

Lichfield Diocesan Advisory Committee

MINUTES

In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps etc.\) \(England\) \(Revocation and Amendment\) Regulations 2021](#), which come into effect on 19th July 2021, a meeting of the Lichfield DAC was held remotely (by written electronic means and online conferencing) on Wednesday, 15th September 2021 at 2.00 pm

1. Introduction

- 1.1 Opening prayers were said by the Ven. Sue Weller.
- 1.2 The DAC Chair welcomed to the meeting Edward Higgins (Conservation Officer, Lichfield District Council).
- 1.3 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven. Sue Weller, Nigel de Gaunt-Allcoat, the Revd Neil Hibbins, Claire Hines, Adrian Mathias, Mark Parsons, Brough Skingley, Julie Taylor, Peter Woollam.
In attendance: Peter Bemrose (DAC Heating Adviser), Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Philip Collins (Diocesan Registry Assistant), Pauline Hollington (Diocesan Registry Assistant), Clare Beavon (Diocesan Pastoral Officer).
Observing: Edward Higgins (Conservation Officer, Lichfield District Council).
- 1.4 Apologies for absence: The Revd Preb Terry Bloor (Acting Archdeacon of Stoke-upon-Trent), the Ven. Julian Francis, the Ven. Paul Thomas, Sarah Butler, Andy Foster, the Revd Nick Heron, David Litchfield, Bryan Martin, Andy Smith, Andy Wigley.
- 1.5 Declarations of interest: Adrian Mathias, item 4.3.2.
- 1.6 The minutes of the previous meeting were accepted without amendment.

2. Matters Arising

2.1 Chancellor's judgment in relation to grant of faculty for Walsall, St Peter (heating and seating reordering, OFS 2019-031438) (9th August 2021)

The DAC Heating and Electrical Adviser led a discussion on the recent judgment by the Chancellor, issued on 9th August 2021, in relation to the grant of faculty for Walsall, St Peter (heating and seating reordering). That judgment makes reference to two other near-contemporary judgments, by two other diocesan Chancellors, with all three determinations including discussion of the suitability, or otherwise, of the heating aspects of the proposals in connection with the Church of England, and diocesan, [target](#) to reach net zero carbon by 2030.

In particular, the Lichfield judgment indicates that conditions for the use of green energy have been added to the faculty for Walsall, St Peter, and provides insight into the requirement, seemingly established by this judgment, for similar faculty applications to include an options appraisal for heating systems (i.e. to directly consider low carbon and/or green energy). The DAC Secretary indicated that the Church Buildings Council has also recently published [guidance](#) on church heating options appraisals, in August 2021. The Committee requested that the Diocesan Registry Assistants should seek guidance from the Chancellor on future approaches and applications of such principles in the determination of faculty applications.

Action: The Diocesan Registry Assistants to seek guidance from the Chancellor and to update the DAC in due course accordingly

3. New Matters

3.1 Commencement of new Diocesan Synod (from 1st August 2021) and forming of new Lichfield DAC, following the end of the Synodical period 2015–2021

Following the end of the current triennium, a new Diocesan Synod has come into effect, on 1st August 2021 (which is a national occurrence). In accordance with [schedule 2](#) paragraph 6 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, which governs the DAC constitution, it is required that a new Lichfield DAC 'must be made within the period of one year following the formation of the second new diocesan synod after the latest appointments'. In relation to which, the DAC Secretary had previously taken advice from the Diocesan Registry, which indicated that DAC appointments are made in a two-Synod cycle (i.e. 6 years), as a block. The current DAC is constituted for 2015–2021, as confirmed by Bishop's Council at its meeting on 6th February 2016.

Separately, the DAC Secretary indicated that a limit on successive terms of office for DAC members has been brought into effect by [section 11](#) of the Church of England (Miscellaneous Provisions) Measure 2020, which will apply with the commencement of the forthcoming new appointments (including re-appointments).

Action: The DAC Chair and DAC Secretary to take further advice from the Diocesan Registry on the timing of the new Lichfield DAC, to operate from early 2022

3.2 Standing down of Claire Hines as DAC member nominated by the associations of local authorities (from 30th September 2021)

Claire Hines, Principal Conservation and Design Officer at Lichfield District Council, indicated that she would be standing down from her role as DAC member nominated by the associations of local authorities on 30th September 2021, following commencement of new external employment, and that the present meeting was accordingly her last. Members extended a vote of thanks to Claire Hines for her valuable contribution to the work of the Lichfield DAC, having undertaken that role since June 2018.

