

# Lichfield Diocesan Advisory Committee

## MINUTES

*In relation to the [Health Protection \(Coronavirus, Restrictions\) \(No. 3\) and \(All Tiers\) \(England\) \(Amendment\) Regulations 2021](#), which came into effect on 6th January 2021, a meeting of the Lichfield DAC was held remotely (by written electronic means and online conferencing) on Wednesday, 24th March 2021 at 2.00 pm*

### 1. Introduction

- 1.1 Opening prayers were said by the Ven. Julian Francis.
- 1.2 Present: The Ven. Simon Baker (DAC Chair), the Ven. Julian Francis, the Ven. Paul Thomas, the Rt Revd Alistair Magowan (Acting Archdeacon of Stoke-upon-Trent), the Revd Preb Terry Bloor (Associate Archdeacon of Stoke-upon-Trent), Andy Foster, Nigel de Gaunt-Allcoat, the Revd Preb Pat Hawkins, the Revd Nick Heron, the Revd Neil Hibbins, Claire Hines, David Litchfield, Bryan Martin, Adrian Mathias, Julie Taylor, Andy Wigley, Peter Woollam.  
In attendance: Giles Standing (DAC Secretary), Imogen Campbell (Assistant DAC Secretary), Philip Collins (Diocesan Registry Assistant), Pauline Hollington (Diocesan Registry Assistant), Clare Beavon (Diocesan Pastoral Officer).
- 1.3 Apologies for absence: The Ven. Sue Weller, Sarah Butler, Mark Parsons, Brough Skingley, Andy Smith.
- 1.4 Declarations of interest: Adrian Mathias, item 4.2.2; Peter Bemrose (DAC Heating Adviser), item 4.3.2; Sarah Butler, item 6.3.1.
- 1.5 The minutes of the previous meeting were accepted without amendment.

### 2. Matters Arising

#### 2.1 Retirement of the Ven. Simon Baker as DAC Chair (from 30th April 2021)

The DAC Chair, formerly Archdeacon of Lichfield and DAC Vice-Chair, confirmed that he was to retire from the role of DAC Chair from 30th April 2021, alongside the post of Rector of Lichfield, St Michael and Wall, St John the Baptist, in the diocese. The Committee warmly thanked the Ven. Simon Baker for his excellent work as DAC Chair, having undertaken that role since January 2020. The Ven. Julian Francis, Archdeacon of Walsall, read a letter from the Diocesan Bishop, thanking the Ven. Simon Baker for his time and achievements in the role of DAC Chair, and wishing him well in his retirement from that role. Members concurred with the letter upon completion of its reading, and the Chair cordially thanked those present for their acknowledgement.

The DAC Secretary indicated 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. The Church Buildings Council had previously confirmed that there is no legislative requirement to advertise the role of DAC Chair.

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 Secretary to liaise with the Diocesan Bishop on the matter of the forthcoming vacancy of DAC Chair

## **2.2 Appointment of new DAC Heating Advisers and reallocation of DAC Lighting, Electrical and Audio-Visual Advisers (from 19th March 2021)**

The DAC Secretary updated the Committee on the withdrawal of Brough Skingley as DAC Heating, Lighting and Audio-Visual Adviser ([REDACTED]), previously reported at the 14th October 2020 DAC meeting (New Matters, item 3.1). In order to uphold the DAC's statutory responsibility to give formal advice on casework in these areas, since that time, the DAC Chair and Secretary had co-ordinated short-term, interim cover through the voluntary secondment of three separate advisers to Leicester DAC. However, it was recognised that this was a stop-gap measure, and that the recruitment of one or more additional, permanent advisers was required.

At the present meeting, the DAC Secretary reported that following an advertisement seeking expressions of interest for the roles, which had been published on the DAC web pages of the diocesan website from January–February 2021, five new Heating Advisers had been appointed following informal interviews conducted by the DAC Chair, DAC Secretary, and the DAC Sustainability Adviser. The new advisers – Andrew Baker (no relation to the DAC Chair), Peter Bemrose, Hugh Peate, Malcolm Price, Emma Varney – will 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.

The Committee was pleased to note that Brough Skingley (as above) was in a position to return to a reduced role, and had been appointed by the Diocesan Bishop as DAC Lighting and Electrical Adviser, and Audio-Visual Adviser for Lichfield and Salop Archdeaconries. The Bishop had similarly expanded the existing appointments of the Revd Matt Malins and the Revd Mark Wilson to Audio-Visual Advisers (previously Audio Advisers) for Stoke-upon-Trent and Walsall Archdeaconries respectively. The DAC Secretary commented that the DAC now has no less than ten advisers covering mechanical and electrical matters, encompassing Telecoms, Lighting, Electrical, Audio-Visual, Sustainability, and Heating.

