

Lichfield Diocesan Advisory Committee

MINUTES

In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#), which came into effect on 29th March 2021, a meeting of the Lichfield DAC was held remotely (by written electronic means and online conferencing) on Wednesday, 16th June 2021 at 2.00 pm

1. Introduction

- 1.1 Opening prayers were said by the Revd Preb Terry Bloor (Acting Archdeacon of Stoke-upon-Trent).
- 1.2 The DAC Chair welcomed to the meeting Julie Jones (Diocesan Secretary) and Clare Beavon (Diocesan Pastoral Officer).
- 1.3 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven. Julian Francis, the Ven. Paul Thomas, the Revd Preb Terry Bloor (Acting Archdeacon of Stoke-upon-Trent), Sarah Butler, Andy Foster, Nigel de Gaunt-Allcoat, the Revd Neil Hibbins, Claire Hines, David Litchfield, Bryan Martin, Adrian Mathias, Mark Parsons, Julie Taylor, Andy Wigley, Peter Woollam.
In attendance: Jonathan Ansell (DAC Clock Adviser), Peter Bemrose (DAC Heating Adviser), Hugh Peate (DAC Heating Adviser), John Polhill (DAC Sustainability 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).
- 1.4 Apologies for absence: The Ven. Sue Weller, the Revd Nick Heron, Brough Skingley, Andy Smith.
- 1.5 Declarations of interest: Peter Bemrose (DAC Heating Adviser), item 4.3.3; Adrian Mathias, item 4.3.4; Sarah Butler, item 6.1.1.
- 1.6 The minutes of the previous meeting were accepted without amendment.

2. Matters Arising

2.1 Appointment of the Revd Preb Pat Hawkins as DAC Chair (from 1st June 2021)

The Revd Preb Pat Hawkins (in the Chair) indicated that the Ven. Simon Baker had retired from the role of DAC Chair on 30th April 2021, alongside the post of Rector of Lichfield, St Michael and Wall, St John the Baptist, in the diocese. It was confirmed that further to the requirements of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (Schedule 2), and where a casual vacancy occurs among the Chair, the appointment to fill the vacancy is made by the Diocesan Bishop, without external consultation. It was noted that Bishop Michael had consulted the Diocesan Secretary and the DAC Secretary on the current appointment of the Revd Preb Pat Hawkins as DAC Chair.

The DAC Secretary indicated that the appointment in the first instance is for the duration of the present Synodical period, until later in 2021, after which a new DAC will be constituted. Following consultation at that time with the Bishop's Council, the Diocesan Chancellor, and the Church Buildings Council (CBC), as per the 2018 Measure (Schedule 2), it is understood that Bishop Michael anticipates extending the tenure of the Revd Preb Pat Hawkins as DAC Chair, for three years from the start of the new Synodical term.

The Committee warmly welcomed the Revd Preb Pat Hawkins to the present meeting in the role of DAC Chair, from 1st June 2021, having become a member of the Lichfield DAC by co-option, from 29th January 2021, as previously reported at the 24th March 2021 DAC meeting (New Matters, item 3.1). News of the recent [appointment](#) has been published on the diocesan website, which announcement notes that the new Chair was formerly Canon for Pastoral Development and Mission at Lichfield Cathedral, Lichfield DAC Vice-Chair (2012–13) and Acting DAC Chair (2013–14), and currently Assistant Rural Dean of Ellesmere Deanery and a member of General Synod.

The Revd Preb Pat Hawkins expressed her thanks for the welcome, and indicated that she was looking forward to working in the diocesan-wide role of DAC Chair, in the context of church buildings, in addition to that of Vicar of Ellesmere, St Mary (Salop Archdeaconry).

The DAC Secretary separately indicated that following the prior notification at the 14th October 2020 DAC meeting (New Matters, item 3.2) that the then Ven. Matthew Parker, at that time Archdeacon of Stoke-upon-Trent and also DAC Vice-Chair, was to become Bishop of Stafford, the role of Vice-Chair became vacant from 1st November 2020. As a non-statutory appointment, which does not require external consultation, a nomination for DAC Vice-Chair will be made by the new DAC Chair in due course.

Action: The DAC Chair to nominate a DAC Vice-Chair from among the present members

2.2 **Publication of Church of England contested heritage guidance (11th May 2021)**

At the 10th February 2021 DAC meeting (New Matters, item 3.2), the Ven. Julian Francis (Archdeacon of Walsall), being a lead on the diocesan taskforce looking into racial justice, gave a verbal report of his attendance on 13th January 2021 at an (online) roundtable discussion of two major draft papers on contested heritage by the Church of England's Cathedral and Church Buildings Division. At the present meeting, the Archdeacon indicated that the Church Buildings Council and the Cathedrals Fabric Commission for England have recently published public [guidance](#) for parishes and cathedrals addressing issues relating to memorials with links to slavery and other contested heritage.

