

# Lichfield Diocesan Advisory Committee

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## MINUTES

*A meeting of the Lichfield DAC was held hybirdly (in person and by online conferencing) in the Reeve Room at St Mary's House, Cathedral Close, Lichfield on Wednesday, 27th October 2021 at 2.00 pm*

### 1. Introduction

- 1.1 Opening prayers were said by the Revd Preb Terry Bloor (Associate Archdeacon of Stoke-upon-Trent).
- 1.2 The DAC Chair welcomed to the meeting the Ven Dr Megan Smith ([new Archdeacon of Stoke-upon-Trent](#) and ex officio DAC member) and the Revd Zoe Heming ([Diocesan Enabling Church Adviser](#) and prospective DAC member).
- 1.3 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Julian Francis, the Ven Paul Thomas, the Ven Sue Weller, the Ven Megan Smith, the Revd Preb Terry Bloor, Sarah Butler, Andy Foster, Nigel de Gaunt-Allcoat, Edward Higgins, David Litchfield, Bryan Martin, Adrian Mathias, Mark Parsons, Brough Skingley, Andy Smith, Julie Taylor, Peter Woollam.  
In attendance: Giles Standing (DAC Secretary), Pauline Hollington (Diocesan Registry Assistant), Clare Beavon (Diocesan Pastoral Officer).  
Observing: the Revd Zoe Heming (Diocesan Enabling Church Adviser and prospective DAC member).
- 1.4 Apologies for absence: the Revd Neil Hibbins, Andy Wigley, Helen Cook (Assistant DAC Secretary).
- 1.5 Declarations of interest: Adrian Mathias, items 4.1.1, 4.2.1, 6.2.1; Bryan Martin, item 4.2.2; Mark Parsons, item 6.2.1; the Revd Zoe Heming (observing), item 4.1.3.
- 1.6 The minutes of the previous meeting were accepted without amendment.

### 2. Matters Arising

#### 2.1 **Appointment of Edward Higgins (Principal Conservation and Design Officer, Lichfield District Council) as the DAC member appointed after consultation with the Local Government Association (from 22nd October 2021)**

Following the standing down of Claire Hines, Principal Conservation and Design Officer at Lichfield District Council, from her role as DAC member nominated by the associations of local authorities on 30th September 2021, the Committee warmly welcomed to the meeting Edward Higgins, Principal Conservation and Design Officer at Lichfield District Council. The DAC Secretary noted that the appointment, to fill the casual vacancy, had been made by the Diocesan Bishop after consultation with the Local Government Association, in accordance with [schedule 2](#) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the related [designation order](#) (of relevant associations of local authorities) by the Dean of the Arches and Auditor.

### 3. New Matters

#### 3.1 **Standing down of John Polhill as DAC Sustainability Adviser (from 2nd October 2021)**

The DAC Secretary indicated that John Polhill (in absentia), Chair of the national Church

Energy Advisers Network (formerly Diocesan Environmental Officers (DEO) Energy Group), had retired from his role as DAC Sustainability Adviser from 2nd October 2021. Members extended a vote of thanks to John Polhill for his valuable contribution to the work of the Lichfield DAC, having undertaken that role since October 2016. Brough Skingley, DAC Lighting and Electrical Adviser (and formerly DAC Heating Adviser) wished to record John Polhill's particular and wide-ranging contribution to church heating surveys (including data-logging), and more recently advising parishes, and the diocese, on matters relating to the Church of England, and diocesan, target to reach net zero carbon by 2030.

### **3.2 Proposal to revise Lichfield DAC Delegated Authority Policy to broaden use of delegated authority procedure for processing faculty applications**

The DAC Chair indicated that the Committee had confirmed, at the 24th March 2021 DAC meeting (Any Other Business, item 9.1), 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. This use of delegated authority extended the Lichfield DAC Delegated Authority Policy, as approved by the DAC at its meeting on 6th May 2020, then in relation to the coming into effect of the Faculty Jurisdiction (Amendment) Rules 2019 on 1st April 2020.