## **3. New Matters**

### **3.1 Welcome to the Revd Preb Pat Hawkins as DAC member by co-option (from 29th January 2021)**

The Committee warmly welcomed the Revd Preb Pat Hawkins, formerly Canon for Pastoral Development and Mission at Lichfield Cathedral and DAC Vice-Chair (2013), and currently Assistant Rural Dean of Ellesmere Deanery and member of General Synod, as a member of the Lichfield DAC by co-option. 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 member, in the context of church buildings, in addition to that of Vicar of Ellesmere, St Mary (Salop Archdeaconry).

### **3.2 Standing down of the Rt Revd Alistair Magowan as ex-officio DAC member (from 30th April 2021)**

The Rt Revd Alistair Magowan, formerly Bishop of Ludlow and Archdeacon of Ludlow in the Diocese of Hereford, and currently Acting Archdeacon of Stoke-upon-Trent (for six months from 1st November 2020), confirmed that he was to stand down from the role of ex-officio DAC member on 30th April 2021, and that the present meeting was accordingly his last. Bishop Alistair informed the Committee that he would remain in the diocese as Assistant Bishop (date to be confirmed). Members warmly thanked Bishop Alistair for his excellent work as Acting Archdeacon. The vacant ex-officio DAC position would be filled in due course by the new Archdeacon of Stoke-upon-Trent, upon appointment, who would continue to be assisted on the DAC by the Revd Preb Terry Bloor, as Associate Archdeacon (appointed as DAC member by co-option from November 2020).

### **3.3 Standing down of Imogen Campbell as Assistant DAC Secretary (from 1st April 2021)**

The Assistant DAC Secretary indicated that she would be standing down from her role (part time), from 1st April 2021, to take up a position with Historic England (full time). Members extended a vote of thanks to Imogen Campbell for her excellent work as Assistant DAC Secretary, having undertaken that role since September 2019. The DAC Secretary confirmed that the post was currently being advertised, with a closing date of 9th April 2021, and that it was hoped that the role would be filled by the next DAC meeting, on 5th May 2021.

**Action:** The DAC Secretary to undertake recruitment of an Assistant DAC Secretary

### **3.4 Standing down of Rowan Jones as Diocesan Registry Assistant and commencement of Philip Collins as Diocesan Registry Assistant (from 26th February 2021)**

The Committee warmly welcomed Philip Collins as Diocesan Registry Assistant (full time), following undertaking a phased handover from Rowan Jones, Apprentice Solicitor at FBC Manby Bowdler. Members extended a vote of thanks to Rowan Jones (in absentia) for her excellent work as Diocesan Registry Assistant (part time), having undertaken that role since April 2020. It was confirmed that Philip Collins and Pauline Hollington (in post as Diocesan Registry Assistant (part time) since April 2020) would be jointly responsible for the work of the faculty jurisdiction, with Philip Collins as the main point of contact for parochial faculties and Pauline Hollington as the principal contact for private faculties.

### **3.5 Closer working between the Lichfield DAC and DMPC (and statutory officers) (spring 2021 onwards)**

Clare Beavon, Diocesan Pastoral Officer (i.e. DMPC Secretary), introduced the statutory functions of the Lichfield Diocesan Mission and Pastoral Committee (DMPC), and its respective Area Mission and Pastoral Committees (AMPCs), as well as the Closing and Closed Church Group (CCCG), a permanent sub-committee of the DMPC.

Following consultation with the Diocesan Secretary, it has been confirmed that closer working links should be made between the Lichfield DAC and DMPC, and its statutory officers. This is in part in view of [Shaping for Mission](#), a new and far-reaching diocesan

programme of change, which has been initiated in direct response to a significant reduction in financial income, at diocesan and parochial levels, exacerbated by the ongoing Covid-19 pandemic. The programme is being conducted at the deanery level, in two phases, with deanery teams, diocesan facilitators and the Archdeacons collaborating on conducting reviews (to spring/summer 2021), and action planning and decision making on resource deployment (from summer 2021). A key part of the current phase was appraisal of the latest QI report for each of the 550-plus churches in the diocese. Alongside the work in deaneries, a parallel review process is taking place across the diocese's central sector teams, to include the DAC and DMPC Offices.

### 3.6 **Extension of Listed Places of Worship Grant Scheme (LPWGS) (to end of March 2022)**

The DAC Secretary indicated that the Listed Places of Worship Grant Scheme (LPWGS), which had been due to end at the end of March 2021, has been extended by the DCMS until the end of March 2022, allowing listed churches to continue to apply for grants to cover the VAT costs (20%) incurred when carrying out repairs. The DCMS has indicated that the extension has occurred in the context of Covid-19 recovery and the anticipated reopening of public buildings.

