

Lichfield Diocesan Advisory Committee

MINUTES

*A meeting of the Lichfield DAC was held by online conferencing
on Wednesday 4th December 2024 at 2.00 pm*

1. Introduction

- 1.1 The opening prayer was said by the Revd Preb Jo Farnworth (Acting Archdeacon of Salop).
- 1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Dr Sue Weller, the Revd Julia Cody (Acting Archdeacon of Walsall), the Revd Jim Trood (Acting Archdeacon of Walsall), the Revd Preb Jo Farnworth (Acting Archdeacon of Salop), the Revd Mary Thomas (Acting Archdeacon of Salop), the Revd Preb Terry Bloor, the Revd Geoffrey Eze, Andy Foster, Chris Gill, the Revd Neil Hibbins, Bryan Martin, Adrian Mathias, Dr Andy Wigley, Peter Woollam.
In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Pauline Hollington (Diocesan Registry Assistant).
- 1.3 Apologies for absence: The Revd Margaret Brighton, Dr John Hunt, Edward Higgins, Candida Pino, Mark Stewart.
- 1.4 Declarations of interest: Adrian Mathias, item 8.2.1.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

- 2.1 Draft DAC response to PCC request for clarification regarding informal DAC advice on OFS [2023-093044](#), West Bromwich, Holy Trinity (reordering) (arising from 2nd October 2024 DAC meeting)

Decision: Following detailed discussion, the DAC confirmed the draft written response to the PCC

Action: The DAC Secretary to send the confirmed response to the PCC

- 2.2 Expressions of interest continued to be sought for DAC advisers on [building services](#) (lighting, electrics, audio-visual, CCTV) and [turret clocks](#) (ongoing vacancies)

Decision: The matter was noted

Action: The DAC officers to continue to seek new permanent DAC advisers (vacancies)

3. New matters

- 3.1 Publication of Diocese of Lichfield's Net Zero Carbon Action Plan, constituting a required [milestone](#) for dioceses in the Church of England's [Routemap to Net Zero Carbon by 2030](#), presented to Lichfield Diocesan Synod, 30th November 2024

Decision: The matter was noted

Action: The DAC to be aware of the Action Plan in its undertakings regarding net zero

- 3.2 Standing down of the Revd Preb Pat Hawkins as DAC Chair (by Easter 2025)

Decision: The matter was noted; the Committee to extend a formal vote of thanks to the Chair at the time of their last meeting

Action: The DAC Secretary to liaise with the Diocesan Bishop regarding the statutory process for appointment of a new DAC Chair

4. Adviser site visit reports

4.1 Reports for approval

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

None this meeting

4.2 Reports to note

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

None this meeting

5. Forthcoming DAC site visits

- 5.1 Kingsley, St Werburgh (Grade II) [project architect: Simon Smith]
Reordering rear of church for meeting room (OFS [2024-101331](#))
Date and time: Tuesday 17th December 2024 at 10.30 am

Action: The Assistant DAC Secretary to confirm the DAC attendees via an online poll, and to liaise with the PCC representatives regarding the DAC site visit

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. Lichfield Archdeaconry

6.1 DAC site visit reports for approval

None this meeting

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

None this meeting

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

None this meeting

6.4 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

6.4.1

OFS Application Ref:	2023-090473	Case Status:	Pre-formal consultation review
Church Code:	620070	Church Name:	Blithfield: St Leonard
Archdeaconry:	Lichfield	Parish:	Blithfield
Applicant Name:	Terence Cooper	Quin. Inspector:	Mark Parsons
Listing:	Grade I	Date of Last QI:	07-Jul-2020
Proposal:	Restoration of medieval stained glass and stonework		
No. of Times to DAC:	First	Cost Est:	£32,000
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.

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

1. There is reference in the QI architect's documents and drawings to the saddle bars being in bronze or brass, and clarification should be provided on the chosen material.
2. A cross-section through the environmental protective glazing (EPG) and the historic glass should be provided, so as to better explain the arrangement for ventilation and collection of condensation water within the lead tray.
3. Information should be provided on the product which the QI architect intends to use for plastic repairs to the stonework when deemed necessary. In relation to which, it was queried whether the areas requiring plastic repairs have been identified at this stage or whether this will happen when closer investigation can be carried out.