At the present meeting, the DAC Chair and DAC Secretary proposed a further, broader use of delegated authority, for the DAC statutory function of giving informal advice on faculty applications (rule 4.3 of the 2019 Rules, therein 'initial advice' of the DAC). This would be in addition to the giving of formal advice on minor faculty applications, as currently undertaken (see item 5 below). It was also proposed that formal advice following external consultation, where no formal objections had been raised by external consultees and where no material changes had been made to the proposal (rules 4.7–4.8 of the 2019 Rules), might be given through delegated authority, as the application and related DAC advice would not have changed since the informal DAC advice stage.

The DAC member nominated by Historic England cautioned that the expanded use of delegated authority, where, as under the current DAC policy, a DAC member or adviser is consulted, may lead to more casework for the (volunteer) DAC architect members specifically. However, a DAC architect member present indicated that a more dispersed caseload, rather than through a single agenda, would be preferable, in relation to their own scheduling and work commitments. The DAC Secretary reiterated that such an agile system would create a more focused agenda, on the most significant cases, but equally that a more rapid administrative and processing requirement would fall to the DAC officers (i.e. with more cases being processed between DAC meetings).

The DAC member nominated by the National Amenity Societies queried the threshold for cases being processed at the informal advice stage by this proposed means. The DAC Secretary indicated that those items currently processed under agenda 4.1 (as below), for reorderings and new facilities, would not be applicable for delegation and would always require, and benefit from, full Committee consideration. The DAC Chair confirmed that for other matters a robust system of processing and reviewing cases would be required, as well as ensuring Committee oversight of the overall process, including the reporting of delegated applications through the DAC agenda, as currently undertaken (see item 5 below).

The DAC Chair indicated that any proposed expanded use of delegated authority would follow the commencement of the newly-constituted DAC from early 2022, the latter as raised at the 15th September 2021 DAC meeting (New Matters, item 3.1), for which additional architects would be sought as DAC members and/or advisers, required to spread such a delegated caseload.

**Decision:** The DAC supported the principle of the proposal to revise the [Lichfield DAC Delegated Authority Policy](#), to broaden the use of delegated authority for processing applications for both informal and formal DAC advice

**Action:** The DAC Secretary to draft a revised policy, for consideration and approval by the DAC at a subsequent DAC meeting

### **3.3 DAC meeting dates and DAC site visit dates in 2022**

The DAC Secretary indicated that dates for DAC meetings in 2022 would shortly be published on the [DAC meetings](#) web page of the diocesan website. To better facilitate the planning of DAC site visits, in accordance with practice prior to COVID-19 (Coronavirus), the Assistant DAC Secretary will liaise with the Archdeacons to plan and publish dates for prospective visits throughout 2022, which will be distributed to all DAC members for the purposes of forward planning and scheduling.

**Action:** The Assistant DAC Secretary to liaise with the Archdeacons' PAs on dates for prospective DAC site visits in 2022, and to circulate these to DAC members

## **4. Casework for Consideration**

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

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

*Grade I*

4.1.1

Case Reference No.:	<a href="#">2021-065626</a>	Case Status:	Pre-formal consultation review
Church Code:	620435	Church Name:	Burton-on-Trent: St Modwen
Archdeaconry:	Stoke-upon-Trent	Parish:	St Modwen Burton-on-Trent
Applicant Name:	Geoffrey Brown	Quin. Inspector:	Adrian Mathias
Listing:	Grade I	Date of Last QI:	27-Nov-2018
Proposal:	Internal re-ordering of both East and West ends		
No. of Times to DAC:	First	Cost Est:	£250,000
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 Archdeacon of Stoke-upon-Trent commended the parish on its approach to date, including consulting with the QI architect and its consideration of the church building within the deanery framework as part of the diocesan [Shaping for Mission](#) process.