### 3.7 **Bishop's Directions for Goldenhill, St John the Evangelist (closed church) (Archdeaconry of Stoke-upon-Trent)**

The Diocesan Bishop has published draft Directions for monuments and memorials in relation to the closed church of Goldenhill, St John the Evangelist (Grade II), in accordance with the Mission and Pastoral Measure 2011. As per the Measure, the DAC was requested to give its formal view on the proposal for the retention in situ of memorials within the church, with the exception of the WWI oak memorial board, proposed to be transferred to neighbouring Tunstall, Christ Church (Grade II) (subject to a faculty from that parish for its introduction).

**Decision:** The DAC supported the Bishop's Directions

**Action:** The DAC Secretary to liaise with the Diocesan Pastoral Officer (see item 3.5 above)

## 4. **Casework for Consideration**

### 4.1 **Reorderings and New Facilities**

#### a) **Informal Advice**

None this meeting

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

*Grade I*

##### 4.1.1

Case Reference No.:	<a href="#">2020-055791</a>	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:	Fourth	Cost Est:	£78,000
Formal Consultations:	Historic England; SPAB; Victorian Society; Church Buildings Council		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal 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 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), might be extended by the National Lottery Heritage Fund to the end of June 2021. However, at the time of the present DAC meeting, this had still not been confirmed by the grant body, and the March deadline therefore remained the determining factor.

In view of the extremely tight deadline for faculty permission, required for the grant to be upheld, the DAC Chair had authorised the attendance and participation (by online conferencing) of the QI architect during this meeting item, but not the resultant Committee discussion. This was undertaken in accordance with the Care of Churches and Ecclesiastical Jurisdiction Measure Code of Practice 1993, Appendix A, Part III (9).

The Committee recognised that the revised submission contained options, such as the retention or removal of the north porch oak panelled screen and doors (these options depicted as CGI renderings in the submission paperwork). The QI architect gave verbal confirmation at the meeting of the preference for the removal of the screen and doors. Such removal constitutes a 'material change' to the proposal as last considered for informal advice, where that submission sought to retain all elements of historic screens and doors. In relation to which, [rule 4.8](#) of the Faculty Jurisdiction (Amendment) Rules 2019 requires external statutory consultees, in addition to the DAC, to be re-consulted on the subsequently revised proposal (to respond within 21 days). As such, the DAC was unable to give its final, formal advice at the present meeting, as per the 2019 Rules.

The Committee accordingly offered the following observations and comments, with some additional information required to be provided by the parish and QI architect:

1. North external glazed screen:
  - Noting the original external doors are to remain, the proposed arrangement of the recessed glazed lobby and glass return ceiling are acceptable (the detailing of

the glass ceiling connection to the rear of the external timber screen has been described, though a drawing has not been supplied). The finish of the glass and framing channels should 'suite' with the new internal screens and doors. Large sheets of glazing are clearly a modern intervention to the historic building. It is considered that bronze framing will immediately look dated (very 1970s) and black powdercoated will look heavy against the pale stonework. A brushed stainless steel finish is more appropriate and contemporary with the glass. It is understood that the steel edging frame/bead is proposed to enable all fixings to be into mortar joints in the stonework.

- Standard tubular steel handles are a concern. A more tactile, warm material is preferred. Could a more bespoke handle be used, potentially a mix of oak and brushed steel? It is also suggested that low reflectancy glass is utilised throughout.
2. North porch internal glazed screen:
    - Two options have been put forward. Retaining the earlier oak panelled screen and doors results in an awkward assortment of doors of varying heights, and results in the new glass screen being pushed almost flush with the internal stonework finish to the wall. It also requires a larger expanse of glass to be fitted. The option shown to remove the earlier oak screen and replace on the same line with the new glass screen is preferred, and will enhance the welcome into the Abbey. Further information on the provenance of the earlier timber screen and photographs would assist in determining any perceived heritage value (significance). They appear very plainly detailed and not of inherent architectural interest. Notes on finishes to the glass, handle and framing pieces as above. The parish must submit one preferred scheme for faculty approval.
  3. South internal lobby:
    - The removal of the existing heavy modern lobby is welcomed. The visual now supplied explains the appearance – keeping the glass clean may be a significant matter. The visual shows an unresolved detail to work around the existing step (following the same line as the existing screen). It is understood that the line of the return glass wall is dictated by the profiled reveal of the south door – the line of the glass wall is forced onto the step to avoid clashing with the carved stone. However, the incorporation of the steel channel up the riser and across the tread looks awkward. Could the detail be improved perhaps by relocating part of the step and making good to the floor, or incising the glass through a discreet cut in the stone step? Notes on finishes to the glass, handle and framing pieces as above.
  4. Manifestation:
    - It is understood that a small repeating band is proposed – this is welcomed but further details are required. The drawings suggest a series of small rectangles – it would be preferable to utilise a repeating monogram of a more ecclesiastical nature. The final proposed manifestation design needs to be detailed and approved.
  5. Services:
    - Previous technical drawings have shown a wealth of control gear, switches, wiring runs, sensors and push pads etc. The application goes some way to describe the proposed approach in the more sensitive positioning of the automation systems for each of the doors. However, revised drawings (plans and elevations) are required to show the position of all equipment and wiring runs, a number of which may have to be surface mounted.

