

Lichfield Diocesan Advisory Committee

MINUTES

*A meeting of the Lichfield DAC was held in person (not by online conferencing)
in the Reeve Room at St Mary's House, Cathedral Close, Lichfield
on Wednesday 5th June 2024 at 2.00 pm*

1. Introduction

- 1.1 The opening prayer was said by the Ven Dr Megan Smith.
- 1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Revd Preb Jo Farnworth (Acting Archdeacon of Salop), the Revd Mary Thomas (Acting Archdeacon of Salop), the Revd Preb Terry Bloor, the Revd Geoffrey Eze, Andy Foster, Chris Gill, the Revd Neil Hibbins, Edward Higgins, Adrian Mathias, Mark Stewart, Peter Woollam. In attendance: Peter Bemrose (DAC Heating Adviser), Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Pauline Hollington (Diocesan Registry Assistant), Rosie Nightingale (Diocesan Registry Assistant), Christine Rier (Church Buildings Support Officer (CBSO)).
- 1.3 Apologies for absence: The Ven Dr Sue Weller, the Revd Julia Cody (Acting Archdeacon of Walsall), the Revd Jim Trood (Acting Archdeacon of Walsall), the Revd Margaret Brighton, Dr John Hunt, the Revd Dr David Isiorho, Bryan Martin, Candida Pino, Dr Andy Wigley.
- 1.4 Declarations of interest: Adrian Mathias, item 7.3.1.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

None this meeting

3. New matters

- 3.1 Coming into effect of the [Church of England \(Miscellaneous Provisions\) Measure 2024, Section 13 \(Explanatory Note\)](#) on 17th May 2024: due regard to environmental protection, requirement for DAC knowledge of environmental matters, and DAC accessibility member

Decision: The matter was noted

Action: None

- 3.2 Standing down of Brough Skingley (DAC Lighting, Electrics, and Audio-Visual Adviser), 10th May 2024

Decision: The DAC Chair and members offered a formal vote of thanks to Brough Skingley (in absentia) for his long service to the Lichfield DAC as both member and adviser

Action: The DAC Chair to write a letter of thanks to Brough Skingley

- 3.3 [Expressions of interest](#) sought for DAC advisers on lighting, electrics, audio-visual, CCTV, and clocks (vacancies)

Decision: The matter was noted

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

4. Adviser site visit reports

4.1 Reports for approval

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

None this meeting

4.2 Reports to note

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

- 4.2.1 Haughton, St Giles (trees), 23rd April 2024 (Andy Smith)
(Stoke-upon-Trent Archdeaconry)

Decision: The report was noted

Action: None

5. Forthcoming DAC site visits

None this meeting

6.–9. Casework for consideration

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

6. Salop Archdeaconry

None this meeting

7. Lichfield Archdeaconry

7.1 DAC site visit reports for approval

None this meeting

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

None this meeting

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

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

Grade I

7.3.1

OFS Application Ref:	2024-098510	Case Status:	Pre-formal consultation review
Church Code:	620104	Church Name:	Tamworth: St Editha
Archdeaconry:	Lichfield	Parish:	Tamworth
Applicant Name:	John Mulvey	Quin. Inspector:	Adrian Mathias
Listing:	Grade I	Date of Last QI:	01-Dec-2020
Proposal:	Installation of new low-carbon heating system and other associated works		
No. of Times to DAC:	First	Cost Est:	£110,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The Committee last considered the proposal, as deemed likely to affect the character of the church as a building of special architectural and historic interest, as a site visit report by a DAC Heating Adviser, approved at 21st February 2024 DAC meeting. Following which, in April 2024, Tamworth, St Editha was nominated by the Diocese at the pre-application stage to the Church of England's Net Zero Carbon Demonstrator Churches [grant scheme](#) (one of only two churches per diocese).

