

Lichfield Diocesan Advisory Committee

MINUTES

*A meeting of the Lichfield DAC was held by online conferencing
on Wednesday 4th June 2025 at 2.00 pm
and chaired by the Ven Dr Megan Smith (DAC Vice Chair)*

1. Introduction

- 1.1 The opening prayer was said by the Ven Liz Jackson (Archdeacon of Walsall).
- 1.2 Present: The Revd Phillip Johnson (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Liz Jackson (Archdeacon of Walsall), the Ven Nick Watson (Archdeacon of Salop), the Revd Geoffrey Eze, the Revd Preb Pat Hawkins, the Revd Neil Hibbins, Dr John Hunt, Ed Higgins, Andy Foster, Bryan Martin, Adrian Mathias, Peter Woollam.
In attendance: Giles Standing (DAC Secretary), Pauline Hollington (Diocesan Registry Clerk), Rosie Nightingale (Diocesan Registry Clerk).
- 1.3 Apologies for absence: The Ven Dr Sue Weller, the Revd Preb Simon Davis (Assistant Archdeacon of Lichfield), the Revd Lynn McKeon (Assistant Archdeacon of Lichfield), the Revd Preb Terry Bloor (Associate Archdeacon of Stoke-upon-Trent), the Revd Preb Jo Farnworth (Associate Archdeacon of Salop), the Revd Margaret Brighton, Chris Gill, Candida Pino, Mark Stewart, Dr Andy Wigley.
- 1.4 Declarations of interest: the Revd Phillip Johnson (DAC Chair), item 7.4.1; Adrian Mathias, items 7.6.1, 8.3.2, 9.5.1; Candida Pino, item 8.6.1; Bryan Martin, item 9.2.1.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

- 2.1 Commencement in post of the Revd Phillip Johnson as new DAC Chair, following appointment by the Diocesan Bishop (1st May 2025) after consultation with Bishop's Council, the Diocesan Chancellor, and the Church Buildings Council, as per [schedule 2](#) (DAC constitution) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018
- 2.2 Commencement in post of the Ven Liz Jackson, Archdeacon of Walsall, and the Ven Nick Watson, Archdeacon of Salop, as new ex officio DAC members, following installation by the Diocesan Bishop (4th May 2025), as per schedule 2 of the 2018 Measure
- 2.3 Commencement in post of the Revd Preb Pat Hawkins (previously DAC Chair) as new DAC member appointed from the elected members of Diocesan Synod, following appointment by the Diocesan Bishop (1st May 2025), as per schedule 2 of the 2018 Measure

Decision: The matters were noted; the DAC Vice Chair extended a formal welcome to the new DAC Chair (observing at this meeting), Archdeacons and DAC synodical member

3. New matters

- 3.1 Standing down of Helen Cook, Assistant DAC Secretary (6th May 2025)

Decision: The matter was noted; the DAC Vice Chair extended a formal vote of thanks to the former Assistant DAC Secretary (in absentia), who had been in post since May 2021

Action: The DAC Secretary to recruit for a new part-time DAC Casework Officer (List B)

- 3.2 DAC advice sought by the Diocesan Chancellor on draft revised Additional Matters Order, i.e. works in addition to national Lists A and B

Decision: The matter was noted

Action: The DAC members to submit comments on the proposal via the DAC Secretary

4. Adviser site visit reports

4.1 Reports for approval

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

- 4.1.1 Milwich, All Saints (bells), 17th April 2025 (Peter Woollam)
(Stoke-upon-Trent Archdeaconry)

Decision: The report was approved with one minor amendment (addition)

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

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 Yoxall, St Peter (trees), 20th March 2025 (Andy Smith)
(Lichfield Archdeaconry)
- 4.2.2 Codsall, St Nicholas (trees), 1st April 2025 (Andy Smith)
(Lichfield Archdeaconry)

Decision: The reports were noted

Action: None

5. Forthcoming DAC site visits

Site visits are to be undertaken in accordance with the [DAC and adviser site visits](#) procedure

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. Walsall 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:	2022-076400	Case Status:	Pre-formal consultation review
Church Code:	620122	Church Name:	Pattingham: St Chad
Archdeaconry:	Walsall	Parish:	Pattingham and Patshull
Applicant Name:	Geoffrey Dann	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	21-Apr-2022
Proposal:	Reordering and internal alternations to nave north aisle		
No. of Times to DAC:	Third	Cost Est:	£100,000 [original scheme]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 3rd April 2025 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 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 addressed by the parish and quinquennial inspector (QI architect), with input also from the stained glass conservator.
2. The DAC also updated its advice to confirm its support for the PCC's choice of non-upholstered wooden chairs and tables which are proposed for the reordered nave north aisle, in accordance with the Church of England [guidance on seating](#) in listed churches.
3. However, the DAC upheld its reservations regarding the choice of fan heater, including the product now selected (to replace the version previously considered). The view was expressed that the heaters still have an industrial/commercial aesthetic, not sufficiently in keeping with the setting. A more rectilinear appearance may sit better in the church.
4. Separately, but relatedly, it was cautioned that fan heaters can be louder than expected during operation, with the space no longer being silent. It was recommended that any such product should be used in the space to assess the noise impact, ahead of committing to its procurement.
5. The DAC encouraged the parish to seek advice from a DAC Heating Adviser (via the DAC Secretary) on the proposed heaters, including their visual appearance and operational considerations.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the updated scheme, when further developed, should be resubmitted for final 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