## 6. Archaeology:

- The DAC Archaeology Adviser confirmed that Scheduled Monument Consent (SMC) had been granted for the path works, required as the setting of the Abbey is designated as a Scheduled Monument, and that a Written Scheme of Investigation (WSI) had been procured by the parish as part of its SMC application. The Archaeology Adviser recommended that a proviso should be included with the DAC's formal advice, when issued, that requires the works to be implemented in accordance with that WSI.

In consideration of the external requirement that works are completed by the end of March 2021, or at the latest by the end of June 2021, to ensure the project fits to the agreed funding programme, the Committee suggested that the revised scheme, when further developed, should advance for formal re-consultation with external statutory bodies, in accordance with the Faculty Jurisdiction (Amendment) Rules 2019, to be advised by the DAC Secretary upon request, prior to receipt of formal DAC advice.

**Decision:** Defer – to process the giving of final, formal advice by delegated authority, under [section 12\(1\)](#) of the Church of England (Miscellaneous Provisions) Measure 2018

**Action:** The DAC Secretary to inform the applicant, and issue the resultant Notification of Advice

## 4.2 Fabric Repairs and Alterations

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

*Grade I*

#### 4.2.1

Case Reference No.:	<a href="#">2021-057928</a>	Case Status:	Pre-formal consultation review
Church Code:	620120	Church Name:	Kinver: St Peter
Archdeaconry:	Walsall	Parish:	Kinver
Applicant Name:	Mark Middleton	Quin. Inspector:	Robert Kilgour
Listing:	Grade I	Date of Last QI:	22-May-2018
Proposal:	Installation of secondary glazing in North Aisle windows [late 20th century]		
No. of Times to DAC:	First	Cost Est:	£45,932
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:

- The DAC considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified in principle. Whilst Kinver, St Peter is Grade I listed, the Committee recognised that the north aisle is by John Greaves Smith of Kinver, dating to 1976. In relation to which, the DAC member nominated by the National Amenity Societies indicated that the QI architect should oversee the glazer's details, as the proposed work has bearing on that of an important original architect.
- The Committee noted that the secondary glazing will use bronze anodised framing to match existing, and that the new glazing would be fitted fairly unobtrusively into existing

reveals. It was commented that the proposal will bring advantages in terms of energy and internal comfort, and as such the general proposal is supportable.

3. However, the drawings for the new secondary glazing are only diagrammatic. The Committee would need to see large scale sectional details of all the various conditions, showing the relationship with the existing glazing accurately and also at large scale.
4. As some of the secondary glazing units are fixed, it was queried what provision will be made for access between old and new glazing for maintenance.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation not applicable).

**Action:** The DAC Secretary to inform the applicant

*Unlisted*

#### 4.2.2

Case Reference No.:	<a href="#">2021-059177</a>	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:	First	Cost Est:	£35,402
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, noting that Chase Terrace, St John's Community Church is an unlisted church building.
2. The Committee noted that the quality of the new windows is of a high standard timber-effect uPVC, with an external detail that allows the opening and inset panels to be flush with the surrounding more structural window frames.
3. It was recognised that the parish has tendered to three companies. The DAC would wish to be assured that Uniseal's quotation is for windows of similar quality and detail as those that have been used to illustrate the parish's intention and preference.
4. The Committee recommended that the parish give consideration to the possible environmental impact of the proposal, noting that uPVC cannot be conventionally repaired and as such can have a limited life, and can contain materials such as aluminium, in contrast to good quality timber from a sustainable source.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation not applicable).

**Action:** The DAC Secretary to inform the applicant

## b) Formal Advice

None this meeting

## 4.3 Services and M&E

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

Grade I

#### 4.3.1

Case Reference No.:	<a href="#">2021-058935</a>	Case Status:	Pre-formal consultation review
Church Code:	620611	Church Name:	Stanton-upon-Hine Heath: St Andrew
Archdeaconry:	Salop	Parish:	Stanton Upon Hine Heath
Applicant Name:	Claire Crackett	Quin. Inspector:	Anne Netherwood
Listing:	Grade I	Date of Last QI:	01-Nov-2016
Proposal:	Temporary test of rainwater collection to top up heating system		
No. of Times to DAC:	First	Cost Est:	£200
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 I 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 and justified in principle.
3. The interim DAC Heating Adviser commented that several churches have the problem of hand filling feed and expansion (F&E) tanks on heating systems when there is no mains water available. One solution that the adviser has seen used is installation of a small tank just above the F&E tank to collect rainwater from part of the roof. The tank requires an overflow and a feed to a ball valve in the F&E tank. Rainwater is collected in the additional tank and fed into the F&E tank as required. Any surplus rainwater is directed down the overflow to outside via the rainwater system. Only a small amount of water is needed annually so any grit etc. will tend to settle in the upper tank. A filter can be fitted to supply to the F&E tank.
4. The application supporting documents indicate that the existing feed and expansion tank does not have an overflow, for the reason that it does not have a mains water supply. However, the overflow pipe also prevents the tank overflowing in the event of the water in the system overheating and expanding into the tank. This could occur if the boiler high-limit thermostat fails.
5. Good practice is to have separate cold feed and open vent pipes.