At the present meeting, the DAC carefully considered the proposal and the supporting documents, but which submission did not include Statements of Significance and Needs at this time. The Committee continued to support the principle of the proposal, but considered that the impact of the proposed works on the fabric and setting of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish 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 Archdeacon of Lichfield (in absentia) supports the parish's need for an efficient and effective, as well as sustainable, heating system. The Committee confirmed this view, and recognised the pastoral and missional case for the proposal.
2. However, the DAC also highlighted the operational context, in relation to the significance of this Grade I listed [major parish church](#), and the potential aesthetic impact, and impact on fabric or archaeological remains, of the scheme.
3. Specifically, the DAC members appointed after consultation with the National Amenity Societies and the Local Government Association affirmed that a very high degree of care would be required to be taken with the visual incorporation and physical positioning of such elements as the possible internal infrared chandeliers and underfloor heating, and external photovoltaic (PV) cells and new boiler flue arrangements that may be required.
4. More broadly, the Committee noted that in accordance with the Faculty Jurisdiction (Amendment) Rules 2023, the whole scheme involves matters to which statutory net zero guidance applies. The DAC cautioned that the explanation of how the applicants, in formulating the proposals, have had due regard to that guidance is currently 'not adequate' (this being the required test under the Rules), and recommended that the parish should further consult the Church of England suite of [guidance on net zero carbon](#).
5. The Committee highlighted that the proposal is for a 'hybrid' heating system, including air source heat pumps (for mild weather) and gas boilers (cold weather), rather than a complete net zero solution (year-round).

6. In relation to which, the DAC Heating Adviser (present at the meeting), who previously undertook a site visit at the church (with written report), provided extensive comments on the submitted M&E elements and related considerations, from a technical standpoint. The Adviser raised a number of further questions for the parish and consultant.
7. The Committee agreed that the Adviser's complete written response be conveyed to the parish as the additional informal advice of that Adviser, being comments approved by the DAC.
8. Lastly, the DAC concurred that the operation of only one of the current three boilers does not allow the expansive church to be heated effectively. It is understood that the parish may seek to install a new fossil-fuel boiler ahead of winter (2024), by way of a separate faculty application, but thereby splitting the low-carbon proposal (a phased installation).
9. In relation to which, the Committee recognised the imperative for heating the building but affirmed that any standalone proposal for a new fossil-fuel boiler, even on missional grounds, must similarly have due regard for statutory guidance on net zero carbon, including if applied for under the [emergency works \(interim faculty\)](#) procedure for new boilers in church buildings.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable for the current wider proposal. The Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice, and that subsequently external informal consultation (pre-application advice) should also be undertaken with Historic England, the Society for the Protection of Ancient Buildings (SPAB), the Victorian Society, and the Local Planning Authority (Conservation Officer).

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

None this meeting

7.5 Landscaping in relation to a listed or unlisted church building

None this meeting

7.6 Casework from Diocesan Registry

None this meeting

8. 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

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

Unlisted

8.2.1

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

The DAC last considered the proposal as an application for informal advice at 21st February 2024 DAC meeting, when the Committee offered advice on the development of the scheme. With reference to the heating proposals, as part of the reordering, a DAC Heating Adviser provided more extensive comments on those aspects and related considerations, from a technical standpoint. These were forwarded to the parish as the additional informal advice of that Adviser, being comments approved by the DAC.

At the present meeting, the DAC carefully considered the updated proposal and the supporting documents. It was noted that there was no additional information provided on the heating aspects of the scheme.

The Committee continued to support the principle of the reordering proposal, but considered that the impact of the proposed works on the fabric and setting of the church building had not yet been fully identified and justified, pending further development and submission of the scheme for formal (statutory) DAC advice in due course. However, in relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2022, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed.

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

1. The Committee continued to commend the proposal, in connection with the parish's vision for improvement of community access and stewardship of the environment.
2. In support of this view, the DAC confirmed that the need for the proposed changes can be understood. However, it was considered that the impact of the proposal, as well as its general configuration and specific detail, still require further assessment.
3. The Committee noted that the parish has provided a written response to the matters raised by the previous informal DAC advice, and is seeking in-principle agreement to the scope of alteration and design put forward. The parish raised the following key aspects, in relation to which the resultant DAC advice is given:

Heritage

4. The parish highlighted that the church building is not listed and is much altered from previous reordering schemes. The parish agrees that the building is of some quality and seeks to engage with this through the new contemporary design works.

External screen

5. The parish proposes a number of existing precedents for curved glass screens, and entrances to churches, which have been approved. However, no photographs of curved glass entrance screens were included with that response. The DAC previously raised the concern with the relationship of the curved front to the proposed external screen, in a generally rectilinear churchyard/context. The photographs provided of external glass screens are all rectilinear. More information is required to justify the approach being taken with the curved entrance screen. Whilst the form of an extension can be contemporary, it should not be stylistically dominant in relation to the main building.

