

Lichfield Diocesan Advisory Committee

MINUTES

A meeting of the Lichfield DAC was held by online conferencing on Wednesday 26th July 2023 at 2.00 pm

1.1 Introduction

- 1.1.1 The opening prayer was said by the Revd Jo Farnworth (Associate Archdeacon of Salop).
- 1.1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Paul Thomas, the Ven Dr Sue Weller, the Revd Preb Terry Bloor, the Revd Jo Farnworth, the Revd Geoffrey Eze, Andy Foster, Chris Gill, the Revd Zoe Heming, Bryan Martin, Brough Skingley, Mark Stewart, Julie Taylor, Dr Andy Wigley, Peter Woollam. In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Pauline Hollington (Diocesan Registry Assistant), Clare Beavon (Diocesan Pastoral Officer).
- 1.1.3 Apologies for absence: the Ven Julian Francis, Nigel de Gaunt-Allcoat, the Revd Neil Hibbins, Edward Higgins, the Revd Dr David Isiorho, the Revd Andrew Lythall, Adrian Mathias, Candida Pino.
- 1.1.4 Declarations of interest: Candida Pino, items 4.3.1, 5.3.3; Adrian Mathias, items 4.3.2, 5.1.2, 5.1.4–5.1.5, 5.3.1–5.3.2, 6.2.1; Bryan Martin, item 5.1.3; the Revd Neil Hibbins, item 6.2.1.
- 1.1.5 The minutes of the previous meeting were accepted without amendment.

1.2 Welcome

1.2.1 Introductory talk by Julie Jones, Lichfield Diocesan Secretary/CEO, by invitation of the DAC Chair

The DAC Chair was pleased to welcome Julie Jones, Lichfield Diocesan Secretary/CEO, to give a short talk to the Committee, which placed the work of the DAC into the wider context of the diocese, including other statutory committees and functions, as well as the diocesan [Shaping for Mission](#) strategic process. The Diocesan Secretary warmly thanked the DAC members and advisers, as diocesan volunteers, for their ongoing service in this regard.

Action: The DAC Secretary to circulate a video recording of the talk by the Diocesan Secretary to DAC members in absentia and to all DAC advisers, for reference

2. Matters arising

2.1 Completion rate of Church of England's Energy Footprint Tool in relation to net zero carbon milestone by 31st August 2023 (extended from 31st July 2023)

The DAC Secretary updated that the Church of England's [Energy Footprint Tool](#) (EFT), which reopened on 1st January 2023, will remain open until 31st August 2023, extended from 31st July 2023. The EFT allows parishes to enter their 2022 utility bills and find out their carbon footprint, which is the first step in discerning the mitigations required for their church buildings to be net zero carbon by 2030. The online tool is available to all churches using the Online Parish Returns System.

The EFT is one of the net zero carbon [milestones](#) for church buildings this year, arising from the Church of England's [Routemap to Net Zero Carbon by 2030](#). The milestone requires that 90%+ of churches in every diocese will have completed the EFT by the end

of 2023. The DAC Secretary confirmed that 58% (316 out of 549) church buildings in the Diocese of Lichfield had used the EFT this year so far, following a communications drive, which is a notable increase on the previous year, at 18%.

2.2 Publication of Lichfield DAC member volunteer handbook and DAC adviser volunteer handbook, 3rd July 2023

At 5th April 2023 DAC meeting (New Matters, item 3.1), the Assistant DAC Secretary informed the Committee that a volunteer handbook for Lichfield DAC members and advisers was in development, which would include information on a range of HR and procedural matters including diocesan insurance, travel expense claims, lone working policy, and contact details. The intention is to have all such information in one place, accessible to new members and advisers, as well as those who are already in post, as an agreed point of reference.

At the present meeting, the Assistant DAC Secretary updated that the Lichfield [DAC member volunteer handbook](#) and [DAC adviser volunteer handbook](#) had now been published on the DAC web pages of the diocesan website, and links distributed to all members and advisers respectively on 3rd July 2023. The DAC Chair thanked the DAC officers for their work in this regard, and commended the handbooks to the Committee. It was confirmed that the online resource would be updated on a rolling programme, as additional topics arise, and as such members and advisers are requested to consult the handbooks ongoing.

3. New matters

3.1 DAC consultation on suitability of Shrewsbury, St Peter (Monkmoor) becoming a parish church

The Diocesan Pastoral Officer, Clare Beavon (present at the meeting), indicated that the DAC was required to be consulted, in order to advise the Diocesan Bishop, on the proposal for Shrewsbury, St Peter (Monkmoor) (unlisted) to become a parish church. The building currently constitutes an unconsecrated mission church, within the same parish as Shrewsbury, Holy Cross (Shrewsbury Abbey) (Grade I listed). The proposal is to dissolve the existing benefice and parish, and to create two new benefices and two new parishes, with a consecrated church in each parish. The PCC is in favour of the proposal.

The DAC appraised the suitability of the building against the recommended criteria given in section 14.12 of the Mission and Pastoral Measure 2011 [Code of Recommended Practice](#) (volume 2). In relation to which, the Committee confirmed that Shrewsbury, St Peter was suitable to become a parish church on liturgical, functional, and economic grounds (including the condition of the building).

Decision: The DAC supported the proposal

Action: The DAC Secretary to issue the consultation response to the Diocesan Pastoral Officer

3.2 Appointment of Christopher Buckingham as Deputy Chancellor, 11th July 2023

The DAC Secretary indicated that Christopher Buckingham, barrister at St Philips Chambers, Birmingham, had been [appointed as Deputy Chancellor](#) by the Diocesan Chancellor in the Consistory Court of the Diocese of Lichfield (in session at St Philips Chambers) on 11th July 2023. The DAC wished the Deputy Chancellor (in absentia) well in his new diocesan role. The DAC Secretary confirmed that the Deputy Chancellor was registered to use the Online Faculty System (OFS), for the determination of submitted faculties, and had received training on the OFS, alongside Diocesan Registry officers, on 18th July 2023.