The Committee warmly welcomed to the meeting (observing) Edward Higgins, Conservation Officer at Lichfield District Council, as a prospective nominee to the role, subject to external consultation and appointment by the Diocesan Bishop, in accordance with [schedule 2](#) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018. The DAC Secretary commented that it was hoped that the role would be filled by the next DAC meeting, on 27th October 2021.

3.3 Standing down of the Revd Nick Heron as DAC clergy member (from 3rd October 2021)

The Revd Nick Heron, Rector of Wem, Lee Brockhurst and Weston-under-Redcastle, indicated (in absentia) that he would be standing down from his role as DAC clergy member on 3rd October 2021, following his retirement from full-time parish ministry, and that the present meeting was accordingly his last. Members extended a vote of thanks to the Revd Nick Heron for his valuable contribution to the work of the Lichfield DAC, having undertaken that role since July 2019.

4. Casework for Consideration

4.1 Reorderings and New Facilities

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

*Grade II**

4.1.1

Case Reference No.:	<u>2021-065074</u>	Case Status:	Pre-formal consultation review
Church Code:	620601	Church Name:	Lee Brockhurst: St Peter
Archdeaconry:	Salop	Parish:	Lee Brockhurst
Applicant Name:	Roger Ashton	Quin. Inspector:	Mark Newall
Listing:	Grade II*	Date of Last QI:	01-Nov-2014 [Tim Ratcliffe]
Proposal:	Remove 5 nave pews, replace with chairs, and cover exposed floor with carpet		
No. of Times to DAC:	First	Cost Est:	£1,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had not been sufficiently identified or justified, and that the Statements of Significance and Needs should be developed accordingly. It was recommended that the parish should consult the Church of England guidance on [reorderings](#) and [Statements](#).
3. The need for the reordering was acknowledged, and the principle of the proposal supported, but further information is required to state how the space would be used.
4. Confirmation of the age of the pews should be provided, relative to the panelling on the nave walls.
5. The parish should consider and provide information on the potential appearance of the wall panelling once the pews are removed – the pews appear to be let into the timber panelling rather than being freestanding. There may need to be some form of repair to the earlier wall panelling to make good, and this needs to be understood as part of the application.
6. It was noted that the area is heated by localised under-pew electric heaters. The parish should consider whether the loss of this heating will have a negative effect on the area, and how it might otherwise be heated, if required. Advice on the proposal could be taken from a DAC Heating Adviser, upon request.
7. Details of any replacement chairs are required, together with details of how and where they might be stored when not in use (e.g. stacked), to permit the flexibility and retain the open space that the parish is seeking.
8. Consideration should be given to the Church Buildings Council (CBC) [guidance note](#) (2018) on church seating. The view was expressed that as the church is relatively compact, the chairs should be accordingly low-key.

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

Action: The DAC Secretary to inform the applicant

b) Formal Advice

None this meeting

4.2 Fabric Repairs and Alterations

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

*Grade II**

4.2.1

Case Reference No.:	2021-064695	Case Status:	Pre-formal consultation review
Church Code:	620089	Church Name:	Rugeley: St Augustine
Archdeaconry:	Lichfield	Parish:	Brereton and Rugeley
Applicant Name:	Revd Dr David Evans	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II*	Date of Last QI:	25-Jul-2016
Proposal:	Installation of glazed power-assisted internal doors at west end		
No. of Times to DAC:	First	Cost Est:	£9,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified in the Statement of Significance, but not justified, whereby the door design should be developed accordingly. Clarification should be provided as to why the glass doors have been chosen to be set within the depth of the wall.
3. The need for the accessible entrance was supported, and the principle of the proposal supported. It is positive that the church is so active and central to the community.
4. However, the Committee did not consider that the works were appropriate technically. The DAC Electrical and Lighting Adviser commented that doors are required to open outwards for emergency egress, and automatic doors must fail safe in the event of a power failure. An alternative means of escape should also be considered if the escape distance and numbers of people require one, as per the Building Regulations Part B2.

