

# Lichfield Diocesan Advisory Committee

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## MINUTES

*A meeting of the Lichfield DAC was held hybridly (in person and by online conferencing) in the Reeve Room at St Mary's House, Cathedral Close, Lichfield on Wednesday, 23rd February 2022 at 2.00 pm*

### 1. Introduction

- 1.1 Opening prayers were said by the Ven Julian Francis.
- 1.2 The DAC Chair welcomed to the meeting the Revd Jo Farnworth (Associate Archdeacon of Salop) (in absentia) and the Revd Zoe Heming (Diocesan Enabling Church Adviser) (see items 3.3–3.4 below).
- 1.3 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Julian Francis, the Ven Paul Thomas, the Ven Sue Weller, the Ven Megan Smith, the Revd Preb Terry Bloor, Andy Foster, Nigel de Gaunt-Allcoat, the Revd Zoe Heming, the Revd Neil Hibbins, Edward Higgins, David Litchfield, Bryan Martin, Adrian Mathias, Peter Woollam.  
In attendance: Peter Bemrose (DAC Heating Adviser), Giles Standing (DAC Secretary), Pauline Hollington (Diocesan Registry Assistant), Clare Beavon (Diocesan Pastoral Officer).
- 1.4 Apologies for absence: The Revd Jo Farnworth (Associate Archdeacon of Salop), Mark Parsons, Brough Skingley, Andy Smith, Julie Taylor, Andy Wigley, Helen Cook (Assistant DAC Secretary).
- 1.5 Declarations of interest: Adrian Mathias, items 4.1.1, 4.3.1, 7.2.2; Mark Parsons, items 4.1.2, 4.2.3, 7.2.1.
- 1.6 The minutes of the previous meeting were accepted without amendment.

### 2. Matters Arising

#### 2.1 Update on appointment of additional architect members and advisers to the DAC

The DAC Secretary updated members on the proposal to appoint additional architect members and architect advisers to the DAC, as last raised at the 8th December 2021 DAC meeting (Matters Arising, item 2.2). Following publication of a call for [expressions of interest](#) on the diocesan website, ten conservation-accredited architects have expressed an interest in joining or advising the Lichfield DAC in either capacity.

The DAC Secretary indicated that the newly-created role of DAC architect adviser would encompass the giving of consultation advice on List B (Archdeacon's permission) applications and the processing of quinquennial inspector applications by delegated authority. There would be no requirement for architect advisers to attend DAC meetings or DAC site visits, though they would be welcome to do so. It is envisaged that the role would be suitable for a senior practitioner who does not wish to be a sitting member of the DAC, perhaps on grounds of time commitment, or a more junior practitioner, to be mentored in the role by a senior colleague within their practice (continuing professional development).

By contrast, the established role of DAC architect member would be suitable for a senior practitioner who wishes to be a sitting member of the DAC, with voting rights and direct input on the operation of the committee.

The DAC Secretary confirmed that the advertisement constituted the first phase of the wider recruitment of members of the new Lichfield DAC, but that this aspect had been prioritised ahead of the seeking of other members (including by co-option to the current DAC, in the first instance). As per the 2018 Measure, prospective (and returning) members are required to be appointed by Bishop's Council. The DAC Chair confirmed that the names of members would be put to Bishop's Council at its meeting on 25th May 2022, with the new DAC first meeting as a statutory body at the 20th July 2022 DAC meeting.

**Action:** The DAC Chair, DAC Secretary, Assistant DAC Secretary, and a current DAC architect member to conduct informal conversations (interviews) with the ten prospective DAC architect members and advisers, scheduled for 3rd, 8th and 10th March 2022

## **2.2 Revision of Lichfield DAC Delegated Authority Policy, to broaden use of delegated authority procedure for processing faculty and quinquennial inspector applications, for DAC approval**

The DAC Secretary updated members on the proposal to revise the Lichfield DAC Delegated Authority Policy, as last raised at the 8th December 2021 DAC meeting (Matters Arising, item 2.3). At that meeting, the DAC supported the principle of the proposal to revise the policy, to broaden the use of delegated authority for processing applications for both informal and formal DAC advice, and for the DAC Secretary to draft a revised policy, for consideration and approval by the DAC at the 23rd February 2022 DAC meeting.

At the present meeting, the DAC Chair indicated that the revised policy upheld the additions previously proposed through the DAC-approved minutes of meetings where the matter was earlier discussed, including the incorporation of the processing of quinquennial inspector applications by delegated authority (see item 8 below), as approved at the 24th March 2021 DAC meeting. The revised policy allows for the processing of applications for informal advice (pre-consultation), formal advice (post-consultation, technical details, and provisos), and interim faculties. The policy makes clear exemptions and provisos, including the criteria for cases which must be considered by the full DAC.

