Lichfield Diocesan Advisory Committee

MINUTES

A meeting of the Lichfield DAC was held by online conferencing
on Wednesday 24th September 2025 at 2.00 pm

1. Introduction

1.1 The opening prayer was said by the Ven Dr Megan Smith (DAC Vice Chair).

1.2 Present: The Revd Phillip Johnson (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Liz Jackson, the Ven Nick Watson, the Revd Lynn McKeon (Assistant Archdeacon of Lichfield), the Revd Geoffrey Eze, Andy Foster, Chris Gill, Ed Higgins, Dr John Hunt, Adrian Mathias, Candida Pino, Dr Andy Wigley, Peter Woollam.
In attendance: Giles Standing (DAC Secretary), Felicity McWilliams (DAC Casework Officer), Charlie Cox (DAC Casework Officer (List B)), Pauline Hollington (Diocesan Registry Clerk).

1.3 Apologies for absence: The Ven Dr Sue Weller, the Revd Preb Simon Davis (Assistant Archdeacon of Lichfield), the Revd Preb Terry Bloor (Associate Archdeacon of Stoke-upon-Trent), the Revd Preb Jo Farnworth (Associate Archdeacon of Salop), the Revd Margaret Brighton, the Revd Preb Pat Hawkins, the Revd Neil Hibbins, Bryan Martin, Mark Stewart.

1.4 Declarations of interest: Adrian Mathias, items 7.1.1, 7.3.1, 7.3.2, 7.4.1; Bryan Martin, item 7.2.1; the Revd Phillip Johnson (DAC Chair), items 9.4.1, 9.4.3.

1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

2.1 Postponement of launch of Church of England's Buildings Management Portal (the new Online Faculty System) from October 2025 until early 2026 due to national DAC Working Group user feedback/testing

Decision: The matter was noted

3. New matters

3.1 Commencement in post of Charlie Cox as new part-time DAC Casework Officer (List B) (13th August 2025)

Decision: The DAC Chair extended a formal welcome to the new DAC Casework Officer (List B) (observing at this meeting)

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

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processed under List B (Archdeacon's permission) or the delegated authority faculty procedure, which are not required to be considered by the full DAC

4.2.1 Meerbrook, St Matthew (trees), 8th July 2025 (Andy Smith)
(Stoke-upon-Trent Archdeaconry)
4.2.2 Burton-on-Trent, All Saints (trees), 29th July 2025 (Andy Smith)
(Stoke-upon-Trent Archdeaconry)

Decision: The reports were noted
Action: None

5. Forthcoming DAC site visits
The following site visit requests are to be undertaken in accordance with the DAC and adviser site visits procedure

5.1 Sambrook, St Luke (Grade II*) [quin. inspector: Mark Newall]
(Salop Archdeaconry)
New kitchen and accessible toilet (OFS 2025-112545) – item 6.2.1 below
Date and time: to be confirmed

5.2 Kinver, St Peter (Grade I) [quin. inspector: Robert Kilgour]
(Walsall Archdeaconry)
Accessibility landscaping and parking improvements within churchyard (OFS 2025-114991) – item 8.5.1 below
Date and time: to be confirmed

5.3 Ashley, St John Baptist (Grade II*) [quin. inspector: Stephen Hart]
(Stoke-upon-Trent Archdeaconry)
Build a Memorial Wall and extend the Area for the Burial of Cremated Remains (ABCR) (OFS 2023-082416) – item 9.5.1 below
Date and time: to be confirmed

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. Salop Archdeaconry

6.1 DAC site visit reports for approval

None this meeting

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

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

*Grade II**

6.2.1

OFS Application Ref:	2025-112545	Case Status:	Pre-formal consultation review
Church Code:	620480	Church Name:	Sambrook: St Luke
Archdeaconry:	Salop	Parish:	St Luke Sambrook
Applicant Name:	Martin Evans	Quin. Inspector:	Mark Newall
Listing:	Grade II*	Date of Last QI:	11-Mar-2022
Proposal:	New kitchen and accessible toilet		
No. of Times to DAC:	First	Cost Est:	£60,000
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 and setting of the listed church building had been sufficiently identified and justified. However, as the scheme develops, it is recommended that the PCC continues to have due regard to the Church of England guidance on Statements.

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

1. The Committee observed that the pews proposed for removal appear to be fairly basic, and that the proposal leaves the majority in place and in a coherent layout.
2. The view was expressed that the accessible toilet facility should fit relatively unobtrusively at the west end of the north aisle, depending on the details, but which have not yet been submitted.
3. However, the stained glass to the north aisle west wall will be within the toilet enclosure, and a careful assessment of the significance of this glass is also required (including prior to the proposed DAC site visit, as below).
4. The servery at low level to the nave west wall should again be relatively unobtrusive, depending on the details, which will be required.
5. The PCC is advised to check that the proposed trench arch drain will be acceptable to the Local Planning Authority (LPA) building regulations officers.
6. It was noted that the PCC appears to have discounted placing the accessible toilet facility in the choir vestry to the north, due to access issues and disruption to the fabric. The DAC would seek further information on these issues, by way of context to the chosen location.

The Committee confirmed the parish's view that a DAC site visit should be undertaken, to meet with parish representatives and the quinquennial inspector (QI architect) at the church. The revised scheme, when further developed following the DAC site visit, should then be resubmitted for additional informal DAC advice.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that, following the additional informal DAC advice (above), 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; a DAC Casework Officer to co-ordinate a DAC site visit

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

Unlisted

6.2.2

OFS Application Ref:	2024-096317	Case Status:	Notification of Advice
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, creation of upper and lower meeting rooms, introduction of new entrance stair, with associated new screens and doors, and insertion of glazed doors within porch (works in 2 phases)		
No. of Times to DAC:	Fourth (second as formal)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 3rd April 2025 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, and confirmed that the matters previously raised by the Committee's informal advice had been addressed.