Internal screen

6. The parish has provided some photographs of internal curved glass screens. However, the DAC requires further drawn information to fully assess the proposed curve of the internal screen, noting the sloped ceiling to the underside of the balcony. The latter may present issues in appearance and additional cost of non-standard-height glass sheets. It was observed that the screen will be viewed in context with the curved dais. The Committee also noted, though, that the parish has suggested that they will consider an option to straighten the screen.

Vulnerability

7. The parish cited various vandalism issues to glass windows and flat roofs between 2009 and 2015, and indicate these have not reoccurred following the proactively church liaising with the community, albeit acknowledging that it could potentially occur again. The new scheme is seeking to install further flat roofs and a lot of unprotected glass. The DAC suggested that the parish has the opportunity to design out antisocial behaviour beyond reliance on toughened glass and anti-climb detailing.

Detailing

8. The parish noted the previous DAC advice that various key details were required to enable full assessment of the faculty application in due course. The Committee observed that the parish has indicated that it will provide the additional detail at a later stage but seeks informal approval at this stage to move forward.

Positioning

9. The parish acknowledged the concerns raised by the DAC regarding the removal of a structural buttress. The incumbent (a non-practicing structural engineer) has confirmed that it could be done but at increased expense. The project architect has provided a revised drawing (no. BROM-21.001-Rev 02, dated 16th April 2024), which shows the doors moved to under a window opening, though it is unclear whether this is now their proposed approach. The DAC would support the principle of this, including the related setting back (movement east) of an extension away from the west front, but further to the additional details requested, specifically with regard to the window affected.

After detailed discussion, the Committee suggested that the Acting Archdeacon of Walsall (in

absentia) might undertake an Archdeacon’s site visit to the church, in order to meet with parish representatives and contextualise the DAC advice.

It was determined that external formal consultation under rule 4.5 the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable, as the church building is not listed. As such, the proposal will receive the formal (statutory) advice of the DAC only. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice. However, the PCC should note that this does not remove any requirement for planning permission or other secular statutory consent, where applicable. In such cases, the PCC must check with the Local Planning Authority whether planning permission or other consent is needed.

Action: The DAC Secretary to inform the applicant; the Assistant DAC Secretary to liaise with the Archdeacon’s Office to co-ordinate an Archdeacon’s site visit

8.2.2

OFS Application Ref:	2024-098298	Case Status:	Pre-formal consultation review
Church Code:	620151	Church Name:	Pheasey: St Chad (Beacon Church)
Archdeaconry:	Walsall	Parish:	St Chad Pheasey
Applicant Name:	Revd Chris Lane	Quin. Inspector:	Sarah Baldwin [project architect: Alexander Lane]
Listing:	Unlisted	Date of Last QI:	19-Apr-2023
Proposal:	Installation of air source heat pumps together with cavity and roof insulation		
No. of Times to DAC:	First	Cost Est:	£80,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The Committee last considered the proposal as part of a report (without site visit) by a DAC Heating Adviser, noted at 21st February 2024 DAC meeting, which report included the wider scheme for the installation of solar PV panels and double glazing at the church (item 8.2.3 below). The DAC adviser suggested that the parish plan for the end of the useful life of the current church boilers, but with the installation of a suitable retrofitted heating system carried out at a later date, so as not to delay progress towards the missional needs of the church.

In April 2024, Pheasey, St Chad was nominated by the Diocese at the pre-application stage to the Church of England’s Net Zero Carbon Demonstrator Churches [grant scheme](#) (one of only two churches per diocese). In relation to which, the parish has brought forward exploration of a heat pump installation and associated issues, by way of the current faculty application.

At the present meeting, the DAC carefully considered this follow-on proposal and the supporting documents. The Committee supported the principle of the proposal, but considered that the impact of the proposed works on the fabric of the church building had not yet been fully identified and justified. However, in relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2023, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed.

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

1. The DAC Heating Adviser (present at the meeting), who previously undertook the written report, observed that the proposal appears to be for a complete heating replacement

system throughout the whole building, with air-to-air heat pumps, which is broadly in line with that Adviser’s original advice.