The Registry Assistant proposed a possible addition to the policy, in relation to private faculty applications for gravestones that fall outside the requirements of the Chancellor's [Churchyard Regulations](#). It was suggested that such applications might be delegated to the respective Archdeacon, for formal DAC advice. However, it was noted that the Regulations (p. 1) recommend that clergy seek the informal advice of the Archdeacon where there is any doubt as to whether the proposed memorial is of a permitted type. Therefore, applications which require formal DAC advice are those which have not been resolved by reference to the Archdeacon, and a wider DAC view on these cases might be valuable accordingly. This proposal would be considered more fully by the Archdeacons, and the Committee, at the 6th April 2022 DAC meeting.

**Decision:** The revised [Lichfield DAC Delegated Authority Policy](#) (v.3 February 2022) was approved by the DAC

**Action:** The DAC Secretary to publish the revised policy on a new public-facing web page, detailing the delegated authority procedure, on the diocesan website; the Registry Assistant to raise the possible addition to the policy at the 6th April 2022 DAC meeting

### **3. New Matters**

#### **3.1 Approval by General Synod of the Faculty Jurisdiction (Amendment) Rules 2022 (on 9th February 2022)**

The DAC Secretary indicated that the [Faculty Jurisdiction \(Amendment\) Rules 2022](#) had been passed by General Synod on 9th February 2022, which legislation will come into effect on 1st July 2022. The amended Rules have been made specifically in connection with the Church of England, and diocesan, [target](#) to reach net zero carbon by 2030. Both List A (deemed consent) and List B (Archdeacon's permission) will now encompass environmental matters, with List B including LED light fittings, roof insulation and photovoltaic (solar) panels on unlisted church buildings and halls, and wireless broadband services (see item 3.6 below). Meanwhile, the installation of like-for-like fossil fuel boilers and new oil tanks will now be subject to a full faculty application. The Church of England has issued a national [press release](#) and [explanatory notes](#) on the changes.

#### **3.2 Standing down of Sarah Butler as DAC architect member (from 4th January 2022)**

The DAC Secretary indicated that Sarah Butler (in absentia) had stood down from her role as DAC architect member from 4th January 2022. Members extended a vote of thanks to Sarah Butler for her valuable contribution to the work of the Lichfield DAC, having undertaken that role since March 2013. The DAC Secretary confirmed that the post was currently being advertised, as part of the wider recruitment of an increased number of DAC architect members (see item 2.1 above).

#### **3.3 Appointment of the Revd Jo Farnworth (Associate Archdeacon of Salop) as DAC member by co-option (from 14th February 2022)**

The Committee warmly welcomed the Revd Jo Farnworth (in absentia), recently appointed to the newly-created role of [Associate Archdeacon of Salop](#), as a member of the Lichfield DAC by co-option. The Revd Jo Farnworth will undertake the diocesan-wide role of DAC member, in the context of church buildings, in addition to that of Team Rector of Central Telford benefice (Salop Archdeaconry).

#### **3.4 Appointment of the Revd Zoe Heming as DAC member (with accessibility focus) by co-option (from 16th February 2022)**

The Committee warmly welcomed the Revd Zoe Heming, [Diocesan Enabling Church Adviser](#) and member of General Synod, as a member of the Lichfield DAC by co-option. The Revd Zoe Heming expressed her thanks for the welcome, and indicated that she was looking forward to working in the diocesan-wide role of DAC member, with a specific accessibility focus, in addition to that of Priest in Charge of Church Aston, St Andrew (Salop Archdeaconry).

#### **3.5 Arrangements for temporary cover for DAC Lighting/Electrical Adviser (diocese-wide) and Audio-Visual Adviser (Lichfield and Salop Archdeaconries)**

Due to a serious health diagnosis (non-Coronavirus related) of an immediate family member, Brough Skingley has informed the DAC Secretary that he is unable to undertake the roles of DAC Lighting and Electrical Adviser (diocese-wide), and Audio-Visual Adviser (Lichfield and Salop Archdeaconries), for the immediate future. In order to uphold the DAC's statutory responsibility to give formal advice on casework in these areas, the two other DAC Audio-Visual Advisers (Lichfield and Walsall Archdeaconries) will kindly provide cover. The DAC Chair and Secretary will seek to co-ordinate short-term, interim cover on lighting and electrical matters through the voluntary secondment of advisers to

Leicester DAC, as previously arranged during a prior period of vacancy (14th October 2020 DAC meeting, New Matters, item 3.1).