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. Further to which, external formal consultation should be undertaken 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.

Action: The DAC Secretary to inform the applicant

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

None this meeting

6.5 Landscaping in relation to a listed or unlisted church building

None this meeting

6.6 Casework from Diocesan Registry

None this meeting

7. Walsall Archdeaconry

7.1 DAC site visit reports for approval

None this meeting

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

None this meeting

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*)

None this meeting

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

Grade II

7.3.1

OFS Application Ref:	2024-097772	Case Status:	Notification of Advice
Church Code:	620156	Church Name:	Walsall: St Andrew, The Birchills
Archdeaconry:	Walsall	Parish:	St Andrew Walsall
Applicant Name:	Angela Degg	Quin. Inspector:	Andrew Hayward
Listing:	Grade II	Date of Last QI:	14-Dec-2021
Proposal:	Repairs to roof and external fabric, 16 stained glass windows, organ (including temporary removal) and internal fabric, following fire damage (in March 2024)		
No. of Times to DAC:	Second (first as formal)	Cost Est:	£155,000
Formal Consultations:	Church Buildings Council (CBC) (stained glass)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 24th July 2024 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. The DAC Organ Adviser (in absentia) did note that the quote from the newly-selected organ builder was subject to indexation after 1st January 2025 and as such will rise at that time. However, in this specific case, the DAC deemed this to be a matter for the PCC's insurer.

The DAC carefully appraised the external formal consultation response from the Church Buildings Council (CBC), in relation to the conservation of the stained glass. It was noted that the CBC

response was generally supportive of the work, which was deemed to be clearly necessary, but which advice included a few specific concerns with the methodology. The DAC also considered the stained glass contractor's responses to the points raised in the CBC formal advice, which additional information was deemed to be satisfactory.

It was noted, though, as per the CBC response, that the proposed contractor does not appear to be ICON-accredited. In accordance with which understanding, the DAC member nominated by the National Amenity Societies sustained an individual objection to the use of this contractor. Notwithstanding which, the Committee considered that there were no external, formal objections for consideration in the DAC's own formal advice. As such, the Committee determined to recommend the proposal.

Decision: Recommend

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

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*)

None this meeting

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

Grade I

7.4.1

OFS Application Ref:	2024-095334	Case Status:	Pre-formal consultation review
Church Code:	620120	Church Name:	Kinver: St Peter
Archdeaconry:	Walsall	Parish:	Kinver
Applicant Name:	Mark Middleton	Quin. Inspector:	Robert Kilgour
Listing:	Grade I	Date of Last QI:	06-Feb-2023
Proposal:	Glazing to the existing internal south porch doors and pediment [tympanum]		
No. of Times to DAC:	First	Cost Est:	£2,300
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 member nominated by the National Amenity Societies commented that the proposal was a tactful scheme, for the alteration of plain rather than decorative panels in the late Victorian porch doors, and that the stained glass contractor is highly competent to undertake the work.

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

7.5 Landscaping in relation to a listed or unlisted church building

None this meeting

7.6 Casework from Diocesan Registry

None this meeting

8. Stoke-upon-Trent 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*)

None this meeting

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

Grade I

8.2.1

OFS Application Ref:	2021-065626	Case Status:	Notification of Advice
Church Code:	620435	Church Name:	Burton-on-Trent: St Modwen
Archdeaconry:	Stoke-upon-Trent	Parish:	St Modwen Burton-on-Trent
Applicant Name:	Geoffrey Brown	Quin. Inspector:	Adrian Mathias
Listing:	Grade I	Date of Last QI:	16-May-2024
Proposal:	Internal reordering of both East and West ends		
No. of Times to DAC:	Fourth (first as formal)	Cost Est:	£250,000 [original scheme]
Formal Consultations:	Re-consultation following 'material change' to proposal (FJ(A)R 2019 r. 4.8): Church Buildings Council (CBC); Historic England; Georgian Group; Victorian Society; NB Local Planning Authority (Conservation Officer) response not received at agenda distribution		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at 21st February 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, the DAC carefully considered the then updated proposal and the supporting documents, including a revised drawn plan and reworked visuals of the proposed screen by the QI architect, a written response from the parish to the suggested steps in the DAC site visit report, and the informal consultation response of the Church Buildings Council (following a CBC site visit in December 2023, dated January 2024).