3.3 Standing down of Steven Matthews (DAC architect member), the Revd Mark Wilson and the Revd Mike Newbon (DAC Audio-Visual Advisers), 30th June 2023

The DAC Secretary indicated that Steven Matthews (in absentia), a DAC architect member of the new Lichfield DAC constituted for the Synodical period 2022–27, had stepped back from the role, having been appointed in June 2022. The DAC Secretary also indicated that the Revd Mark Wilson, DAC Audio-Visual Adviser (Walsall Archdeaconry), and the Revd Mike Newbon, DAC Audio-Visual Adviser, had stood down from their advisory roles, having undertaken these since March 2021 and November 2022 respectively. The Committee extended a vote of thanks to the advisers for their valuable contribution to the work of the Lichfield DAC.

Action: The DAC Secretary to liaise with the Bishop's Office

3.4 Standing down of Julie Taylor (DAC member appointed after consultation with Historic England), 1st August 2023

The DAC Secretary indicated that Julie Taylor, DAC member nominated by Historic England (a statutory position on the DAC), is to stand down from that role from 1st August 2023, due to her cessation as Inspector of Historic Buildings and Areas with Historic England. The Committee warmly thanked Julie Taylor for her valuable contribution to the work of the Lichfield DAC, having undertaken that role since March 2015. The DAC Secretary confirmed that under [schedule 2](#) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (the DAC constitution), a casual vacancy had been created, and that a new DAC member would need to be appointed by the Diocesan Bishop, after consultation with Historic England. The new nominated member would be a DAC member for the unexpired portion of the term of office being filled (i.e. now 2023–27).

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

3.5 DAC approval of 'DAC advisers: diocesan framework' section of DAC volunteer service provision public-facing web page, July 2023

The DAC Chair reaffirmed that a successful meeting/feedback session had been held with the DAC advisers, prior to the start of the 2023 DAC meeting cycle, on 30th January 2023 (reported at 23rd February 2023 DAC meeting, New Matters, item 3.1). The session had focussed on the role and functions of DAC advisers, as well as related issues of volunteer service provision and succession planning, in relation to the Church Buildings Council's (CBC) [A Brief Guide to the Role of DAC Advisers](#) (2022).

At the present meeting, the DAC Chair indicated that additional DAC advisers, such as to replace the DAC Audio-Visual Advisers who had recently stood down (item 3.3 above), would not be sought at the present time, due to a series of recruitment drives already undertaken, most recently in May 2022 (reported at 26th May 2022 DAC meeting, Matters Arising, item 2.5), and lack of DAC officer resource available to undertake such rolling programmes of volunteer recruitment, training, and retention. In May 2022, advertising for [expressions of interest](#) for building services adviser roles in the diocesan Bulletin, on the diocesan website, via the diocesan Facebook page, and by direct mailing of the advert to all parishes in the diocese, had returned no expressions of interest.

At the current meeting, the DAC Secretary indicated that, in part in response, a new Chair-approved [DAC volunteer service provision](#) public-facing web page had been created on the diocesan website, proposed for publication in July 2023. Committee approval was

sought for the 'DAC advisers: diocesan framework' section of that page, as this pertains to the operation of advisers in relation to the Lichfield DAC specifically.

The intention is to publish, for the first time, a statement on the capacity of the DAC, and specifically its advisers, as expert diocesan volunteers. The information particularly highlights capacity in relation to building services adviser roles, including net zero carbon (i.e. DAC heating advisers). The page is designed to be transparent about levels of service provision, in order that the expectations of parishes can be best managed and, where possible, met, in relation to requests for informal (pre-application) advice and site visits from specialist volunteer advisers. A connected goal is to best facilitate volunteer management by the DAC officers, whereby all advisers (and parishes) are requested to adhere to the published processes.

Decision: The DAC supported the proposal, and the web page was approved without amendment

Action: The DAC Secretary to seek the approval of the Diocesan Secretary to publish the public-facing page on the DAC departmental web pages, as a diocesan statement

3.6 Definition of attendance at remote DAC meetings in accordance with Miscellaneous Provisions Measure, final drafting July 2023

The DAC Secretary indicated that the [Church of England \(Miscellaneous Provisions\) Measure, final drafting July 2023](#), had been approved by General Synod on 8th July 2023. Schedule 2 of the Measure (see also [Explanatory Note](#)) gives a definition of attendance at remote (i.e. hybrid or online) diocesan and parochial statutory meetings, albeit that DACs are not specifically referred to as there is nothing in legislation that refers to the place where a meeting of a DAC is held. The DAC Chair recommended that the Lichfield DAC nevertheless adopts the same requirements for remote meetings, on a point of best practice. It was noted that the statutory body closest in function to the DAC that is referred to in the Measure is the Church Buildings Council (CBC), in relation to which 'a person is to be regarded as present at the meeting if the person is at that time able to hear and be heard by, and where practicable to see and be seen by, the other persons present'.

Action: The DAC Chair and Secretary to apply the agreed definition of attendance at remote DAC meetings

4. Site visits and reports

4.1 Adviser site visit 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 Trent Vale, St John the Evangelist (organ), 13th June 2023 (Nigel de Gaunt-Allcoat)

Decision: The report was not approved – the key points having been incorporated into the subsequent DAC site visit report (item 4.3.2 below)

Action: The DAC Secretary to liaise with the parish and DAC Organ Adviser

4.1.2 Baswich, Holy Trinity (bells), 16th June 2023 (Peter Woollam)

Decision: The report was approved without amendment

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

4.2 Adviser site visit 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 Streetly, All Saints (audio-visual), 24th May 2023 (Revd Mike Newbon)
- 4.2.2 Tipton, St John the Evangelist (lighting), 1st June 2023 (Brough Skingley)
- 4.2.3 Baswich, Holy Trinity (lighting), 6th June 2023 (Brough Skingley)
- 4.2.4 Shenstone, St John (heating), 8th June 2023 (Peter Bemrose)
- 4.2.5 Penn, St Bartholomew (organ), 8th June 2023 (Nigel de Gaunt-Allcoat)
- 4.2.6 Stretton w Claymills, St Mary (trees), 28th June 2023 (Andy Smith)

Decision: The reports were noted

Action: None

4.3 DAC site visit reports for approval

- 4.3.1 Cheswardine, St Swithun (Grade II*) [quin. inspector: Candida Pino]
Provision of external access ramp system (OFS [2023-083734](#)), 15th June 2023 (Giles Standing)

Decision: The report was approved without amendment

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

- 4.3.2 Trent Vale, St John the Evangelist (Grade II) [quin. inspector: Geoff Hillman]
Internal restoration and reordering following extensive fire damage at the church (in April 2022) (OFS [2023-083568](#)), 11th 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