5. It was separately queried how power to the door is to be integrated into the church fabric, such as whether chased into the plastered walls, and whether the push buttons will be surface-mounted or recessed, in relation to the impact on the surrounding stone.
6. The Committee noted that recessed floor-mounted automatic openers are proposed to minimise the aesthetic impact, and that stone flags in this area have been previously impacted by the insertion of a recessed coir mat. However, the submitted technical information (GEZE TSA 160 UFO datasheet) and architect's drawing (no. 1858-08-02C) appear to still show a mechanism along the top of the door. It is important that a glass door manufacturer is engaged early so as to be confident that the aesthetic proposals submitted for faculty approval can actually be achieved.
7. The view was expressed that it is virtually impossible to draught proof glass doors unless they are set within a frame, which would also help to hide an open/close mechanism.
8. In terms of the door design, the Committee considered that the proposal looks plain and stark, but that a frame and detailing may help it better blend in.
9. It was observed that a faint logo/manifestation is indicated on the door in the submitted drawing, and it was queried whether this is indicative or is as proposed.
10. Further consideration should also be given to the door handles, including the material and style. It was recommended that a more ecclesiastical aesthetic should be adopted, in consideration of the listed interior beyond.

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

Action: The DAC Secretary to inform the applicant

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

Unlisted

4.2.2

Case Reference No.:	2021-059177	Case Status:	Pre-formal consultation review
Church Code:	620027	Church Name:	Chase Terrace: St John's Community Church
Archdeaconry:	Lichfield	Parish:	Chase Terrace and Boney Hay
Applicant Name:	Revd Matt Wallace	Quin. Inspector:	Not recorded [BHB architects]
Listing:	Unlisted	Date of Last QI:	01-Jan-2017
Proposal:	Replacement of all existing, timber-frame external doors and windows with new uPVC equivalents		
No. of Times to DAC:	Second	Cost Est:	£35,402
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 24th March 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that as the proposal did not affect a building of special

architectural or historic interest, external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. As such, the Committee determined that the application should advance to the giving of DAC formal advice.

Decision: Recommend with the following provisos:

- The uPVC timber-effect windows and doors must have the same subdivisions as the existing timber equivalents; the elevations have been carefully designed and formatted by the original architect. These should be in the same style and format as the original, and the mullions and transoms must align.
- The drawn element of the Uniseal quotation should be revised accordingly, and resubmitted via the DAC Secretary for approval by a DAC architect member.
- The parish should address these matters prior to advancing to the Public Notice stage on the Online Faculty System.

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

4.3 Services and M&E

a) Informal Advice

None this meeting

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

Grade II*

4.3.1

Case Reference No.:	2019-044437	Case Status:	Awaiting DAC recommendation
Church Code:	620052	Church Name:	Codsall: St Nicholas
Archdeaconry:	Lichfield	Parish:	Codsall
Applicant Name:	Daniel Street	Quin. Inspector:	Andrew Capper [retd]
Listing:	Grade II*	Date of Last QI:	30-Mar-2017
Proposal:	Upgrade of audio-visual system, including replacing speaker system, projector, and motorised projection screen		
No. of Times to DAC:	Third	Cost Est:	£42,177
Legislation Applies:	Faculty Jurisdiction Rules 2015 (<i>i.e. case is pre-external formal consultation</i>)		

The DAC last considered the proposal as an application for formal advice at the 30th October 2019 DAC meeting, when the Committee deferred the application, pending revision and resubmission by the parish, prior to a site visit report by the DAC Audio-Visual Adviser, approved by the DAC at its meeting on 11th December 2019. At that meeting, it was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction Rules 2015, undertaken following formal DAC advice, is applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's deferral advice and the DAC-approved site visit report. As such, the Committee determined to recommend the proposal with provisos.

Decision: Recommend with the following provisos:

- Reconsideration of the precise location and method of fixing of the proposed PTZ cameras, and of the subwoofer speaker, is required, in order to mitigate the visual impact of these newly-introduced elements within the scheme.
- This element of the proposal should be revised accordingly, and resubmitted via the DAC Secretary for approval by the DAC Audio-Visual Adviser. The parish is invited to liaise with the Adviser on the meeting of these requirements, upon request.
- The parish should address these matters prior to advancing to the Public Notice stage on the Online Faculty System.