The new guidance enables churches and cathedrals to consider the history of their buildings and congregations, and to engage with everyone in their community to understand how physical artefacts may impact their mission and worship. It offers a framework to approach such questions locally and, where necessary, to engage with the relevant bodies who oversee changes to cathedral and church buildings, including DACs.

The DAC reaffirmed the importance of the subject, and it was again suggested that the Committee could facilitate a diocesan discussion session, with other conservation bodies, which should be opened up to a wider (non-white) audience. Black clergy should be specifically invited to attend and participate, co-ordinated by the Archdeacons. The Diocesan Registry could also be involved, to provide advice and comment on historic and current patronage, noting that (grant) money for church buildings may continue to come from such sources. A date for a discussion session would be confirmed in due course.

Action: The Ven. Julian Francis to research and co-ordinate a diocesan discussion session, with other conservation bodies and clergy participants

3. New Matters

3.1 **Joint Church Buildings Council and Ecclesiastical Architects and Surveyors Association (EASA) sustainability and net zero carbon best practice notes on quinquennial inspection reports and church projects**

The DAC Secretary reaffirmed that the procedure relating to the statutory requirement for quinquennial inspections (QIs) of church buildings has changed, with the coming into effect of the [Church of England \(Miscellaneous Provisions\) Measure 2020](#) (section 7) on 1st September 2020, and Diocesan Synod establishing a new [Lichfield Diocesan Scheme for the Inspection of Churches \(2020\)](#) on 14th November 2020, from which date that Scheme came into operation within the diocese.

The recent Church of England guidance on [Commissioning Quinquennial Inspection Reports](#) (2020) makes the following recommendation (p. 6):

In the context of the General Synod motion of February 2020, recognising the climate emergency and calling on all parts of the church to make year on year reductions in emissions, achieving 'net zero' by 2030, the inspector should use their professional judgement to highlight ways to reduce the energy used in running the church building. This may be by repairing/improving the fabric, by changing the church heating and lighting systems, or by generating electricity through renewables.

Further to which, the criteria for appointing a suitable person to the role of inspector, within that guidance, includes (p. 2):

Given the recent call by General Synod for all parts of the Church to achieve year-on-year reductions in emissions, it would be valuable for the inspector to have proven experience of how heritage buildings can be made more environmentally sustainable. This might include suitable ways to reduce heat loss, different approaches to church heating, and the possibility of renewable energy generation.

At the present meeting, the DAC Secretary indicated that the Church Buildings Council (CBC) and the Ecclesiastical Architects and Surveyors Association (EASA) have jointly published two [best practice notes](#) (2021) for ecclesiastical architects and surveyors, describing how sustainability and net zero carbon can be integrated into their work. One note focusses on [Quinquennial Inspection Reports](#) and the other on [Church Projects](#). The guidance has been written by church architects for church architects. The QI note includes standard wording on the importance of climate action for the preamble of the QI report and attaching the Church of England's [Practical Path to Net Zero Carbon](#) as an appendix, with cross-references to it within the body of the report. The focus of the best practice notes is on integrating environmental issues into the everyday work of architects and surveyors, rather than seeing it as an add-on.

Action: The DAC Secretary to add the CBC–EASA guidance note on QI reports to the DAC web page on [quinquennial inspection reports](#) on the diocesan website

3.2 **DAC Heating Advisers' church heating questionnaire sent to all parishes (June 2021)**

At the 24th March 2021 DAC meeting (Matters Arising, item 2.2), the DAC Secretary reported that following an advertisement seeking expressions of interest, five new DAC Heating Advisers had been appointed. The new advisers – Andrew Baker (no relation to

the then DAC Chair), Peter Bemrose, Hugh Peate, Malcolm Price, Emma Varney – constitute a team, with a diversity of skills and experience, convened by John Polhill, as DAC Sustainability Adviser and Chair of the national Church Energy Advisers Network (formerly Diocesan Environmental Officers (DEO) Energy Group), with a specific focus on the General Synod [target](#) for net zero carbon by 2030.

At the present meeting, the DAC Sustainability Adviser reported that an online [church heating questionnaire](#) had been proposed and developed by the DAC Heating Advisers, which had been sent electronically to all parishes in the diocese. [Preliminary results](#) from the current returns were highlighted, including that the oldest part of the heating systems (e.g. radiators) in most cases was older than 30 years. A number of parishes had sought advice on their heating system and running costs through the survey, to which the DAC Heating Advisers would subsequently provide assistance (perhaps by way of co-ordinated adviser site visits).