6. The proposed system appears workable but, with only small volumes of water, freezing is always a risk. Pipework at risk from freezing can be fitted with trace heating, which uses very little electricity.
7. Any permanent electrical wiring must be installed by a 'Full Scope' electrical contractor registered for commercial work. Wiring to be in 'FP200' cable or similar.
8. The Committee recommend that the parish should notify the church insurers, as well as consulting the Local Planning Authority on the question of possible planning permission.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation not applicable).

**Action:** The DAC Secretary to inform the applicant

*Grade II\**

#### 4.3.2

Case Reference No.:	<a href="#">2021-058082</a>	Case Status:	Pre-formal consultation review
Church Code:	620124	Church Name:	Penn: St Bartholomew
Archdeaconry:	Walsall	Parish:	Penn St Bartholomew
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:	First	Cost Est:	£124,840
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 and justified in principle.
3. The Committee separately noted that a List B application ([2017-017559](#)) was granted as recently as 20th December 2017 for the replacement of the then existing boiler with a new boiler in the same location.
4. In relation to the current proposal, the interim DAC Heating Adviser commented that the trench heating will require an element of maintenance and cleaning out, as debris will inevitably find its way into the trenches.
5. The specification does not appear to state the space temperatures to be achieved against an external temperature. The parish should have a clear statement of the design data.
6. The adviser strongly recommended that the parish request a sample fan convector so that they can be satisfied as to the noise levels. The sample should be of the largest model being specified (noise levels vary with the size of the fan convector). Any complaints of noise, on a costly scheme, would not be welcome after installation.

7. It would be advantageous for the DAC to see a working drawing for the scheme including any alterations to the flue arrangement for the boilers prior to commencement on site.
8. It was noted that finish colours are being considered for the fan convectors. Dunham-Bush produce a basic unit for installing in an architect-designed case to match the timber work in the church, which might be of interest to the parish. The DAC member nominated by the National Amenity Societies indicated that the QI architect had also highlighted, in the supporting documents, the colour of the fan heaters, as the units need to blend into the background as much as possible, although they are mostly positioned in discreet locations.
9. The specification does not appear to mention any requirement for filters on the pipework or commissioning valve sets on the system.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation not applicable).

**Action:** The DAC Secretary to inform the applicant

### *Grade II*

#### 4.3.3

Case Reference No.:	<a href="#">2020-056940</a>	Case Status:	Pre-formal consultation review
Church Code:	620196	Church Name:	West Bromwich: St Philip
Archdeaconry:	Walsall	Parish:	West Bromwich All Saints with St Mary Magdalene and St Philip
Applicant Name:	Revd Jane Dicker	Quin. Inspector:	Sarah Baldwin
Listing:	Grade II	Date of Last QI:	01-Aug-2014
Proposal:	Upgrading all lighting outlets to LED equivalents		
No. of Times to DAC:	First	Cost Est:	£10,000
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 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 in principle.
3. The DAC Lighting and Electrical Adviser commented that Anthony J Smith is a respected electrical contractor who is capable of carrying out new church lighting designs and taking account of the aesthetics of a building. It was noted that the pendant lighting in the church was installed by Anthony J Smith (the well glass fittings are one of his trademarks).
4. The adviser commented that the letter from the contractor in the supporting documents makes some good recommendations. However, where there are so many fittings in such a large church, it would make good sense to upgrade from option c) to option d), to include the minor changes for the system to be controlled by a Dali dimmable system. This would make it much easier for the parish to operate the lighting according to the requirements of each service/event.

5. The repairs to the lighting in the hall also make good sense. Following a site visit in 2013, then then DAC Heating Adviser wrote a site visit report with recommendations. If those recommendations have not been carried out to date, then the parish might give consideration to that work being incorporated into the whole package.
6. The Committee would wish to see images of all proposed new light fittings, and the new design plans, for church and hall, as part of the application for formal advice.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation not applicable).