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

Grade II

4.3.2

Case Reference No.:	2019-044483	Case Status:	Awaiting DAC recommendation
Church Code:	620375	Church Name:	Salt: St James the Great
Archdeaconry:	Stoke-upon-Trent	Parish:	St James, Salt
Applicant Name:	Stephen Parkhouse	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	09-Dec-2015
Proposal:	Replacement of existing heating system		
No. of Times to DAC:	Third	Cost Est:	£30,000
Legislation Applies:	Faculty Jurisdiction Rules 2015 (<i>i.e. case is pre-external formal consultation</i>)		

The DAC last considered the proposal as an application for formal advice at the 16th June 2021 DAC meeting, but resolved to defer the giving of formal advice in view of a comprehensive written appraisal of the application by a new DAC Heating Adviser, endorsed by the Committee, which would be sent to the parish prior to wider DAC consideration of the proposal. The Committee suggested that the DAC Heating Adviser should next liaise with the parish direct, and that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

At that meeting, it was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction Rules 2015, undertaken following formal DAC advice, is not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the majority of matters previously raised by the DAC-approved written appraisal. However, the Committee made the following observations:

1. The increase in heat output from the previous version of the proposal is welcomed, as is the increase in the supply capability to support a second phase upgrade in future if it is found to be necessary.
2. The total heat output in phase 1 and the predominantly convective nature of the system remain likely to result in slow warm up times in cold weather, with resultant high heating costs.
3. The concentration of heat in and around the seating area will help with comfort in these areas, though draughts from the largely unheated chancel may counteract this.
4. The question raised previously regarding surface temperatures of the radiators has not been answered. Electric radiators of this type often come with a warning about high surface temperatures and the need to consider children and guarding. The need for protective guards should be considered, especially in the pews.

As such, the Committee determined to not object to the proposal with provisos.

Decision: Not object for the following principal reasons:

- The system remains likely to result in slow warm up times in cold weather, with resultant high heating costs.
- The question raised previously regarding surface temperatures of the radiators has not been answered.

With the following proviso:

- The parish should give consideration to the need for guarding to prevent children from reaching hot surfaces.

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

4.4 Furniture and Fittings

a) Informal Advice

None this meeting

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

Unlisted

4.4.1

Case Reference No.:	<u>2020-051001</u>	Case Status:	Pre-formal consultation review
Church Code:	620430	Church Name:	Branston: St Saviour
Archdeaconry:	Stoke-upon-Trent	Parish:	Branston and Burton All Saints with Christ Church
Applicant Name:	David Collier	Quin. Inspector:	Brownhill Hayward Brown
Listing:	Unlisted	Date of Last QI:	01-Aug-2010
Proposal:	Painting of infill panels on pulpit with biblical scenes		
No. of times to DAC:	Second	Cost Est:	£700
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 21st July 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that as the proposal did not affect a building of special architectural or historic interest, external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. As such, the Committee determined that the application should advance to the giving of DAC formal advice.

Decision: Recommend

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

4.5 Memorials, ABCRs and Churchyards

a) Informal Advice

None this meeting

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

Grade II*

4.5.1

Case Reference No.:	2021-061030	Case Status:	Pre-formal consultation review
Church Code:	620483	Church Name:	Baschurch: All Saints
Archdeaconry:	Salop	Parish:	Baschurch
Applicant Name:	Revd Linda Cox	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-May-2018
Proposal:	Confirmation of the Garden of Remembrance created in 1971 and new extension of the same		
No. of Times to DAC:	Second	Cost Est:	£1,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 5th May 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be unlikely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. As such, the Committee determined that the application should advance to the giving of DAC formal advice.

Decision: Recommend

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

Grade II

4.5.2

Case Reference No.:	<u>2020-054576</u>	Case Status:	Pre-formal consultation review
Church Code:	620573	Church Name:	Uffington: Holy Trinity
Archdeaconry:	Salop	Parish:	Uffington
Applicant Name:	Revd Lisa Knight	Quin. Inspector:	Mark Newall
Listing:	Grade II	Date of Last QI:	01-May-2016
Proposal:	Creation of new Area for the Burial of Cremated Remains (ABCR)		
No. of times to DAC:	Second	Cost Est:	Nil
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 16th June 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be unlikely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. The DAC reiterated that it considered that a case had been made for exceptionality, in relation to the adoption of individual stones and the requirements of the Chancellor's Churchyard Regulations. As such, the Committee determined that the application should advance to the giving of DAC formal advice.

Decision: Recommend

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

4.6 Landscaping

a) Informal Advice

None this meeting

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

Grade II*

4.6.1

Case Reference No.:	<u>2021-058397</u>	Case Status:	Pre-formal consultation review
Church Code:	620089	Church Name:	Rugeley: St Augustine
Archdeaconry:	Lichfield	Parish:	Brereton and Rugeley
Applicant Name:	Revd Dr David Evans	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II*	Date of Last QI:	25-Jul-2016
Proposal:	Alteration of ground level outside west door to make entrance accessible		

No. of Times to DAC:	Second (in this form)	Cost Est:	£29,434
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 24th March 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, or the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. As such, the Committee determined that the application should advance to the giving of DAC formal advice.