Action: The DAC Sustainability Adviser to update the Committee at a subsequent DAC meeting on the results of the church heating questionnaire when complete

3.3 Regional meeting of Midlands DAC Secretaries (23rd June 2021)

The DAC Secretary informed the Committee that the annual regional meeting of DAC Secretaries was to be held (online) on 23rd June 2021, also to be attended by national officers of the Church of England’s Cathedral and Church Buildings Division. The DAC Secretary invited comments or topics for discussion from the Committee, at the present meeting or afterwards, which would be raised at the regional meeting by the DAC Secretary and Assistant DAC Secretary.

Action: The DAC officers to communicate any comments received from DAC members, at the regional meeting of Midlands DAC Secretaries

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.:	2021-057775	Case Status:	Pre-formal consultation review
Church Code:	620471	Church Name:	Church Aston: St Andrew
Archdeaconry:	Salop	Parish:	Church Aston
Applicant Name:	Revd Zoe Heming	Quin. Inspector:	Anne Netherwood
Listing:	Grade II	Date of Last QI:	01-Mar-2017
Proposal:	Reordering nave north aisle to introduce toilet and cupboard tea point		
No. of times to DAC:	Second (in this form)	Cost Est:	£24,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal in a different form (application ref. 2019-035523, under the Faculty Jurisdiction Rules 2015, since abandoned) as an application for informal advice at the 11th December 2019 DAC meeting. The DAC last considered the proposal in its current form as an application for informal advice at the 10th February 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and offered the following advice:

1. The DAC continued to support the principle of the proposal, to site the proposed toilet and tea point at the west end of the nave north aisle, and considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified. However, in relation to the more developed proposal, the reuse of pews should be further addressed (as per point 3 below), and final consideration given to the proximity of the font to the proposed development, e.g. to be shown on a single plan (the font is presently shown on the existing ground floor plan, drawing no. 1806 A002, but not the proposed plan, drawing no. 1806 A101 Rev A).
2. The revised scheme has addressed the matters previously raised by the DAC informal advice, including the submission of an archaeological Written Scheme of Investigation (WSI). However, additional construction information should be provided regarding the tea point and toilet.
3. The Committee noted that the tea point cupboard unit is proposed to be constructed from recycled pitch pine from old pews (e.g. as referred to on drawing no. 1806 A102 Rev A). These pews are assumed to be those from the nave north aisle that remain subject to faculty application [2021-057545](#), not yet granted, which records that no pews are to be permanently disposed of (being placed in safe storage). The current application (and Statement of Significance) should therefore take account of their disposal by adaptation and reuse.
4. Further information on how the cupboard unit is going to be constructed is required, as such reuse can be difficult to achieve – the scheme will require a sympathetic joiner. How is the timber going to be cut and prepared? The drinks servery units show in section that the boarding to the front and side is relatively thin? They appear to be standard section kitchen units.
5. A detailed drawing of how the toilet enclosure is to be clad is also required (cf. drawing no. 1806 A303 Rev A). Vertical boards butt jointed – tongue and groove pencil round?
6. The Committee commented that if reused timber pews cannot be achieved, light- or dark-stained new pine units and exterior wall boarding would not be a good compromise. It would have to be well detailed, with carefully selected softwood, and very carefully stained. The DAC would prefer to see light oak and oak veneer ply sheet panels, or perhaps a more contemporary design using the same type of materials.
7. In relation to the mechanical and electrical aspects of the scheme, the DAC Electrical Adviser noted that there is an existing white radiator under the aisle west window, which is where the baby changing unit is proposed to be installed.
8. The header tank for the heating system is also currently adjacent to that window (as per photos in the submission). There is no reference on any of the drawings or documents to show how these two items will be modified in the scheme. The Adviser commented that the header tank is essential for the heating system to work, unless it is converted to a pressurised system and an expansion vessel installed adjacent to the boiler.
9. The Adviser cautioned that the proposed light fitting in the accessible toilet is inappropriate for this project. An 'IP 65 rated LED bulkhead with built in occupancy sensor' has been

specified (on drawing no. 1806 A103 Rev B); there is also a separate emergency light fitting. The Adviser commented that the use of 'occupancy sensors' must be carefully considered, as lights going out while a person is still in the toilet, whether changing a baby or washing hands, can be alarming. A more aesthetically appropriate light fitting, with built in emergency light function, should be selected.

10. It was queried whether any consideration had been given to task lighting over the new tea point, and whether the proposed emergency assistance alarm indicator would be visual or combined visual and audio.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice, and that informal consultation should also be undertaken with the Local Planning Authority (Conservation Officer) and the Victorian Society.