**Action:** The DAC Secretary to co-ordinate short-term, interim cover on lighting and electrical matters through the voluntary secondment of advisers to Leicester DAC

### 3.6 Proposal to seek DAC Lightning Protection Adviser

The DAC Bell and Telecoms Adviser proposed that a DAC Lightning Protection Adviser should be sought for appointment to the Lichfield DAC, following a site visit to Edgmond, St Peter on 31st January 2022 for a telecommunications proposal (see item 7.3.3 below). A high-gain antenna is to be placed high in the west tower of the church, to connect wirelessly via the 4G mobile network, but some concern has been raised about a need for lightning protection for this antenna. This is a highly complex subject and the DAC currently has no relevant adviser. It was noted that the addition of installations relating to wireless broadband services to List B under the Faculty Jurisdiction (Amendment) Rules 2022, from 1st July 2022 (see item 3.1 above), would likely see an increase in the requirement for related DAC advice on lightning protection.

The Committee endorsed the proposal to appoint a DAC Lightning Protection Adviser. The DAC Secretary will take further advice on the recruitment from the Lightning Protection Adviser to Canterbury and Rochester DACs, the Revd Christopher Miles, who represents the Church Buildings Council (CBC) on the British Standards Institute's (BSI) Lightning Protection Committee.

**Action:** The DAC Secretary to undertake recruitment of a Lightning Protection Adviser to the Lichfield DAC

## 4. Casework for Consideration

### 4.1 Reorderings and New Facilities

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

*Grade II\**

#### 4.1.1

Case Reference No.:	<a href="#">2022-069439</a>	Case Status:	Pre-formal consultation review
Church Code:	620037	Church Name:	Lichfield: St Michael
Archdeaconry:	Lichfield	Parish:	Lichfield St Michael and Saint Mary
Applicant Name:	Alan Toplis	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	08-Jan-2019
Proposal:	Extension to south side of church, to provide rooms to replace church hall and office facilities (now demolished, on another site)		
No. of Times to DAC:	First	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal as a DAC site visit report, following a site visit on 2nd October 2019. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, including the Statements of Significance and Needs, and offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II\* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified, and the principle of the proposal was supported.
3. It was noted that the DAC had supported the concept of re-working the existing vestry and extending to the south-east corner in the 2019 site visit report, and that this strategy has been adopted by the QI architect in the present scheme.
4. At the present meeting, the Committee confirmed that the location of the new building is suitable and the footprint is proportional. However, a desktop archaeological appraisal should be undertaken to assess the likelihood, or otherwise, of the proposal affecting archaeological remains within the immediate churchyard.
5. A simple, rectilinear low main block is proposed, with a glass-roofed linking structure on the side of the vestry. The main block would read as flat-roofed, and as currently shown it would be distinctly modern, with large areas of glazing, contrasting with the original architecture – which is a legitimate approach, particularly where the addition is not too dominant.
6. However, the DAC suggested that the glass-roofed element will need to be reconciled with the buttress and windows to the chancel south wall – it seems that a lantern set within a flat roof might be the easiest approach in relation to the junctions.
7. The angled north-east entrance area is a little ‘fussy’, and the corner of the main block adjacent is somewhat jutting and assertive – and neither relate particularly well to the south-east corner of the chancel. The DAC suggested returning the north wall of the main block on the line of the church south wall, and forming the entrance as an angled glazed screen, inset from the corner of the main block.
8. The west wall of the main block makes a somewhat abrupt junction with the existing south wall. Consideration should be given to stopping it short, with an inset junction, perhaps glazed.
9. Being of relatively plain form, the walls of the main block will need to be handled carefully – materials will be crucial, as will be the form of the parapet coping. Some form of buttressing could help to articulate the design, and perhaps reference the original architecture.
10. Equal access provision should be incorporated into the developed scheme. The DAC member appointed with an accessibility focus queried whether reasonable adjustments would be made to the chancel south doorway, which currently has stepped access, into the new link area.
11. Consideration should also be given to the environmental impact of the new building, including the heating system and the possible inclusion of any photovoltaic (solar) panels on the roof, with a view to the Church of England, and diocesan, target to reach net zero carbon by 2030.