4.4 Forthcoming DAC site visits

- 4.4.1 Burton-on-Trent, St Modwen (Grade I) [quin. inspector: Adrian Mathias]
Internal reordering of both East and West ends (OFS [2021-065626](#))
Site visit to include representatives from Historic England and the Georgian Group
Date and time: Thursday 27th July 2023 at 10.00 am

Action: The DAC Chair to join the site visit as an observer (Lichfield DAC site visits being chaired by the relevant Archdeacon)

5. 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

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

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

Grade I

5.1.1

OFS Application Ref:	2023-081159	Case Status:	Pre-formal consultation review
Church Code:	620274	Church Name:	Eccleshall: Holy Trinity
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 building: 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:	Second (in this form)	Cost Est:	£300,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee last considered the proposal as a DAC site visit report approved at 23rd February 2023 DAC meeting. The DAC previously considered the proposal in a different form (OFS 2019-044302, under the Faculty Jurisdiction Rules 2015), as an application for informal advice at 10th February 2021 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. 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, and specifically the remaining elements of detailed design, the DAC offered the following advice:

South aisle

1. The Committee noted that the parish has revised this aspect of the proposal in line with the informal DAC advice contained within the DAC-approved site visit report. The timber pew platform is now to remain, albeit altered to accommodate the two concrete padstones for the re-sited memorial tombs. Details are required of these floor alterations, and clarity given on the structural solution for the pads, the ability of the subfloor/ground to support the pads, as well as clarification of the ground disturbance or effect on any visible, sub-floor burials. The scope of floor alteration and support of the floor edge around the concrete pads should also be detailed. Will sub-floor ventilation be affected?
2. Details will be required of the proposed ramp up to dais level.

Storage at base of tower

3. It was noted that the parish has kept the timber panelling and storage as previously submitted to account for long table storage, which is accepted. Details of the construction of these units has been provided and incorporate cross ventilation to the rear wall and floor of the church. It is understood that the various doors will be finished in plainly-detailed oak tongue and groove (T&G) boards, as shown on other storage details.
4. There is a small store (ST1) adjacent, which is shown built against the full-height partition to the north on the plan but freestanding on the elevation – this suggests that the partition

above the doors is extending full height to the underside of the roof. However, no detail sheet is included, but which should be supplied. It was queried whether it would not be better to reduce this height to the same as the units in the base of the tower, with the top level through with the capital/string course. This would then also be similar to storage unit ST3, although this would benefit from a shaped pelmet to the top.

Toilet and kitchen accommodation

5. It was observed that the accessible toilet has been reorientated. In relation to which, it would be useful to see an internal elevation of how the sink sits against the recess in the wall, and, with all the toilet facilities, ascertain the scope of any internal wall tiling. It would also be beneficial to confirm all floor finishes to this area, including the corridor space, and how the floor finish will be treated at the transition between original floor and new finish.
6. The layout of the internal partitions has been addressed in part with a detail of the junction between one of the two noted Saxon stones and the window being shown in plan and elevation. The adjacent stone should also be similarly detailed to illustrate that the junction can work. It was noted on site that there are potentially other (Saxon) stones sitting proud of the walling masonry (west wall) – can these be indicated? Unfortunately, the details provided do not include the junction with the carved stone window head, which should be exposed in its entirety – can this be added to the internal detailed elevations? The stand off protection to the Saxon stone is welcomed.
7. Internal ventilation and M&E are not included in the submission – discussion was held on site with the DAC about routing ventilation and minimising external disruption.
8. Joinery details are provided, and the panels will be finished in plainly-detailed oak T&G boards. Again, could a profiled pelmet be incorporated at the head of the screen (there is no specific detail shown)? Could a section though the height of the screen be added?

Meeting room

9. The need for this room is noted and the proposal is unchanged. Details are required of the glazed infill screen within the arch to the south aisle. The top of storage unit ST3 appears to line through with the stone string/capital. The top of the storage unit would benefit from a shaped pelmet to the top.

Drainage

10. The drainage route is indicated, and it is noted that this and the concrete pads to the south aisle will involve excavation within the ancient churchyard/church – a Written Scheme of Investigation (WSI) is required.

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, the Society for the Protection of Ancient Buildings (SPAB), and Church Buildings Council (CBC).

Action: The DAC Secretary to inform the applicant

*Grade II**

5.1.2

OFS Application Ref:	2023-081612	Case Status:	Pre-formal consultation review
Church Code:	620135	Church Name:	Trysull: All Saints
Archdeaconry:	Walsall	Parish:	Trysull
Applicant Name:	John Tooms	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	19-Jul-2019
Proposal:	New accessible toilet in ground floor Tower Room		
No. of Times to DAC:	Third	Cost Est:	£40,000 [original scheme]
Formal Consultations:	Historic England; Local Planning Authority (Conservation Officer) [both commenced on 16th July 2023, for responses up to 42 days]		
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 the present meeting, the DAC carefully considered the updated proposal and the supporting documents, including 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. Furthermore, the DAC confirmed that the matters previously raised by the Committee's informal advice had been addressed.

Specifically, the DAC Archaeology Adviser indicated that the parish had provided a copy of a Written Scheme of Investigation (WSI) for the required archaeological watching brief. The Adviser confirmed approval of this document, but recommended a proviso to secure its implementation.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee noted that consultation had commenced with Historic England and the Local Planning Authority (Conservation Officer) on 16th July 2023, which consultation is required 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 April 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 with a proviso.