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

Grade I

4.1.2

Case Reference No.:	2020-055791	Case Status:	Notification of Advice
Church Code:	620563	Church Name:	Shrewsbury: Holy Cross [Shrewsbury Abbey]
Archdeaconry:	Salop	Parish:	Shrewsbury: Holy Cross
Applicant Name:	Revd Dr Tom Atfield	Quin. Inspector:	Mark Newall
Listing:	Grade I	Date of Last QI:	11-Sep-2018
Proposal:	Access project: replacement of internal doors/porches		
No. of Times to DAC:	Fifth	Cost Est:	£78,000
Formal Consultations:	Historic England; SPAB; Victorian Society (re-consultations on material change to proposal)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for formal advice at the 24th March 2021 DAC meeting, when the Committee carefully considered the then revised proposal, and the external consultation responses, but resolved to defer the application, pending revision and resubmission by the parish.

The DAC noted again that Shrewsbury Abbey had [received](#) £98,900 in October 2020 from the Government's Culture Recovery Fund (Covid-19 sustainability), for access and visitor experience improvements, including new doors and external pathways. The QI architect had indicated that works have to be completed by the end of March 2021, but subsequent enquiries by the parish have indicated that the deadline, for raising invoices for the work (rather than completion of it), had been extended by the National Lottery Heritage Fund to the end of June 2021.

In consideration of this external timetable, and to ensure the project fits to the agreed funding programme, the Committee suggested that the final revised scheme, when further developed, should advance for formal re-consultation with external statutory bodies, arising from those material changes to the proposal, in accordance with rule 4.8(1)(a) of the Faculty Jurisdiction (Amendment) Rules 2019, prior to receipt of formal DAC advice. As such, formal consultation has

been undertaken with Historic England, the Society for the Protection of Ancient Buildings (SPAB), and the Victorian Society accordingly. The SPAB consultation response was received after the statutory 21-day period for re-consultation, and was therefore out of time, but which would be taken account of by the DAC under rule 4.8(2).

At the present meeting, the DAC carefully considered the final revised proposal, arising from the material changes, 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. The DAC also carefully appraised the external re-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 with provisos.

Decision: Recommend with the following proviso:

- The parish should note that there appears to be two different manifestations shown/combined in appendices J and L (GCI renders) by Baart Harries Newall architects. The DAC assumes the standard dots/bars will not be present, with the manifestation being solely the Montgomery Cross. The parish should provide written confirmation to the DAC Secretary accordingly.

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

4.2 Fabric Repairs and Alterations

a) Informal Advice

None this meeting

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

Grade II

4.2.1

Case Reference No.:	2020-057120	Case Status:	Pre-formal consultation review
Church Code:	620576	Church Name:	Donnington Wood: St Matthew
Archdeaconry:	Salop	Parish:	St Matthew, Donnington Wood
Applicant Name:	Revd Paula Smith	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II	Date of Last QI:	03-Aug-2018
Proposal:	Repairs to ceilings in nave, crossing and transepts		
No. of Times to DAC:	Second	Cost Est:	£33,710
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered a related proposal, for repairs to the (1970s) polychrome painted chancel ceiling (application ref. 2017-016743, under the Faculty Jurisdiction Rules 2015, since abandoned, now [2021-057996](#) under the Faculty Jurisdiction (Amendment) Rules 2019, not yet resubmitted), which was last considered for formal advice but deferred at 2nd May 2018 DAC meeting. The DAC last considered the current proposal (nave etc.) as an application for informal advice at the 10th February 2021 DAC meeting, when the Committee offered advice on the

development of the scheme. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice.

Specifically, the DAC noted that the underscoring of the ceiling is proposed to enable ongoing worship within the church as a safety measure. This will be undertaken in conjunction with localised repair to missing or slipped tiles and leadwork of the roof above. Previous underscoring has been undertaken in part elsewhere in the church, to other plainly-painted (white) panels, and it is noted that there will be no perceivable visual alteration to the ceiling viewed from ground level, with all new panels painted white to match original finishes.

The Committee cautioned that the parish should be aware that this will not resolve the water ingress issues and will mask future water ingress. It is clear (and accepted by the parish) that the building needs re-roofing at the earliest opportunity.

It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend with the following provisos:

- The fixing battens and boarding should be securely fixed with stainless steel screws.
- The organ should be protected (swell shutters closed) during the works.

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

Unlisted

4.2.2

Case Reference No.:	2021-059983	Case Status:	Pre-formal consultation review
Church Code:	620395	Church Name:	Edensor: St Paul
Archdeaconry:	Stoke-upon-Trent	Parish:	Longton Hall
Applicant Name:	Revd John Alessi	Quin. Inspector:	Ellis Hillman Partnership
Listing:	Unlisted	Date of Last QI:	01-Nov-2015
Proposal:	Replacement of existing timber front porch with a new porch with uPVC double glazing		
No. of Times to DAC:	Second	Cost Est:	£8,100
DAC Comments to Date:	Declined as List B application (not permitted under List B) by the Rt Revd Alistair Magowan, then Acting Archdeacon of Stoke-upon-Trent, on 14th April 2021		
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 the present meeting, the DAC carefully considered the revised proposal and the supporting documents, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice.