2. The Adviser noted that the parish has taken peer-to-peer advice from a parish with a very similar church building (in age, style and size) in Rugby (Diocese of Coventry), where an equivalent heating system has already been installed, and that Pheasey parish has made contact with the same contractor who made that installation.
3. In support of these comments, the DAC indicated that there is no objection in principle to the scheme. However, the Committee was unable to provide further specific advice on the proposal, including the technical aspects, due to a lack of detailed information provided.
4. Additional written and drawn information should be provided by the heating consultant and/or project architect on the following (and associated) points:
 - Drawings of the locations of internal heaters and external units
 - Information on how the pipes are to be run from one to the other
 - Details of where the power is coming from, and how it will reach the units
 - A structural engineer’s report to confirm the roof can take the weight of the units
 - A noise survey and report, etc.

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. However, the PCC should note that this does not remove any requirement for planning permission or other secular statutory consent, where applicable. In such cases, the PCC must check with the Local Planning Authority whether planning permission or other consent is needed.

In relation to the current submission, the Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice, at a subsequent DAC meeting.

Action: The DAC Secretary to inform the applicant

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

Unlisted

8.2.3

OFS Application Ref:	2023-086932	Case Status:	Notification of Advice
Church Code:	620151	Church Name:	Pheasey: St Chad (Beacon Church)
Archdeaconry:	Walsall	Parish:	St Chad Pheasey
Applicant Name:	Revd Chris Lane	Quin. Inspector:	Sarah Baldwin [project architect: Alexander Lane]
Listing:	Unlisted	Date of Last QI:	19-Apr-2023
Proposal:	Creation of youth, families and community coffee shop, and installation of double glazing and possible solar PV panels		
No. of Times to DAC:	Third (first as formal)	Cost Est:	£100,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 21st February 2024 DAC meeting, when the Committee offered advice on the development of the scheme. With reference to the heating proposals, as part of the new facilities, a DAC Heating Adviser provided more extensive comments on those aspects and related considerations, from a technical standpoint. These were forwarded to the parish as the additional informal advice of that Adviser, being comments approved by the DAC. Following which, in April 2024, Pheasey, St Chad was nominated by the Diocese at the pre-application stage to the Church of England's Net Zero Carbon Demonstrator Churches [grant scheme](#) (one of only two churches per diocese).

At the present meeting, the DAC carefully considered the updated proposal and the supporting documents. The Committee continued to support the principle of the proposal, but considered that the impact of the proposed works on the fabric of the church building had not yet been fully identified and justified, pending further development and submission of the scheme for final, formal (statutory) DAC advice. However, in relation to which, and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2022, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed.

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

1. The Committee continued to commend the proposal, in connection with the parish's vision for the revitalisation of the church and a deeper reach into the community.
2. In support of this view, a DAC architect member reaffirmed that there are no specific issues with the proposed alterations. As such, there is no objection in principle to the overall scheme. However, the Committee was unable to recommend the proposal at the present meeting, due to a lack of detailed information provided.
3. In accordance with the previous informal DAC comments, the current submission has been augmented with the provision of good general arrangement drawings, but there is insufficient construction information.
4. No written specification by the project architect is apparent within the documentation. Instead, separate quotations, with technical details, for the component parts of the scheme, have been collated by the parish, but which do not appear to derive from an architect's specification as such.
5. In relation to which, a DAC architect member commented that there was very limited detailed information on the internal alterations to the entrance lobby, and the new glazing, such as is required to be able to assess the proposal other than in principle.
6. It was observed that a structural engineer has confirmed that the roof can support the proposed photovoltaic (PV) panels, but that there is very limited detailed information on how these are to be fixed.
7. As such, it was reaffirmed that the project architect and parish should consult the 'Formal advice' section of the [faculty supporting documents](#) web page of the diocesan website for guidance on the level of detail that should be submitted.

It was determined that external formal consultation under rule 4.5 the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable, as the church building is not listed. As such, the proposal will receive the formal advice of the DAC only. However, the PCC should note that this does not remove any requirement for planning permission or other secular statutory consent, where applicable. In such cases, the PCC must confirm with the Local Planning Authority whether planning permission or other consent is needed.

In relation to the current submission, the Committee deferred the giving of formal advice, and instead indicated that the updated scheme, when further developed, should be resubmitted for final, formal DAC advice. The Committee resolved that the giving of this formal DAC advice could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023).