Action: The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

5.1.3

OFS Application Ref:	2023-081435	Case Status:	Pre-formal consultation review
Church Code:	620026	Church Name:	Chasetown: St Anne

Archdeaconry:	Lichfield	Parish:	Chasetown
Applicant Name:	Revd Richard Westwood	Quin. Inspector:	Bryan Martin
Listing:	Grade II*	Date of Last QI:	01-Nov-2019
Proposal:	Creation of areas for children and hospitality in the nave		
No. of Times to DAC:	First	Cost Est:	£5,966
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, but not necessarily the scale, of the proposal, and considered that the impact of the proposed works on the fabric 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 Archdeacon of Lichfield commended the parish for its progressive work with children, including within the church building, and noted the growing links with community groups.
2. The Archdeacon commented that such growth afforded the opportunity to involve increasing numbers of people within the parish and the church, and endorsed the view that the existing facilities need changing.
3. In support of these comments, the DAC affirmed that the needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II* listed – and specifically the visual impact of such an installation.
4. In relation to which, whilst the Committee appreciated the intention and the logic of this first phase in the reordering, concern was expressed that the building might progressively transform into a purely communal space, invertedly depreciating its liturgical nature.
5. The view was further expressed that the space within the nave dedicated to worship is being minimised, and, for this reason, there was unease about the removal of the four rows of pews at the west end of the nave.
6. It was suggested that these pews should not be dismissed as unremarkable because of their simplicity, as they contribute to the historical significance of this specific church interior. Could fewer rows be removed, whilst still facilitating the parish's identified needs?
7. Such considerations should be carefully weighed against the criteria of the Church Buildings Council's (CBC) guidance note on [church seating](#), which recommends non-upholstered, wooden chairs of the highest quality within a listed church interior.
8. The Committee also highlighted the inherent risk of introducing play equipment as fixed elements within the church, as this negates the drive for a more flexible space. Would it be possible to purchase more adaptive equipment that can be more easily stored away?
9. It was queried whether a potential option for remodelling the space that forms part of the 1985 reordering has been investigated, such as perhaps reconfiguring the staircase, or whether the tables and chairs could be more easily located within that existing space.
10. The proposed new location for the bust is supportable, especially as this is a designated community space. The changes to the vestry joinery are also acceptable, but as a temporary solution, and options for new, more suitable doors, should also be presented.

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 Victorian Society and the Local Planning Authority (Conservation Officer).

Action: The DAC Secretary to inform the applicant

Grade II

5.1.4

OFS Application Ref:	2022-072442	Case Status:	Pre-formal consultation review
Church Code:	620048	Church Name:	Bednall: All Saints
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:	Third	Cost Est:	£50,000 [original scheme]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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 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.

Specifically, a top rail has been added to the storage cupboards at the end of the aisle, and options appraised for an alternative location for the former porch gates, albeit that the previous location has been decided upon, but which is acceptable. A pattern of small crosses is now proposed for the manifestation of the inner glass door, which is supportable, and the design of the proposed south arcade screen has been modified (drawing no. 36-339-30, dated July 2023), which is also accepted.

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.

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 April 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, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

5.1.5

OFS Application Ref:	2022-072989	Case Status:	Pre-formal consultation review
Church Code:	620370	Church Name:	Marston: St Leonard
Archdeaconry:	Stoke-upon-Trent	Parish:	Marston St Leonard
Applicant Name:	Revd Preb Richard Grigson	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	02-Feb-2022
Proposal:	Installation of toilet and kitchen facilities		
No. of Times to DAC:	Second (in this form)	Cost Est:	£100,000 [financed under an assurance by HS2 Ltd]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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 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 largely been addressed.

Specifically, the lean-to form suggested for the porch extensions has been considered, albeit that the previous flat-roofed approach has been decided upon, but which is acceptable. A neater and more robust detail at the roof junction is now proposed, where the parapet is stopped short, allowing the original gutters to run through (drawing no. 36-276-101D, dated July 2023), which is also accepted.

However, whilst it was noted that the parish has contacted an archaeological contractor to conduct an archaeological desk-based assessment (DBA), as previously suggested by the DAC Archaeology Adviser, this document has not yet been submitted. The DBA should include recommendations for archaeological mitigation measures, including whether an archaeological evaluation is necessary on the site of the proposed extensions. Once the DBA is available it will be possible to advise further.

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 Georgian Group and the Local Planning Authority (Conservation Officer), 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 April 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, and to process the giving of formal DAC advice by delegated authority through consultation with the DAC Archaeology Adviser

5.1.6

OFS Application Ref:	2021-064657	Case Status:	Pre-formal consultation review
Church Code:	620234	Church Name:	Calton: St Mary the Virgin
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 & kitchenette; accessible ramp to south porch		
No. of Times to DAC:	Second	Cost Est:	£65,000
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 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. 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 a number of the matters previously raised by the Committee's informal advice had been addressed. However, in relation to the development of the scheme, the DAC offered the following additional advice:

Extension

1. The Committee noted that the parish is pursuing a similar footprint to that last seen. The view was expressed that the extension is still uncomfortably close to the window and the main gable end, such that some tightening up of the plan would still be welcome.
2. The DAC member nominated by the National Amenity Societies suggested that a slightly smaller extension at its west end would be preferable, with the west wall of the extension pushed back further away from the west front of the church, in order to help to appreciate the volume and integrity of the original building.
3. However, it was also confirmed that a mono-pitch roof, with low eaves, is now proposed, reducing the volume and the impact. This aspect is considered to be a significant improvement.
4. It was separately observed that all the windows in the church have an arched head, and it was suggested that consideration should be given to the adoption of this form, rather than a flat-headed design, within the extension.
5. There is still no input from a structural engineer on the undercroft of the extension and the undermining potential, although the submission documentation indicates that there will be such input in due course. The Committee resolved that such consultation is required before it can offer its formal advice.

Ramp

6. The revised proposal does not indicate any attempt to use landscaping, as requested to be considered, and the application states that a handrail is needed for the less ambulant. The Committee queried, though, whether a handrail is needed on both sides.

Overthrow and lantern

7. It was noted that there are still no detailed drawings for this aspect, which should be provided.

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

5.1.7

OFS Application Ref:	2023-086932	Case Status:	Pre-formal consultation review
Church Code:	620151	Church Name:	Pheasey: St Chad (Beacon Church)
Archdeaconry:	Walsall	Parish:	St Chad Pheasey
Applicant Name:	Revd Chris Lane	Quin. Inspector:	Sarah Baldwin [project architect: Alexander Lane]
Listing:	Unlisted	Date of Last QI:	19-Apr-2023
Proposal:	Creation of youth, families and community coffee shop, and installation of double glazing and possible solar PV panels		
No. of Times to DAC:	First	Cost Est:	£100,000
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.