It was determined that the proposal would affect the character of the church as a building of special architectural or historic interest, and the archaeological importance of any building or of

remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, including the Statements of Significance and Needs, when further developed, should be resubmitted for additional informal DAC advice. Following which, 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

## Grade II

### 4.1.2

Case Reference No.:	<a href="#">2021-064657</a>	Case Status:	Pre-formal consultation review
Church Code:	620234	Church Name:	Calton: St Mary the Virgin
Archdeaconry:	Stoke-upon-Trent	Parish:	St Mary, Calton
Applicant Name:	Maxene Middleton	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Nov-2015
Proposal:	Creation of rear extension for toilet and kitchenette, and accessible ramp to south porch		
No. of Times to DAC:	First	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had not been sufficiently identified or justified, and that the Statements of Significance and Needs should be developed accordingly. It was recommended that the parish should consult the Church of England guidance on [Statements](#).
3. The DAC indicated that this is a fine little church, although aisleless, and so with limited internal space. Nonetheless, a thorough options appraisal looking at various alternatives – including internal facilities – is required, particularly as any additions will impact disproportionately, in relative terms, on such a small building.
4. In relation to the current proposed design, the extension is tidy, and uses the forms of the existing building in an uncontroversial way. Whilst it would not be particularly large, it does appear to be set too close to the window and main gable end – and so the plan needs tightening up. Perhaps the ‘kitchenette’ could be formed in the main church, which should be established, or otherwise, through the options appraisal.
5. The proposed basement will need considerable input from a structural engineer, as it will tend to undermine the walls of the main church.
6. The principle of the proposal to improve external access with an entrance ramp was supported, and whilst it might be possible to increase access with a different entrance and approach, that proposed seems the most direct and convenient.

7. It would be preferable to obviate the railings, and the QI architect should investigate this, perhaps by adjusting the adjacent land levels, or perhaps forming raised planting beds.
8. The idea of forming a new overthrow and lantern is interesting, but a carefully considered and detailed design needs to be submitted.

It was determined that the proposal would affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, including the Statements of Significance and Needs, when further developed, should be resubmitted for additional informal DAC advice. Following which, 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)*

Grade II\*

4.1.3

Case Reference No.:	<a href="#">2019-034556</a>	Case Status:	Awaiting DAC recommendation
Church Code:	620501	Church Name:	Market Drayton: St Mary
Archdeaconry:	Salop	Parish:	Drayton in Hales
Applicant Name:	Prof Charles Bashford	Quin. Inspector:	Andrew Capper [retd]; project architect: Simon Smith
Listing:	Grade II*	Date of Last QI:	08-Oct-2015
Proposal:	Internal alterations - phase 1: vestry, toilet and flower area		
No. of Times to DAC:	Second	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction Rules 2015 <i>(i.e. case is pre-external formal consultation)</i>		

The DAC last considered the proposal as a DAC site visit report, following a site visit on 5th July 2019, further to being considered as an application for informal advice (on both phases 1 and 2) at the 15th May 2019 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the revised proposal (for phase 1 only) and the supporting documents, including the Statements of Significance and Needs, but resolved to defer the application, pending revision and resubmission by the parish. The Committee offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II\* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified, and the principle of the proposal was supported.
3. However, in relation to the designs and materials, the inserted raised timber floor is inadequately cross ventilated from the risers of the steps only. Additional vents are needed to maximise the ventilation of this sealed space to prevent potential rot.

4. The ends of all timbers should be wrapped and separated from the external masonry and floor. Confirmation of the vent termination is required – the elevation (on drawing no. 0445-20-07) suggests there is a stub vent to the roof behind the parapet (not visible), whereas the plan suggests ventilation to the side wall. Details of the proposed vent termination would be required where visible.
5. An existing plan of the vestry should be submitted.

It was determined that the proposal would affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction Rules 2015 is applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice. Following which, external formal consultation should be undertaken with Historic England and the Victorian Society.

**Decision:** Defer

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

## 4.2 Alterations and Fabric Repairs

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

*Grade I*

#### 4.2.1

Case Reference No.:	<a href="#">2022-068905</a>	Case Status:	Pre-formal consultation review
Church Code:	620614	Church Name:	Whitchurch: St Alkmund
Archdeaconry:	Salop	Parish:	Whitchurch
Applicant Name:	Revd Canon Dr Judy Hunt	Quin. Inspector:	Nicholas Rank
Listing:	Grade I	Date of Last QI:	12-Apr-2016
Proposal:	Introduction of removable handrails for chancel steps		
No. of Times to DAC:	First	Cost Est:	£1,338
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade I listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified in the Statement of Significance, but not justified, which should be developed accordingly. Whilst the proposal is removable (but not reversible), it was noted that eight sockets are required to be cut into the fabric. Where harm is caused to significance, the proposal should maximise public benefit to offset that harm.
3. The need for increasing the accessibility of the chancel steps was supported. However, the DAC member appointed with an accessibility focus queried whether the use of removable handrails would benefit the maximum number of people who might require

assistance with mobility, including those in wheelchairs. It was recommended that an options appraisal and/or access audit should be undertaken, to inform an updated Statement of Needs, to indicate more clearly why a ramp cannot be used at that location.