2. The Archdeacon highlighted that the parish had discerned its missional priorities, being to better engage with those who are not attracted to its current style of worship, and younger generations who need new ways of connecting with church. St Modwen's sits at the heart of Burton-on-Trent town centre, and the parish seeks to serve the town centre.
3. It was recognised that the core aims of the parish are to create space that can be more flexibly used (across the whole building), improve kitchen and toilet facilities, and decrease the visual dominance of the pulpit. The Committee concurred with the intention that enabling the interior to be visible from the outside, via glazed doors, should increase people's interest in coming inside.
4. In support of these comments, 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.
5. In relation to which, it was considered that the impact of the proposed works (i.e. potential harm to significance) had not yet been sufficiently identified and justified, and that the Statements of Significance and Needs should be developed accordingly.
6. The principle of the proposal was supported, but a more rigorous appraisal of the need for the proposed scheme is required, in order to make a suitably robust case for change. It was recommended that the parish should consult the Church of England guidance on [reorderings](#) and [Statements](#).
7. The DAC member nominated by Historic England recommended that the parish should start with an analysis of the building and its significant features, and that an options appraisal should be developed. It was noted that the submitted drawing ('Sketch 36-307\_SK06 Opt6' dated September 2021), from a sketch scheme by the QI architect, was marked as 'Option Six'. The Committee concurred that it would wish to see the complete options appraisal and sketch scheme. The cost of the proposals is substantial, and it would be advisable to put the various ideas in the sketch scheme in priority order.
8. The DAC member nominated by the Local Government Association commented that the oak chest and Perpendicular font within the nave relate to the pre-Georgian church building, and that this aspect of its heritage should be taken account of in the proposal.
9. The DAC member nominated by the National Amenity Societies suggested that the parish should give consideration to contacting Dr Christopher Wakeling, who is currently writing the revised Staffordshire volume of the Pevsner Architectural Guides, about what he has discovered in his research, in relation to the interior of the building and its history. The parish should liaise with the DAC Secretary in this regard.
10. The Committee resolved that more detailed information and supporting documents on the whole proposal are required, including the detailing of the glazed doors, in due course.

It was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that a DAC site visit should be undertaken, to meet with parish representatives and the QI architect at the church, and that representatives of the National Amenity Societies (the Georgian Group and, for the later changes, the Victorian Society) should be invited. The revised scheme, when further developed, should then be resubmitted for additional informal DAC advice.

**Action:** The DAC Secretary to inform the applicant; the Assistant DAC Secretary to co-ordinate a DAC site visit

**b) Formal Advice**

Grade II\*

4.1.2

Case Reference No.:	<a href="#">2021-065835</a>	Case Status:	Pre-formal consultation review
Church Code:	620525	Church Name:	Oswestry: St Oswald, King & Martyr
Archdeaconry:	Salop	Parish:	St Oswald, King and Martyr, Oswestry
Applicant Name:	Paul Crosby	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Nov-2016
Proposal:	Create a reading area and improve lighting in dark corner		
No. of Times to DAC:	First	Cost Est:	£2,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee noted that a separate faculty had been granted on 6th July 2021 for the conservation of the 17th-century Yale Memorial (the work funded by the Historic England COVID-19 Emergency Heritage at Risk Response Fund) ([2021-057717](#)), in the same location within the church as the present proposal. It was confirmed that the design of the current scheme is suitable to sit next to the monument. The design of the bookcase to incorporate the gap from the wall to permit the heat from the existing pipes to rise up into the church is to be recommended, as is the brass grille at the base to the bookcase.

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 determined that the application should advance to the giving of DAC formal advice.

**Decision:** Recommend with the following provisos:

- The works involve the removal of two pews and a frontal. The parish should confirm, in writing to the DAC Secretary, what is proposed for these furnishings.
- Reference to the lighting aspects of the scheme should be removed from the application, as the parish has confirmed that these are now not part of the proposal.
- The parish should address these matters prior to advancing to the Public Notice stage on the Online Faculty System.

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

Grade II

4.1.3

Case Reference No.:	<a href="#">2021-057775</a>	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:	Fourth (in this form)	Cost Est:	£30,000
Formal Consultations:	Historic England; Victorian Society; SPAB		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 21st July 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, and the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for formal consultation with Historic England, the Victorian Society, and the Society for the Protection of Ancient Buildings (SPAB), prior to the receipt of formal DAC advice.

At the present meeting, the DAC Secretary indicated that following receipt of formal advice from the Victorian Society, a 'material change' had been made to the proposal as last considered for informal DAC advice. 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 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.

However, 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 the Victorian Society's formal advice. As such, the Committee determined to recommend the proposal with provisos, but to defer the issuing of the Notification of Advice until the re-consultation response of the Victorian Society had been received.