At that time, the Committee continued to support the principle of the proposal for a reordering within the church, and to recognise the pastoral and missional case for this. After extensive discussion, the DAC determined that it could support the latest mitigating (compromise) version of the scheme, as proposed through the QI architect's amended drawn plan. However, the Committee resolved that the matters relating to the glazed screen previously raised by the DAC's informal advice and site visit report, and those by the external statutory consultees, including then most recently the CBC, had not been sufficiently and convincingly addressed by the parish and QI architect, such that the DAC could not fully support the inclusion of the glazed screen within the final proposal for reordering.

Instead, the DAC recommended that the parish should give consideration to the CBC's suggestion that the screen might be omitted from the present proposal. This aspect might perhaps be sought by way of a separate and subsequent faculty application, when further information in support of the case, or otherwise, can be gathered by the parish, in relation to the use of the church building when all other aspects of the reordering are in operation. It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was applicable, and that the application should be resubmitted for external formal consultation with the Church Buildings Council, Historic England, the Georgian Group, the Victorian Society, and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

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 now been sufficiently identified and justified. The DAC confirmed that the matters previously raised by the Committee's informal advice had been addressed. Furthermore, the DAC carefully appraised the external formal consultation responses, including those received in accordance with rule 4.8 of the 2019 Rules, following 'material changes' made in response to consultation, and noted that objections had been raised, but withdrawn, for consideration in the DAC's own formal advice.

Specifically, it was noted that the PCC has addressed the two most controversial aspects of the original scheme, at the west end of the nave, by omitting the proposed glazed screen and by retaining the historic warden's pew in situ. The DAC also observed that the PCC has addressed concerns previously raised by the Victorian Society, by retaining the affected 19th-century tiling, with complimentary new tiling in the former pewed areas. In addition, it was noted that the view of the Local Planning Authority (Conservation Officer) is that any harm within the final scheme is potentially balanced by the increased public amenity. As such, the Committee determined to recommend the proposal.

Decision: Recommend

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

Grade II

8.2.2

OFS Application Ref:	2023-083568	Case Status:	Notification of Advice
Church Code:	620409	Church Name:	Trent Vale: St John the Evangelist
Archdeaconry:	Stoke-upon-Trent	Parish:	Trent Vale

Applicant Name:	Eileen Bithell	Quin. Inspector:	Geoff Hillman
Listing:	Grade II	Date of Last QI:	07-Nov-2012
Proposal:	Internal restoration and reordering following extensive fire damage at the church (in April 2022)		
No. of Times to DAC:	Seventh (second as formal)	Cost Est:	£1,800,000
Formal Consultations:	Re-consultation following 'material change' to proposal (FJ(A)R 2022 r. 4.8): Historic England; Victorian Society; Local Planning Authority (Conservation Officer) – all responses not received at agenda distribution		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for formal advice at 2nd October 2024 DAC meeting, when the Committee deferred the giving of formal advice but offered advice on the final development of the scheme. At that time, the DAC continued to support the principle of the proposal, and noted that external formal consultation (statutory advice) had been undertaken by the parish on the then latest version of its scheme. The DAC carefully appraised the external formal consultation responses and considered that some concerns, rather than formal objections, had been raised by Historic England and the Victorian Society, as well as equivalent points in the previous external informal consultation response from the Local Planning Authority (Conservation Officer), for consideration in the DAC's own formal advice.

At that meeting, and in relation to the final development of the scheme, the DAC offered advice on the aisle pod, servery hatch, Treske liturgical furniture, chairs, floor finishes and pulpit. After detailed discussion, the Committee suggested that the parish should undertake a final review of its proposal, including consideration of the concerns raised by Historic England and the Victorian Society, as well as the previous external informal consultation response from the Local Planning Authority, alongside the above final informal advice of the DAC.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 was 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, prior to receipt of formal DAC advice. This re-consultation was to be undertaken in accordance with rule 4.8 of the 2022 Rules, constituting notification of 'material changes' made in response to consultation or otherwise.