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 final development of the scheme, the DAC offered the following final advice:

1. A DAC architect member reaffirmed the comment previously given that there are some variations across the drawings, specifically the oven/hob still shown on ground-floor drawing nos 4100 (Rev. P08) and 4102 (Rev. P10), both dated 1st September 2025, whereas the 'DAC Submission' statement by the project architect, dated the same, indicates (p. 5) that the drawings have been harmonised (and the hob removed from the scheme). These drawings should be clarified.
2. If an oven is not intended (separate from the hob already removed from the scheme), then this should be removed from the drawings. If an oven is included, it was observed that there will be fire separation issues, means of escape and extract ventilation requirements. It may be advisable, therefore, for the oven and (hot) food preparation aspect to be removed from the coffee bar.
3. Separately, in relation to section C–C on drawing no. 4300 (Rev. P09), showing the proposed secondary glazing, in aluminium, across the traceried east window, the middle window is proposed as an opening light to allow for cleaning the glass behind. However, this limited opening was not considered to facilitate cleaning of the glass across the expanse of the

main window, and represents a possible health and safety risk for small children at the mezzanine level. The DAC concluded that the opening should be omitted accordingly.
4. Lastly, in relation to section A–A on same drawing, showing the main timber screen, it was observed that section sizes and details have not yet been supplied, which should be added.

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 updated 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.

The Committee resolved that the giving of formal DAC advice could be processed by delegated authority, i.e. without reference back to a DAC meeting, in accordance with the Lichfield DAC Delegated Authority Policy (Amended October 2023).

In relation to the current submission, the Committee would recommend the proposal (subject to the clarifications/amendments above).

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

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

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

None this meeting

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

Grade I

6.3.1

OFS Application Ref:	2024-102900	Case Status:	Notification of Advice
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:	Third (first as formal)	Cost Est:	£12,239 [not including removal of old boiler]
Formal Consultations:	Society for the Protection of Ancient Buildings (SPAB); Victorian Society; Historic England (HE) – all no objections, but comments provided by HE		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 4th June 2025 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, the DAC carefully considered the updated proposal and the supporting documents, including the Statements of Significance and Needs. The Committee continued to support the principle of the proposal, and considered that the impact of the proposed works on the fabric of the listed church building had been sufficiently identified and justified.

The DAC also confirmed that the proposal involved matters to which guidance on net zero carbon issued by the Church Buildings Council (CBC) applied. 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 was adequate.

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

The Committee resolved that the giving of formal DAC advice following external consultation, where no formal objections were raised by external consultees and where no 'material changes' were 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 could not be met, the application would return for full Committee consideration at the next DAC meeting following receipt of the external formal consultation responses.

The DAC member to whom the application had been delegated (as above) observed that comments (rather than objections) on the positioning of the heating panels, in relation to the Grade-I-listed interior, had been received from Historic England. As such, it was recommended that the proposal, at this post-consultation stage, should be considered by the full Committee.

At the present meeting, the DAC carefully appraised the external formal consultation responses, and noted that no objections had been raised for consideration in the DAC's own formal advice. However, the comments received within the Historic England formal consultation response were appraised.

After careful consideration, the DAC resolved that these comments (not objections) could not reasonably be met in terms of the technical requirements of the installation and the operation and performance of the heating panels, i.e. the manufacturer's recommended 3.5m height/ positioning of the heaters above floor level. As such, the Committee determined to recommend the proposal.

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

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

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

Grade II

6.4.1

OFS Application Ref:	2025-116613	Case Status:	Pre-formal consultation review
Church Code:	620617	Church Name:	Eaton Constantine & Wroxeter: St Mary
Archdeaconry:	Salop	Parish:	Eaton Constantine with Wroxeter
Applicant Name:	Sue Dawes	Quin. Inspector:	Andrew Arrol
Listing:	Grade II	Date of Last QI:	27-Jul-2022
Proposal:	Restoration of the 1762 Henry Millar organ		
No. of Times to DAC:	First	Cost Est:	£60,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC Organ Adviser previously undertook an adviser site visit, to view the organ and meet with parish representatives at the church, on 17th October 2024 (no written report).

At the present meeting, the DAC carefully considered the submitted proposal and the supporting documents, including the detailed specialist investigation report on the instrument by William Drake Ltd (Organ Builder), commissioned by the PCC on the advice of the DAC Organ Adviser, which illustrated report doubles as the Statements of Significance and Needs. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the historic contents of the listed church building had been sufficiently identified and justified.

The DAC Organ Adviser (in absentia) confirmed that the 1762 Henry Millar organ is an instrument of national importance, and that the technical investigation report, by a national organ specialist, is extremely thorough. The Adviser offered the view that the organ builders are highly competent and capable to undertake the work proposed in their report. The DAC concurred with this view.

It was noted, however, that the PCC will need support and advice from the diocese on the seeking of external sources of funding, including possible grants, for the conservation project to be achieved at the parish level.

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

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

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

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. Lichfield Archdeaconry

7.1 DAC site visit reports for approval

7.1.1 Lichfield, St Michael (Grade II*) [quin. inspector: Adrian Mathias]
Extension to south side of church, to provide rooms to replace church hall and office facilities (now demolished, on another site) (OFS 2022-069439), 2nd September 2025 (Giles Standing)

Decision: The report was approved
Action: The DAC Secretary to issue the report to the parish

Post-visit addendum: Since the DAC site visit, and prior to the present DAC meeting, the QI architect has submitted, through the DAC Office (rather than the OFS), a covering letter encompassing a Design Statement, as well as updated draft and sketch (CAD) drawings of the revised ground plan and elevations, and new photos of stone samples set against existing ashlar masonry on site.

At the present meeting, the Committee also confirmed its support for the details in this updated scheme and associated supporting documents, subject to the following final informal advice for consideration/clarification:

- It was observed that the west wall of the new proposed office (within the link) is to be glazed, and it should be determined by the PCC and QI architect whether this is fully appropriate for an office (i.e. its staffing and clerical activities). It was noted that this could be controlled through the use of a blind/curtain, if sufficiently in keeping.
- The south elevation contains two large recessed panels within the stonework. It was suggested that consideration be given to the articulation of this elevation, such as being 'broken down' akin to the other elevations, as these recessed areas are quite large.
- Evidence of archaeological provision should be included within the formal application, including a proposal for recording any original stonework that is to be obscured by the new work abutting it.

The DAC encouraged the PCC and QI architect to further develop this revised proposal, for resubmission for formal DAC advice (following external formal consultation) at 26th November 2025 DAC meeting.