**Decision:** Recommend with the following proviso:

- The design of the servery ironmongery should be submitted via the DAC Secretary for approval by a DAC architect member.

**Action:** The DAC Secretary to defer the issuing of the Notification of Advice until the re-consultation response of the Victorian Society has been received

## 4.2 Fabric Repairs and Alterations

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

*Grade II*

#### 4.2.1

Case Reference No.:	<a href="#">2021-063422</a>	Case Status:	Pre-formal consultation review
Church Code:	620086	Church Name:	Hixon: St Peter
Archdeaconry:	Stoke-upon-Trent	Parish:	St Peter, Hixon
Applicant Name:	Timothy Moss	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	01-Nov-2019

Proposal:	Replacement of nave west window glass, to include memorial roundels		
No. of Times to DAC:	First	Cost Est:	£8,000 [externally funded]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had not been sufficiently identified or justified, and that the Statements of Significance should be developed accordingly. It was recommended that the parish should consult the Church of England guidance on [Statements](#).
3. The need for the replacement window glass was acknowledged, and the principle of the proposal for the incorporation of the memorial roundels was supported. The Statement of Needs was considered sufficient.
4. However, the parish should provide clarification on how the roundels are to be installed in the glass (i.e. set within the window and not over it), and whether the contractor, Rayson Reclamation, is to undertake both the repair and installation elements of the works.
5. In relation to the repairs, clarification should also be given as to whether the existing plain window glass is to be replaced in its entirety, and, if so, whether the contractor is experienced in such in-situ work.
6. The Committee recommended that a related plaque or equivalent, such as to be wall-mounted below the window, explaining the meaning of the roundels depicted, should form part of the current proposal.

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

*Grade II*

### 4.2.2

Case Reference No.:	<a href="#">2021-066094</a>	Case Status:	Pre-formal consultation review
Church Code:	620195	Church Name:	West Bromwich: St Peter [Greets Green]
Archdeaconry:	Walsall	Parish:	St Peter West Bromwich
Applicant Name:	Kevin Love	Quin. Inspector:	Bryan Martin

Listing:	Grade II	Date of Last QI:	01-Jan-2015
Proposal:	Repair of the chancel east window		
No. of Times to DAC:	First	Cost Est:	£168,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. 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 determined that the application should advance to the giving of DAC formal advice.

The DAC noted that the chancel east window contains glass by a well-respected artist and is currently in good order. The stone within which it is set is in very poor condition, with the vast majority of stonework now replaced with cementitious mortar. This is in varying depth, heavily cracked, and falling loose. The works will replace the stonework to the same original design and see the repair of the historic glass.

**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.:	<a href="#">2021-066074</a>	Case Status:	Pre-formal consultation review
Church Code:	620469	Church Name:	Bolas Magna: St John the Baptist
Archdeaconry:	Salop	Parish:	Bolas Magna
Applicant Name:	Gill Hughes	Quin. Inspector:	Andrew Capper [Simon Smith]
Listing:	Grade II*	Date of Last QI:	27-Apr-2015
Proposal:	Heating and lighting scheme within chancel		
No. of Times to DAC:	First	Cost Est:	£3,188
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered an earlier version of the heating proposal, as part of a larger proposal for reordering the chancel ([2020-056663](#)), for informal advice at 10th February 2021 DAC meeting. The chancel is currently subject to a scheme of temporary minor reordering under an Archdeacon's Licence ([2021-060389](#); expires 27th April 2023). The DAC last considered the proposal in its current form, for heating and lighting, in relation to site visits by a DAC Heating Adviser and the DAC Sustainability Adviser on 30th June 2021, and the DAC Lighting/Electrical Adviser on 7th July 2021, with both reports approved by the DAC at its meeting on 21st July 2021.

At the present meeting, 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 or justified. The Committee commended the parish on its clear and detailed Statements of Significance and Needs.
3. The DAC Lighting and Electrical Adviser suggested that it would be advisable to add a third lighting circuit for the fittings illuminating the cross, so that the parish has the ability to adjust the brightness of the cross independently of the uplighting of the chancel.