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

1. The Archdeacon of Walsall (in absentia) commended the proposal, which is considered to fit well with the parish's vision for revitalisation of the church and a deeper reach into the community.
2. In support of these comments, a DAC architect member indicated that there are no specific issues with the proposed alterations. The Committee noted that the project architect was a family member of the incumbent, rather than the QI architect. There were no conflicts of interest apparent, but the PCC should be in support.
3. With reference to the possible solar PV panels, the DAC architect did note that further information would be required regarding the condition of the existing roof covering and the capacity for the additional loading from the panels.
4. Further to which, and in the wider context of achieving net zero carbon, a DAC Heating Adviser additionally commented that for a PV installation to generate good benefits, there needs to be an ongoing daily demand for power. The Adviser expressed the view that the plans which the church have would fulfil this, so PV installation should be beneficial and should be encouraged. It is recommended that the parish consults the Church of England [guidance on solar panels](#) (2021).

5. The Heating Adviser also noted that there is reference to electric heating in the proposal, which would be in line with Church of England policies. The Adviser suggested that reducing the heating requirements of the building by adding insulation and double glazing will help to both lower heating bills and improve comfort.
6. The Adviser has provided more extensive comments on these aspects and related considerations, from a technical standpoint, which will be forwarded to the parish as the additional informal advice of that Adviser, being comments approved by the DAC.
7. Separately, the Committee suggested that the Archdeacon of Walsall might undertake an Archdeacon's site visit to the church, perhaps with the DAC member nominated by the National Amenity Societies, as a fact-finding mission, prior to wider DAC consideration of the updated proposal upon resubmission by the parish.

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; the Assistant DAC Secretary to liaise with the Archdeacon's Office to co-ordinate an Archdeacon's site visit

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

None this meeting

5.2 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*

5.2.1

OFS Application Ref:	2023-087059	Case Status:	Pre-formal consultation review
Church Code:	620122	Church Name:	Pattingham: St Chad
Archdeaconry:	Walsall	Parish:	Pattingham and Patshull
Applicant Name:	Philip Sims	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	21-Apr-2022
Proposal:	Replace stolen lead from inner north aisle roof with terne-coated steel, and associated works		
No. of Times to DAC:	First	Cost Est:	£40,000
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 members commiserated with the parish regarding the recent lead theft at the church. The Committee supported the principle of the repair 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 proposal, the DAC offered the following advice:

1. The Committee understands that the area for the replacement of lead roof with stainless steel cannot be seen from ground level.
2. Under these circumstances, a DAC architect member expressed the view that a standing seam system would be preferable to the constructionally inferior mock lead rolls (as shown on drawing no. 1896-29-01, dated 31st May 2023). The QI architect should give consideration to this point.

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 and the Local Planning Authority (Conservation Officer), 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 April 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, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

Grade II

5.2.2

OFS Application Ref:	2023-085079	Case Status:	Pre-formal consultation review
Church Code:	620354	Church Name:	Shelton: St Mark
Archdeaconry:	Stoke-upon-Trent	Parish:	The Holy Evangelists, Hanley
Applicant Name:	Revd Phillip Jones	Quin. Inspector:	Mark Newall
Listing:	Grade II	Date of Last QI:	09-Apr-2019
Proposal:	Removal of the fractured stonework to the south-west and north-east pinnacles, to be stored on site, and to provide a lead capping to the remaining stonework (granted under interim faculty no. 5122)		
No. of Times to DAC:	First	Cost Est:	£21,820
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee noted that an interim faculty (no. 5122), for the same proposal, had been granted on 19th May 2023. The current faculty application is to uphold the emergency works undertaken. At the present meeting, the DAC carefully considered the application and the supporting documents, including the Statements of Significance and Needs. The Committee supported the

principle of the works, in relation to the clear need to remove the fractured and decayed pinnacle stones, which represented a very significant public hazard. However, the DAC indicated that the pinnacles are nonetheless important architectural features, with ornate crockets.

The Committee noted that the parish is unable to assure that the removed stones will be replaced as part of the current phase of repair works at the church, or indeed in the future. The Archdeacon of Stoke-upon-Trent confirmed that the parish has made a recent application for substantial additional grant funding from the Heritage Fund, in part to include the cost of restitution of the pinnacles, but which outcome had not been decided at the present time.

Whilst recognising the dilemma facing the parish, and the health and safety imperative, the Committee raised considerable concerns that the lead capping might anticipate the truncated state remaining, which would negatively impact the aesthetics and the proportion of the listed church. It was also noted that the current solution, through removal and lead capping, has the potential of becoming a precedent when considering other churches in similar circumstances.

With these considerations in mind, the DAC suggested that it might be possible to treat the capping as a temporary solution, therefore supporting the works to take down and retain the affected parts of 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.

In view of the wider discussion in the recent, comparable case of the hazardous pinnacles at West Bromwich, St Philip (Grade II), considered at 31st May 2023 DAC meeting (casework item 5.2.1), the Committee reaffirmed that an additional meeting should be convened, including representatives of the DAC and Historic England, to discuss with the Diocesan Chancellor the issue of policy regarding urgent proposals for the temporary or permanent removal of structural elements of church buildings on public safety, rather than heritage, grounds.

In relation to the current case, 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.

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 April 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 with a proviso.

Action: The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

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

None this meeting

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

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

Grade I

5.3.1

OFS Application Ref:	2023-083428	Case Status:	Pre-formal consultation review
Church Code:	620377	Church Name:	Sandon: All Saints
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:	Fabric conservation works (project in NLHF Development Stage)		
No. of Times to DAC:	First	Cost Est:	£263,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee noted that the application forms a pair with OFS [2023-086041](#) (item 5.3.2 below), as part of a Heritage Fund project in the Development Stage, in relation to which the members congratulated the parish on securing this external funding. 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 offered the following advice:

1. It was noted that the Lichfield DAC does not include a professional conservator among its members. As such, the Committee resolved to seek the advice of such a professional, in relation to such important conservation works, encompassing stained glass and leaded lights, a coat of arms, and wall paintings and polychrome monuments.
2. The DAC determined to undertake informal consultation with the Church Buildings Council (CBC) in accordance with rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2022, which consultation 'must be undertaken in any case where the Diocesan Advisory Committee considers that its advice would be of particular assistance'.
3. The DAC would take account of such informal advice from the CBC in the giving of its own further informal advice on the parish's proposal.

It was determined that the proposal would be likely to affect the archaeological importance of the building contents, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that external informal consultation (pre-application advice) should be undertaken with Historic England and the Society for the Protection of Ancient Buildings (SPAB).