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

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

None this meeting

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

*Grade II**

7.2.1

OFS Application Ref:	2025-108859	Case Status:	Notification of Advice
Church Code:	620026	Church Name:	Chasetown: St Anne
Archdeaconry:	Lichfield	Parish:	Chasetown
Applicant Name:	Revd Richard Westwood	Quin. Inspector:	Bryan Martin
Listing:	Grade II*	Date of Last QI:	30-May-2024
Proposal:	Creation of hospitality and children's area in the nave [TMRO no. 2024-093587 converted to faculty]		
No. of Times to DAC:	Second (first as formal)	Cost Est:	£500 [original scheme]
Formal Consultations:	Victorian Society; Historic England; Local Planning Authority (Conservation Officer) – all awaited (via OFS) at time of agenda circulation. On previous faculty application (OFS 2023-081435): Victorian Society (objections raised, but with suggestion made for Archdeacon's Licence for Temporary Minor Reordering (TMRO))		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 4th June 2025 DAC meeting, when the Committee offered advice on the development of the scheme. It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 was applicable. The Committee indicated that the application should advance to external formal consultation with Historic England, 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 updated proposal and the supporting documents, including the Statements of Significance and Needs. The Committee continued to support the principle of the proposal, for upholding the works already granted under an Archdeacon's Licence for Temporary Minor Reordering (TMRO no. 2024-093587), but still not wholly the execution of the proposal, and considered that whilst the impact of the proposed works, specifically relating to seating, within the listed church building had been identified, it had not yet been fully justified.

However, the updated application does indicate that the seating currently utilised as part of the TMRO is intended to be replaced by the PCC, as funds allow, over time. The chairs proposed are non-upholstered wooden chairs (Howe '40/4' side chair and Treske 'St Nicholas' folding chair), in accordance with the Church of England guidance on seating in listed churches.

The DAC recognised that these chairs would not be uniformly installed at the present time, due to the declared financial constraints of the parish. However, the Committee's final view is equally

predicated on the understanding that its support is conditional on such chairs being introduced as described within the updated submission. With these points in mind, then, the DAC resolved not to seek to stipulate a timeframe (such as 5 years) for when the PCC should complete the addition of such chairs into the existing reordered scheme, deferring instead in this specific case to the Chancellor's determination of this point of faculty process.

External formal consultation responses had not been received by the time of the present meeting. 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, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

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

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

*Grade II**

7.3.1

OFS Application Ref:	2025-112076	Case Status:	Pre-formal consultation review
Church Code:	620037	Church Name:	Lichfield: St Michael
Archdeaconry:	Lichfield	Parish:	Lichfield St Michael and St Mary
Applicant Name:	Alan Toplis	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	02-Jul-2024
Proposal:	Upgrading of the audio-visual system		
No. of Times to DAC:	First	Cost Est:	£10,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal, and the method for attaching LED display screens to fabric with a removable collar system, but considered that the visual impact of the proposed works on the interior of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish to continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England guidance on Statements.

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

1. The Interim DAC Audio-Visual Adviser (in absentia) confirmed their support for the technical approach and installation techniques proposed by the specialist contractor.

2. The DAC member nominated by the National Amenity Societies queried whether consideration had been given by the PCC and/or contractor to the alternative possibility of mounting the two nave LED display screens at the east end of each aisle (rather than on the arcade), or to have the same screens freestanding (and thereby also portable).
3. The Archdeacon of Salop cautioned that whilst a wall-mounted installation may be less visually intrusive, utilisation at that location would lessen the unified focus on the east end of the church for worship and divert the gaze away from the central nave altar.
4. The view was separately expressed that a trolley-mounted installation would require larger LED display screens, as further away, which would increase the visual impact of the units themselves within the architectural setting.
5. However, taken together, the Committee upheld the requirement for the PCC to show that the parish has considered alternative positions, in terms of the architectural and visual sensitivities of the listed interior.
6. In relation to which, the DAC indicated that, in process terms, the level of heritage harm caused by a proposal should be shown to be outweighed by the public benefit, and justification should be given in relation to needs (including the location of such screens to fulfil missional and/or worship needs). This documented outcome could also strengthen the parish's case for its preferred option.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

Action: The DAC Secretary to inform the applicant

7.3.2

OFS Application Ref:	2024-093646	Case Status:	Pre-formal consultation review
Church Code:	620078	Church Name:	Colwich: St Michael and All Angels
Archdeaconry:	Lichfield	Parish:	Colwich
Applicant Name:	Annabelle Davys	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	26-Sep-2023
Proposal:	Installation of 3 large LED screens		
No. of Times to DAC:	First	Cost Est:	£6,000
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, to improve on the currently precarious table-mounted installation, but considered that the visual impact of the proposed works on the interior of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish to continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England guidance on Statements.

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

1. In relation to the existing installation, the Committee expressed particular concern, in relation to health and safety requirements, about the large LED screen positioned on a portable trolley atop a folding table, and its associated cabling.

2. In terms of the proposed installation, the Interim DAC Audio-Visual Adviser (in absentia) confirmed their support for the technical aspects of the new installation, including in terms of the AV connectivity.
3. However, the wider DAC observed that the proposed screens are sizable (75"), and are to be installed by fixing to the arcade responds. Concern was raised regarding the visual impact of the large screens within the listed interior, as well as the impact on fabric of the permanent installation (rather than e.g. attaching to fabric with a removable collar system).
4. In addition, the effectiveness of the single screen at the west end of the church interior was questioned, due to the distance from the location of the priest to the screen (as depicted in the submitted mockup images). A smaller confidence monitor, at closer range, should otherwise be considered by the parish.
5. Similarly, it was queried whether the option of a drop-down central screen, otherwise concealed at the back of the chancel arch, has been explored by the parish and/or specialist contractor. The PCC might be encouraged to engage with a range of contractors at this planning stage accordingly.
6. Taken together, the Committee determined that the PCC should show that it has considered alternative positions and methods of fixing for all of the proposed screens, in terms of the architectural and visual sensitivities of the listed interior, and the impact on historic fabric.
7. In relation to which, the DAC indicated that, in process terms, the level of heritage harm caused by a proposal should be shown to be outweighed by the public benefit, and justification should be given in relation to needs (including the location of such screens to fulfil missional and/or worship needs). This documented outcome could also strengthen the parish's case for its preferred option.

It was determined, in connection with the current scheme, that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable, as the works were deemed to be likely to affect the character of the church as a building of special architectural or historic interest. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice.

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

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

Grade II

7.4.1

OFS Application Ref:	2025-114628	Case Status:	Pre-formal consultation review
Church Code:	620040	Church Name:	Shenstone: St John the Baptist
Archdeaconry:	Lichfield	Parish:	Shenstone
Applicant Name:	Veronica Raybould	Quin. Inspector:	Adrian Mathias

Listing:	Grade II	Date of Last QI:	05-May-2022
Proposal:	Relocate stained glass window of St John the Baptist (patron saint), currently hidden by false ceiling of meeting room at back of church, to replace the plain glass window on south side of nave, next to entrance door		
No. of Times to DAC:	First	Cost Est:	£6,240
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, noting that the works are to be largely funded by a legacy, and considered that the impact of the proposed works on the fabric and internal arrangement of the listed church building had been sufficiently identified and justified.

