.2.6 Levedale Mission Church (unlisted), Adrian Mathias proposed inspector
- 10.2.7 Essington, St John the Evangelist (unlisted), Joanna Lawton proposed inspector

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

**Action:** None

**11. Any other business**

None this meeting

Date of next meeting: **To be confirmed (January/February 2024)**

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

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