Additionally, subsequent formal consultation should be undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2)(a) of the Faculty Jurisdiction (Amendment) Rules 2022, in relation to the conservation of articles of special historic, architectural, archaeological or artistic interest, prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant, and to undertake informal consultation with the CBC in accordance with rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2022

5.3.2

OFS Application Ref:	2023-086041	Case Status:	Pre-formal consultation review
Church Code:	620377	Church Name:	Sandon: All Saints
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 aspects (project in NLHF Development Stage)		
No. of Times to DAC:	First	Cost Est:	£9,510
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee noted that the application forms a pair with OFS [2023-083428](#) (item 5.3.1 above), as part of a Heritage Fund project in the Development Stage, in relation to which the members congratulated the parish on securing this external funding. 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 offered the following advice:

1. The DAC noted that heritage interpretation is proposed within the south porch and beside the boundary wall. The new panel within the south porch will be located against the west wall and the existing board on this side will be relocated to the east wall of the porch. Care will need to be taken in order to ensure that the east wall of the porch does not become too cluttered with notice boards and information.
2. It is, however, noted that a faculty has already been granted for the introduction of a framed burial plan and oak pocket in the porch (OFS [2019-045585](#)). Whilst the current application indicates that the new boards are proposed to match the design of this burial board, by way of a cross-reference to the approved faculty application, further details of the new boards should be provided within the current application, as it is a distinct case.
3. The new freestanding board will be located in the churchyard close to the churchyard wall. However, little information on this has been provided, and the exact location of the board is not clear from the submitted documentation. It is noted as being of timber construction with two legs. Details of the location, dimensions, design, and material finishes should accordingly be submitted.
4. Information on the location will also be required in order to ascertain any archaeological impact of the proposal. It is noted within the submission documentation that the site is in an area of the churchyard containing 18th- and 19th-century burials, and it should be assumed that there is the potential for human remains within the area of the footings.
5. The Statement of Needs indicates that there is the possibility of including QR codes and a website to minimise the number of boards required. This would be supported in terms of the reduced impact on the setting and significance of the listed building, but full details of these QR codes should be provided. These will need to be located at specific points around the church and churchyard for people to scan and access the data through their smartphones or other devices. Confirmation as to whether these are to be permanent or temporary fixtures is also required.
6. The Committee advises the parish to liaise with the Local Planning Authority (LPA) at an early stage to confirm whether planning permission is required for the external board (details of the size and location etc. will be required to be submitted to the LPA).

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

5.3.3

OFS Application Ref:	2023-087142	Case Status:	Pre-formal consultation review
Church Code:	620498	Church Name:	Cheswardine: St Swithun
Archdeaconry:	Salop	Parish:	Cheswardine
Applicant Name:	John Naylor	Quin. Inspector:	Candida Pino
Listing:	Grade II*	Date of Last QI:	17-Feb-2022
Proposal:	Installation of new commemorative stained glass window to HM Queen Elizabeth		
No. of Times to DAC:	First	Cost Est:	£61,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC has not previously considered the proposal as an application for informal advice, but a delegation of the Committee has previously seen the window location and setting during a DAC site visit (for an unrelated external access scheme) on 15th June 2023 (item 4.3.1 above). At the present meeting, the DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. However, the Committee considered that the impact of the proposed works on the fabric of the listed church building had not yet been fully identified and justified. The DAC accordingly suggested that the parish should continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England [guidance on Statements](#).

The proposed stained glass design, which is intended to complement a window marking a Jubilee of Queen Victoria, commemorates the Platinum Jubilee of the late Queen Elizabeth II. The DAC commended the parish on a scheme to improve the church and repair serious degradation to the window (of friable North Shropshire sandstone).

However, there are some issues to be considered, further to which the DAC offered the following advice:

1. The Committee affirmed that the needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II* listed – and specifically the visual impact of such an installation.
2. In relation to which, whilst the DAC appreciated the intention of the proposed window repair and associated commemorative stained glass installation, some concerns were expressed, as follows.
3. The church interior is dark. Although it is claimed that ‘the new window is designed to allow much more light into the nave’ (Window - General Background.pdf), it should be noted that it is to replace a window of clear glass. Will it have a negative impact on the amount of natural light in the building?
4. The proposed design is very busy. The outer lights have a number of images, some of which are of almost photographic realism (e.g. the canal scene), whilst others are more in

the style of a watercolour or line drawing. This contrast can also be seen in the faces of the principal figures in the central lights. In addition to which, there are the symbols and logos. The view was expressed that it does not add up to a unified scheme.

5. The most serious concern relates to the choice of subject in the central lights, and the juxtaposition of the Blessed Virgin Mary and the late Queen. The submitted window design (as revised September 2022) suggests that the intention is to draw parallels between the two, and several elements of the design accentuate this: the blue mantle of the Virgin against the Garter robe of the Queen, the infant Jesus against the Garter star, the *Maria Regina* monogram against the royal cipher, etc. The view was expressed that this is a false equivalence, and that the attempt to draw a comparison between the Blessed Virgin Mary and the Queen of the United Kingdom is theologically very problematic.
6. For these reasons, the DAC resolved that an alternative design should be developed. Further to which, the DAC member nominated by the National Amenities Societies suggested that consideration should also be given to engraved or etched glass, as an alternative option.

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 Victorian Society and the Local Planning Authority (Conservation Officer).

Consultation should also be undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2)(b) of the Faculty Jurisdiction (Amendment) Rules 2022, which is required for proposals relating to the introduction of an article of special artistic interest (including new work) in a Grade I or II* listed building.

Action: The DAC Secretary to inform the applicant

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

Grade II*

5.3.4

OFS Application Ref:	2023-085977	Case Status:	Pre-formal consultation review
Church Code:	620601	Church Name:	Lee Brockhurst: St Peter
Archdeaconry:	Salop	Parish:	Lee Brockhurst
Applicant Name:	Revd John Jukes	Quin. Inspector:	Mark Newall
Listing:	Grade II*	Date of Last QI:	19-Jun-2020
Proposal:	The permanent removal of five pews, including removing five associated tubular 300-watt pew heaters (to uphold TMRO no. 2022-072344)		
No. of Times to DAC:	First	Cost Est:	£1,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee noted that an Archdeacon's Licence for Temporary Minor Reordering (TMRO) (OFS [2022-072344](#)), for the same proposal, had been granted on 12th May 2022. The current

faculty application is to uphold and make permanent the works. At the present meeting, 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.