**Action:** The DAC Secretary to inform the applicant

## b) Formal Advice

None this meeting

## 4.4 Furniture and Fittings

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

Grade II\*

#### 4.4.1

Case Reference No.:	<a href="#">2020-055590</a>	Case Status:	Pre-formal consultation review
Church Code:	620122	Church Name:	Pattingham: St Chad
Archdeaconry:	Walsall	Parish:	Pattingham and Patshull
Applicant Name:	David Challinor	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II*	Date of Last QI:	17-Nov-2016
Proposal:	Levelling of floor and installation of storage cupboards		
No. of Times to DAC:	Second	Cost Est:	£5,400 [donor to cover costs]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 11th November 2020 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, and considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.
2. The revised scheme had addressed the matters previously raised by the DAC informal advice. Specifically, there will now be a breathable limecrete floor slab, and the new cupboards (to include opening doors rather than sliding ones) now have joinery of better quality and more consistent form.
3. The DAC member nominated by the National Amenity Societies indicated that the loss of the single pew is acceptable, and commented that the parish should be thanked for providing a clear photograph of it to enable a judgment to be made.

4. The DAC indicated that the only remaining issue relates to the new floor tiling, with respect to matching the existing tiling. The Committee determined to request to see tile samples (in photographs), placed adjacent to the existing tiling, to be approved before they are laid. It was suggested that a possible source for matching tiles might be in other, more hidden parts to the church (e.g. at floor level within an old cupboard), from where they could be repurposed as part of the scheme.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal consultation with external statutory bodies, in accordance with the Faculty Jurisdiction (Amendment) Rules 2019, to be advised by the DAC Secretary upon request, prior to receipt of formal DAC advice.

**Action:** The DAC Secretary to inform the applicant

**b) Formal Advice**

None this meeting

**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.:	<a href="#">2021-057973</a>	Case Status:	Pre-formal consultation review
Church Code:	620559	Church Name:	Montford: St Chad
Archdeaconry:	Salop	Parish:	Montford with Shrawardine
Applicant Name:	Paul Lowe	Quin. Inspector:	Mark Newall
Listing:	Grade II*	Date of Last QI:	09-Nov-2017
Proposal:	Extension of area in churchyard for cremated remains		
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 determined to recommend the proposal.

Specifically, the Archdeacon of Salop expressed the view that, taking account of the standard design of the proposed memorial markers, as referred to in the Statement of Needs, it was unlikely that the proposed extension to the existing area for the burial of cremated remains would have an incongruous or detrimental impact on the appearance of the churchyard or the setting of the church itself. 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](#).

In addition, the DAC Archaeology Adviser noted that the proposed extension is modest in extent and would not involve significant amounts of disturbance to the churchyard. It was considered that the proposal would not, therefore, affect the character of the church or any archaeological remains within the churchyard. As such, the Committee determined to recommend the proposal.

**Decision:** Recommend (external formal consultation not applicable)

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

#### 4.5.2

Case Reference No.:	<a href="#">2020-055941</a>	Case Status:	Notification of Advice
Church Code:	620560	Church Name:	Shrawardine: St Mary
Archdeaconry:	Salop	Parish:	Montford with Shrawardine
Applicant Name:	Esther Oates	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Jan-2016
Proposal:	Conservation and subsequent display of 18th century maiden's garland		
No. of Times to DAC:	Third	Cost Est:	£920
Formal Consultations:	Church Buildings Council		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 10th February 2021 DAC meeting, when the Committee confirmed that the parish had addressed the matters previously raised by preceding DAC informal advice. At that meeting, the Committee determined that the application should advance to formal consultation with external statutory bodies, prior to receipt of formal DAC advice. As such, formal consultation has been undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2)(a) of the Faculty Jurisdiction (Amendment) Rules 2019, in relation to the conservation of an article of special historic, architectural, archaeological or artistic interest. At the present meeting, the DAC carefully considered the consultation response received from the CBC, and noted that the CBC was in support of the proposal (with no formal objection for consideration in the DAC's own formal advice). As such, the Committee determined to recommend the proposal.

**Decision:** Recommend (external formal consultation undertaken)

**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*)

*Grade II\**

#### 4.6.1

Case Reference No.:	<a href="#">2021-058397</a>	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:	First (in this form)	Cost Est:	£29,434
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal as part of a larger proposal (application ref. 2019-045224, under the Faculty Jurisdiction Rules 2015, since abandoned) for informal advice at 11th December 2019 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, and considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.
2. However, the Committee indicated that details of the colour and type of the bound gravel surface should be provided.
3. The French drain (as shown in drawing no. 1858-08-01C) should extend fully across the front of the building including right up to the edges of the doorway, so this should be corrected.
4. The Geotextile membrane referred to on the drawing, laid against the base of the church wall, should be a Geotextile drainage geocomposite sheet (e.g. Terram IBZ) falling to the slotted land drain. The land drain itself should be wrapped in geotextile weed membrane. It is assumed that the slotted land drain will be fitted to the full length of the French drain and rodding eyes fitted.
5. Sections should be provided to show the details of the join between the entrance and the new raised levels.
6. Consideration should be given to providing a permeable surface, particularly where it is to be overlaid over existing cell web.
7. The DAC Archaeology Adviser indicated that the proposal was not likely to have an archaeological impact.
8. The DAC Tree Adviser noted that two trees lie adjacent to the central brick path in the scheme, but that the proposal was not likely to have an arboricultural impact (the trees not proposed for removal).