Unlisted

6.2.2

OFS Application Ref:	2023-093044	Case Status:	Pre-formal consultation review
Church Code:	620190	Church Name:	West Bromwich: Holy Trinity
Archdeaconry:	Walsall	Parish:	Holy Trinity, West Bromwich
Applicant Name:	Revd Neil Robbie	Quin. Inspector:	Andrew Capper (retd) [project architect: Jeremy Bell]
Listing:	Unlisted	Date of Last QI:	02-Apr-2019
Proposal:	Reordering to improve access and heating		
No. of Times to DAC:	Fourth	Cost Est:	£1,026,330
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal at 4th December 2024 DAC meeting, as a response from the Committee to the parish's request for clarification regarding points 6–7 in the informal DAC advice arising from 2nd October 2024 DAC meeting. The DAC previously considered the wider proposal as an application for informal advice at that October 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents.

The Committee continued to support the principle of the reordering 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, pending further development and submission of the scheme for formal (statutory) DAC advice in due course. 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 additional advice:

1. The Committee commended the PCC and project architect for providing so much more detail in this version of the submission, as previously requested by the DAC. The following advice of the Committee is now accordingly limited to comments and queries relating to details (i.e. on an agreed architectural form).
2. The DAC recognised that a rectilinear form for the proposed extension has now been adopted, and additional detailing of the junction of the roof of the extension with the windows and north wall of the church has now been provided. These changes are welcomed, and the form of the extension is acceptable.
3. Similarly, the DAC considered the external paths, and new works in association with the hall, to be supportable.
4. In relation to the new drawings provided ('Holy Trinity Binder Drawings 09 May 2025.pdf'), the DAC observed the intention to lift the cill height of the windows adjoining the church extension to above the new roof. In relation to which, details of the infill to the external facing brickwork – flush, reset etc. – should be provided.
5. The DAC member nominated by the National Amenity Societies queried whether the windows either side of the entrance door area could be retained at their full height. A DAC architect member suggested that this might be achieved perhaps with the insertion of a stone transom.

6. Separately, the notation on the drawings suggests that there are stained glass windows at this location. The DAC would need details of any alterations of the stained glass in order to assess if this is acceptable. It was queried, if there are stained glass windows, could they be relocated to one of the plain glazed window openings?
7. Further to which, the Committee questioned if it is not going to be dark under the balcony without any natural light?
8. An alternative drawing note states that the foreshortened windows are to be aluminium frames, which appear to have double glazed units and are proposed to have diagonal leadwork. It was queried how will these sit, in elevation and at the reveals, compared with the original windows?
9. The DAC would need some details of any replacement windows. In connection with which, it was queried why the foreshortened windows cannot be reinstated to the same leaded light construction, perhaps with secondary glazing internally?
10. Lastly, the DAC member nominated by the National Amenity Societies commented that additional details of the internal elements of the reordering would be required as part of future consideration of the complete scheme (i.e. beyond the schematic representation of those features on the latest plan drawings).

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. The Committee suggested that the updated scheme, when further developed, should be resubmitted for final informal DAC advice. The PCC should note that this does not remove any requirement for planning permission or other secular statutory consent, where applicable.

Action: The DAC Secretary to inform the applicant

6.2.3

OFS Application Ref:	2025-114049	Case Status:	Pre-formal consultation review
Church Code:	620193	Church Name:	West Bromwich: St James, Hilltop
Archdeaconry:	Walsall	Parish:	West Bromwich St James & St Paul
Applicant Name:	Revd Mark Wilson	Quin. Inspector:	Matthew Vaughan
Listing:	Unlisted	Date of Last QI:	15-Jul-2021
Proposal:	To move the font from the liturgical south to the front of the church building on the south-east wall, to facilitate increased and safer seating capacity		
No. of Times to DAC:	First	Cost Est:	£3,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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 internal setting and layout of the church building had not yet been fully identified and justified, pending further development and submission of the scheme for formal (statutory) DAC advice. However, in relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2023, 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 Committee recognised that the present position of the font, effectively half way along the south side of the body of the church, is unusual. The traditional location for a font is near the principal entrance into the church (in accordance with [Canon F1](#)), but subject to reasoned movement under faculty.
2. The DAC understands that the rationale for the current location appears to have been a wish to mark the original entrance of the previous church building. However, this location makes little liturgical sense now.
3. The proposal to move the font to a position in front of the east wall is supportable, and the case well made.
4. However, the proposed location is 2 metres from the chancel and 1 metre from the south wall; there is less than 1 metre behind the font. The DAC considered this close proximity to diminish the liturgical context of the font and its special function.
5. Caution was also expressed regarding the close proximity to radiators at that location.
6. It was recommended instead that a position slightly further from the east wall should be adopted. It was suggested that the font might be moved to align with the easternmost small window (of three) in the south wall accordingly.
7. This would heighten its liturgical and visual prominence, and also provide more space for the minister, particularly if limited mobility were an issue.
8. The Committee understands that additional seating will be introduced as part of the wider scheme, to facilitate increased and safer seating capacity, but that this will be undertaken in accordance with the requirements of [List A](#) matter A5(9) (i.e. not requiring faculty permission).

It was determined that external formal consultation under rule 4.5 the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, as the church building is not listed. As such, the (font) proposal will receive the formal (statutory) advice of the DAC only. The Committee indicated that the updated scheme, when further developed, should be resubmitted for formal DAC advice.