Specifically, the DAC member nominated by the National Amenity Societies commented that the removed 19th-century pews are plain, conventional and without any significant qualities.

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

5.3.5

OFS Application Ref:	2023-083872	Case Status:	Pre-formal consultation review
Church Code:	620449	Church Name:	Tatenhill: St Michael & All Angels
Archdeaconry:	Stoke-upon-Trent	Parish:	Tatenhill
Applicant Name:	Philip Coleman	Quin. Inspector:	Mark Parsons
Listing:	Grade II*	Date of Last QI:	01-Feb-2013
Proposal:	Removal and disposal of pews, and removal of fixed kneelers (to uphold TMRO)		
No. of Times to DAC:	First	Cost Est:	Nil
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee noted that an Archdeacon's Licence for Temporary Minor Reordering (TMRO), referred to in the application, for the same proposal, had previously been granted. The current faculty application is to uphold and make permanent the works. At the present meeting, 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.

Specifically, the DAC member nominated by the National Amenity Societies commented that whilst the church was restored by the major Victorian architect, GF Bodley, in 1890, and some of the fittings belong to that phase, the removed pews are not by Bodley. Instead, they are plain Victorian pews, difficult to date, and will not be a significant loss. It was noted that the pews on the south side of the nave are of the same plain design as the three rearmost pews on the north side to be permanently removed (the remaining pews on the north side likely by Bodley).

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

5.3.6

OFS Application Ref:	2023-081778	Case Status:	Notification of Advice
Church Code:	620448	Church Name:	Stretton with Claymills: St Mary
Archdeaconry:	Stoke-upon-Trent	Parish:	St Mary Stretton-with-Claymills
Applicant Name:	Charles Pidsley	Quin. Inspector:	Mark Parsons
Listing:	Grade II*	Date of Last QI:	01-Jul-2019
Proposal:	Decommission existing font and hood: lower hood onto font and use pressure-sensitive alarm to prevent any attempt to lift; use alternative portable font for Christenings		
No. of Times to DAC:	Third (first as formal)	Cost Est:	£2,000 [original scheme]
Formal Consultations:	Historic England; Victorian Society (both no objections)		
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 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 2022 is applicable. The Committee indicated that the application should be resubmitted for external formal consultation with Historic England and the Victorian Society, prior to receipt of formal DAC advice.

At the present meeting, the DAC carefully appraised the external formal consultation responses, and noted that no objections had been raised for consideration in the DAC's own formal advice. As such, the Committee determined to recommend the proposal.

Separately, it was noted that permission for the introduction of a portable font had been granted under an Archdeacon's Licence for Temporary Minor Reordering (TMRO) (OFS [2023-083527](#)) on 25th May 2023, but that this licence would not be further required if the wider faculty is granted.

Decision: Recommend

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

5.4 Landscaping and areas for the burial of cremated remains (ABCRs) 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

5.4.1

OFS Application Ref:	2023-081372	Case Status:	Pre-formal consultation review
Church Code:	620553	Church Name:	Bicton: Holy Trinity
Archdeaconry:	Salop	Parish:	Bicton

Applicant Name:	Wendy Horan	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II	Date of Last QI:	03-Sep-2018
Proposal:	New Area for the Burial of Cremated Remains (ABCR) within churchyard		
No. of Times to DAC:	Second (first as formal)	Cost Est:	£250 [original scheme]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 23rd February 2023 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, and confirmed that the matters previously raised by the Committee's informal advice had been addressed.

Specifically, the DAC noted that the proposed Area for the Burial of Cremated Remains (ABCR) is now to be located away from the west end of the nave of the church and closer to the existing ABCR, although it will remain separated from the latter by an existing churchyard path. The Committee considered that a case had been made for exceptionality in relation to the proposed adoption of individual memorials at the points of interment and the requirements of the Chancellor's [Churchyard Regulations](#), noting that the parish has confirmed that the existing ABCR has individual marked plots and that others also exist in the benefice.

The parish still proposes to demarcate the new ABCR with grey pavers, but the new information provided indicates that these will be laid flush with the grass, allowing them to be mown over. Likewise, the memorial markers would be flush with the grass, again allowing for maintenance.

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

6. Casework from Diocesan Registry

6.1 Amendment to faculty

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

Grade I

6.1.1

OFS Application Ref:	N/A (circulated online)	Case Status:	Notification of Advice
Church Code:	620614	Church Name:	Whitchurch: St Alkmund
Archdeaconry:	Salop	Parish:	Whitchurch
Applicant Name:	Elaine Bucknell	Quin. Inspector:	Edward Kepczyk [project architect: Nicholas Rank]
Listing:	Grade I	Date of Last QI:	01-Dec-2021

Proposal:	Amendment to faculty (granted on 13th February 2023) originally for partial reordering, including an accessible toilet and servery (OFS 2022-070628)		
No. of Times to DAC:	First (as amendment)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal in its unamended form, originally for a partial reordering including an accessible toilet and servery (OFS [2022-070628](#)), as an application for formal advice at 30th November 2022 DAC meeting, when the Committee confirmed that the matters previously raised by the DAC's informal advice had been addressed. The Committee also carefully appraised the external consultation responses from Historic England, the Victorian Society, and the Georgian Group, and noted that no formal objections had been raised for consideration in the DAC's own formal advice. As such, the Committee determined to recommend the proposal.

At the present meeting, the DAC considered an application for an amendment to the faculty granted on 13th February 2023. It was noted that the original proposal was to incorporate an accessible toilet in the choir vestry (tower room) within the depth of the wall under the west window (drawing no. 8889 (04) 04, dated October 2022). This section of wall has wooden panelling, and the QI architect had considered that there would be a void behind the panelling.

On the commencement of works, in June 2023, it was identified that there is ashlar stonework behind the panelling and no void. Retaining this wall and relocating the accessible toilet within the room would significantly compromise the use of the space. It is now proposed, by way of amendment, to install the accessible toilet within a 'pod' in the flower vestry (northwest lobby) staircase (drawing no. 8889 (04) 004, dated July 2023).

