



Additional Matters Orders

Matter	Provisos	Date agreed with the Chancellor
Bike racks	<p>(i) No bike rack is to be installed using the 'sink in'* system on stone work in churchyards without a faculty.</p> <p>(ii) No bike rack is to be installed using the 'sink in'* system in graveyards in areas where there may have been burials without a faculty.</p> <p>* 'sink in' - two holes which are dug and the posts of the stand are concreted into position.</p>	24/05/2019
Installation of broadband connection	<ul style="list-style-type: none"> - An existing telephone line is used; - cables have to be laid in the churchyard; - a wireless radio has to be installed; and - a satellite has to be installed. <p>Where existing line is used the installation to be treated as list A matter with the following condition: (i) the fixing of any equipment to the fabric of the church is overseen by the church architect or surveyor.</p> <p>Where cables have to be laid in the churchyard the installation will require the Archdeacon's permission as if under list B and will include the following conditions: (i) The installation shall be overseen by the church architect or surveyor and/or an archaeological watching brief who shall agree the cable route, fixings and access point into the church so as to minimise the impact upon historic fabric. Trench routes shall follow footpaths where possible and the depth of the excavations shall not exceed 250mm. (ii) If any human remains are disturbed in the course of the works the Registrar's directions shall be sought forthwith. (iii) A record (photographic or otherwise) of the route and the finished installation shall be kept with the parish log. (iv) Electrical work to be IEE18 certified.</p> <p>Should archaeological issues arise in particular parishes, they may be addressed by an additional condition imposed by the Archdeacon on the advice of a DAC assessor.</p> <p>In respect of the installation of a broadband connection to a church where (III) a wireless radio has to be installed, the matter will require the Archdeacon's permission as if under List B and will include the following conditions: i) The installation shall be overseen by the church architect or surveyor who shall agree the fixings to minimise the impact upon historic fabric and/or an archaeological watching brief. ii) Electrical work to be IEE18 certified.</p> <p>In respect of the installation of a broadband connection to a church where (IV) a satellite has to be installed, the matter will require the Archdeacon's permission as if under List B and will include the following conditions: (i) The installation shall be overseen by the church architect or surveyor who shall agree the fixings to minimise the impact upon historic fabric. (ii) Electrical work to be IEE18 certified.</p>	11/12/2020



Additional Matters Orders

Matter	Provisos	Date agreed with the Chancellor
Minor repairs and conservation to stained glass	N/A	17/02/2020
Installation of breakers to tower windows	Planning permission to be obtained	12/01/2020
Archaeological test pits	N/A	12/02/2020
Disposal of elements of redundant heating systems	Any works should be made good.	12/02/2020
Felling of a tree	Local Authority Permission should be obtained if the tree has a Tree Preservation Order or is within a conservation area.	12/02/2020
Introduction of handrails	Planning permission to be obtained if within the churchyard. Placement of handrails to be agreed by the DAC accessibility adviser.	12/02/2020
Introduction of small functional items to churchyard	N/A	12/02/2020
Introduction or replacement of roof insulation	N/A	12/02/2020
Introduction, removal and disposal of external noticeboards	(i) No article of historic or artistic interest is removed or disposed of. (ii) No article being introduced is fixed to historic fabric. (iii) Subject to planning permission and advertising regulations Town and Country Planning (Control of advertisement) Regulations 2007.	12/02/2020
Temporary display of "There but Not There" transparent installation in remembrance of the dead of World War I	(i) The church architect or surveyor shall approve the location any fixing of the installation. (ii) The installation may be put in place during the month of November in each year and at other times authorised by the Chancellor. (iii) Arrangements shall be made for the safe storage of the installation when it is not in use.	17/02/2020