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, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend

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

4.3 Services and M&E

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

Grade II*

4.3.1

Case Reference No.:	2021-061319	Case Status:	Pre-formal consultation review
Church Code:	620444	Church Name:	Rangemore: All Saints
Archdeaconry:	Stoke-upon-Trent	Parish:	All Saints Rangemore
Applicant Name:	Dr John Fawn	Quin. Inspector:	Andrew Capper [retd]
Listing:	Grade II*	Date of Last QI:	02-Nov-2018
Proposal:	Removal of redundant cast iron heating pipes in aisle and nave		
No. of times to DAC:	First	Cost Est:	£100
DAC comments to date:	Archdeacon's Licence for temporary minor reordering (2021-060349) granted by Acting Archdeacon of Stoke-upon-Trent on 18th May 2021, for temporary removal of some pews in the aisle to create space for community church-related activities		
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 considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified. However, it did not consider that the works were appropriate technically.
2. The Committee had taken advice from a DAC Heating Adviser that due to the nature of the proposed work, a specialist commercial heating contractor should be employed, to dismantle and remove from site all of the redundant heating system, including the cast iron pipework above ground, heat emitters within floor ducts (if accessible), the old fashioned radiators referred to in the submission, and related support brackets.
3. If possible, the pipes should not be capped off, as described, but taken back to below ground level, and the subsequent opening sealed and made good to match existing. If necessary, ducts may be inserted and sealed for a future wet heating system, e.g. ground/air source heat pump.
4. No hot works should be allowed in the removal of the redundant materials. If this is deemed impractical, then a hot works permit should be implemented following a risk assessment.

5. The proposal should include for protection of the floors and walls during the removal process, and for making good to holes in floors and walls following removal of the support brackets. Damaged floor tiles should be replaced, if available.
6. Repairs should be carried out to the low-level wall following removal of pipework as necessary, before repositioning of the pews, where applicable.

It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable. As such, the Committee suggested that the 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*)

Grade I

4.3.2

Case Reference No.:	2020-051178	Case Status:	Pre-formal consultation review
Church Code:	620300	Church Name:	Leek: All Saints, Compton
Archdeaconry:	Stoke-upon-Trent	Parish:	Leek and Meerbrook
Applicant Name:	Malcolm Blaze	Quin. Inspector:	Andrew Capper [ret'd]
Listing:	Grade I	Date of Last QI:	20-Aug-2015
Proposal:	Lighting in church to be updated/renewed		
No. of Times to DAC:	Third	Cost Est:	£23,990
DAC Comments to Date:	Earlier version of proposal declined as List B application (not permitted under List B) by the Ven. Matthew Parker, then Archdeacon of Stoke-upon-Trent, on 20th April 2020		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 17th June 2020 DAC meeting, when the Committee offered advice on the development of the scheme, prior to a site visit report by the Archdeacon of Stoke-upon-Trent, approved by the DAC at its meeting on 14th October 2020. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice and subsequent DAC-approved site visit report.

Specifically, the DAC Lighting and Electrical Adviser commented that the revised proposal is a significantly better design, and that the parish and contractor should be commended for such an improvement in the design.

It was determined that the proposal would be unlikely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend

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

Grade II*

4.3.3

Case Reference No.:	2021-058082	Case Status:	Notification of advice
Church Code:	620124	Church Name:	Penn: St Bartholomew
Archdeaconry:	Walsall	Parish:	Penn St Batholomew
Applicant Name:	Richard Pithers	Quin. Inspector:	Andrew Arrol
Listing:	Grade II*	Date of Last QI:	01-Oct-2013
Proposal:	Replace heating system including boiler		
No. of Times to DAC:	Third	Cost Est:	£124,840
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for formal advice at the 5th May 2021 DAC meeting, when the Committee resolved to defer the giving of formal advice in view of a comprehensive written appraisal of the application by a DAC Heating Adviser, endorsed by the Committee, which would be sent to the parish prior to wider DAC consideration of the proposal. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's deferral advice (without the need for a DAC Heating Adviser site visit, proposed at the 5th May 2021 DAC 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.

Decision: Recommend with the following proviso:

- The installation to be carried out by Mellor and Mottram, and the DAC to review their proposed design prior to installation being carried out – to include a schematic for the installation and details of the proposed sizes for the plant equipment being installed, including the pump and expansion vessel size.

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

Grade II

4.3.4

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:	Second	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 informal advice at the 9th December 2020 DAC meeting, when the Committee offered advice on the development of the scheme, following a site visit report by the then DAC Heating Adviser, approved at the 7th August 2019 DAC meeting; a subsequent site visit (without report) was made by the Adviser, with the heating engineer and parish representatives, on 23rd January 2020.