The Committee affirmed that the need for additional toilets has previously been established and continues to be supported. However, the proposed works are invasive in part and will affect the original Georgian fabric. In relation to the amendment proposal, the DAC offered advice/sought further clarification, as follows:

1. As a 'temporary' and 'reversible' pod, the installation could work, subject to the detailed design and consideration of the impact on means of escape.
2. The proposed work to the Georgian stair narrows the width of the escape stair from the first floor. Is the fire officer/building regulation officer satisfied with this intervention?
3. The alteration of the Georgian stair will be controversial. Full details are required of the adapted stair, to show relocated original fabric and the finish of any new material and its appearance.
4. Can it be confirmed that the new partition will merely abut the curving plastered wall to the south, i.e. that there is no effect on the built fabric here?
5. How will the accessible toilet be finished in elevation? Details and elevations are required. How will the ceiling/roof of the pod be finished against the curve of the staircase – would one continuous material be better?
6. The pod will conceal the balustrade, and clearly affects the setting of the stair. However, the balustrade will remain visible from the stair itself.
7. The space around the toilet is very tight, particularly when exiting the north aisle, if both doors are opened. Could the north-east corner of the pod be radiused (perhaps to match the stair), which would ease movement? Again, has the fire officer given advice on means of escape from the nave?

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the application should be resubmitted for external formal consultation with Historic England and the Georgian Group, prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the Registry Assistant

6.2 Private faculty

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

Grade II*

6.2.1

OFS Application Ref:	N/A (private faculty no. 5002)	Case Status:	Notification of Advice
Church Code:	620088	Church Name:	Norton Canes: St James
Archdeaconry:	Lichfield	Parish:	Norton Canes
Applicant Name:	Norton Canes Parish Council	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	21-Aug-2017
Proposal:	Public access across the churchyard to the new adjacent Cannock Chase Cemetery (by Deed of Easement)		
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, and considered that the impact of the proposed works on the setting of the listed church building had been sufficiently identified and justified.

The DAC noted that the proposal is primarily for a Deed of Easement to facilitate public access through the churchyard via existing paths to the new adjacent Cannock Chase Cemetery. However, the DAC Archaeology Adviser indicated that the proposal will require demolition and rebuilding of a currently unsafe wall within the churchyard and widening of the associated path. The Adviser commented that the wall relates to an extension of the older, pre-19th-century churchyard and the works are therefore unlikely to have an archaeological impact.

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 Registry Assistant

7. Casework by delegated authority to note

7.1 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

7.1.1

OFS Application Ref:	2022-077829	Church Name:	Longsdon: St Chad
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Confirmatory installation of electric heating system		
DAC Consultee:	Malcolm Price	Date NoA Issued:	26th May 2023

7.1.2

OFS Application Ref:	2022-079737	Church Name:	Lichfield: Christ Church
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Introduction of a memorial plaque on the nave wall		
DAC Consultee:	Andy Foster	Date NoA Issued:	16th June 2023

7.1.3

OFS Application Ref:	2020-055593	Church Name:	Tatenhill: St Michael & All Angels
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Confirmatory removal of fallen and dangerous trees		
DAC Consultee:	Andy Smith	Date NoA Issued:	23rd June 2023

7.1.4

OFS Application Ref:	2023-084174	Church Name:	Darlaston: All Saints
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Replacement of 9 existing gas heaters with modern equivalents		
DAC Consultee:	Peter Bemrose	Date NoA Issued:	23rd June 2023

7.1.5

OFS Application Ref:	2023-081948	Church Name:	Trent Vale: St John the Evangelist
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Re-roofing and structural repairs following fire at the church (in April 2022) [confirmation of external formal consultation under delegated authority]		
DAC Consultee:	Mark Stewart	Date NoA Issued:	26th June 2023

7.1.6

OFS Application Ref:	2022-080308	Church Name:	Blithfield: St Leonard
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	To install a flush toilet in a shed in the churchyard by vestry door [confirmation of external formal consultation under delegated authority]		
DAC Consultee:	Andy Wigley	Date NoA Issued:	16th July 2023

7.1.7

OFS Application Ref:	2023-083974	Church Name:	Chell: St Michael
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent

Proposal:	Replacement of the windows in the Church Cafe room with uPVC French doors, and associated works		
DAC Consultee:	Bryan Martin	Date NoA Issued:	16th July 2023

7.1.8

OFS Application Ref:	2023-085692	Church Name:	Ashmore Park: St Alban
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Replace the church wooden front doors and surrounding small windows with uPVC equivalents of the same size but in rosewood colour		
DAC Consultee:	Mark Stewart	Date NoA Issued:	16th July 2023

7.1.9

OFS Application Ref:	2022-079411	Church Name:	Maesbrook: St John
Listing:	Unlisted	Archdeaconry:	Salop
Proposal:	Replacement of external church name board and notice board on churchyard boundary		
DAC Consultee:	Andy Wigley	Date NoA Issued:	16th July 2023

7.1.10

OFS Application Ref:	2023-084576	Church Name:	Brereton: St Michael
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Replacement of rainwater goods, and repairs to stonework and gullies		
DAC Consultee:	Bryan Martin	Date NoA Issued:	16th July 2023

7.1.11

OFS Application Ref:	2022-078705	Church Name:	Cheswardine: St Swithun
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Replacement of existing boiler with two oil-fired condensing boilers, addition of new fan convector at rear of church, and reconfiguration of existing fan convectors		
DAC Consultee:	Peter Bemrose	Date NoA Issued:	19th July 2023

Decision: The faculty applications processed by delegated authority were noted

Action: None

7.2 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

- 7.2.1 Baschurch, All Saints (Grade II*), Geraint Roberts proposed inspector
- 7.2.2 Hordley, St Mary the Virgin (Grade II*), Geraint Roberts proposed inspector
- 7.2.3 Weston Lullingfield, Holy Trinity (Grade II), Geraint Roberts proposed inspector
- 7.2.4 Hinstock, St Oswald (Grade II), Mark Newall proposed inspector
- 7.2.5 Chell, St Michael (unlisted), Simon Smith proposed inspector
- 7.2.6 Chell Heath, the Saviour (unlisted), Simon Smith proposed inspector

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

Action: None

8. Any other business

None this meeting

Date of next meeting: **Wednesday 4th October 2023 at 2.00 pm**

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

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