**Additional Matters Orders**

Matter	Provisos	Date agreed with the Chancellor
The use of an area of the church grounds for the cultivation of vegetables	<p>(i) A committee must be formed, chaired by the Incumbent, to supervise the cultivation of the area in questions. A Secretary must also be appointed to the committee, the Secretary must be a member of the PCC.</p> <p>(ii) The parish must inform the DAC and the Registry that they wish to use the part of the churchyard to cultivate vegetables and the date from which the cultivation will start.</p> <p>(iii) That committee shall satisfy itself that:</p> <ul style="list-style-type: none"> - If the area is in an open churchyard, it is not in an area where there have been any burials historically, - If the area is in an open churchyard, it is not in an area where there are grave reservations, - The beds are raised from the ground and edged appropriately to prevent either unwanted contamination from the soil or any spread of vegetation to other parts of the churchyard, - The beds are raised such a height that they are accessible to anyone who wishes to be part of the cultivation of vegetables, - The soil used in the beds has not been excavated from any area of the churchyard, <p>(iv) By the second anniversary of the issue of the date of the creation of the vegetable area, the Committee and the PCC shall review the condition and operation of the garden and shall report on the same to the DAC and the Registry. The report must include up to date photographs of the vegetable area and the churchyard, and a written report of how the project has gone and, if it is still operating, how it is operating at that point.</p>	17/02/2020
Introduction of information boards in churchyards.	N/A	29/06/2021
Permanent introduction of livestreaming equipment.	<p>(i) The Church Architect should be asked to comment on the proposed fixings and camera positions;</p> <p>(ii) The PCC should compile with GDPR and Home Office Regulations;</p> <p>(iii) Electrical wiring should be NAPIT or NICEIC certified, the certificate should be held with the parish's five yearly electrical test certificate; and</p> <p>(iv) The PCC should advise its insurers of the proposed works</p>	25/06/2021
Investigative works that are needed to develop a faculty proposal.	<p>(i) The investigative works are the minimum necessary to inform a proper understanding of the issue(s); and</p> <p>(ii) The works should always follow a clear methodology, including all scenarios for reinstatement (i.e. protection pending subsequent repair and/or making good in the event that wider repair may not be necessary or may be delayed).</p>	03/09/2021
Introduction of external 13Amp weatherproof sockets	<p>(i) Protection against inclement weather;</p> <p>(ii) Everything outdoors should be RCBO protected separately from the indoor circuits and double pole switched from inside the building so that they do not remain live outside when no-one was in attendance; and</p> <p>(iii) Installation of the external plug socket carried out by a contractor who is NICEIC accredited for commercial installations. The installation should be certified and the certificate should be held with the parish's five yearly electrical test certificate.</p>	01/10/2021

**Additional Matters Orders**

Matter	Provisos	Date agreed with the Chancellor
Introduction of altar frontals	PCCs should engage with the DAC as soon as possible to secure guidance and support.	01/10/2021
The use of an area for the cultivation of flowers and/or shrubs in church grounds ("the works")	<p>The Notice shall specify that the following conditions shall apply to the Works:</p> <ol style="list-style-type: none"> 1. that details of the works are entered in the Log Book; 2. a committee must be formed, chaired by the Incumbent, to supervise the cultivation of the area in <ol style="list-style-type: none"> 1. question; 2. a Secretary must also be appointed to the committee, the Secretary must be a member of the PCC; 3. the parish must inform the DAC and the Registry that they wish to use part of the churchyard to 4. cultivate flowers and/or shrubs, and the date from which the cultivation will start; 5. That committee shall satisfy itself that: <ol style="list-style-type: none"> i. if the area is in an open churchyard, it is not in an area where there are grave reservations; ii. the beds are raised from the ground and edged appropriately to prevent either unwanted contamination from the soil or any spread of vegetation to other parts of the churchyard; iii. the beds are raised to such a height that they are accessible to anyone who wishes to be part of the cultivation of flowers and/or shrubs; iv. the soil used in the beds has not been excavated from any area of the churchyard; v. by the second anniversary of the issue of the date of the creation of the flower and/or shrub area the Committee and the PCC shall review the condition and operation of the garden and shall report on the same to the DAC and the Registry. The report must include up to date photographs of the area and churchyard, and a written report of how the project has gone and, if it is still operating, how it is operating at that point. 	07/12/2021
The introduction of a temporary heating system	<p>The introduction of a temporary heating system, which for the purpose of this Order shall mean:</p> <ol style="list-style-type: none"> a) a trailer mounted oil-fired boiler (which are installed outside and are connected to the existing hot water pipework); b) oil or gas hot air heating systems (which must be the 'indirect' type (i.e. that don't blow any combustion products into the building)); c) electric heating systems; d) such other temporary heating systems that shall be agreed in writing by the Diocesan Advisory Committee with the Archdeacon. <p>Provisos:</p> <ol style="list-style-type: none"> 1. that details of the Works are entered in the Log Book; 2. the Works shall be designed so that: <ol style="list-style-type: none"> 2.1 no permanent harm shall be caused to the fabric of the building by introduction of the system; 	15/12/2021



Additional Matters Orders

Matter	Provisos	Date agreed with the Chancellor
	<ul style="list-style-type: none">2.2 the heating system can be removed at the end of the time period referred to in condition 6; and2.3 the fabric of the building can be made good following the removal of the heating system;3. planning permission, if required, must be obtained prior to commencement of the Works;4. the heating system shall be installed by a suitably accredited person;5. all electric temporary heating systems and any electrics needed for a temporary gas or oil heating systems must be installed and checked by an NICEIC equivalent registered commercial contractor;6. the heating system shall remain installed for no more than two heating seasons; and7. the PCC shall submit a faculty application for:<ul style="list-style-type: none">7.1 their proposals for a permanent heating system;7.2 the removal of the heating system; and7.3 the making good of the fabric required as a result of such removal2. within one year from the giving of the Notice.	