Decision: Recommend

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

4.7 Bells, Clocks and Organs

a) Informal Advice

None this meeting

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

Grade II*

4.7.1

Case Reference No.:	2021-062088	Case Status:	Pre-formal consultation review
Church Code:	620247	Church Name:	Alton: St Peter
Archdeaconry:	Stoke-upon-Trent	Parish:	Alton with Bradley le Moors
Applicant Name:	Alan Walters	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II*	Date of Last QI:	05-May-2017
Proposal:	Automatic winding on the clock and refurbishment of the faces		
No. of Times to DAC:	Second	Cost Est:	£11,365
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for formal advice at the 21st July 2021 DAC meeting, in relation to a site visit report by the (outgoing) DAC Clock Adviser, approved with minor amendments at that meeting. At that time, the Committee deferred the application, pending revision and resubmission by the parish. It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable.

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's deferral advice. As such, the Committee determined to recommend the proposal with provisos.

Decision: Recommend with the following proviso:

- Care should be taken to ensure adherence of the paint to the stainless steel backing to the external dials.

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

Grade II

4.7.2

Case Reference No.:	<u>2020-055283</u>	Case Status:	Notification of advice
Church Code:	620157	Church Name:	Walsall: St Gabriel, Fullbrook
Archdeaconry:	Walsall	Parish:	St Gabriel, Fullbrook, Walsall
Applicant Name:	Revd Preb Mark McIntyre	Quin. Inspector:	Graeme Renton
Listing:	Grade II	Date of Last QI:	22-Mar-2018
Proposal:	Replacement of failing pipe organ with digital hybrid organ		
No. of Times to DAC:	Fourth	Cost Est:	£33,000
Formal Consultations:	Church Buildings Council [under rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2019]		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal as a site visit report by the DAC Organ Adviser, approved by the Committee at its meeting on 14th October 2020. The DAC last considered the proposal as an application for formal advice at the 21st July 2021 DAC meeting. At that meeting, it was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable.

However, the DAC Secretary had taken advice from the Diocesan Registry that as previous informal consultation had occurred with the Church Buildings Council (CBC), received in accordance with rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2019 and provided by delegated authority under section 12(2) of the Church of England (Miscellaneous Provisions) Measure 2018, formal consultation with that body should be undertaken, in accordance with rule 4.7, prior to the receipt of formal DAC advice. As such, and not being in receipt of the formal consultation response of the CBC at the time of the 21st July 2021 DAC meeting, the Committee resolved to defer the application at that meeting, for the scheme to be reconsidered for formal DAC advice at the next DAC meeting (15th September 2021).

At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had given consideration to the matters previously raised by the DAC deferral advice. The DAC also carefully considered the formal consultation response received from the CBC, and noted that no formal objection had been raised for consideration in the DAC's own formal advice.

The Committee confirmed that the parish had considered the CBC formal consultation response, and had provided an illustrated rationale, including CAD drawings, with the latest submission, in accordance with its choice of hybrid organ, the 'Viscount Envoy 350' by Cotswold Hybrid Organs.

However, the DAC Organ Adviser reiterated his view that in relation to the revised proposal, a pipe or digital organ, rather than a hybrid instrument, was still to be recommended. The Archdeacon of Walsall (in absentia) previously registered his own support for the parish having a hybrid organ, commenting that the parish is limited in what it can afford (hybrid or pure digital) and is not in a position to countenance a major refurbishment of pipework.

There was accordingly some division of opinion within the Committee about the scheme, and the DAC Chair took a vote on whether the Committee determined to Recommend, Not Object, or Not Recommend the proposal, these being the DAC's statutory options. The result of which vote, from among those members present (10), including the DAC Chair voting, was: Not Object (8); Not Recommend (1); the DAC Organ Adviser abstained. As such, the Committee determined to not object to the proposal.

Decision: Not object for the following principal reason:

- The DAC was generally in agreement on the missional purpose of the proposal but was not unanimous on the adoption of a hybrid organ.