The Committee resolved that the giving of formal DAC advice could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023). In relation to the current submission, the Committee would recommend the proposal, subject to the revision above.

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 clergy member

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

None this meeting

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)*

Grade II*

6.5.1

OFS Application Ref:	2025-111594	Case Status:	Pre-formal consultation review
Church Code:	620118	Church Name:	Enville: St Mary the Virgin
Archdeaconry:	Walsall	Parish:	Enville
Applicant Name:	Revd Richard Clarkson	Quin. Inspector:	Andrew Arrol
Listing:	Grade II*	Date of Last QI:	08-Mar-2019
Proposal:	Introduction of new gate in churchyard hedge, with plastic grid driveway and cones, to facilitate vehicular access and overflow car parking within area of new burial ground		
No. of Times to DAC:	First	Cost Est:	Nil
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents. The Committee did not wholly support the principle of the proposal, and considered that the impact of the proposed works on the setting of the listed church building had not yet been fully identified and justified.

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

1. The Committee understands that REVS Enville is an intermittent gathering held under a Bishop's Mission Order (BMO), constituting a classic car meet run by people from the local Christian community.
2. The DAC recommended that more detailed information, highlighting the group's key undertakings, should be submitted as part of the faculty application, in order to best explain its particular functions and needs.
3. The Committee recognised that the site proposed for the overflow car parking is part of the new burial ground adjacent to the historic churchyard. The church is a significant Grade II* listed building with medieval and later work.
4. The proposed area of car parking is within the setting of the church and within the boundary of the Grade II* Registered Park and Garden. Whilst the site is located within the registered park, it is located outside the Enville Conservation Area (the existing car park is within the conservation area, and the hedge line forms the boundary).
5. Concerns were raised with the proposed scheme in terms of the impact upon the setting of the historic church and the character of the area. There is already a large car park area to the west of the church, and this would extend it to the south, making it on occasion a more prominent feature.
6. The DAC member nominated by Historic England also highlighted the archaeological sensitivity of the site, close to the medieval churchyard, and suggested that groundworks may require archaeological monitoring, such as through an archaeological watching brief.
7. The DAC would seek a clearer justification for the need of this area to be formalised as an overflow car park. In relation to which, it posed the following questions for the parish (to be reflected in the application):

- How many times a year does the REVS classic car event take place?
 - How many cars currently can be parked in the car park, and how much additional space is proposed to be added by this application?
 - How often is the existing car park insufficient for church use?
 - The proposed scheme will bring vehicles into an area that is in use as a burial ground. This area is recorded as 'new burial ground', as an extension to the original churchyard, and is currently in use. Would the addition of the plastic matting (designed to take the weight of the vehicles) impact upon the primary use of the site as a burial ground?
 - Would there need to be any fencing provided to ensure that vehicles and people tending graves are kept separate?
 - Whilst the area has been previously used for informal overflow parking, it remains a burial ground. Would the area of overflow parking be removed from the burial ground to become a more permanent car park?
 - Would there be any impact upon the roots of the tree, which is within the boundary of the conservation area?
 - The proposed cones are temporary, in order to allow a clear access across to the overflow parking area. Would this have the effect of closing off an area of existing parking?
8. It was advised that the PCC should consult the Diocesan Registry regarding any other ecclesiastical authorisation, separate from faculty permission, for the possible prevention of burials in the open burial ground, i.e. with the laying of grass reinforcement mesh.
 9. In contrast, the DAC considered that the addition of the proposed second gate will only cause a minimal visual, and physical, change, which was supportable.
 10. The DAC member nominated by the Local Government Association indicated that as well as faculty approval, the proposed works would require planning permission for the new access and surfacing, and potentially a change of use to car parking. Advice on these additional requirements should be sought from the Local Planning Authority direct.
 11. In relation to which, a planning application would require formal consultation with Historic England and the Gardens Trusts, due to the location of the site within the Grade II* registered park and within the setting of the Grade II* listed church.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023, for the faculty application, is applicable. The Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with Historic England and the Local Planning Authority (Conservation Officer), i.e. separate from any requirement for planning permission.

Action: The DAC Secretary to inform the applicant

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

None this meeting

6.6 Casework from Diocesan Registry

None this meeting

7. Stoke-upon-Trent Archdeaconsry

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 II

7.2.1

OFS Application Ref:	2025-111008	Case Status:	Pre-formal consultation review
Church Code:	620466	Church Name:	Stramshall: St Michael & All Angels
Archdeaconsry:	Stoke-upon-Trent	Parish:	Stramshall
Applicant Name:	Stephen Dobson	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Sep-2020
Proposal:	Installation of toilet and kitchen facilities		
No. of Times to DAC:	Second	Cost Est:	£19,986
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 3rd April 2025 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 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 addressed by the parish and quinquennial inspector (QI architect).
2. However, the DAC upheld its reservations regarding the current downpipe arrangement to the north (as shown on the submitted photo), as it appears that this discharges into a plastic container. A DAC architect member queried whether it is intended to introduce a new gully and a water butt with a diverter.
3. The view was expressed that a terrestrial gutter is never an adequate arrangement to dispose of surface water, especially in this case as the overflowing container would discharge water directly into the gutter. Concern was expressed that if not improved, rising damp may affect the proposed new works, not just the original fabric.
4. A second DAC architect suggested that as adjacent excavations will be undertaken in the churchyard as part of the new works, consideration should be given to installing a small soakaway, but which observations are to be left to the PCC and architect to resolve.
5. Separately, the Committee observed that drawing no. N22-04, detailing the proposed trench arch drainage system, had now been added to the application. In relation to which, however, the DAC Archaeology Adviser (in absentia) upheld the previous DAC advice that an archaeological watching brief would be required for these works.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that external informal consultation (pre-application advice) should next be undertaken with the Victorian Society and the Local Planning Authority (Conservation Officer), prior to the application advancing to the formal advice stage.