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 and a DAC Heating Adviser

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

None this meeting

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

None this meeting

8.5 Landscaping in relation to a listed or unlisted church building

None this meeting

8.6 Casework from Diocesan Registry

Amendment to faculty – Formal advice

8.6.1

OFS Application Ref:	N/A	Case Status:	Notification of Advice
Church Code:	620124	Church Name:	Penn: St Bartholomew
Archdeaconry:	Walsall	Parish:	Penn
Applicant Name:	Richard Pithers	Quin. Inspector:	Andrew Arrol
Listing:	Grade II*	Date of Last QI:	01-Feb-2019
Proposal:	To leave the 94 headstones that have not been re-erected flat on the ground – amendment to faculty 2018-026971 (original faculty granted on 20th June 2019)		
No. of Times to DAC:	Second (in this form)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal, for an amendment to the faculty granted (in 2019), as an application for formal advice at 21st February 2024 DAC meeting, when the Committee deferred the giving of formal advice. At that meeting, and after detailed discussion, the DAC suggested that the Archdeacon of Walsall might undertake an Archdeacon’s site visit to the churchyard, as a fact-finding mission, to note the restitution works already completed and those not yet undertaken, in order to contextualise the current request and best appraise the suitability of the proposal, prior to wider DAC consideration of the faculty amendment for formal DAC advice.

Specifically, it was recommended that the Archdeacon might ascertain whether the proposal is for the 94 memorials to be laid flat into the ground, flush with ground level, akin to the group of 32 memorials under the original faculty, rather than being left resting on the ground and thereby causing a potential trip hazard.

At the present meeting, the DAC carefully considered the site visit report by the Archdeacon (in absentia), and the accompanying photographs including the churchyard and various memorials subject to the restitution works. It was noted that the Archdeacon's conclusions were that:

- The 94 headstones that have not been re-erected be left resting on the ground.
- The memorials are attached to their bases, and if the headstone and base were separated this would still leave the base protruding at ground level, even if the headstone itself was flush to the ground.
- The stonemason is not content to undertake such separation work, due to potential damage and liability (the memorials belonging to the heirs-at-law, not the PCC).
- The site is generally uneven, and clear signage would assist in mitigating the remaining trip hazards.
- No next of kin have approached the PCC with regard to reinstating the memorials in question.

Further to which, the Archdeacon of Lichfield (in absentia), as former Archdeacon of Walsall, notes that this has been a longstanding and carefully thought through process after the initial mass toppling of memorials during topple-testing.

The DAC understood the rationale behind these recommendations, but expressed additional concern that the memorial bases left in this configuration, protruding at 90 degrees but at low level above the ground, are a potentially significant hazard (for which the PCC would be liable).

In addition to the memorials acting as possible trip hazards, the DAC highlighted the risk of personal injury should such memorials be fallen onto by those in the churchyard. In relation to which, the Committee recommended that the PCC and stonemason should address whether any of the memorials have sharp edges and how this might be mitigated, acknowledging that the memorials are not the property of either party, in terms of remedial works affecting their fabric.

The DAC further suggested that permanent signage should be placed at the entrances and/or within the churchyard. A vigilant grass-cutting regime would also be required to be initiated by those responsible for churchyard maintenance in the areas of these memorials, so that they remain visible, which undertaking should be co-ordinated and overseen by the PCC.

The Committee resolved that the parish should supply further information on how they will identify the various risks to people and mitigate them. It was suggested, for example, that multiple small notices in different locations might be required, rather than one large sign, but which the parish should discern. In relation to which, there are aesthetic and planning aspects to consider, including that the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are complied with.

The DAC affirmed that its advice in this case is based on the particular circumstances of this churchyard, and that the current proposal is the least unsatisfactory option to address the

current situation. As such, this advice does not constitute a precedent for other churchyard memorials or risk-management regimes.

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

Decision: Defer

Action: The DAC Secretary to inform the Diocesan Registry Assistant

9. Stoke-upon-Trent Archdeaconry

9.1 DAC site visit reports for approval

9.1.1 Whitmore, St Mary and All Saints (Grade II*) [quin. inspector: Jennifer Chambers]
Provision of accessible toilet in new extension (OFS [2024-094384](#)), 14th May 2024 (Giles Standing)

Decision: The report was approved with some minor amendments (additions)