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

1. The Committee considered the proposal to present a positive opportunity to present the stained glass featuring the church's patron saint in an improved position, noting that the proposed location is better aligned towards the main entrance (south door). The view was expressed that the loss of the plain glass at that location is also supportable.
2. It was noted that a specialist glazier had provided, as part of the parish's submission, an outline specification of works (dated July 2025). However, the Committee observed that the same indicated that a 'full method statement will be provided once a decision has been made whether to carry out the works'.
3. The DAC affirmed that the PCC had confirmed, by an internal resolution (dated August 2025), to seek to undertake the works.
4. The Committee therefore encourages the PCC to request additional information from the contractor, also for the DAC's consideration, in relation to, for example, a more detailed description of the works, the intention for the plain glass, etc. This would constitute the full method statement referred to (above).

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

The Committee resolved that the giving of formal DAC advice could be processed by delegated authority, in accordance with the Lichfield DAC Delegated Authority Policy (Amended October 2023).

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

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

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

None this meeting

7.5 Landscaping in relation to a listed or unlisted church building

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

Grade I

7.5.1

OFS Application Ref:	2025-112434	Case Status:	Pre-formal consultation review
Church Code:	620050	Church Name:	Blymhill: St Mary
Archdeaconry:	Lichfield	Parish:	Blymhill
Applicant Name:	Janette Lister	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade I	Date of Last QI:	02-Sep-2019
Proposal:	To install pathway and extend water pipe from new graveyard into graveyard extension, and to erect small wooden structure (archway) in gap in hedge to provide cover for visitors		
No. of Times to DAC:	First	Cost Est:	£5,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the setting of the listed church building had been sufficiently identified and justified.

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

1. The DAC member nominated by the Local Government Association confirmed that the PCC was seeking pre-application advice on planning permission through the Local Planning Authority (LPA). That member observed that the new graveyard is adjacent to the Blymhill conservation area, and lies within the setting of a group of listed buildings.
2. In relation to which, the view was expressed that in principle the addition of the small wooden structure (archway) at the proposed location is acceptable and would not be detrimental to the setting of the conservation area or listed buildings.
3. However, any application for faculty (or planning) permission will need to show plans (i.e. technical drawings) of the proposed arch, along with full dimensions (including its height), and the parish should provide these for consideration by the DAC accordingly.
4. Furthermore, consideration should be given to the relative durability/longevity of the selected material, being pressure-treated softwood, and the lifespan of the installation (specifically if the legs are to buried in the ground).
5. In relation to the installation of the pathway, additional justification for the need for the path, as there is currently no path to existing graves, should be given, and additional consideration given to the suitability of the proposed surface material (which can appear somewhat stark when compacted).
6. In connection with the extension of the water pipe from the new graveyard into the graveyard extension, the DAC Archaeology Adviser commented that neither graveyard areas are considered to be archaeologically sensitive and none of the elements of the proposed works will have an archaeological impact as a result. No archaeological mitigations would therefore be required.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

The Committee resolved that the giving of formal DAC advice could be processed by delegated authority, in accordance with the Lichfield DAC Delegated Authority Policy (Amended October 2023).

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

Action: The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with the DAC member nominated by the Local Government Association

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

None this meeting

7.6 Casework from Diocesan Registry

None this meeting

8. Walsall Archdeaconry

8.1 DAC site visit reports for approval

None this meeting

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

None this meeting

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

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

Unlisted [exception]

8.3.1

OFS Application Ref:	2025-108264	Case Status:	Pre-formal consultation review
Church Code:	620155	Church Name:	Streetly: All Saints
Archdeaconry:	Walsall	Parish:	All Saints Streetly
Applicant Name:	Neil Crabb	Quin. Inspector:	Andrew Hayward
Listing:	Unlisted	Date of Last QI:	14-Nov-2023
Proposal:	Installation of audio-visual system, replacement of sound desk, and relocation of pews and Sanctuary light		
No. of Times to DAC:	First	Cost Est:	£41,700
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents. The Committee supported the principle of the proposal, but considered that the impact of the proposed works,

specifically in relation to the visual impact of the drop-down screens on the interior of the church building, had not yet been fully identified and justified. In relation to which, however, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2023, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed.

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

1. The Interim DAC Audio-Visual Adviser (in absentia) confirmed their support for the proposed new visuals system. That adviser commented that the housing for the AV equipment looks suitable for the purpose, and the moving of the sanctuary lamp is necessary to facilitate positioning of the new screen.
2. The two AV quotes submitted differ in the quality of components used, but both are technically valid, using industry-standard components to achieve the desired results. The adviser would be satisfied with the adoption of either quote by the PCC.
3. In relation to the proposed relocation of pews as part of the scheme, including to facilitate the replacement of the sound desk, the DAC member nominated by the National Amenity Societies affirmed that such removal was supportable, as the pews are not of special historic or artistic interest.
4. However, whilst the principle of drop-down screens could also be supportable, further technical details are required in order to able to form a full assessment of their physical dimensions and associated visual impact on the architectural setting.
5. In relation to the mock-up images provided within the submission, additional drawn and written information is required, for example, as to whether the screens will retract, whether the cases will be visible when not in use, how they will be attached to fabric (roof beams), etc., and the parish should provide this for consideration by the DAC accordingly.
6. The mock-up image of the main screen also shows the drop-down display low within the arcade, such that the relational view between congregation and minister would likely be obscured and diminished.
7. The PCC should resolve on its preferred contractor for its final application for DAC advice.

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 updated scheme, when further developed, should be resubmitted for formal DAC advice.

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

None this meeting

8.5 Landscaping in relation to a listed or unlisted church building

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

Grade I

8.5.1

OFS Application Ref:	2025-114991	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:	Accessibility landscaping and parking improvements within churchyard		
No. of Times to DAC:	First	Cost Est:	£5,500
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, in relation to increasing accessibility to the church site and its grounds, but considered that the impact of the proposed works on the setting of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish to continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England guidance on Statements.