Action: The DAC Secretary to inform the applicant

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

Unlisted

7.2.2

OFS Application Ref:	2025-108484	Case Status:	Pre-formal consultation review
Church Code:	620322	Church Name:	Clayton: St James the Great
Archdeaconry:	Stoke-upon-Trent	Parish:	St James the Great, Clayton
Applicant Name:	David Tovey	Quin. Inspector:	Mark Parsons
Listing:	Unlisted	Date of Last QI:	01-Oct-2022
Proposal:	To hang 19 paintings (new commissions) depicting Stations of the Resurrection in the nave [dedication service by Bishop of Stafford in October 2025]		
No. of Times to DAC:	First	Cost Est:	£25
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, and supported the principle of the proposal. In relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2023, 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.

It was determined that external formal consultation under rule 4.5 the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, as the church building is not listed. As such, the proposal will receive the formal (statutory) advice of the DAC only, and the application advanced to the giving of formal DAC advice accordingly. Further to which, the Committee resolved to recommend the proposal.

Decision: Recommend

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

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

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

Grade II

7.3.1

OFS Application Ref:	2025-114090	Case Status:	Pre-formal consultation review
Church Code:	620417	Church Name:	Hilderstone: Christ Church
Archdeaconry:	Stoke-upon-Trent	Parish:	Hilderstone

Applicant Name:	Eleanor Bane	Quin. Inspector:	06-Dec-2018
Listing:	Grade II	Date of Last QI:	Andrew Capper (retd)
Proposal:	Installation of a handrail at the altar		
No. of Times to DAC:	First	Cost Est:	£25
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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, but considered that the impact of the proposed works on the internal setting and 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 specifically 'Section 3: Assessment of the impact of the proposals' in the submitted Statement of Significance, in relation to the specific part of the church building to be developed. It suggested that the parish should consult the Church of England [guidance on Statements](#).

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

1. The Committee recognised the need for providing safe access to the sanctuary, and commended the parish for giving consideration to a means by which this might be achieved.
2. However, a DAC architect expressed the view that the proposed handrail is rustic and heavy, and does not relate to the church as a whole, including as a permanent feature. The timber step/box looks somewhat incongruous as well, and concern was raised regarding its security.
3. It was cautioned that the handrail includes floor fixings which are deemed to be crude, in terms of their aesthetic and function, noting that one is also attached to a heating grille.
4. It was also identified that the sketch drawing submitted did not match the photograph of the mocked-up handrail in situ.
5. For these reasons, it was recommended that an architect or other suitable professional should design a bespoke handrail to fit, and function, within this specific church interior.
6. In relation to which, it was suggested that design clues should be sought in the rest of the church – for example, the roll moulding from the pew tops could be reflected in the handrail itself.
7. It was advised that metal stanchions may be easier to achieve than large timbers elements.
8. Separately, it was suggested that the handrail might be made integral, that is with a wider timber step, with two handrails (one either side) as part of its construction, for greater support. This integrated unit might be secured to the floor (underneath the carpet) with small brackets.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 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 Georgian Group 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

7.4 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

7.4.1

OFS Application Ref:	2025-112167	Case Status:	Pre-formal consultation review
Church Code:	620274	Church Name:	Eccleshall: Holy Trinity
Archdeaconry:	Stoke-upon-Trent	Parish:	Eccleshall
Applicant Name:	Revd Phillip Johnson	Quin. Inspector:	Simon Smith
Listing:	Grade I	Date of Last QI:	19-Oct-2018 [Andrew Capper]
Proposal:	Conservation of Queen Anne armorial hatchment		
No. of Times to DAC:	First	Cost Est:	£55,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, including the detailed Condition Survey by International Fine Art Conservation Studios (IFACS), which illustrated report doubles as 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 historic contents of the listed church building had been sufficiently identified and justified.

The Committee also gave consideration to the informal advice received from the Church Buildings Council (CBC) in accordance with rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2023, which consultation 'must be undertaken in any case where the Diocesan Advisory Committee considers that its advice would be of particular assistance'. Such consultation was undertaken in part as the Lichfield DAC does not have a DAC Conservation Adviser. The DAC has taken account of the informal advice of the CBC in the giving of its own informal advice on the parish's proposal.

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

1. A DAC architect member expressed the view that IFACS is a very knowledgeable company, and ICON and BAPCR accredited. The document submitted is very thorough and detailed in the description of the work and the proposed methodology.
2. A CBC senior conservation officer (not present) offered the initial written advice that the item is certainly of some significance and should be conserved, and that the condition is extremely poor because of the method of hanging.
3. The main issue is whether to re-stretch it on to a canvas which will be more robust, and the level of restoration to which it might be taken. The costs reflect the potential need for re-stretching the canvas, if that is found to be acceptable, and also the sheer size of the work, especially if restoration is undertaken.
4. Separately, the DAC member nominated by the National Amenity Societies identified that the item as a significant set of Queen Anne royal arms, which would have originally been framed. The member would be in support of the re-framing, if this were proposed.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee indicated that the application should now advance to external formal consultation with the Church Buildings Council (CBC), under rule 4.6(2)(a) for ‘the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest’, 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 2023 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.