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

5. Casework by Delegated Authority

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

5.1

Case Reference No.:	2020-056940	Church Name:	West Bromwich: St Philip
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Upgrading all lighting outlets to LED equivalents (to uphold interim faculty no. 4839)		
DAC Consultee:	Brough Skingley	Date NoA Issued:	9th August 2021

5.2

Case Reference No.:	2021-058405	Church Name:	Ash: Christ Church
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Sale of two unused pine doors and one damaged lantern		
DAC Consultee:	Andy Foster	Date NoA Issued:	16th August 2021

5.3

Case Reference No.:	2021-063373	Church Name:	Stanton-upon-Hine Heath: St Andrew
Listing:	Grade I	Archdeaconry:	Salop
Proposal:	Sale of 19th-century atlas		
DAC Consultee:	Andy Foster	Date NoA Issued:	16th August 2021

5.4

Case Reference No.:	2021-060873	Church Name:	Priors Lee: St Peter
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	To erect a fence at the boundary with Holyhead Road (to uphold interim faculty no. 4891)		
DAC Consultee:	Mark Parsons	Date NoA Issued:	17th August 2021

5.5

Case Reference No.:	2021-063178	Church Name:	Rangemore: All Saints
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Replacement of the churchyard main entrance double gates		
DAC Consultee:	Mark Parsons	Date NoA Issued:	26th August 2021

Decision: The faculty applications processed by delegated authority were noted

Action: None

6. Registry Matters

6.1 Private Faculties

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

Grade II [boundary wall]

6.1.1

Case Reference No.:	N/A (see papers by email)	Case Status:	Pre-formal consultation review
Church Code:	620301	Church Name:	Leek: St Edward the Confessor
Archdeaconry:	Stoke-upon-Trent	Parish:	Leek and Meerbrook
Applicant Name:	Staffordshire Moorlands District Council	Quin. Inspector:	Andrew Capper [retd]
Listing:	Grade II* [boundary wall is separately listed Grade II]	Date of Last QI:	26-Oct-2016
Proposal:	Repair and localised rebuilding of existing stone boundary retaining walls		
No. of Times to DAC:	First	Cost Est:	Not stated [Council to fund]
DAC Comments to Date:	N/A		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case the separately-listed Grade-II boundary wall – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.

3. The need to secure the stability of the closed churchyard boundary wall, maintained by High Peak Borough Council, was acknowledged, and it was noted that the proposed works mainly constitute stitching with HeliBar, repointing, and re-setting of coping stones. It was commented that the contractor, Messenger BCR Group, has experience of working on historic buildings.
4. A comprehensive drawing (no. 9198-WML-00-XX-DR-C-0001) by WML Consulting was noted, which shows the extent of the works and the three types of repairs proposed. A specification has also been submitted. However, photographs of the sections of the wall to be repaired should also be provided, in support of the submitted drawing.
5. The DAC Archaeology Adviser commented that the proposed reduction of ground levels to the rear of the wall at certain locations, to ensure that the ground is lower than the coping stones, may result in the disturbance of disarticulated human remains within the churchyard soil that is proposed for removal. As a medieval urban church, the churchyard will have been used for burials for many centuries. It was therefore advised that a Written Scheme of Investigation (WSI) for an archaeological watching brief should be submitted for approval prior to the ground reduction works commencing.

It was determined that the proposal would be likely to affect the archaeological importance of remains within the curtilage of the church, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for external formal consultation with the Local Planning Authority (County Archaeologist).

Action: The DAC Secretary to inform the Diocesan Registry Assistant

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

*Grade II**

6.1.2

Case Reference No.:	N/A (see papers by email)	Case Status:	Notification of advice
Church Code:	620063	Building Name:	Pillaton: St Modwen [chapel]
Archdeaconry:	Lichfield	Parish:	Penkridge with Stretton
Applicant Name:	Antony Littleton [owner]	Quin. Inspector:	Not stated
Listing:	Grade II*	Date of Last QI:	Not stated
Proposal:	Re-roofing works in terne-coated stainless steel following lead theft		
No. of Times to DAC:	Second	Cost Est:	£20,000
Formal Consultations:	Historic England; Victorian Society		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 5th May 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was applicable.

At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs. The DAC also carefully appraised the external consultation responses, and noted that no formal objections had been raised for consideration in the DAC's own formal advice. As such, the Committee determined to recommend the proposal.