4. Separately, consideration should be given to the design and detailing of the handrails, such as echoing the adjacent pulpit black iron handrail, if practical in relation to their function (and removability).

It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable. As such, the Committee suggested that the updated scheme, when further developed, should be resubmitted for formal DAC advice.

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

*Grade II\**

#### 4.2.2

Case Reference No.:	<a href="#">2022-069283</a>	Case Status:	Pre-formal consultation review
Church Code:	620122	Church Name:	Pattingham: St Chad
Archdeaconry:	Walsall	Parish:	Pattingham & Patshull
Applicant Name:	Philip Sims	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	17-Nov-2016 [Andrew Capper]
Proposal:	Replace the current wooden screen across the west door and tower entrance with a glazed screen to the same height; renovate the historic oak door at the west end		
No. of Times to DAC:	First	Cost Est:	£35,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II\* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified in the Statement of Significance, but not justified, whereby the screen design should be developed accordingly.
3. The need for increasing the accessibility of the entrance was supported, and the potential removal of the screen and curtains is acceptable in principle. But the design of the replacement screen requires further detailing and an options appraisal. Is a screen needed, will it form a draught lobby, or could the west door be fully exposed and draught stripped?
4. It was noted that there is an existing structural glass door to the south. However, the size and scale of the proposed glass screen, doors and ceiling at the west end is of concern. The glass will be difficult to keep clean (particularly the ceiling), and the various junctions

with the faceted stone difficult to achieve. Is glass the right solution – what would the details be at the junction with the west window?

5. An options appraisal looking at alternative designs, and costings, was recommended. Would a glazed timber screen with a structural glass door and solid ceiling be preferable? Could the existing screen be re-purposed and glazed with a glass door to the centre? A more holistic view from the east end of the church, to show the proposals in context, is also needed.

It was determined that the proposal would affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice. Following which, external formal consultation should be undertaken with Historic England, the Victorian Society, and the Local Planning Authority (Conservation Officer).

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

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

*Grade II*

4.2.3

Case Reference No.:	<a href="#">2021-063581</a>	Case Status:	Pre-formal consultation review
Church Code:	620451	Church Name:	Bramshall: St Lawrence
Archdeaconry:	Stoke-upon-Trent	Parish:	Bramshall
Applicant Name:	Rev John Lander	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Aug-2016
Proposal:	Widening of the internal nave door		
No. of Times to DAC:	First	Cost Est:	£13,710
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and resolved to recommend the proposal with provisos. It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

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

- Alteration of the internal west door as proposed will require care, noting that the new arch will require centering and that the false jointing in the plaster will need to be replicated. The QI architect should be closely involved in the works accordingly.
- The organ blower plaque and the coat of arms will need relocating beside and above the door arch.

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

*Unlisted*

#### 4.2.4

Case Reference No.:	<a href="#">2021-068134</a>	Case Status:	Pre-formal consultation review
Church Code:	620395	Church Name:	Edensor: St Paul
Archdeaconry:	Stoke-upon-Trent	Parish:	Longton Hall
Applicant Name:	Revd John Alessi	Quin. Inspector:	Ellis Hillman Partnership
Listing:	Unlisted	Date of Last QI:	01-Nov-2015
Proposal:	Replace meeting/office entrance to church building with identical materials and finishing to match those used in OFS application 2021-059983		
No. of Times to DAC:	First	Cost Est:	£4,276
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, and determined to recommend the proposal. It was confirmed that a previous, equivalent scheme, for the replacement of the timber porch at the church with a new porch with uPVC double glazing ([2021-059983](#)), was recommended by the DAC at the 16th June 2021 DAC meeting and a faculty granted on 16th August 2021. It was determined that as the current proposal did not affect a building of special architectural or historic interest, external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

**Decision:** Recommend

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

### 4.3 Services and M&E

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

Grade II\*

#### 4.3.1

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

The DAC last considered the proposal as an application for informal advice at 9th December 2020 DAC meeting, when the Committee offered advice on the development of the scheme, following a site visit report by the prior DAC Heating Adviser, approved at 15th May 2019 DAC meeting. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, but resolved to defer the giving of informal advice in view of a comprehensive written appraisal of the application

by a new DAC Heating Adviser, endorsed by the Committee, which would be sent to the parish prior to wider DAC consideration of the proposal.