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

7.5 Landscaping in relation to a listed or unlisted church building

None this meeting

7.6 Casework from Diocesan Registry

Private faculty – Formal advice

*Grade II**

7.6.1

OFS Application Ref:	N/A – see papers on OneDrive	Case Status:	Notification of Advice
Church Code:	620444	Church Name:	Rangemore: All Saints
Archdeaconry:	Stoke-upon-Trent	Parish:	All Saints Rangemore
Applicant Name:	██████████	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	05-Oct-2023
Proposal:	Introduction of a non-conforming memorial to ██████████ in the churchyard		
No. of Times to DAC:	Second	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for formal advice at 3rd April 2025 DAC meeting, when the Committee deferred the application, pending revision and resubmission by the applicant.

At that meeting, the DAC carefully considered the proposal and the supporting documents. The Committee noted that the application constituted a private petition for faculty for a churchyard

memorial that falls outside the requirements of the Chancellor's [Churchyard Regulations](#) (2013). It was deemed that the physical attributes of the proposed memorial were clearly understandable through the submitted description and drawing, and that the petitioner's rationale for an identifiable place of rest, and thereby a memorial in kind, was well articulated.

In relation to the latter, the DAC is aware that the deceased held a high-profile public status, specifically as a broadcaster, and had an international following. The Committee was also mindful of the fact that the burial occurred within Rangemore churchyard in [REDACTED], and that a permanent memorial was now sought by the heir-at-law with some degree of urgency. There are therefore issues of sensitivity, and pastoral matters, that pertain to the case.

The DAC identified that the memorial is proposed to constitute two parts, upstanding and flat, and that the latter is to be raised above ground level. Both are intended to be inscribed. The stone type is proposed to be a mid-grey and lavender-blue polished granite. Whilst these features individually, and collectively, fall outside the Churchyard Regulations, it was understood that this configuration is reflective of the [REDACTED] cultural heritage of the heir-at-law. It was not apparent from the petition papers whether this style of memorial was formerly sought by the deceased themselves.

The DAC also carefully considered the photographs of existing memorials within Rangemore churchyard, supplied as part of the application by the supporting memorial mason. The Committee noted that with few exceptions, such as the Bass family tombs located close to the chancel east wall, those depicted are Victorian or subsequent memorials which are in keeping with their time rather than the current Regulations. As such, these were not deemed to provide a sufficiently compelling precedent for the proposed memorial.

Indeed, the DAC observed that the churchyard, which lies in a conservation area and adjacent to the Grade II* listed church building, remains unusually uniform in its continued adoption of natural stone memorials, rather than graves in alternative stone types such as black or dark-grey granite. The Committee determined that the material of the memorial proposed for introduction would not be sufficiently in keeping with the character of the churchyard or the majority of the existing memorials. It was suggested that a local Staffordshire stone, such as Hollington, would be more suitable for this context and location.

With this recommendation in mind, the DAC further moved to suggest that the raised horizontal element of the proposed memorial would be better situated if designed flush with the ground. It was intended that this would also facilitate the upkeep of the churchyard, as referred to in the Regulations. With these amendments, to the choice of the stone and the positioning of the horizontal element, the Committee felt that the proposal was acceptable. In relation to the dual inscriptions, on the vertical and horizontal elements of the memorial, the DAC confirmed its support for the texts, and their positioning, as submitted.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 was not applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for final formal DAC advice. In relation to the submission at the last meeting, the Committee would not have recommended the proposal, and resolved to defer the application, pending revision and resubmission by the applicant.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents. It noted that the memorial mason had provided a response to the deferral DAC advice,

seeking to provide further explanation regarding the materials and design choices proposed, albeit without identifiable reference to the petitioner.

The mason's response constitutes three main counterpoints, regarding the availability and cost of Hollington stone (which material was proposed by the DAC), the durability of polished granite (the material petitioned for), and precedent for a granite memorial (based on some existing memorials in the churchyard). A representative image of the preferred polished granite, as an uninscribed marker, has also been provided by the mason. In addition, reference has been made to health and safety legislation, in relation to a British Standard for the minimum structural design and performance requirements for new memorials within burial grounds.

With this response in mind, and aware of the aforementioned issues of sensitivity that pertain to the case, the DAC carefully considered each point put forward in the resubmitted proposal. However, the Committee did not consider that the response to its previous deferral advice had made a sufficiently compelling case of exceptionality for the non-conforming memorial, in relation to the requirements of the Chancellor's Churchyard Regulations, or the DAC's own previous advice.

In connection with the dual inscriptions, on the vertical and horizontal elements of the memorial, the DAC confirmed its previous support for the texts, and their positioning, as submitted.

It was reaffirmed that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, and that the application should advance to the giving of final formal DAC advice accordingly. As such, the Committee resolved to not recommend the proposal.

Decision: Not recommend for the following principal reasons:

- The DAC did not consider that the response to its previous deferral advice had made a sufficiently compelling case of exceptionality for the non-conforming memorial, in relation to the requirements of the Chancellor's Churchyard Regulations (2013), or the Committee's own previous advice.