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

1. The DAC member nominated by the Local Government Association observed that the proposal is within the churchyard of the Grade-I-listed church building, which site is also located within the Kinver conservation area.
2. In relation to which, the view was expressed that in principle the requirement for parking off the public highway in this location is accepted. It was noted that there is indeed already parking provision within the churchyard itself.
3. The Committee identified that the proposed scheme constitutes three different areas (numbered 1–3 on the contractor's overview), which correspond with the three quotes provided by the contractor.
4. However, the only visualisation (mock-up) that has been provided is for the block paving of the area behind the churchyard bench. The DAC raised concerns regarding the introduction of block paving into the churchyard, which is not present elsewhere. A DAC architect member expressed the view that this finish is too 'urban' in a rural context, and would be incongruous to the setting. The scheme appears to lack visual coherence.
5. If the parking area is to be enlarged, a gravel finish would be more in keeping, to match with other surfacing in the immediate vicinity. The opportunity to address the current gravel surface, which is worn, might also be taken as part of the same proposal.
6. Also in relation to that mock-up, the DAC expressed caution regarding excavation (bedding/levelling) in such close proximity to memorials in that location. The origins of this church are potentially pre-Norman conquest, and there are identifiable earthworks to the east of the church, including a potential hollow way. There is high archaeological potential, and likely to be unmarked graves, within the areas proposed.
7. Due to the sensitive nature of the site, considerable care would need to be taken with regard to any excavation work undertaken. The scheme will need to be properly assessed by an archaeologist to ensure that this is considered. The project should budget for this.

8. The DAC recommended that the parish should consult its quinquennial inspector (QI architect), as professional adviser to the PCC, on the proposal as a whole.
9. It was also suggested that the PCC should consult the Local Planning Authority (LPA) on any requirement for planning permission (which matter is separate from, but in addition to, the faculty jurisdiction).

The Committee suggested that a DAC site visit should be undertaken, with key relevant DAC members, to meet with parish representatives and the QI architect at the church. The revised scheme, when further developed following the DAC site visit, should then be resubmitted for additional informal DAC advice.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that, following the additional informal DAC advice (above), external informal consultation (pre-application advice) should also be undertaken with Historic England and the Local Planning Authority (Conservation Officer) (the latter in accordance with the requirements of the faculty jurisdiction, separate from planning permission).

Action: The DAC Secretary to inform the applicant; a DAC Casework Officer to co-ordinate a DAC site visit

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

None this meeting

8.6 Casework from Diocesan Registry

None this meeting

9. Stoke-upon-Trent Archdeaconry

9.1 DAC site visit reports for approval

None this meeting

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

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

Grade II

9.2.1

OFS Application Ref:	2021-064657	Case Status:	Pre-formal consultation review
Church Code:	620234	Church Name:	Calton: St Mary the Virgin
Archdeaconry:	Stoke-upon-Trent	Parish:	St Mary Calton
Applicant Name:	Maxene Middleton	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Oct-2020
Proposal:	Creation of rear extension for toilet and kitchenette, and accessible ramp to		

	south porch		
No. of Times to DAC:	Fifth	Cost Est:	£65,000
Informal Consultations:	Victorian Society, Feb 2024 (no objections, defer to DAC); Local Planning Authority (Conservation Officer), June 2024 (no objections, comments given) NB these informal consultations on earlier form of scheme (i.e. prior to updated version since approved under Full Planning Permission)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal (in an earlier form) as an application for informal advice at 21st February 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, which updated scheme had been granted full planning permission on 14th May 2025. As such, final informal DAC advice was now sought on the same application package as approved under planning permission.

The DAC also confirmed that the matters previously raised by the Committee's informal advice had substantially been addressed, but that the proposed increase of the height of the gate overthrow, suggested to be lifted on 200–300 mm of verticals on either side, had still not been adopted on the final drawings. This suggestion, to mitigate any issues of access in relation to head-height and coffin-bearers, where feasible, was upheld at the present meeting.

In relation to which, the quinquennial inspector (QI architect) provided additional written (rather than drawn) reasoning prior to the present DAC meeting, indicating that the intention is to resolve the question of access and structural proportionality through a 'conservation blacksmith's advice' and 'final workshop details'. The Committee considered this response to be a satisfactory safeguard and resolution to the point previously raised, subject to the proviso that such final workshop details of the overthrow are seen and commented on by a DAC architect member.

Separately, and in addition, the DAC Archaeology Adviser recommended that an archaeological proviso be included on the DAC's final, formal advice (to match the planning permission), due to the location of the church within the historic core of the medieval village and the potential for settlement remains to exist on the church site.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. Notwithstanding that external informal consultation responses have been received (on the earlier application), the Committee indicated that the application should be resubmitted for external formal consultation with the Victorian Society and the Local Planning Authority (Conservation Officer) (the latter in accordance with the requirements of the faculty jurisdiction, separate from planning permission), 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 with provisos.

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

Unlisted

9.2.2

OFS Application Ref:	2024-106931	Case Status:	Pre-formal consultation review
Church Code:	620389	Church Name:	Whitgreave: St John the Evangelist
Archdeaconry:	Stoke-upon-Trent	Parish:	Whitgreave St John
Applicant Name:	Revd Elaine Evans	Quin. Inspector:	Francis Turner
Listing:	Unlisted	Date of Last QI:	14-Oct-2022
Proposal:	Introduction of portable toilet (donated) in the churchyard		
No. of Times to DAC:	First	Cost Est:	£470
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents. The Committee supported the principle of the proposal, to provide toilet facilities at the church, and considered that the impact of the proposed works on the setting of the church building had largely been sufficiently identified and justified, by the visual mitigations of a custom screen fence and siting behind a multi-stemmed Yew tree on the approach to the church. In relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2023, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed.

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

1. The Archdeacon of Stoke-upon-Trent confirmed that the church is currently subject to the statutory closure process, and that the current temporary proposal has been put forward by the PCC within this contextual framework, as a 'pause' in that wider process.
2. In relation to the submission, the parish has provided, through consultation with its quinquennial inspector (QI architect), a plan drawing of the proposal, which consultative approach the DAC commended.
3. However, the broader submission does not contain details of the portaloo unit itself, or specific information regarding the proposed screening or the proposed base.
4. A DAC architect member noted that the portaloo is to be sited close to the porch and nave walls, potentially making maintenance of the portaloo and/or church fabric more difficult. The PCC is advised to consult their QI architect as to whether any gutters, downpipes or gulleys might be affected.
5. The DAC Archaeology Adviser additionally noted that the evidence of medieval burials was observed on the site when the present Victorian church was built. As such, consideration should be given by the PCC and QI architect to any archaeological oversight that may be required by the proposed creation of the paved connection to the main path, if intrusive works are required for that installation.
6. Separately, the Committee identified that the portaloo is not fully accessible. It was recommended that the PCC reviews the current toilet specification in the context of the

Equality Act 2010, i.e. the requirement to make reasonable adjustments to ensure facilities are accessible to people with disabilities.