It was determined that the currently revised proposal would be likely to affect the character of the church as a building of special architectural or historic interest, through the visual impact of the scheme, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice. Following which, external formal consultation should be undertaken with the Victorian Society.

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

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

Grade II\*

4.3.2

Case Reference No.:	<a href="#">2020-050839</a>	Case Status:	Awaiting DAC recommendation
Church Code:	620296	Church Name:	Horton: St Michael
Archdeaconry:	Stoke-upon-Trent	Parish:	Horton
Applicant Name:	Margaret Heath	Quin. Inspector:	Graham Holland
Listing:	Grade II*	Date of Last QI:	06-Jun-2016
Proposal:	Provide a new water supply pipe from the existing mains up and into the church to a sink unit and range of cupboards adapted from the existing pews at the west end of the north aisle		
No. of Times to DAC:	Third	Cost Est:	£3,120
Legislation Applies:	Faculty Jurisdiction Rules 2015 (i.e. case is pre-external formal consultation)		

The DAC last considered the proposal as an application for formal advice at the 5th May 2021 DAC meeting, when the Committee deferred the application, pending revision and resubmission by the parish. At that meeting, it was determined that the proposal would be likely to affect the archaeological importance of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction Rules 2015 was applicable. As such, the Committee suggested that the updated scheme, when further developed, should be resubmitted for formal DAC advice. Further to which, the then Acting Archdeacon of Stoke-upon-Trent indicated that he was willing to undertake an archdeacon site visit, to meet with parish representatives at the church, and to guide on the taking of some better contextual photos and help clarify any of the points raised.

At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's deferral advice. Specifically, the DAC confirmed that additional information had been provided on the updated design for the work surface and unit which the new sink will be mounted on. It noted that scheme utilises the existing pews, and that the type and style of the proposed adaptations suits the church's furnishing, with the kitchen sink to be covered when not in use.

The DAC concurred that the water main route is in a discreet location and travels along the route of existing central heating pipes. It has been confirmed that the existing stormwater gully

discharges to a soakaway. The ability of the soakaway to cope with the additional waste from the proposed new sink has been tested and is reported to be adequate, which view the DAC accepted. The DAC Archaeology Adviser confirmed approval of the Written Scheme of Investigation by Aeon Archaeology, dated May 2021, for an archaeological watching brief during the excavation of the service trench for the new water pipe. The Adviser commented that the archaeological watching brief will provide adequate mitigation for any impact on archaeological remains within the curtilage of the church.

**Decision:** Recommend

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

#### 4.4 Furniture and Fittings

##### a) Informal Advice

None this meeting

##### b) Formal Advice

None this meeting

#### 4.5 Memorials, ABCRs and Churchyards

##### a) Informal Advice

None this meeting

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

Grade II

##### 4.5.1

Case Reference No.:	<a href="#">2021-064989</a>	Case Status:	Pre-formal consultation review
Church Code:	620561	Church Name:	Shelton and Oxon: Christ Church
Archdeaconry:	Salop	Parish:	Shelton and Oxon
Applicant Name:	Stuart Fox	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II	Date of Last QI:	01-Mar-2017
Proposal:	Extension of the Garden of Remembrance		
No. of Times to DAC:	Second	Cost Est:	£400
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal as an application for informal advice at the 8th December 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be unlikely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable. As such, the Committee suggested that the updated scheme, when further developed, should be resubmitted for 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, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. Specifically, the parish has clarified the proposed location of the extension, and that the extended area will be used for 100% green interments, without caskets or memorial stones. It has also been confirmed that the previously proposed new notice board is no longer required and that no new access paths are needed. The parish has responded to the previous DAC advice regarding marker stones in relation to the Chancellor's [Churchyard Regulations](#), indicating that none will be used.