Action: The DAC Secretary to issue the Notification of Advice to the Diocesan Registry Clerk

8. Salop 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

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

Grade I

8.2.1

OFS Application Ref:	2025-111415	Case Status:	Pre-formal consultation review
Church Code:	620528	Church Name:	Selattyn: St Mary
Archdeaconry:	Salop	Parish:	Selattyn

Applicant Name:	Revd Steve Nicholson	Quin. Inspector:	Anne Netherwood
Listing:	Grade I	Date of Last QI:	01-Jun-2021
Proposal:	To make moveable and relocate four pews within the church (three currently fixed to floor and one already moveable) [TMRO no. 2024-095871 converted to faculty]		
No. of Times to DAC:	First	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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 internal setting and layout of the listed church building had been sufficiently identified and justified.

The DAC noted that the works had been granted under an Archdeacon's Licence for Temporary Minor Reordering (TMRO) [2024-095871](#) on 12th March 2024 (expiring on 12th March 2026). The present faculty application seeks to uphold the temporary works already undertaken.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 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

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

None this meeting

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

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

Grade I

8.3.1

OFS Application Ref:	2024-102900	Case Status:	Pre-formal consultation review
Church Code:	620528	Church Name:	Selattyn: St Mary
Archdeaconry:	Salop	Parish:	Selattyn
Applicant Name:	Revd Steve Nicholson	Quin. Inspector:	Anne Netherwood
Listing:	Grade I	Date of Last QI:	01-Jun-2021
Proposal:	Replacement of obsolete oil heating system with electric infrared heating panels		
No. of Times to DAC:	Second	Cost Est:	£12,239 [not including removal of old boiler]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The Committee last considered the proposal as a DAC site visit report approved at 3rd April 2025 DAC meeting. The DAC previously considered the proposal as an application for informal advice at 4th December 2024 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. Further to which, the Committee considered that the impact of the proposed works on the fabric of the listed church building had now been sufficiently identified and justified.

The Committee continued to recognise the force of the need for a replacement heating system, and supported the principle of the proposal for changing the obsolete oil heating system to an alternative in line with net zero principles.

The DAC Heating Adviser consulted on the case (not present) has confirmed that the PCC has considered all options to replace the oil-fired boiler heating system, and that the parish is proposing to install the most efficient, cost-effective form of heating for intermittent use. The adviser resolved that some issues with dampness, or protection of the organ, can be addressed with local, strategically-placed heaters with temperature control.

In relation to which advice, the DAC confirmed that the proposal involves matters to which [guidance on net zero carbon](#) issued by the Church Buildings Council (CBC) applies. In the opinion of the Committee, the parish's explanation of how it has had due regard to net zero guidance in formulating the proposal is adequate.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee indicated that the application should advance to external formal consultation with Historic England, the Victorian Society, and the Society for the Protection of Ancient Buildings (SPAB), 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 2023 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.

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 member nominated by the Local Government Association

*Grade II**

8.3.2

OFS Application Ref:	2025-112942	Case Status:	Pre-formal consultation review
Church Code:	620278	Church Name:	Forton: All Saints
Archdeaconry:	Salop	Parish:	Forton

Applicant Name:	Kevin Ottaway	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	01-Jan-2022 [Tim Ratcliffe]
Proposal:	Install a WW2 memorial in the chancel underneath the existing WW1 memorial (for Remembrance Sunday November 2025)		
No. of Times to DAC:	First (in this form)	Cost Est:	£1,250
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal in a different form, as a brass plaque, following the 75th anniversary of the end of WW2, as faculty application [2019-035468](#) (since abandoned, under the Faculty Jurisdiction Rules 2015). That proposal was considered for informal advice at 8th December 2021 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, for a wooden plaque to be installed in this 80th anniversary year after WW2, 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 now been sufficiently identified and justified.

However, the DAC identified that whilst the specialist contractor had provided a clear written specification for the works, a technical drawing had not been provided by them. Instead, the parish had submitted a sketch, with measurements, of the same. The Committee would seek confirmation from the contractor, via the PCC, that the final design (including typeface), dimensions, and method of installation have been agreed, and for these final details to be added to the submission for final, formal DAC advice.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. The Committee indicated that the scheme, when finalised, should be resubmitted for formal DAC advice.

The Committee resolved that the giving of formal DAC advice could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023). In relation to the current submission, the Committee would recommend the proposal, subject to the confirmation above.

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 member nominated by the National Amenity Societies

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

None this meeting

8.4 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

8.4.1

OFS Application Ref:	2025-112778	Case Status:	Pre-formal consultation review
Church Code:	620568	Church Name:	Shrewsbury: St Chad
Archdeaconry:	Salop	Parish:	St Chad with St Mary Shrewsbury
Applicant Name:	Susan Kelly	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade I	Date of Last QI:	01-Nov-2024
Proposal:	Changing position of two of the treble bells, re-roping three bells, and strengthening the wooden bell frame (dated 1798)		
No. of Times to DAC:	First	Cost Est:	£10,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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.

The DAC Bell Adviser expressed the view that this is a very well presented application, which includes informative descriptions of the bell installation, of the problem that is proposed to be addressed, and diagrams and photographs to assist in understanding the issues. The adviser confirmed that the scheme will strengthen the 18th-century bell frame with minimal harm to historic fabric, and enable it to remain in use for the foreseeable future.