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

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

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

Grade I

9.2.1

OFS Application Ref:	2024-096800	Case Status:	Pre-formal consultation review
Church Code:	620450	Church Name:	Tutbury: St Mary the Virgin
Archdeaconry:	Stoke-upon-Trent	Parish:	Tutbury
Applicant Name:	Judith Collison	Quin. Inspector:	Robert Kilgour
Listing:	Grade I	Date of Last QI:	04-Mar-2019
Proposal:	Creation of community space at west end of nave, to include introduction of 36 free-standing (donated) chairs with light oak frames and blue upholstery		
No. of Times to DAC:	First	Cost Est:	£100
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 was minded to support the principle of the proposal, for the overall creation of a community space at the west end of nave, but considered that the impact of the proposed works, specifically the introduction of the proposed upholstered chairs within 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 Committee, including the Archdeacon of Stoke-upon-Trent, commended the parish for its missional work in developing the active and growing community use of the church building, and specifically within the nave, where the 'Priory Pantry' (ministry of welcome) is held.
2. The DAC noted that the present arrangement of brown plastic chairs and foldable tables, generally left out in a permanent configuration at the west end of the nave, was established at the time of the Covid-19 pandemic, in response to public health measures or concerns (i.e. in a more well-ventilated, socially-distanced space).
3. However, the Committee also observed that the parish has indicated that this decision, to lay out this arrangement (i.e. to undertake a minor reordering), does not appear to have arisen from a PCC resolution, nor thereby a faculty.
4. Related to which, it was not clear from the present submission whether any pews had previously, or contemporaneously, been moved at the west end. The Diocesan Registry should be contacted on this point, to seek to indicate whether a previous faculty had been granted, as part of, or precursor to, the current arrangement. A confirmatory (retrospective) faculty would be required for any prior works not covered by such records.
5. With this undertaken, the parish is advised to revisit its present application, to better place its request for upholstered chairs in that broader context (i.e. a reordering rather than just an introduction).
6. In relation the proposed new chairs, to replace the current plastic ones, the Committee commended the parish for its reasoned approach to visually, rather than physically, seeking to draw distinction between the worship area of the chancel and the more parochial or community area of the nave, that is without proposing a screen or barrier.
7. Albeit that the nave is put forward by the parish as the community space, the DAC determined that the whole building, as a highly significant Grade I listed parish church, is, in fact, subject to the Church of England [guidance on seating](#) (2018) in listed churches, from which upholstered chairs are a departure.
8. With that in mind, the DAC did raise considerable concerns regarding the suitability, or otherwise, of the proposed upholstered chairs, even in contrast to the current seating at that location.
9. The DAC member appointed after consultation with the National Amenity Societies cautioned that the intensity and volume of blue upholstery is too strident within the relatively plain historic interior. Whilst it is acknowledged that the blue colour of the chairs may match the existing blue carpet and related features within the church, the view was expressed that the carpet itself is not the best match for the building. It was queried whether the chair upholstery could be changed to a different, neutral colour, or covered with something neutral.
10. More broadly, the Committee expressed concern that the chairs, all with arms, are not designed to stack (the CofE guidance (p. 4) above recommends that 10% of chairs (only) have arms). Clearing the space at the back of the church when it needs to be open, for example after large services, will be difficult. There would also be the issue of making a way through from the west door if it is used on formal occasions.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable for the wider proposal (including, where applicable, any movement of pews). The Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice, and that subsequently external informal

consultation (pre-application advice) should also be undertaken with Historic England, the Society for the Protection of Ancient Buildings (SPAB), the Victorian Society (for pews, if applicable), and the Local Planning Authority (Conservation Officer).

Action: The DAC Secretary to inform the applicant

Grade II

9.2.2

OFS Application Ref:	2024-093536	Case Status:	Pre-formal consultation review
Church Code:	620259	Church Name:	Freehay: St Chad
Archdeaconry:	Stoke-upon-Trent	Parish:	Cheadle with Freehay
Applicant Name:	Revd Garry Higgs	Quin. Inspector:	Simon Smith
Listing:	Grade II	Date of Last QI:	16-Aug-2023
Proposal:	Introduction of a free-standing (donated) oak communion table, directly in front of the chancel stone altar		
No. of Times to DAC:	First	Cost Est:	Nil
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, 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.