At the present meeting, the DAC carefully considered the parish response to the Committee's informal advice, 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.

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.

Decision: Defer

Action: The DAC Secretary to inform the applicant; the DAC Heating Adviser to next liaise with the parish direct

4.4 Furniture and Fittings

a) Informal Advice

None this meeting

b) Formal Advice

None this meeting

4.5 Memorials, ABCRs and Churchyards

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

Grade II

4.5.1

Case Reference No.:	2020-054576	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:	First	Cost Est:	Nil
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 Committee commented that the proposed location of the area for the burial of cremated remains (ABCR), adjacent to the churchyard wall, presented a discrete and self-contained space for the development.
2. However, the submitted plan marks the ABCR to the south of the churchyard, and at an inflated drawn scale, in a location which is in fact occupied by private residences. The photographs submitted instead indicate that the proposed area is directly west of the churchyard wall (between the presumed old and new burial areas). A more clearly annotated plan, showing the exact location, and extent, of the ABCR, should be provided.
3. The actual location lies directly adjacent to existing headstones/memorials, and the addition of further individual markers will restrict access to the existing graves (i.e. the current grassed area between the wall and graves provides direct access for tending those memorials and allows the inscriptions to be read face on).
4. The Archdeacon of Salop expressed the view that it was unlikely that the proposed ABCR would have an incongruous or detrimental impact on the appearance of the churchyard or the setting of the church itself.
5. The Committee 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](#), but that information on the design and materials of the proposed stones should be submitted.

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 is not applicable. As such, the Committee suggested 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*)

Grade II

4.5.2

Case Reference No.:	2021-058786	Case Status:	Pre-formal consultation review
Church Code:	620585	Church Name:	St George's: St George
Archdeaconry:	Salop	Parish:	St George's
Applicant Name:	Revd Kevin Evans	Quin. Inspector:	Andrew Capper [retd]
Listing:	Grade II	Date of Last QI:	30-Oct-2013
Proposal:	Installation of a new section of footpath within the churchyard to give access to Area for the Burial of Cremated Remains (ABCR)		
No. of times to DAC:	First	Cost Est:	£790
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and resolved to recommend the proposal with provisos.

It was determined that the proposal would be unlikely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend with the following provisos:

- Details of the aggregate material that will be used for the path must be submitted to the DAC Secretary.
- The depth of excavation should be limited to 75 mm to avoid any tree roots.
- 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

4.5.3

Case Reference No.:	2021-060244	Case Status:	Pre-formal consultation review
Church Code:	620595	Church Name:	Clive: All Saints
Archdeaconry:	Salop	Parish:	Clive
Applicant Name:	Revd Paul Cawthorne	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Jun-2018
Proposal:	Extension of the 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 5th May 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice.

Specifically, the Committee reiterated 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](#), and that information on the design and materials of the proposed stones had been submitted.

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 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend

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

4.6 Landscaping

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

Unlisted

4.6.1

Case Reference No.:	2021-061931	Case Status:	Pre-formal consultation review
Church Code:	620214	Church Name:	Short Heath: Holy Trinity
Archdeaconry:	Walsall	Parish:	Holy Trinity Willenhall
Applicant Name:	Revd Helen Duckett	Quin. Inspector:	Francis Turner
Listing:	Unlisted	Date of Last QI:	25-Sep-2015
Proposal:	Create graded access to the north entrance of the church		
No. of Times to DAC:	First	Cost Est:	£11,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, and offered the following advice:

1. The Committee supported the principle of the proposal to create graded, rather than ramped, access to the church building.
2. It appears that the areas shown (in drawing no. 20224.01) to be retained at the original level will be unable to drain and so could end up holding water. Consideration should be given to ensuring that the raised ground level is separated from the external wall of the church, for the length of the wall.
3. There is already evidence (in the submitted photographs) of spalling from water damage, so the raising of the ground level may exacerbate this. A French drain or similar should be provided alongside the external wall.
4. It is considered that the scheme will not require planning permission.
5. The DAC Archaeology Adviser concurred with the reinstatement of the existing slightly sunken tomb as part of the proposed works.

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 is not applicable. As such, the Committee suggested 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

None this meeting

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.:	2021-060886	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:	Revd Preb Brian Leathers	Quin. Inspector:	Andrew Capper [retd]
Listing:	Grade II*	Date of Last QI:	05-May-2017
Proposal:	Refurbishment of bells, frame and fittings, and addition of two new treble bells		
No. of times to DAC:	First	Cost Est:	£99,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, in relation to a site visit report by the DAC Bell Adviser following a visit on 18th May 2021, approved at the present meeting (item 7.3.1 below).