The adviser further noted that there is unanimity amongst two bellhangers about the proposed strengthening of the frame. The chosen contractor has an excellent reputation for the quality of its work. The belfry is a space that is visited infrequently, by only a small handful of people.

The adviser would next undertake a site visit, to meet with parish representatives and the proposed contractor at the church.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee indicated that the application should then advance to external formal consultation with the Church Buildings Council (CBC), under rule 4.6(2)(a) for 'the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest', 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 2023 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.

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 Bell Adviser; the DAC Bell Adviser to co-ordinate a prior adviser site visit

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

None this meeting

8.5 Landscaping in relation to a listed or unlisted church building

None this meeting

8.6 Casework from Diocesan Registry

Amendment to faculty – Formal advice

Grade I

8.6.1

OFS Application Ref:	N/A – see papers on OneDrive	Case Status:	Notification of Advice
Church Code:	620548	Church Name:	Tong: St Bartholomew
Archdeaconry:	Salop	Parish:	Tong
Applicant Name:	Frederick Myerscough	Quin. Inspector:	Candida Pino
Listing:	Grade I	Date of Last QI:	01-Mar-2024 [Tim Ratcliffe]
Proposal:	Amendment to faculty no. 2019-031526, to accommodate two floor spring boxes under the new glass doors in the south porch		
No. of Times to DAC:	First (in this form)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC noted that faculty no. 2019-031526 was granted in December 2019 for the reordering of the south porch and the nave south aisle, which original permission included the introduction of glass doors at the entrance from the porch into the nave. An amendment to that faculty was previously sought by the parish in November 2020, after installation of the door frame, which was subject to a judgment by the Chancellor in June 2021. Further to which, the complete glass door installation was undertaken at the church.

At the present meeting, the DAC considered the current application, for a second amendment to the faculty granted, now to accommodate two floor spring boxes under the glass doors in the south porch to prevent the ongoing issue of these doors being blown open (the doors were not designed to be draughtproof or self-closing).

The Committee carefully considered the proposal and the supporting documents. The DAC 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. A DAC architect member expressed the view that as long as the boxes are well fitted and set flush, there should be no great visual impact. It is unfortunate that older floor springs will sit adjacent, giving a busy appearance, but there does appear to be a real need.

However, a question was raised as to whether the installation will be fully accessible. It was cautioned that floor springs, like all closers, can require some force to overcome. As such, they

will need to be adjustable, so as to balance their ability to keep the door closed against the wind pressure alongside the ability for wheelchair, and e.g. elderly, users to be able to open the door.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 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 with provisos.

Decision: Recommend with the following proviso:

- The floor springs should be adjustable at installation to allow the doors to remain fully accessible ongoing.

Action: The DAC Secretary to issue the Notification of Advice the Diocesan Registry Clerk

9. Lichfield Archdeaconry

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

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

Grade II*

9.2.1

OFS Application Ref:	2025-108859	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:	30-May-2024
Proposal:	Creation of hospitality and children's area in the nave [TMRO no. 2024-093587 converted to faculty]		
No. of Times to DAC:	First (in this form)	Cost Est:	£500
Informal Consultations:	On previous faculty application (OFS 2023-081435): Victorian Society (objections raised, but with suggestion made for Archdeacon's Licence for Temporary Minor Reordering (TMRO))		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal in a different form, as faculty application [2023-081435](#). That proposal was considered for informal advice at 26th July 2023 DAC meeting, when the Committee offered advice on the development of the scheme. The Victorian Society additionally provided external informal consultation advice on that proposal, and suggested that the PCC might consider seeking an Archdeacon's Licence for Temporary Minor Reordering (TMRO) for a set period of time to determine its reordering proposal.

The DAC noted that the same works were granted under TMRO [2024-093587](#) on 10th January 2024 (expiring on 10th January 2026). The present faculty application seeks to uphold the

temporary works already undertaken. Separately, the parish has provided evidence of an earlier faculty, granted in 2013 under a previously-constituted DAC and a different Diocesan Chancellor, for the removal and repurposing of a larger number of pews at the church, but which permission was not used by the parish at that time.

At the present meeting, the DAC carefully considered the current proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle, but not wholly the execution, of the proposal, and considered that the impact of the proposed works, specifically relating to seating, within 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](#).

It was observed that the submission includes a variety of photos of the community space in use, with people sitting on upholstered seats in a cafe-style environment. Other photos show the building in use or preparation for youth groups, incorporating equipment such as a snooker table. There is significant space now created in the north and south aisles, the west of the nave and the sizeable narthex, which is dominated by the central stair. The scheme creates an adaptable space at an economic cost, retaining earlier reordering works. However, the building is Grade II* listed.

The view was expressed that the removed pews are not of great intrinsic significance, as a part of the listed building. But the Committee raised concerns regarding the chairs introduced within the cleared, open space at the west end of the nave. The three different types of upholstered chairs, and notably those with metal pointed backs, that replace the pews are of relatively poor design/quality. It was queried whether a suite of good quality chairs could be brought to the church, with a unified, more formal appearance. Attention was drawn to the Church of England [guidance on seating](#) in listed churches.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 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

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

None this meeting

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

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

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

None this meeting

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

Grade II*

9.5.1

OFS Application Ref:	2025-109954	Case Status:	Pre-formal consultation review
Church Code:	620037	Church Name:	Lichfield: St Michael
Archdeaconry:	Lichfield	Parish:	Lichfield St Michael and St Mary
Applicant Name:	Revd Dr Abbie Walsh	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	02-Jul-2024
Proposal:	New area for the burial of cremated remains (ABCR) in the open churchyard		
No. of Times to DAC:	First	Cost Est:	£1,780
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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. Furthermore, the DAC considered that the parish had made a sufficiently compelling case of exceptionality for the proposed adoption of individual markers, in relation to the requirements of the Chancellor's [Churchyard Regulations](#) (2013).