At the present meeting, the DAC carefully considered the updated final 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 generally been sufficiently identified and justified. The DAC confirmed that the matters previously raised by the Committee's informal advice had been considered, even if not wholly resolved in line with that advice.

Specifically, it was noted that the majority of the proposed 150 new chairs will still be upholstered, with just 45 un-upholstered, for use in the café area. There appears to be no re-used pews on the latest floor plan (drawing no. 6239-011J), although written reference is given to the fact that some will be re-used. The PCC's decision to seek to completely dispose of the pulpit is also manifest in the final proposal. In addition, the parish is still proposing blue carpet to the main areas, with an expanse of plastic flooring to the nave south aisle. With these points in mind, though, the

Committee formed the view that the PCC had given sufficiently careful consideration to the colour and finish of proposed fixtures and fittings, such as the relatively neutral shades of the carpets and chair upholstery, which are more muted than the equivalent pre-fire carpets and upholstered chairs previously adopted throughout the church building.

The DAC noted that the re-consultation undertaken in accordance with rule 4.8 of the 2022 Rules, following 'material changes' made in response to consultation, had not been brought forward any final responses (the 21-day statutory period having passed prior to the formal DAC advice stage at the present meeting). As such, the Committee carefully reappraised the existing external formal consultation responses received, and determined that formal objections had previously been raised, in fact, by the Victorian Society, in relation to floors, benches (pews) and the pulpit. At the present meeting, therefore, the Committee identified that objections had been raised, and not withdrawn, for consideration in the DAC's own final formal advice.

In recognition that the PCC had not adopted all aspects of the DAC's deferral advice, such as retention of the pulpit, and noting the external formal objections, the Committee considered the requirements of the [Duffield framework](#) in making its final balancing assessment. By way of this process, the DAC highlighted that public benefit can include matters such as liturgical freedom, pastoral well-being, opportunities for mission, and putting the church to viable uses that are consistent with its role as a place of worship and mission.

The DAC concluded that a relative compromise could be reached, to maintain a sufficient degree of significance whilst facilitating the anticipated increase in public and wider community benefit. The Committee resolved that the PCC should retain the pulpit through suitable storage and incorporate a representative sample of pews within the scheme. In accordance with which understanding, and in recognition of the external formal objections to the proposal as submitted, the Committee formed its final view that the resulting public benefit of the overall scheme, if such mitigations were adopted, would outweigh the residual harm. As such, the Committee determined to recommend the proposal with provisos.

Decision: Recommend with the following provisos:

- The pulpit must remain within the ownership of the PCC and not altered in such a way that it could not be put back into future use. A method statement for its retention or storage (including careful dismantling, if required), on site or in another suitable place, should be submitted.
- A representative sample of the pews, by design rather than number, should be retained within the scheme, in their unmodified state (not incorporated into new benches). A method statement for their retention, rather than storage, should be brought forward.

Objections have been raised by the Victorian Society and have not been withdrawn. The Committee's principal reasons for recommending the works or proposals for approval despite those objections are:

- The DAC recognises that the proposed reordering reflects the parish's actual style of worship and mission, where liturgical furniture such as the pulpit has not been in active use for a notable period of time before the fire, but where upholstered chairs, including for hospitality and welcome, were in continual use at the church.
- This recognition is considered to go beyond the notion of prior precedent alone, where carpet and soft seating was previously allowed, but reflects more significantly the nature and being of the worshipping community within this specific church space, including in this post-fire stage of their Christian life in that place.

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

Post-meeting addendum: The Victorian Society has submitted, after the 21-day statutory period, a final consultation response under rule 4.8 (as per above), in which the objections previously raised are sustained.

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

None this meeting

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

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

None this meeting

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

*Grade II**

8.4.1

OFS Application Ref:	2024-103679	Case Status:	Pre-formal consultation review
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-Aug-2024
Proposal:	To make permanent TMRO 2023-083527 for the introduction of a portable font, following faculty 2023-081778 granted to decommission existing font (which remains on display in situ with hood resting on font itself, with pressure-sensitive alarm)		
No. of Times to DAC:	First (in this form)	Cost Est:	£2,000
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 listed church building had been sufficiently identified and justified.