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation not applicable).

**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

None this meeting

### 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.:	<a href="#">2020-049047</a>	Church Name:	Shenstone: St John Baptist
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Repair of 13th-century detached church tower (HE Building at Risk)		
DAC Consultee:	Sarah Butler	Date NoA Issued:	11th February 2021

#### 5.2

Case Reference No.:	<a href="#">2021-057944</a>	Church Name:	Weston-under-Redcastle: St Luke
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Repairs to church clock		
DAC Consultee:	Robin Hutchinson	Date NoA Issued:	3rd March 2021

#### 5.3

Case Reference No.:	<a href="#">2020-057172</a>	Church Name:	Knutton: St Mary
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	To restore the broken headstone of one of the graves of a former Vicar of the church		
DAC Consultee:	Mark Parsons	Date NoA Issued:	4th March 2021

#### 5.4

Case Reference No.:	<a href="#">2020-055517</a>	Church Name:	Walsall: St Matthew
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	Repair West Door after fire damage (to uphold interim faculty no. 4830)		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	19th March 2021

**Decision:** The faculty applications processed by delegated authority were noted

**Action:** None

## 6. Registry Matters

### 6.1 Churchyard policy

#### 6.1.1 Churchyard policy for Ashley, St John the Baptist (Archdeaconry of Stoke-upon-Trent)

The DAC carefully considered a draft churchyard policy for Ashley, St John the Baptist, in the context of the Chancellor's [Churchyard Regulations](#) (2013), 'Parish Churchyard

Policies' section (p. 7–8) and 'Schedule 2' (p. 13). The Associate Archdeacon of Stoke-upon-Trent, the Revd Preb Terry Bloor, indicated that the proposed churchyard policy did not appear to specifically depart from or seek to augment the existing Regulations, as might be expected from a bespoke parochial churchyard policy, but instead that the document reads as a summary version of key points from the Regulations, but lacking the specific detail of the original.

The Acting Archdeacon of Stoke-upon-Trent, the Rt Revd Alistair Magowan, offered the view that the text may be intended more as guidance, rather than policy, perhaps as a pastoral response to non-compliance or misunderstanding of the existing Regulations by churchyard users. If intended to be displayed at the churchyard in this way, then it was suggested that the current document would not be considered to be a churchyard policy, and therefore not likely to require approval from the Chancellor. The parish should seek advice from the Registry on this point. In other respects, the DAC approved the contents of the document.

**Decision:** The proposed churchyard policy was supported, but the PCC should confirm with the Registry whether approval from the Chancellor is required (i.e. whether the document constitutes policy or guidance)

**Action:** The DAC Secretary to liaise with the Diocesan Registry Assistant

## 6.2 Memorial petition

6.2.1 Private petition from South Staffordshire Council to conduct safety testing to memorials and if necessary related maintenance works at Wombourne, St Benedict Biscop; Swindon, St John the Evangelist; Coven, St Paul; and Kinver, St Peter (Archdeaconries of Walsall and Lichfield)

The DAC carefully considered a private petition from South Staffordshire Council, for memorial safety testing in four churchyards within the diocese, in the context of the Registry's [Information for Local Authorities](#), 'Memorial Testing Faculty Petition' section. The Committee noted that the Council has clear plans to display public notices at the site and online, prior to the statutory public notice as part of the faculty process, and has agreed to the conditions for topple-testing procedure set by the Consistory Court for the safety testing of memorials by a local authority in consecrated burial grounds. The PCCs of the four churches have also passed resolutions in support of the proposed works.

**Decision:** Recommend (external formal consultation not applicable)

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

## 6.3 Amendment to faculty

6.3.1

Case Reference No.:	<a href="#">2019-031526</a>	Case Status:	Awaiting DAC recommendation
Church Code:	620548	Church Name:	Tong: St Bartholomew
Archdeaconry:	Salop	Parish:	Tong
Applicant Name:	Revd Pippa Thorneycroft	Quin. Inspector:	Sarah Butler
Listing:	Grade I	Date of Last QI:	01-Aug-2012

Proposal:	Changes to the design of the south porch glazed entrance doors		
No. of times to DAC:	Third (in this form)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction Rules 2015		

The Diocesan Registry Assistant indicated that the Chancellor had issued [Directions](#) (14th March 2021), for written representations, that require the DAC to submit any expanded reasoning which it wishes to provide to supplement that in the [Notification of Advice](#) (5th March 2021) by 9th April 2021. The DAC previously considered the proposal as originally specified under faculty 2019-031526, granted on 3rd December 2019. The DAC last considered the proposal for an amendment to that faculty as an application for formal advice at the 10th February 2021 DAC meeting, when the Committee did not recommend the proposal for the following principal reasons:

- The Committee did not support the confirmation of the door frame that had already been installed as this was deemed to be too dominant visually and to cause a higher degree of aesthetic impact on the immediate setting. It may be preferable to trim it down, or to paint it out with the masonry, but these mitigations were not unanimously supported. Similarly, the Committee did not support the proposed amendment for a change of door handle material, from oak to stainless steel. The Committee did not consider that consistent information had been provided on the manifestation motifs, where different instances are shown in drawing no. SK1000G-F-0 by Donald Insall Associates and drawing no. 703-E01-A by Structural Glass Solutions, and where the written report by Donald Insall Associates (dated 26th January 2021) refers to the manifestation in printed film in lieu of etched glass, whilst the latter is still referred to in the accompanying quotation by Treasure and Son Ltd (dated 2nd October 2020).