The Committee supported the principle of the proposal, and noted that the DAC-approved site visit report recommended that the parish should seek the view of its QI architect on the structural capacity of the tower to accommodate the proposed two additional bells. Further to which, the DAC resolved to take the additional measure of requiring a structural engineer's report. It was suggested that the parish might approach Clive Haywood, a conservation-accredited chartered structural engineer, who is the appointed engineer to Lichfield Cathedral and a partner at [Frank W. Haywood & Associates](#) (in Coventry).

Separately, but relatedly, the DAC Bell Adviser cautioned that such consultation would not be applicable in every project to re-hang bells, including on grounds of additional cost, and therefore that any recommendation to engage a structural engineer should be made by the DAC on a case-by-case basis ongoing.

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

Decision: Defer

Action: The DAC Secretary to inform 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.:	2020-053160	Church Name:	Kemberton: St Andrew
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Addition to and improvement of bells and frame in the church tower		
DAC Consultee:	Peter Woollam	Date NoA Issued:	21st May 2021

5.2

Case Reference No.:	2021-059747	Church Name:	Hamstall Ridware: St Michael & All Angels
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	Repairs to clock		
DAC Consultee:	Robin Hutchinson	Date NoA Issued:	22nd May 2021

5.3

Case Reference No.:	2021-059752	Church Name:	Leaton: Holy Trinity
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Clock automatic winding and pendulum regulation		
DAC Consultee:	Robin Hutchinson	Date NoA Issued:	22nd May 2021

5.4

Case Reference No.:	2020-055361	Church Name:	Wall: St John the Baptist
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Installation of steps between the two levels of the churchyard to enable access to those attending graves		
DAC Consultee:	Andy Wigley	Date NoA Issued:	2nd June 2021

5.5

Case Reference No.:	2021-061251	Church Name:	Burton-on-Trent: St Modwen
Listing:	Grade I	Archdeaconry:	Stoke-upon-Trent
Proposal:	Fitting of automatic winding to the going train of the clock		
DAC Consultee:	Robin Hutchinson	Date NoA Issued:	2nd June 2021

5.6

Case Reference No.:	2021-057875	Church Name:	Tutbury: St Mary the Virgin
Listing:	Grade I	Archdeaconry:	Stoke-upon-Trent
Proposal:	Removal of wooden poles and curtain rails near altars		
DAC Consultee:	Andy Foster	Date NoA Issued:	4th June 2021

5.7

Case Reference No.:	2021-060030	Church Name:	Cheswardine: St Swithun
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Clock repair and conversion to automatic winding		
DAC Consultee:	Robin Hutchinson	Date NoA Issued:	4th June 2021

Decision: The faculty applications processed by delegated authority were noted

Action: None

6. Registry Matters

6.1 Confirmatory Faculty

Formal Advice (after external formal consultation)

6.1.1

Case Reference No.:	2021-058360	Case Status:	Notification of advice
Church Code:	620548	Church Name:	Tong: St Bartholomew
Archdeaconry:	Salop	Parish:	Tong
Applicant Name:	Revd Pippa Thorneycroft	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade I	Date of Last QI:	01-Aug-2012
Proposal:	Confirmatory faculty for pew alterations in south aisle (re faculty 2019-031526)		
No. of times to DAC:	Second (in this form)	Cost Est:	Not stated
Formal Consultations:	Church Buildings Council; Historic England; SPAB; Victorian Society		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for formal advice at the 10th February 2021 DAC meeting, when the Committee provided interim advice that it did not object to the proposal, with principal reasons. External formal consultation was then undertaken with the Church Buildings Council (CBC), Historic England, the Society for the Protection of Ancient Buildings, and the Victorian Society, and the Committee's final, formal advice is given below.

The DAC previously considered the proposal, as originally specified under faculty 2019-031526, granted on 3rd December 2019, for formal advice at 30th October 2019 DAC meeting, when the Committee recommended the proposal, following prior consideration for informal advice at 2nd October 2019 DAC meeting.

At the 2nd October 2019 meeting, the Committee supported the then revised scheme for the proposed arrangement of the pews in the south aisle, notably the movement of two medieval pews to the southern end of that aisle and two Victorian pews to the immediate location of the proposed glass entrance doors. It was recognised that the impact of the wider proposal on the localised significance of the medieval pews would be reduced through this revision. Whilst it was noted that the reordering of the various pews in this way would change the 'rhythm' of the current arrangement, the logic of the proposed rearrangement, in terms of mitigating possible impact on significance, was recognised. A newly-presented aspect of the scheme, being a more detailed drawing of the proposed display units either side of the entrance doors, was also supported, pending some minor amendments recommended by the DAC Lighting Adviser.