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 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

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:	2023-085823	Church Name:	Yoxall: St Peter
Listing:	Grade II*	Archdeaconry:	Lichfield

Proposal:	Confirmatory permission for repairs to Shipton tomb (not separately listed) in churchyard		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	18th April 2025

10.1.2

OFS Application Ref:	2023-086932	Church Name:	Pheasey: St Chad
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	To reformat and redecorate the entrance space and Beacon Room; install a youth, families and community coffee shop; and redesign the internal courtyard space as a children's play area. To include installation of double glazing and solar PV panels [confirmation of final details under delegated authority]		
DAC Consultees:	Mark Stewart; Tim Bowdent†	Date NoA Issued:	5th May 2025

10.1.3

OFS Application Ref:	N/A – private faculty no. 5349	Church Name:	Stretton w Claymills: St Mary
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Introduction of a non-conforming memorial to [REDACTED] in the churchyard		
DAC Consultees:	Ven Dr Megan Smith (lead) (Archdeacons corporately)	Date NoA Issued:	5th May 2025

10.1.4

OFS Application Ref:	2024-106878	Church Name:	Bednall: All Saints
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Replacement of existing electric heating system with a revised electric heating system with less heating units, similarly wall-mounted, and removal of the chandelier lighting from the church and replacement with wall/wallplate-mounted LED lighting units [confirmation of final details under delegated authority]		
DAC Consultees:	Malcolm Price; Heather Loosemore†	Date NoA Issued:	7th May 2025

10.1.5

OFS Application Ref:	2025-108809	Church Name:	Darlaston: All Saints
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Repairs to organ loft roof to prevent further water ingress (granted under interim faculty no. 5337)		
DAC Consultee:	Mark Stewart	Date NoA Issued:	11th May 2025 [NoA to Not Recommend]

10.1.6

OFS Application Ref:	2024-100024	Church Name:	Bloxwich: All Saints
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Refurbishment of narthex and adjoining rooms, including installing false ceiling and insulation, new LED lighting, new electric water heater, and removing asbestos		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	11th May 2025

10.1.7

OFS Application Ref:	2024-096622	Church Name:	Shrewsbury: Holy Cross [Shrewsbury Abbey]
Listing:	Grade I	Archdeaconry:	Salop
Proposal:	Replacement of LED and SON luminaires, and addition of new emergency luminaires and 4 illuminated 'Exit' signs (granted under interim faculty no. 5285)		
DAC Consultee:	Heather Loosemore†	Date NoA Issued:	11th May 2025

10.1.8

OFS Application Ref:	2025-112564	Church Name:	Wolverhampton: St Chad
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Replace chimney with flue, and associated roofing work, repointing and replastering		
DAC Consultee:	Bryan Martin	Date NoA Issued:	20th May 2025

10.1.9

OFS Application Ref:	2025-110908	Church Name:	Uttoxeter: St Mary the Virgin
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	To install a new rope guide framework in the ringing chamber		
DAC Consultee:	Peter Woollam	Date NoA Issued:	20th May 2025

10.1.10

OFS Application Ref:	2024-100205	Church Name:	Meir Heath: St Francis of Assisi
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Extend and upgrade the existing kitchen in the church hall		
DAC Consultees:	Adrian Mathias; Tim Bowdent†	Date NoA Issued:	20th May 2025

10.1.11

OFS Application Ref:	2024-105008	Church Name:	Tilstock: Christ Church
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	To restore the clock dial and convert the movement to automatic winding		
DAC Consultee:	Rupert Griffint†	Date NoA Issued:	20th May 2025

10.1.12

OFS Application Ref:	2025-111339	Church Name:	Cheswardine: St Swithun
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Archaeological investigation comprising 3 trial pits in churchyard, to inform wider proposal for external access ramp system (separate faculty application 2023-083734)		
DAC Consultee:	Andy Wigley	Date NoA Issued:	23rd May 2025

10.1.13

OFS Application Ref:	2025-111683	Church Name:	Trysull: All Saints
Listing:	Grade II*	Archdeaconry:	Walsall

Proposal:	Excavation, removal and reinternment of human remains encountered during an archaeological watching brief during drainage works (the latter under faculty no. 2023-081612), granted under interim faculty no. 5352		
DAC Consultee:	Andy Wigley	Date NoA Issued:	26th May 2025

10.1.14

OFS Application Ref:	2025-112797	Church Name:	Baschurch: All Saints
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	To replace a condemned gas boiler with another gas boiler (granted under interim faculty no. 5317)		
DAC Consultee:	Malcolm Price	Date NoA Issued:	26th May 2025

† Acting DAC Adviser

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 Brown Edge, St Anne (Grade II), Simon Smith proposed inspector

Decision: The quinquennial inspector application processed by delegated authority was noted

Action: None

11. Any other business

None this meeting

Date of next meeting: **Wednesday 16th July 2025 at 2.00 pm**

to be held ***in person (not by online conferencing)***

in the Reeve Room at St Mary's House, Lichfield

Giles Standing, DAC Secretary

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