However, the Committee noted that the updated proposal is now for the heirs at law of the deceased to be permitted to provide a brass memorial plaque (8 x 5 cm), to be affixed to an existing stone bench within the Garden of Remembrance. The Churchyard Regulations offer the following guidance (p. 9):

*The normal approach will be to require the points of interment to be unmarked and for a single collective memorial or if there are to be individual memorials for these to be placed on a wall or equivalent structure (which could be the collective memorial itself).*

The DAC resolved to defer the application, pending revision and resubmission by the parish. The Committee offered the following advice:

1. The DAC recognised that the existing stone bench within the Garden of Remembrance was intended to serve as the 'equivalent structure' and the 'collective memorial itself', as per the Churchyard Regulations.
2. It was confirmed that a faculty had been granted for the introduction of the stone bench (on 8th October 2014), but its proposed function and suitability as a collective memorial did not form part of that original petition or DAC consideration.
3. The parish should confirm that the proposed brass memorial plaques will sufficiently adhere to the rough-cut stone, and details of the means of fixing, such that they will serve as permanent markers.
4. The parish should give consideration to providing an alternative, and related, means of commemoration, should a family not wish to have a brass plaque, such as including those names in a book of remembrance.

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

**Decision:** Defer

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

#### **4.6 Landscaping**

##### **a) Informal Advice**

None this meeting

##### **b) Formal Advice**

None this meeting

## 4.7 Bells, Clocks and Organs

### a) Informal Advice

None this meeting

### b) Formal Advice

None this meeting

## 5. Casework by Delegated Authority

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

### 5.1

Case Reference No.:	<a href="#">2020-051363</a>	Church Name:	Branston: St Saviour
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Replacement of indoor church lighting with digital lights (interim faculty granted 12th November 2021)		
DAC Consultee:	Brough Skingley	Date NoA Issued:	22nd December 2021

### 5.2

Case Reference No.:	<a href="#">2021-067697</a>	Church Name:	Calverhall or Corra: Holy Trinity
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Excavation of a trench and installation of a soakaway (running south from the Vestry's south-east corner) (interim faculty granted 8th October 2021)		
DAC Consultee:	Andy Wigley	Date NoA Issued:	22nd December 2021

### 5.3

Case Reference No.:	<a href="#">2021-066752</a>	Church Name:	Dunston: St Leonard
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	To lay new pathway of 2 x 2 ft concrete slabs, from existing path from churchyard steps around to side vestibule door		
DAC Consultee:	Mark Parsons	Date NoA Issued:	22nd December 2021

### 5.4

Case Reference No.:	N/A [private faculty]	Church Name:	Leek: St Edward the Confessor
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Repair and localised rebuilding of existing stone boundary retaining walls		
DAC Consultees:	Sarah Butler; Adrian Mathias	Date NoA Issued:	2nd February 2022

### 5.5

Case Reference No.:	<a href="#">2022-068861</a>	Church Name:	Barton-under-Needwood: St James
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent

Proposal:	Repair, restoration & painting of churchyard perimeter railings & footpath gates		
DAC Consultee:	Mark Parsons	Date NoA Issued:	7th February 2022

## 5.6

Case Reference No.:	N/A [private faculty]	Church Name:	Quarnford: St Paul
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Use the existing steps and path to gain access to the playing field, to involve erecting a fence to separate the path from the main part of the graveyard		
DAC Consultee:	Andy Wigley	Date NoA Issued:	8th February 2022

## 5.7

Case Reference No.:	<a href="#">2021-067683</a>	Church Name:	Elford: St Peter
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Install brass memorial plaque in the Stanley Chapel		
DAC Consultee:	Andy Foster; the Ven Sue Weller	Date NoA Issued:	16th February 2022

## 5.8

Case Reference No.:	<a href="#">2021-066436</a>	Church Name:	Whixall: St Mary
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Re-siting of portaloo from external NW end of nave north aisle to adjacent to vestry buttress along aisle, on levelled ground (interim faculty granted 26th October 2021)		
DAC Consultee:	Andy Wigley	Date NoA Issued:	16th February 2022

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

**Action:** None

## 6. Registry Matters

### 6.1 Private Faculties

#### a) Informal Advice

None this meeting

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

##### 6.1.1

Case Reference No.:	N/A [private faculty]	Case Status:	Pre-formal consultation review
Church Code:	620625	Church Name:	Upton Magna: St Lucia
Archdeaconry:	Salop	Parish:	Upton Magna
Applicant Name:	██████████	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Feb-2017
Proposal:	Install yellow sandstone memorial tablet for ██████████, alongside those of other family members, on the south wall of the church		

No. of Times to DAC:	First	Cost Est:	£1,752
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and resolved to recommend the proposal with provisos. It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

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

- The proposed lettering on the memorial tablet is large in relation to the size of the memorial, in the context of the adjacent existing memorials, which are of similar dimensions but with more wording. The applicant should confirm that this is intended, such as whether space is to be left in the lower half of the memorial for any future inscription, and resubmitted via the DAC Secretary for approval by the DAC member nominated by the National Amenity Societies.
- The applicant should address this matter prior to advancing to the Public Notice stage.