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

1. The Committee recognised that the proposal for a forward altar in front of the high altar reflects the desire of the priest in charge and the PCC for the eucharist to be celebrated facing west rather than east (i.e. the stone high altar being fixed against the east wall of the chancel).
2. The DAC clergy member appointed from elected members of Diocesan Synod expressed the view that the present stone altar and reredos, together with the reading desk and pulpit, form a significant composition. It was noted, though, that although the forward altar will obscure the view of the high altar, the former is intended to be removeable.
3. The donated altar, which appears to be already in the parish's possession, looks to be of good quality, and was donated from a closed local church. The photographs within the submission show the new altar in situ (as a mock up) and its appearance is fitting.
4. The DAC indicated that the standing altar only should be dressed, with the high altar left relatively bare, in order to make the appropriate visual contrast, so that any aesthetic or liturgical difficulty of having two altars in close proximity at one location might be mitigated.
5. Separately, the Committee expressed caution that although the submission indicates that there is sufficient space around the table to move freely, this is not entirely clear from the sketch and photos provided, such that the space between the two altars appears cramped.
6. Furthermore, the DAC would seek reassurance from the parish that the leg extensions to the new altar provide a sufficient degree of stability, on grounds of public safety, as well as there being no risk of spilling the consecrated elements if the table were knocked.

7. The Associate Archdeacon of Stoke-upon-Trent put forward an alternative suggestion that the possible issues of visibility, accessibility, and stability might be alleviated by the standing altar instead being positioned on the flat area of green carpet west (in front) of the altar rail (akin to a nave altar). The standing altar might be raised slightly, if required, by being placed on a horizontal base of suitable quality (rather than individual legs), perhaps as a minor extension of the eastward carpeted step.
8. Clergy members of the DAC concurred that this would allow for the priest to face the congregation, and to distribute to standing communicants. It would also be the case that communicants could receive kneeling, at the altar rail beyond.

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

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

None this meeting

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

None this meeting

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

None this meeting

9.5 Landscaping in relation to a listed or unlisted church building

None this meeting

9.6 Casework from Diocesan Registry

Private faculty – Formal advice

9.6.1

OFS Application Ref:	N/A	Case Status:	Notification of Advice
Church Code:	620392 620291 620235 620250 620251 620292 620253 620255 620293 620256	Church Name:	Bagnall: St Chad Brown Edge: St Anne Cauldon: St Mary and St Laurence Caverswall: St Peter Cheadle: St Giles Cheddleton: St Edward the Confessor Cotton: St John the Baptist Draycott-le-Moors: St Margaret Endon: St Luke Forsbrook: St Peter

	620297 620260 620301 620303 620263 620310 620264 – –		Ipstones: St Leonard Kingsley: St Werburgh Leek: St Edward the Confessor Leek: St Luke Oakamoor: Holy Trinity Onecote: St Luke Upper Tean: Christ Church Leek Cemetery Buxton Road Cemetery, Leek
Archdeaconry:	Stoke-upon-Trent	Applicant Name:	AES Ltd (on behalf of Staffordshire Moorlands District Council)
Proposal:	Churchyard memorial safety testing – five-year rolling programme		
No. of Times to DAC:	First	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, which petition has been made on behalf of Staffordshire Moorlands District Council, which body is responsible for maintenance of the closed churchyards and, as applicable, the consecrated areas of cemeteries within the proposal. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the memorials, within the setting of the church buildings and in relation to the churchyards and cemeteries, had been sufficiently identified and justified.

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

Decision: Recommend with the following provisos:

- The operators should inform the respective PCCs at the commencement of the stipulated 6-month public consultation (notice) period of any memorials that are deemed to be unsafe and are intended to be laid flat, in order that the PCCs might facilitate making contact with any heirs-at-law to those memorials known to them.
- The operators should note that if any memorials are separately listed (i.e. on the National Heritage List for England (NHLE)), then a subsequent faculty should be sought for the proposed laying down, where required, of those memorials.

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

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:	N/A – private faculty no. 5178	Church Name:	Lawley: St John the Evangelist
Listing:	Grade II	Archdeaconry:	Salop

Proposal:	Introduction of a non-conforming memorial to [REDACTED] in the churchyard		
DAC Consultee:	Revd Mary Thomas (lead) (Archdeacons corporately)	Date NoA Issued:	10th April 2024

10.1.2

OFS Application Ref:	2024-093919	Church Name:	Clayton: St James the Great
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Replacement of 7 single-glazed windows in the church hall and church, but not involving the windows of the church itself, with uPVC double-glazed units		
DAC Consultee:	Bryan Martin	Date NoA Issued:	22nd April 2024