Decision: Recommend

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

Grade II [cemetery chapel]

6.1.3

Case Reference No.:	N/A (see papers by email)	Case Status:	Pre-formal consultation review
Church Code:	620301	Location:	Uttoxeter Cemetery
Archdeaconry:	Stoke-upon-Trent	Parish:	Uttoxeter
Applicant Name:	Uttoxeter Town Council	Quin. Inspector:	N/A
Listing:	Consecrated cemetery chapel is listed Grade II	Date of Last QI:	N/A
Proposal:	Installation of water supply pipe from mains, including connection to existing supply to consecrated cemetery chapel, and extension of cemetery		
No. of Times to DAC:	Second	Cost Est:	Not stated [Council to fund]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered a related aspect of the same private petition from Uttoxeter Town Council at the 5th May 2021 DAC meeting, when the Committee recommended the installation of concrete plinths and above-ground-level sanctums in the consecrated area of Uttoxeter Cemetery, in the context of the Chancellor's Churchyard Regulations.

At the present meeting, the DAC carefully considered the associated proposal and the supporting documents, including the Statements of Significance and Needs, for the installation of a water supply pipe from the mains, including connection to the existing supply to the consecrated cemetery chapel. Separately, the Diocesan Registry Assistant confirmed that the proposed extension of cemetery, also forming part of the petition, did not fall under the faculty jurisdiction.

The DAC determined that the proposal for the water supply pipe would not affect the Grade-II-listed cemetery chapel, and would be unlikely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable. As such, the Committee determined to recommend the proposal.

Decision: Recommend

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

6.2 Amendment to Faculty

Formal Advice

6.2.1

Case Reference No.:	2019-036058	Case Status:	Pre-formal consultation review
Church Code:	620417	Church Name:	Hilderstone: Christ Church
Archdeaconry:	Stoke-upon-Trent	Parish:	Hilderstone
Applicant Name:	Eleanor Bane	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II	Date of Last QI:	06-Dec-2018
Proposal:	Original proposal: Provision of accessible toilet facilities and refreshment bar in the church. Amendment proposal: Provision of accessible toilet facilities and omission of refreshment bar, with toilet on south side, rather than north side, of west entrance interior		
No. of Times to DAC:	First as amendment (fourth in total)	Cost Est:	£50,000 [original proposal]
Legislation Applies:	Faculty Jurisdiction Rules 2015		

The DAC last considered the original proposal as an application for formal advice at the 11th December 2019 DAC meeting, when the Committee recommended the proposal, prior to the grant of faculty on 5th February 2020.

At the present meeting, the DAC carefully considered the amendment to faculty proposal and the supporting documents, but resolved to defer the application, pending revision and resubmission by the parish. The Committee offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed amended works (i.e. potential harm to significance) had not been sufficiently identified or justified. The need for the reordering was acknowledged, and the principle of the proposal supported, but greater clarity on both the intention and details is required.
3. The Committee indicated that the relocation of the accessible toilet could be considered as a minor amendment if all other elements of the previously-approved scheme are to remain and be phased. However, the full suite of previously-approved drawings will need to be revised, with a separate phasing drawing also supplied. Alternatively, if the plan now submitted is to be determined as a standalone alteration, a new application would be required.
4. It was considered that the documentation is not sufficient. The details supplied for the standalone scheme require refinement, particularly on the M&E aspects. The DAC Electrical and Lighting Adviser commented that as currently submitted, the revised M&E specification and drawings are missing. Therefore, whereas in the original application the electrical distribution board needed to be replaced, the architect's drawing (no. 1626-16-17D) does not include a new electrical distribution board. It was queried whether this is correct. Are the changes to the heating system being totally omitted?
5. The Adviser commented that the revised route for the toilet extract seems to be convoluted. Is it necessary for it to be routed this way, rather than directly through the tower wall adjacent to the window?

6. Is the flowers sink to have a water supply, as this is not shown on the drawing?
7. The light fittings in the toilet are 4000K and should be 3000K. Is one of the light fittings in the toilet supposed to be an emergency light? This will require a test switch to be installed.
8. In-line water heaters require large electricity supplies; it is recommended that a small electric under-sink water storage heater is specified.
9. Separately, the Committee noted that the relationship of the boxing in and new partition requires clarification on its visual appearance, as it extends through the opening into the staircase. Does the opening have an arched head – is the wall plastered – what will the plasterboard wall look like against the original fabric? Confirmation that the cast iron grille will match the previous proposal in external appearance should be added to the application.

The Committee suggested that the revised scheme when further developed should be resubmitted, or alternatively a new application undertaken, for formal DAC advice.