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

## 7. Site Visits & Reports

*Site visits have resumed from 19th July 2021, in relation to step 4 of the [Government's roadmap out of lockdown](#), and the subsequent [lifting of the Government's Plan B measures](#) for COVID-19 (Coronavirus) from the 27th January 2022, subject to individual requirements and local situations, and in accordance with the diocesan [policy and procedure](#) for site visits*

### 7.1 Forthcoming DAC Site Visits

*The Assistant DAC Secretary will provide an update on current site visit requests based on the dates published on the [DAC and adviser site visits](#) web page of the diocesan website*

**Action:** The Assistant DAC Secretary to liaise with the DAC attendees and PCC representatives on the dates and times of the DAC site visits

### 7.2 DAC Site Visit Reports for Approval

7.2.1 Blithfield, St Leonard (Grade I) (quin. inspector: Mark Parsons)  
Location and type of proposed toilet inside/outside the church, 10th December 2021 (Giles Standing)

**Decision:** The report was approved without amendment

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

7.2.2 Burton-on-Trent, St Modwen (Grade I) (quin. inspector: Adrian Mathias)  
Internal reordering of both east and west ends (OFS [2021-065626](#)), 3rd February 2022 (Giles Standing)

**Decision:** The report was approved with some minor amendments

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

- 7.2.3 Tong, St Bartholomew (Grade I) (quin. inspector: Tim Ratcliffe)  
Provision of toilet facilities and a tea point at the church ([2021-063282](#)), 21st February 2022 (Giles Standing, from site notes by Adrian Mathias)

**Decision:** The report was approved without amendment

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

### 7.3 DAC Adviser Site Visit Reports for Approval

- 7.3.1 Moreton Corbet, St Bartholomew (AV), 9th November 2021 (the Revd Mark Wilson)  
7.3.2 Chasetown, St Anne (heating), 23rd November 2021 (Emma Varney)  
7.3.3 Edmond, St Peter (telecoms), 2nd February 2022 (Peter Woollam)

**Decision:** The reports were approved without amendment

**Action:** The Assistant DAC Secretary to issue the reports to the parishes

- 7.3.4 Shrewsbury, Holy Cross [Shrewsbury Abbey] (heating), addendum to report on 14th September 2021 site visit (Hugh Peate)

**Decision:** The addendum was noted; the original report remained not approved

**Action:** The DAC Chair to liaise with the DAC Heating Adviser

- 7.3.5 Stonnall, St Peter (heating), revision to report on 7th October 2021 site visit (Emma Varney)

**Decision:** The revised report was approved without amendment

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

### 7.4 DAC Adviser Site Visit Reports to Note

- 7.4.1 Prees, St Chad (trees), 21st December 2021 (Andy Smith)  
7.4.2 Walton, St Thomas (trees), 24th January 2022 (Andy Smith)

**Decision:** The reports were noted

**Action:** None

## 8. Quinquennial Inspector Applications

*The following applications from PCCs, received prior to the agenda closing date for the current meeting, are to be processed in accordance with [section 7](#) of the Church of England (Miscellaneous Provisions) Measure 2020 and the [Lichfield Diocesan Scheme for the Inspection of Churches \(2020\)](#)*

- 8.1 Ashley, St John Baptist (Grade II\*; CHR ref. [620267](#))  
8.2 Mucklestone, St Mary (Grade II\*; CHR ref. [620283](#))  
8.3 Croxton, St Paul (Grade II; CHR ref. [620273](#))  
8.4 Broughton, St Peter (Grade I; CHR ref. [620268](#))  
8.5 Acton Trussell, St James (Grade II\*; CHR ref. [620047](#))  
8.6 Bednall, All Saints (Grade II; CHR ref. [620048](#))

**Decision:** To process the applications by delegated authority, under [section 12\(1\)](#) of the Church of England (Miscellaneous Provisions) Measure 2018

**Action:** The DAC Secretary to liaise with a DAC architect member and to inform the applicants of the resultant advice, being that of the DAC

**9. Any Other Business**

None this meeting

Date of next meeting: **Wednesday, 6th April 2022 at 2.00 pm**

to be held hybridly (in person and by online conferencing) in the Reeve Room at St Mary's House, Lichfield

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