The DAC noted that the introduction of a portable font had been granted under an Archdeacon's Licence for Temporary Minor Reordering (TMRO) [2023-083527](#) on 25th May 2023, following the decommissioning of the existing font under faculty [2023-081778](#) granted on 28th November 2023. The present proposal seeks to uphold the temporary introduction, but with a better-made and higher-quality font from that granted under licence, which was supported.

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

8.5 Landscaping in relation to a listed or unlisted church building

None this meeting

8.6 Casework from Diocesan Registry

None this meeting

9. Salop 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 I

9.2.1

OFS Application Ref:	2024-096029	Case Status:	Pre-formal consultation review
Church Code:	620614	Church Name:	Whitchurch: St Alkmund
Archdeaconry:	Salop	Parish:	Whitchurch
Applicant Name:	Revd Christopher Precious	Quin. Inspector:	Edward Kepczyk [project architect: Nicholas Rank]
Listing:	Grade I	Date of Last QI:	01-Dec-2021
Proposal:	Installation of accessible toilet in north lobby (flower vestry), and automation of inner doors to north and south lobbies		
No. of Times to DAC:	Second (in this form)	Cost Est:	£45,000
Informal Consultations:	Georgian Group; SPAB (application as considered by DAC at 24th July 2024 DAC meeting – informal consultation responses uploaded to OFS); previously Historic England (on OFS)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 24th July 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, and confirmed that the matters previously raised by the Committee's informal advice had been addressed.

Specifically, it was noted that the QI architect had received informal advice from SPAB and the Georgian Group, and that SPAB had deferred to the Georgian Group, which amenity society accepts that the alterations are required to meet the needs of the parish. Historic England has

previously supported the scheme, requesting that all will depend on the quality of the joinery detailing and execution. The scheme seeks to reuse original joinery and match in where needed.

The other area of concern previously raised was the potential archaeological disruption for the drainage. It is now confirmed with photos and amended drawings that the new toilet waste will connect into a suspended drainage pipe within the boiler room below. As such, there is no archaeological concern.

Lastly, the parish has confirmed that it wishes to have the automated door control button post-mounted. This post is confirmed to be fitted in an area of new flooring and again will have little, if any, archaeological impact. Therefore, the proposals can be supported.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that the application should be resubmitted for external formal consultation with Historic England, 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 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.

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

Action: The DAC Secretary to inform the applicant

Unlisted

9.2.2

OFS Application Ref:	2024-096317	Case Status:	Pre-formal consultation review
Church Code:	620534	Church Name:	Weston Rhyn: St John
Archdeaconry:	Salop	Parish:	Weston Rhyn
Applicant Name:	Revd Stuart Jermy	Quin. Inspector:	Anne Netherwood [project architect: David Hughes]
Listing:	Unlisted	Date of Last QI:	14-Sep-2022
Proposal:	Insertion of screen in former chancel		
No. of Times to DAC:	Second (in this form)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 10th April 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 proposal, and considered

that the impact of the proposed works on the fabric of the church building had been sufficiently identified and justified. 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 further development of the scheme, the DAC offered the following advice:

1. The parish has resolved the timber glazed screen design, which had previously been accepted in principle by the DAC. The scheme now includes a further timber glazed screen acting as secondary glazing across the traceried west window. However, details of how this will look against the shape and form of the stone window tracery are now required. It was commented that aluminium (storm glazing) might be more recessive due to narrow section sizes.
2. The scheme now incorporates a simple platform lift in the south-west corner, which is acceptable assuming there is no ground disturbance. Otherwise, details are required.
3. An aluminium glazed screen is proposed to be added to the exterior of the south porch. The screen is shown in plan and elevation within the submission, but section sizes of the frame should also be provided. The parish should ascertain from the Local Planning Authority whether planning permission is required for these particular works.

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. The Committee indicated that the revised scheme, when further developed, should be resubmitted for final, formal DAC advice. However, the PCC should note that this does not remove the requirement for any other secular statutory regulations, where applicable.