10.1.3

OFS Application Ref:	2024-096376	Church Name:	Lichfield: Christ Church
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Repair of 2 stained glass windows (designated as W26 and W27, most westerly in south wall of chancel)		
DAC Consultee:	Mark Stewart	Date NoA Issued:	22nd April 2024

10.1.4

OFS Application Ref:	2023-092433	Church Name:	Clive: All Saints
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Disposal of 4 redundant pews, currently held in the church boiler room		
DAC Consultee:	Andy Foster	Date NoA Issued:	20th May 2024

10.1.5

OFS Application Ref:	2024-096650	Church Name:	Hilderstone: Christ Church
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Roof repairs following theft of lead and damage to slates on church roof (granted under interim faculty no. 5226)		
DAC Consultee:	Mark Stewart	Date NoA Issued:	20th May 2024

10.1.6

OFS Application Ref:	2023-091784	Church Name:	Eyton: St Catherine
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Introduction of ramped access to churchyard		
DAC Consultee:	Bryan Martin	Date NoA Issued:	20th May 2024

10.1.7

OFS Application Ref:	2024-096087	Church Name:	Marchington: St Peter
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Repair to the stained glass east window, and repairs and cleaning of other windows and associated hopper openings		
DAC Consultee:	Mark Stewart	Date NoA Issued:	20th May 2024

10.1.8

OFS Application Ref:	2024-093583	Church Name:	Hanford: St Matthias
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Upgrading of audio-visual system		
DAC Consultee:	Simon Lewist	Date NoA Issued:	20th May 2024

10.1.9

OFS Application Ref:	2024-096390	Church Name:	Lichfield: Christ Church
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Upgrading of audio-visual system		
DAC Consultee:	Simon Lewist	Date NoA Issued:	20th May 2024

10.1.10

OFS Application Ref:	N/A – private faculty no. 5104	Church Name:	Tutbury: St Mary the Virgin
Listing:	Grade I	Archdeaconry:	Stoke-upon-Trent
Proposal:	Introduction of a non-conforming memorial to [REDACTED] in the churchyard (proposed amendment)		
DAC Consultee:	Ven Dr Megan Smith (lead) (Archdeacons corporately)	Date NoA Issued:	20th May 2024

10.1.11

OFS Application Ref:	2024-097250	Church Name:	Upper Tean: Christ Church
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Restore the single church bell to working condition		
DAC Consultee:	Peter Woollam	Date NoA Issued:	20th May 2024

10.1.12

OFS Application Ref:	2024-097013	Church Name:	Acton Trussell: St James
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Replacement of 50+ year old heating system with modern bar heaters, mounted facing down at the height of the joists		
DAC Consultee:	Malcolm Price	Date NoA Issued:	24th May 2024

10.1.13

OFS Application Ref:	2023-092695	Church Name:	Tamworth: St Editha
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	Improvement works to the steps within the west tower, to constitute a maintenance stair		
DAC Consultee:	Mark Stewart	Date NoA Issued:	24th May 2024

10.1.14

OFS Application Ref:	2023-085180	Church Name:	Lichfield: St Michael
Listing:	Grade II*	Archdeaconry:	Lichfield

Proposal:	Fitting of automatic winding and pendulum regulation to church clock		
DAC Consultee:	Rupert Griffin†	Date NoA Issued:	24th May 2024

10.1.15

OFS Application Ref:	2024-096201	Church Name:	Market Drayton: St Mary
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Repair of church clock mechanism and chime mechanism		
DAC Consultee:	Rupert Griffin†	Date NoA Issued:	24th May 2024

10.1.16

OFS Application Ref:	2023-087735	Church Name:	Stockton: St Chad
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Roofing works: repair nave roof; re-lead gutters and flashings; re-roof south transept (replace lead with felt) [confirmation of technical details under delegated authority; NB church is on Historic England Heritage at Risk Register]		
DAC Consultee:	Bryan Martin	Date NoA Issued:	24th May 2024

† Acting DAC Adviser

Decision: The faculty applications processed by delegated authority were noted

Action: None

10.2 Quinquennial inspector applications

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

10.2.1 Burslem, St Werburgh (unlisted), Joanna Lawton proposed inspector

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

Action: None

11. Any other business

None this meeting

Date of next meeting: **Wednesday 24th July 2024 at 2.00 pm**
to be held by online conferencing

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