At the present meeting, the Committee reiterated its understanding that the door frame and fixings had already been installed, but incorporating (unapproved) changes recommended by the manufacturer, and that DAC advice had additionally been sought on the door handles and manifestation, these not yet installed. In this way, the application was deemed to be in part both a confirmatory faculty and an amendment request.

In order to review the amendment application and DAC comments to date in sufficient detail, the Committee resolved to provide any expanded reasoning by way of the delegated authority faculty procedure, with the application paperwork to be reappraised by a DAC architect member, for the DAC Secretary to forward to the Diocesan Registry by 9th April 2021.

**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 consult a DAC architect member, and to issue the resultant Notification of Advice to the Diocesan Registry Assistant by 9th April 2021

## 7. Site Visits & Reports

*DAC and adviser site visits are postponed from 6th January 2021 due to statutory restrictions on movement and gatherings under the [Health Protection \(Coronavirus, Restrictions\) \(No. 3\) and \(All Tiers\) \(England\) \(Amendment\) Regulations 2021](#); the National Church Institutions are advising against all work-based travel for both staff and volunteers*

## 7.1 Forthcoming DAC Site Visits

None this meeting

## 7.2 DAC Site Visit Reports for Approval

None this meeting

## 7.3 DAC Adviser Site Visit Reports for Approval

None this meeting

## 7.4 DAC Adviser Site Visit Reports to Note

None this meeting

## 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 Weston-under-Lizard, St Andrew (Grade I; CHR ref. [620066](#))

8.2 Market Drayton, St Mary (Grade II\*; CHR ref. [620501](#))

8.3 Barlaston, St John the Baptist (unlisted; CHR ref. [620412](#))

**Decision:** To process the applications 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 applicants of the resultant advice, being that of the DAC

## 9. Any Other Business

### 9.1 Administration of applications for DAC advice on quinquennial inspectors

The DAC Chair 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. Key changes are that a PCC is no longer required to appoint a registered architect or chartered building surveyor in every case, or select from an 'approved list' of names administered by the DAC. Instead, a suitably qualified and experienced professional can be identified by the PCC, with the appointment made subject to DAC advice. Related [guidance](#) on QIs has been issued by the Church Buildings Council (CBC), and [procedures](#) (including applications for DAC advice) published by the DAC Office, as well as a [Lichfield DAC register of quinquennial inspectors](#) (i.e. individuals currently inspecting within the diocese, from which a PCC can choose to draw).

At the present meeting, the DAC Chair confirmed the point made in the CBC guidance that the appointment of a quinquennial inspector is always of an individual, not a firm, and for one inspection and report in the first place, but notwithstanding the importance of building an ongoing relationship with an inspector as the PCC's professional adviser. The Committee cautioned that the guidance recommends that PCCs seek at least three

applications, through a formal competitive appointment process, when choosing a new quinquennial inspector or reviewing a current appointment. It was suggested that this may be beyond the ability of some parishes, and that the DAC should give advice on the PCC's preferred candidate if only one name was put forward for DAC advice. The DAC Secretary would develop a diocesan (rather than CBC) application form to allow for this.

The Committee also confirmed the suitability of processing applications for DAC advice on quinquennial inspectors by delegated authority, under [section 12\(1\)](#) of the Church of England (Miscellaneous Provisions) Measure 2018, for the DAC officers to consult a DAC architect member and the respective Archdeacon (or other DAC clergy member), and to inform the applicants of the resultant advice, being that of the DAC. Separately, a DAC architect member cautioned that significant grants (e.g. National Lottery Heritage Fund) require inspectors to be conservation accredited, and that a full on-site inspection by a new (replacement) inspector would take longer and likely cost more than an inspection by the previous (existing) inspector, whose reports were building on previous inspections. The Committee recommended that PCCs should be informed that such considerations should be borne in mind when appraising prospective inspectors. The DAC Secretary would update the [QIs web page](#) of the diocesan website accordingly.

**Action:** The DAC Secretary to develop a diocesan (rather than CBC) application form, and update the [QIs web page](#) of the diocesan website

Date of next meeting: **Wednesday, 5th May 2021 at 2.00 pm**  
to be held remotely (by written electronic means and online conferencing)

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