7. The DAC advanced the expectation that a properly designed permanent solution should be brought forward by the PCC in due course, rather than just a short-term solution. It was noted, though, that this temporary installation may assist the PCC in its missional endeavours to seek to prevent the church from closure (as above), which permission may therefore reasonably be time-limited.
8. With this in mind, the Archdeacon of Stoke-upon-Trent would seek additional statutory advice from the Diocesan Registry as to whether an Archdeacon's Licence for Temporary Minor Reordering (TMRO) would be applicable to the temporary introduction of a portaloo within a churchyard.

It was determined, in relation to the current scheme, 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 updated scheme, when further developed, should be resubmitted for formal DAC advice.

Action: The DAC Secretary to inform the applicant

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

Grade II

9.2.3

OFS Application Ref:	2025-111008	Case Status:	Notification of Advice
Church Code:	620466	Church Name:	Stramshall: St Michael & All Angels
Archdeaconry:	Stoke-upon-Trent	Parish:	Stramshall
Applicant Name:	Stephen Dobson	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Sep-2020
Proposal:	Installation of toilet and kitchen facilities		
No. of Times to DAC:	Third (first as formal)	Cost Est:	£19,986
Formal Consultations:	Victorian Society; Local Planning Authority (Conservation Officer) – both awaited (via OFS) at time of agenda circulation		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 4th June 2025 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, including the Statements of Significance and Needs. The Committee continued to support the principle of the proposal, and considered that the impact of the proposed works on the fabric of the listed church building had been sufficiently identified and justified.

The Committee confirmed that the matters previously raised by the DAC's final, informal advice had been addressed by the parish and quinquennial inspector (QI architect). Further to which, the DAC carefully appraised the external formal consultation responses, and noted that no objections had been raised for consideration in the DAC's own formal advice. As such, the Committee determined to recommend the proposal.

Decision: Recommend with the following proviso:

- An archaeological watching brief is required for the works relating to the proposed trench arch drainage system and separate small soakaway.

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

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 II

9.3.1

OFS Application Ref:	2025-114918	Case Status:	Pre-formal consultation review
Church Code:	620464	Church Name:	Rocester: St Michael
Archdeaconry:	Stoke-upon-Trent	Parish:	Rocester
Applicant Name:	Susan Maiden-Dalton	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Jul-2020
Proposal:	Replacement of outer porch doors with oak and laminated glass doors, and installation of locking and monitoring equipment		
No. of Times to DAC:	First	Cost Est:	£15,000
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. The Committee identified that the existing entrance doors are solid timber, preventing views in or out. A DAC architect member expressed the view that the doors are rather unwelcoming and do present safeguarding issues as noted by the PCC.
2. It was noted that the intention is to replace the doors with new timber-framed glazed doors. The existing frame does not lend itself to adaptation, and the new open glazed screen design appears preferable.
3. Details of the proposed joinery and ironmongery will be required for formal DAC advice.
4. In addition, details of the locking and monitoring equipment, including a policy for the use of CCTV in relation to Church of England guidance on the same (where applicable), proposed to be installed as part of the same scheme, should also be provided for consideration by the DAC.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable, as the works were deemed to be likely to affect the character of the church as a building of special architectural or historic interest. The Committee indicated that the application should be resubmitted for external formal consultation with the Local Planning Authority (Conservation Officer), as a statutory consultee under the faculty jurisdiction, 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 with provisos.

Action: The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member (porch) and the Interim DAC Audio-Visual Adviser (CCTV)

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

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

Grade I

9.4.1

OFS Application Ref:	2025-118052	Case Status:	Pre-formal consultation review
Church Code:	620274	Church Name:	Eccleshall: Holy Trinity
Archdeaconry:	Stoke-upon-Trent	Parish:	Eccleshall
Applicant Name:	Revd Phillip Johnson	Quin. Inspector:	Simon Smith
Listing:	Grade I	Date of Last QI:	19-Oct-2018 [Andrew Capper]
Proposal:	Renovation of stained glass windows, to be phased over next 5 years		
No. of Times to DAC:	First	Cost Est:	£288,792
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, including the detailed Condition Report by Recclesia Stained Glass, which illustrated report doubles as the Statements of Significance and Needs. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the historic contents of the listed church building had been sufficiently identified and justified.

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

1. A DAC architect member expressed the view that the submitted Condition Report by Recclesia Stained Glass is very through and detailed in the description of the work and the proposed methodology.

2. It was recognised that the works have been subdivided into priority categories, with a proposed timeline for repairs to be phased over 5 years. The PCC should be aware that the costs associated with each window are budget costs (fixed at 2024) only.
3. Similarly, the Condition Report gives a schedule of works to be done to each window, within the priority categories, but does not represent a full specification. In this way, the Condition Report represents a conservation 'roadmap'.
4. However, the DAC confirmed that this is supportable, and allows the specialist contractor to assess each window in more detail prior to actual repair, and across the categories and phases if required.

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

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

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

*Grade II**

9.4.2

OFS Application Ref:	2025-109525	Case Status:	Pre-formal consultation review
Church Code:	620461	Church Name:	Marchington: St Peter
Archdeaconry:	Stoke-upon-Trent	Parish:	St Peter Marchington
Applicant Name:	Margaret Hatchard	Quin. Inspector:	Mark Parsons
Listing:	Grade II*	Date of Last QI:	01-Sep-2022
Proposal:	Install a war memorial to include those soldiers not on the existing war memorial, and to restore the existing memorial		
No. of Times to DAC:	First (in this form)	Cost Est:	£1,800
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 proposal represents a revised scheme, as a previous version, to 'Add names to War Memorial over external west door to the tower by way of additional inscribed memorial stones' (OFS 2018-024288), was not recommended at the formal DAC advice stage at 18th July 2018 DAC meeting. At the present meeting, the Committee continued to support the principle of the proposal to commemorate those soldiers not on the existing war memorial.