Decision: Defer

Action: The DAC Secretary to inform the Diocesan Registry Assistant

7. Site Visits & Reports

In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps etc.\) \(England\) \(Revocation and Amendment\) Regulations 2021](#) (from 19th July 2021), and related Government and Church of England guidance, DAC and adviser site visits can resume from 19th July 2021, subject to individual requirements and local situations, and in accordance with the diocesan [policy and procedure](#) for site visits

7.1 Forthcoming DAC Site Visits

7.1.1 Hales, St Mary (Grade II)

Access improvements and internal reordering (OFS [2019-034232](#))

Date and time: 22nd September 2021 at 2.00 pm

Attendees: The Ven. Paul Thomas, the Revd Neil Hibbins, Mark Parsons, Nigel de Gaunt-Allcoat

7.1.2 Whittington, St Giles (Grade II)

Reordering of west end and relocation of font (OFS [2021-058625](#))

Date and time: Thursday 4th November (morning)

Attendees: The Ven. Sue Weller, the Revd Neil Hibbins

7.1.3 Willenhall, St Giles (Grade II)

Develop the back of the church and improve the heating (OFS [2020-055875](#))

Date and time: To be confirmed

Attendees: To be confirmed

7.1.4 Ightfield, St John the Baptist (Grade II*)

Provision of kitchen and toilet facilities (OFS [2020-048392](#); see also [2019-043924](#), removal of pews in nave north aisle)

Date and time: Tuesday 19th October or Tuesday 2nd November (afternoon requested by parish)

Attendees: The Ven. Paul Thomas, Peter Woollam, Brough Skingley

7.2 DAC Site Visit Reports for Approval

None this meeting

7.3 DAC Adviser Site Visit Reports for Approval

- 7.3.1 St George's, St George (lighting) 7th July 2021 (Brough Skingley)
- 7.3.2 Ash, Christ Church (bells), 15th July 2021 (Peter Woollam)
- 7.3.3 Bentley, Emmanuel (lighting), 18th August 2021 (Brough Skingley)
- 7.3.4 Biddulph, St Lawrence (AV), 23rd August 2021 (Brough Skingley)

Decision: The reports were approved without amendment

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

7.4 DAC Adviser Site Visit Reports to Note

- 7.4.1 Heath Town, Holy Trinity (trees) 2nd June 2021 (Andy Smith)
- 7.4.2 Lichfield, Christ Church, 11th June 2021 (Andy Smith)
- 7.4.3 Bradley (aka Bradeley), St Mary and All Saints (trees), 17th August 2021 (Andy Smith)
- 7.4.4 Coven, St Paul (trees), 25th August 2021 (Andy Smith)

Decision: The reports were noted

Action: None

8. Quinquennial Inspector Applications

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

- 8.1 Rickerscote, St Peter (unlisted; CHR ref. [620374](#))

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

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

9. Any Other Business

- 9.1 Proposal for hybrid DAC meetings (in-person and online conferencing)

In relation to the Health Protection (Coronavirus, Restrictions) (Steps etc.) (England) (Revocation and Amendment) Regulations 2021, which come into effect on 19th July 2021, and related Government and diocesan guidance, in connection with Step 4 of the Government roadmap out of lockdown, DAC meetings can resume in person, subject to individual requirements.

As such, at the present meeting, the DAC Chair led a discussion regarding members' current preference for participating in DAC meetings. The DAC Secretary indicated that other diocesan committees would soon be able to meet in a hybrid model – combining in-person and online conferencing within the same meeting – following the planned upgrading of IT equipment in the Reeve Room at St Mary's House. The DAC Bell Adviser commented that he had a preference for continuing to contribute online, based on his

geographical location, but would still be pleased to attend meetings in person for specific bell-related items, where applicable.

Other members concurred with this view, and considered that this approach was a suitable use of both volunteer time and diocesan resources (i.e. travel expense claims). However, equally, some individual members would prefer to attend all, or most, meetings in person. The DAC Chair indicated that it was deemed likely that a 'core' of officers and members would attend each meeting in person ongoing. The DAC Secretary commented that it was hoped that a new hybrid model would be ready to commence for the next DAC meeting, on 27th October 2021.

Date of next meeting: **Wednesday, 27th October 2021 at 2.00 pm**

to be held remotely (by written electronic means and online conferencing)
and/or in the Reeve Room at St Mary's House, Lichfield

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