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

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

Grade I

9.3.1

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:	First	Cost Est:	£12,239 [not including removal of old boiler]
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 recognised 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. In relation to which, it was confirmed that the proposal involves matters to which [guidance on net zero carbon](#) issued by the Church of England 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, including other options considered, is not presently adequate.

Furthermore, the DAC considered that the aesthetic impact of the proposed works, and the impact on the fabric of the listed church building, had not yet been fully identified and justified. The Committee encouraged the parish to review 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 DAC member nominated by the Local Government Association affirmed that the church building is Grade I listed and therefore sits within the top 2.5% of all listed buildings nationally. In relation to which, it is considered that the present scheme, for the installation of 16 halogen heaters within the church, will affect the character of the church as a building of special architectural or historic interest.
2. The Committee noted that of the 16 heaters, one is proposed to face into the south transept and two within the north transept. The remaining 13 heaters are to be within the nave, north aisle and chancel. When standing at the west end of the nave, 8 heaters will be visible, with 10 visible when looking west. All of the heaters within the nave, aisle and chancel will be fixed to medieval masonry.
3. Based on the photographs submitted, the scale of the interior appears to be relatively small. The principal feature of the interior is the 15th-century arch braced roof. In relation to which, it was considered that the heaters would be visually intrusive within the nave of the church, and have a detrimental impact on the character and appearance of the interior of the highly-listed building.
4. It was observed that the proposed heater layout provided shows the units fixed to the walls, whilst the Statements of Significance and Needs refer to them being affixed to timbers associated with the roof. Further information is required to fully understand how the heaters are to be fixed to the structure.
5. In terms of the technical aspects of the proposal, a DAC Heating Adviser (in absentia) commented that the parish is already using a 'green' electrical tariff, but, for the present proposal, would need to ensure that it can change to a 3 phase 100 amp/phase supply and meter installation.
6. In support of the proposed units, in terms of usability, the DAC Heating Adviser noted that the infrared heaters are to be fitted with 'Magic Lamps', being pink in appearance when heated but with zero glare.
7. The Adviser also noted that some mitigations on visual impact were proposed within the existing scheme, with the units to have an ivory paintwork finish, and the white supply cables to be painted in a stone colour to blend in with the wall finish. It was commented

that the distribution supply cables should be black and generally routed to be hidden from view.

8. On balance, the DAC resolved that alternative methods of providing heating within the church will also need to be considered. The parish should accordingly provide an options appraisal, which constitutes one part of the statutory guidance issued by the Church of England (as above).

In light of which, the Committee suggested that a DAC site visit should be undertaken, to include the DAC Heating Adviser, to meet with parish representatives and the proposed contractor at the church. The updated scheme, when further developed following the DAC site visit, should then be resubmitted for additional informal DAC advice.

Lastly, it was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable, and that external informal consultation (pre-application advice) should subsequently be undertaken on the developed scheme with Historic England 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

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

None this meeting

9.5 Landscaping in relation to a listed or unlisted church building

None this meeting

9.6 Casework from Diocesan Registry

None this meeting

10. Casework by delegated authority to note

10.1 Faculty applications

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

10.1.1

OFS Application Ref:	2023-089835	Church Name:	Tong: St Bartholomew
Listing:	Grade I	Archdeaconry:	Salop
Proposal:	Handrail up the slope from the churchyard entrance gate to the church		
DAC Consultee:	Andy Wigley	Date NoA Issued:	8th October 2024

10.1.2

OFS Application Ref:	N/A – private faculty no. 5288	Site Name:	Cheddleton: St Edward’s Lawn Cemetery
Listing:	N/A	Archdeaconry:	Stoke-upon-Trent
Proposal:	Memorial safety testing within the consecrated areas of the council cemetery managed by Cheddleton Parish Council		
DAC Consultees:	Ven Dr Megan Smith (lead) (Archdeacons corporately)	Date NoA Issued:	27th October 2024

10.1.3

OFS Application Ref:	2024-102393	Church Name:	Newcastle-under-Lyme: St Giles
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Construction of security fences/gates around external electrical meter house		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	27th October 2024