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

1. The DAC gave careful consideration to the 'Plan Options' (i.e. options appraisal) submitted by the parish, and observed that Option 3 is probably the optimal scheme in conservation and cost terms.
2. Caution was expressed, however, that the names will be carved on stone at ground level, which still leaves a gap in status between those who could afford the existing memorial and those who could not.
3. Further to which, as the memorial stones are at ground level, they will be trodden on, and if they are in Hollington or similar stone, they will erode away.
4. The Committee noted that the existing war memorial of 1920 (by Naylor & Sale of Derby) represents an effective insertion into the preceding classical tower design of 1742 (by Richard Trubshaw).
5. In view of which, the DAC member nominated by the National Amenity Societies made reference back to the parish's original 2018 scheme. It was observed that this constituted extra plaques either side of the door and its surround. The view was put forward that a re-working of that may be more effective than what is proposed now, in terms of the issues raised above (regarding status and longevity).
6. By way of context to these comments, the DAC member noted that in 2018 the parish had provided only a sketch of where the plaques might go, rather than a more worked-up, clear proposal, as now in this submission. Also, that the proposed position of the plaques conflicted with the underlying classical 'grid' of the 1742 design.
7. The alternative suggestion was made at this meeting, for the plaques to be mounted in a lower position on the tower, with their tops level with the projecting keystones at impost level. Their outer edges would need to align with the outer edges of the 1920 plaque. That position would sit well with the verticals and horizontals of the existing tower.

In order to assist the parish, the DAC member nominated by the National Amenity Societies offered to visit the site, to meet with parish representatives, and perhaps the quinquennial inspector (QI architect), at the church. The updated scheme, when further developed following the member site visit, should then be resubmitted for additional informal DAC advice.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that, following the additional informal DAC advice (above), external informal consultation (pre-application advice) should also be undertaken with Historic England, the Georgian Group, and the Local Planning Authority (Conservation Officer).

Action: The DAC Secretary to inform the applicant; a DAC Casework Officer to co-ordinate a site visit by the DAC member nominated by the National Amenity Societies

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

Grade I

9.4.3

OFS Application Ref:	2025-112167	Case Status:	Pre-formal consultation review
Church Code:	620274	Church Name:	Eccleshall: Holy Trinity

Archdeaconry:	Stoke-upon-Trent	Parish:	Eccleshall
Applicant Name:	Revd Phillip Johnson	Quin. Inspector:	Simon Smith
Listing:	Grade I	Date of Last QI:	19-Oct-2018 [Andrew Capper]
Proposal:	Conservation of Queen Anne armorial hatchment [royal arms]		
No. of Times to DAC:	Second	Cost Est:	£55,000
Formal Consultations:	Church Buildings Council (CBC) – no objections, but comments provided		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 4th June 2025 DAC meeting, when the Committee offered advice on the development of the scheme. It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 was applicable. The Committee indicated that the application should next advance to external formal consultation with the Church Buildings Council (CBC), under rule 4.6(2)(a) for 'the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest', prior to receipt of formal DAC advice.

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 considered. In relation to which, the PCC now seeks to expand the proposal to include scientific investigation of the set of royal arms prior to conservation, to form part of the one faculty application, based on the formal CBC advice and following further correspondence with International Fine Art Conservation Studios (IFACS), the proposed specialist contractor.

The DAC carefully appraised the external formal consultation response, and noted that no objections had been raised for consideration in the DAC's own formal advice. The DAC member nominated by the National Amenity Societies reiterated their view that this is a significant set of royal arms, which would have originally been framed. The member would be in support of gentle re-stretching and re-framing for final display, subject to this causing no damage to the historic item. The Committee determined to recommend the proposal with provisos.

Decision: Recommend with the following proviso:

- The final solution for the re-display of the set of royal arms, arising from the results of the scientific investigation prior to conservation, should be confirmed with the DAC (via the DAC Secretary) prior to works commencing.

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

9.5 Landscaping in relation to a listed or unlisted church building

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

*Grade II**

9.5.1

OFS Application Ref:	2023-082416	Case Status:	Pre-formal consultation review
Church Code:	620267	Church Name:	Ashley: St John Baptist
Archdeaconry:	Stoke-upon-Trent	Parish:	Ashley
Applicant Name:	Noel Brown	Quin. Inspector:	Stephen Hart

Listing:	Grade II*	Date of Last QI:	16-Aug-2022
Proposal:	Build a Memorial Wall and extend the Area for the Burial of Cremated Remains (ABCR)		
No. of Times to DAC:	Second	Cost Est:	£80,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 16th July 2025 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the resubmitted proposal. The Committee continued to not wholly support the principle of the proposal, and considered that the impact of the proposed works on the setting of the listed church building had not been fully identified and justified. In relation to which, the DAC encouraged the parish to continue to develop focussed Statements of Significance and Needs, also to serve as a written rationale for the overall proposal, 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 Committee noted that the PCC had undertaken external informal consultation (pre-application advice) with Historic England and the Local Planning Authority (Conservation Officer). The LPA has correctly advised the PCC that listed building consent is replaced by the faculty jurisdiction in this case. The LPA has not assessed the heritage impact in detail (and have stated that this would be done at the point of faculty consultation).
2. In relation to the resubmitted proposal, the DAC member nominated by the Local Government Association commented that the photographs submitted show that there will be a visual interplay between the site of the memorial wall and the church. Whilst there is some screening in terms of planting, areas of the wall will still be visible.
3. The information provided by the parish states that no options appraisal has been put forward as the current scheme is the 'only feasible option'. The Committee would consider it helpful, in terms of assessing the potential impact of the chosen scheme, to know what the other options considered were, and why there are no other possible sites.
4. There are no changes to the proposed scheme, as previously considered, in terms of the scale and design of the overall memorial wall. It is accepted that consideration will be given to archaeological matters as part of the process. Therefore, the concerns and questions raised in the previous informal DAC advice remain relevant.
5. The DAC recommended that the PCC should now seek pre-application advice on planning permission through the Local Planning Authority (LPA), which is a separate matter from the requirements of the faculty jurisdiction.

The Committee suggested that following receipt by the PCC of the LPA pre-application advice on planning permission (above), a DAC site visit should be undertaken, with key relevant DAC members, to meet with parish representatives and the quinquennial inspector (QI architect) at the church. The revised scheme, when further developed following the DAC site visit, should then be resubmitted for additional informal DAC advice.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that, following the additional informal DAC advice (above), external informal consultation (pre-application advice) should also be undertaken with Historic England and the Local Planning Authority (Conservation Officer). The PCC should note that this is a separate undertaking from seeking planning permission.