At the 30th October 2019 meeting, the Committee confirmed the aspects considered at the previous meeting under informal advice. The members were similarly in support of the proposed scheme for the rearrangement of the pews, and, further to the view of the DAC Lighting Adviser, members concurred with the final scheme for the proposed display units.

In relation to the confirmatory faculty, considered at the 10th February 2021 DAC meeting, the Committee carefully considered the submitted paperwork, noting that works associated with the south aisle display area had not been executed in accordance with the approved documents under faculty 2019-031526. It was understood from the written report by Donald Insall Associates (dated 26th January 2021) that the incorrect pews had been adapted into the display units, one of these having surviving medieval elements, including a decorative pew end.

The question that needed to be addressed was what the recommendation of the DAC would have been if these proposals had been part of the original faculty petition. The Committee reiterated that it had given lengthy and detailed prior consideration to the arrangement of the pews and adjacent display units, as originally specified, and specifically the medieval pews. The Committee indicated that the unauthorised works, had they not already been carried out, would not have been supported given the harm to the medieval pew. The works as approved (as opposed to those carried out) had been carefully designed to avoid harm to the medieval pews. However, the Committee accepted that the unauthorised works were carried out in error, and also that it is not possible to rectify these unauthorised works, as the damage to the medieval pew cannot be undone entirely.

At the present meeting, the Committee carefully considered the external consultation responses received, and noted that the CBC had objected to the proposal, which objection was taken into account in the giving of the DAC's own formal advice. As such, the Committee determined to not object to the proposal, but on the understanding that this would mean 'not objecting to' the retention of these works, as carried out, rather than condoning the unauthorised works or the resultant damage itself.

Decision: Not object for the following principal reasons:

- The DAC accepted that the unauthorised works were carried out in error, and also that it is not possible to rectify these unauthorised works, as the damage to the medieval pew cannot be undone entirely.

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

7. Site Visits & Reports

In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#) (from 29th March 2021), and related Government and Church of England guidance, DAC and adviser site visits can resume from 12th April 2021, subject to individual requirements and local situations, and only in accordance with the diocesan [policy and procedure](#) and associated COVID-19 [risk assessment](#) for site visits

7.1 Forthcoming DAC Site Visits

7.1.1 Hales, St Mary (access improvements and internal reordering) (OFS [2019-034232](#))
Revised date and time: 29th July 2021 at 2.00 pm
Attendees: To be confirmed (site visit case officer: Giles Standing)

7.1.2 Ightfield, St John the Baptist (provision of kitchen and toilet facilities) (OFS [2020-048392](#); see also [2019-043924](#), removal of pews in nave north aisle)
Date and time: To be confirmed
Attendees: To be confirmed (site visit case officer: Giles Standing)

Action: The DAC Secretary to liaise with the DAC attendees and PCC representatives on the date and time of the DAC site visits

7.2 DAC Site Visit Reports for Approval

None this meeting

7.3 DAC Adviser Site Visit Reports for Approval

7.3.1 Alton, St Peter (bells), 18th May 2021 (Peter Woollam) (see item 4.7.1 above)

Decision: The report was approved without amendment
Action: The DAC Secretary to issue the report to the parish

7.4 DAC Adviser Site Visit Reports to Note

7.4.1 West Bromwich, Holy Trinity (trees), 11th May 2021 (Andy Smith) (no report)

7.4.2 Blurton, St Bartholomew (trees), 12th May 2021 (Andy Smith)

Decision: The visit and report were noted

Action: None

8. Quinquennial Inspector Applications

None this meeting

9. Any Other Business

9.1 Proposal for Architectural Advisers to the DAC

The Ven. Paul Thomas (Archdeacon of Salop) proposed that one or more conservation-accredited architects might be approached as prospective members of the DAC by co-optation, or as advisers to the DAC on matters relating to architectural proposals, to include participation in DAC and adviser site visits. The Archdeacon nominated Tim Ratcliffe, an experienced quinquennial inspector and conservation architect based in Shropshire, for appointment by the Diocesan Bishop, which proposal was supported by the Committee, including the four DAC architect members.

The DAC Secretary recommended the recent model of the appointment of five new DAC Heating Advisers, previously reported at the 24th March 2021 DAC meeting (Matters Arising, item 2.2), and that an advertisement seeking expressions of interest for the role – with a view to the appointment of two DAC Architectural Advisers in the first instance – might similarly be published on the DAC web pages of the diocesan website.

Action: The Archdeacon of Salop to further liaise with Tim Ratcliffe, and the DAC Secretary to publish an advertisement on the diocesan website for additional expressions of interest for the role of DAC Architectural Adviser

Date of next meeting: **Wednesday, 21st July 2021 at 2.00 pm**
to be held remotely (by written electronic means and online conferencing)

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