10.1.4

OFS Application Ref:	2024-101185	Church Name:	Wolverhampton: St Matthew
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Guttering and associated roof work		
DAC Consultee:	Mark Stewart	Date NoA Issued:	27th October 2024

10.1.5

OFS Application Ref:	2024-095833	Church Name:	Bagnall: St Chad
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Creation of new area for the burial of cremated remains (ABCR) for future burials		
DAC Consultees:	Ven Dr Megan Smith (lead) (Archdeacons corporately)	Date NoA Issued:	27th October 2024 [NoA to Not Recommend]

10.1.6

OFS Application Ref:	2024-098946	Church Name:	Myddle: St Peter
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Overhaul the church clock and fit an automatic winding mechanism		
DAC Consultee:	Robert Ovenst	Date NoA Issued:	20th November 2024

10.1.7

OFS Application Ref:	2024-095415	Church Name:	Prees: St Chad
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Introduction of additional electric sockets within the church		
DAC Consultee:	Tim Bowdent	Date NoA Issued:	20th November 2024

10.1.8

OFS Application Ref:	2024-098342	Church Name:	Alton: St Peter
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent

Proposal:	To temporarily replace a fixed part of the west door with a plywood panel containing a vent for the boiler (granted under interim faculty no. 5202)		
DAC Consultee:	Bryan Martin	Date NoA Issued:	20th November 2024

10.1.9

OFS Application Ref:	2024-100849	Church Name:	Trysull: All Saints
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	Confirmatory creation of new Area for the Burial of Cremated Remains (ABCR), containing individual memorials		
DAC Consultees:	Revd Jim Trood ^{††} (lead) (Archdeacons corporately)	Date NoA Issued:	20th November 2024

10.1.10

OFS Application Ref:	2024-101205	Church Name:	Woore: St Leonard
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Repair of the Clough chest tomb and Beeston chest tomb (neither separately listed) within the churchyard		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	20th November 2024

10.1.11

OFS Application Ref:	2024-105003	Church Name:	Penkhull: St Thomas
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	To undertake urgent electrical work to reduce identified risks to deterioration and failure of elements of the electrical system (granted under interim faculty no. 5303)		
DAC Consultee:	Tim Bowdent [†]	Date NoA Issued:	20th November 2024

10.1.12

OFS Application Ref:	2024-104141	Church Name:	Uttoxeter: St Mary the Virgin
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	To repair the bells (first time since 1905)		
DAC Consultee:	Peter Woollam	Date NoA Issued:	21st November 2024

10.1.13

OFS Application Ref:	2024-100871	Church Name:	Ryton: St Andrew
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Removal of oil tank and installation of electric infrared heaters		
DAC Consultee:	Malcolm Price	Date NoA Issued:	21st November 2024

10.1.14

OFS Application Ref:	2024-103894	Church Name:	Walsall: St Martin
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	To replace the faulty gas boiler that provides heat and water for the kitchen and toilets (granted under interim faculty no. 5295)		
DAC Consultee:	Malcolm Price	Date NoA Issued:	21st November 2024

10.1.15

OFS Application Ref:	2024-105095	Church Name:	Knutton: St Mary
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	To complete necessary immediate works listed in tree survey following a storm (granted under amended interim faculty no. 5262, arising from interim faculty no. 5249)		
DAC Consultee:	Andy Smith	Date NoA Issued:	21st November 2024

† Acting DAC Adviser †† Acting Archdeacon

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 Tutbury, St Mary the Virgin (Grade I), Simon Gratton proposed inspector

10.2.2 Meerbrook, St Matthew (Grade II*), Chris Hesketh proposed inspector

10.2.3 Cobridge, Christ Church (Grade II), Jennifer Chambers proposed inspector

10.2.4 Northwood, Holy Trinity (Grade II), Jennifer Chambers proposed inspector

10.2.5 Hanley, St Luke (unlisted), Jennifer Chambers proposed inspector

10.2.6 Westlands, St Andrew (unlisted), Simon Smith proposed inspector

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

Action: None

11. Any other business

None this meeting

Date of next meeting: **To be confirmed (meeting in January/February 2025)**
to be held by online conferencing

Giles Standing, DAC Secretary

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