Action: The DAC Secretary to inform the applicant; a DAC Casework Officer to co-ordinate a DAC site visit

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

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:	2025-110628	Church Name:	Armitage: St John the Baptist
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	To create a memorial garden within the lower churchyard, by clearing and planting the perimeter, introducing six benches around the edges, constructing two pergola arches at the entrance ways, and including a free-standing dedicatory plaque		
DAC Consultee:	John Polhill	Date NoA Issued:	28th July 2025

10.1.2

OFS Application Ref:	2025-108584	Church Name:	Penn: St Bartholomew
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	To supply and install 3x LED high bay lights to replace the existing ones with the same style of light fitting in the Oak Room (granted under interim faculty no. 5347)		
DAC Consultee:	Heather Loosemore†	Date NoA Issued:	28th July 2025 [NoA to Not Recommend]

10.1.3

OFS Application Ref:	2025-114394	Church Name:	Newcastle-under-Lyme: St Giles
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Like-for-like replacement of wooden doors surrounding external electrical and gas meter house (granted under interim faculty no. 5356)		
DAC Consultee:	Mark Stewart	Date NoA Issued:	28th July 2025

10.1.4

OFS Application Ref:	2025-111248	Church Name:	Darlaston: All Saints
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Refurbishment of adjoining church hall (Grade II listed), including new uPVC windows and sanding and repolishing floor		
DAC Consultee:	Mark Stewart	Date NoA Issued:	29th July 2025

10.1.5

OFS Application Ref:	2025-108901	Church Name:	Penkridge: St Michael & All Angels
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	Repair of the headstone to John Brookes (not separately listed), incorporating new foundation, following probable impact from reversing car		
DAC Consultee:	Mark Stewart	Date NoA Issued:	29th July 2025

10.1.6

OFS Application Ref:	2024-096337	Church Name:	Rugeley: Good Shepherd
Listing:	Unlisted	Archdeaconry:	Lichfield
Proposal:	Removal of old storage heaters and installation of new wiring and electric heaters and a hand dryer		
DAC Consultee:	Andrew Baker	Date NoA Issued:	29th July 2025

10.1.7

OFS Application Ref:	2025-112673	Church Name:	Talke: St Martin
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	To replace church projection screen with installation of 75-inch flat screen TV on bracket within arch between north transept and nave, and two associated audio speakers within window jambs on nave south side opposite		
DAC Consultee:	Simon Lewis†	Date NoA Issued:	29th July 2025

10.1.8

OFS Application Ref:	2025-116705	Church Name:	Perton: The Church at Perton
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Installation of double glazed units in existing frames		
DAC Consultee:	Bryan Martin	Date NoA Issued:	30th July 2025

10.1.9

OFS Application Ref:	2025-116017	Church Name:	Codsall: St Nicholas
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Removal of three yew trees from churchyard (granted under interim faculty no. 5362)		
DAC Consultees:	Andy Smith, Mark Stewart	Date NoA Issued:	29th August 2025

10.1.10

OFS Application Ref:	2024-102817	Church Name:	Gailey: Christ Church [closed]
Listing:	Unlisted	Archdeaconry:	Lichfield
Proposal:	To clean the WWI war memorial (unlisted) within the closed churchyard, and to make it more accessible by laying new stone slabs at the memorial base, inserting a new black metal single gate with two metal posts in the adjacent dwarf stone boundary wall, and forming a new connection with a new joining path		
DAC Consultee:	Bryan Martin	Date NoA Issued:	4th September 2025

10.1.11

OFS Application Ref:	2024-095660	Church Name:	Stoke-on-Trent: St Peter ad Vincula (Stoke Minster)
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Installation of external security measures: new LED light fittings above entrance doors, bollard lighting along entrance path to west door, and lighting on the gate posts, plus removal of trees/hedge		
DAC Consultees:	Andy Wigley, Andy Smith, Heather Loosemore†	Date NoA Issued:	5th September 2025

10.1.12

OFS Application Ref:	2024-106869	Church Name:	Hanford: St Matthias
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	The immediate introduction of acro-jacks under the sagging balcony support beam (granted under interim faculty no. 5294)		
DAC Consultee:	Mark Stewart	Date NoA Issued:	5th September 2025

10.1.13

OFS Application Ref:	2025-108398	Church Name:	Essington: St John the Evangelist
Listing:	Unlisted	Archdeaconry:	Lichfield
Proposal:	External fabric repairs listed in the 2024 quinquennial inspection report [incorporating structural helical ties]		
DAC Consultee:	Geraint Roberts††	Date NoA Issued:	12th September 2025

10.1.14

OFS Application Ref:	2025-114049	Church Name:	West Bromwich: St James, Hilltop
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	To move the font from the liturgical south to the front of the church building, in the south-east corner and in line with the easternmost window on the south wall, to facilitate increased and safer seating capacity [confirmation of final details under delegated authority]		
DAC Consultee:	Revd Neil Hibbins	Date NoA Issued:	12th September 2025

10.1.15

OFS Application Ref:	2025-112942	Church Name:	Forton: All Saints
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	To install a WW2 memorial, constituting a wooden plaque with the names of 7 deceased parishioners, in the chancel underneath the existing WW1 memorial (for Remembrance Sunday November 2025) [confirmation of final details under delegated authority]		
DAC Consultee:	Andy Foster	Date NoA Issued:	12th September 2025

10.1.16

OFS Application Ref:	2024-096828	Church Name:	Lichfield: St Michael
Listing:	Grade II*	Archdeaconry:	Lichfield

Proposal:	To restore and refix upright the headstone of Elizabeth Logan, a nurse who worked with Florence Nightingale, within the churchyard (headstone not separately listed)		
DAC Consultee:	Bryan Martin	Date NoA Issued:	17th September 2025

† Acting DAC Adviser
†† DAC Architect Adviser

Decision: The faculty applications processed by delegated authority were noted
Action: None

10.2 Quinquennial inspector applications

The following applications from PCCs, received prior to the agenda closing date for the current meeting, have been processed by delegated authority, in accordance with the Lichfield Diocesan Scheme for the Inspection of Churches (Amended June 2022) and the Lichfield DAC Delegated Authority Policy (Amended October 2023), on behalf of the full DAC

10.2.1 Milton, St Philip and St James (unlisted), Simon Smith proposed inspector
10.2.2 Leigh, All Saints (Grade II*), Valeria Passetti 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: **Wednesday 26th November 2025 at 2.00 pm**
to be held by online conferencing

Giles Standing, DAC Secretary
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Felicity McWilliams, DAC Casework Officer
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