It was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for formal consultation with the Georgian Group, prior to the receipt of formal DAC 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, following receipt of the external formal consultation response, to liaise with the DAC Lighting and Electrical Adviser and the DAC member nominated by the National Amenity Societies, and issue the Notification of Advice recommending the works (subject to provisos, if applicable)

#### **b) Formal Advice**

None this meeting

#### **4.4 Furniture and Fittings**

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

None this meeting

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

*Grade II\**

###### **4.4.1**

Case Reference No.:	<a href="#">2020-055590</a>	Case Status:	Notification of advice
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:	Fourth	Cost Est:	£7,000 [donor to cover costs]
Formal Consultations:	Historic England; Victorian Society; SPAB		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 21st July 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was applicable.

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

**Decision:** Recommend

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

#### **4.5 Memorials, ABCRs and Churchyards**

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

None this meeting

##### **b) Formal Advice**

*Grade II\**

###### **4.5.1**

Case Reference No.:	<a href="#">2021-065509</a>	Case Status:	Pre-formal consultation review
Church Code:	620525	Church Name:	Oswestry: St Oswald, King & Martyr
Archdeaconry:	Salop	Parish:	St Oswald, King and Martyr, Oswestry
Applicant Name:	Paul Crosby	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Nov-2016
Proposal:	Increase the size of the Garden of Remembrance		
No. of Times to DAC:	First	Cost Est:	£500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. It was determined that the proposal would be unlikely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 was not applicable. As such, the Committee determined that the application should advance to the giving of DAC formal advice.

The DAC Archaeology Adviser commented that the proposed extension is modest in size and located immediately adjacent to the existing Garden of Remembrance. The additional interments of ashes will result in very limited additional ground disturbance within the churchyard and the likely archaeological impact is therefore considered to be negligible.

**Decision:** Recommend with the following provisos:

- The DAC Tree Adviser noted that the existing hedge is Box, and cautioned whether it can be successfully transplanted. The parish should give consideration to new hedging, which would be the more successful option, planted to delineate the cremated remains area.

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

#### **4.6 Landscaping**

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

None this meeting

##### **b) Formal Advice**

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.:	N/A [private faculty]	Church Name:	Clifton Campville: St Mary on the Heath (No Man's Heath) [closed church]
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	In association with a new internal toilet [governed by listed building consent], excavation of a trench within the church grounds to take an underground foul drain from a new inspection chamber and to facilitate a water supply connection		
DAC Consultee:	Andy Wigley	Date NoA Issued:	6th October 2021

**Decision:** The faculty application processed by delegated authority was noted

**Action:** None

#### **6. Registry Matters**

##### **6.1 Private Faculties**

**Formal Advice** (*before external formal consultation, if applicable*)

*Grade II [boundary wall]*

6.1.1

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

The DAC previously considered the proposal as an application for informal advice at the 15th September 2021 DAC meeting, when the Committee offered advice on the development of the scheme. It was determined that the proposal would be likely to affect the archaeological importance of remains within the curtilage of the church, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for external formal consultation with the Local Planning Authority (County Archaeologist).

At the present meeting, the DAC carefully considered the resubmitted proposal and the supporting documents, and confirmed that the parish had addressed the matters previously raised by the Committee's informal advice. Specifically, photographs of the sections of the wall to be repaired have been provided, in support of the previously submitted drawing. However, it was identified that the condition survey report and photos show iron railings set into the coping stones that will be impacted by the Type 3 repair – it is proposed to remove large sections of coping stones along the south and west boundary, where these railings are located. The Committee queried how this work is to be undertaken without impacting the railings, as the top rail appears continuous and the railings are fixed directly into the coping stones. Clarification on this final point should be submitted to the DAC.

The DAC Archaeology Adviser indicated that the additional information provided has clarified that the intended depth of the groundworks to lower the ground level at the rear of the wall will be limited to the removal of the recent build-up of leafmould and soil to below the level of the coping stones. Given this, the Adviser suggested that it is now considered highly unlikely that the works will result in the disturbance of any disarticulated remains, such that a Written Scheme of Investigation (WSI) and an archaeological watching brief will not be required. Consequently, formal consultation with the Local Planning Authority (County Archaeologist), prior to the giving of formal DAC advice, also need not occur.

**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 Diocesan Registry Assistant, and issue the resultant Notification of Advice

## 6.2 Amendment to Faculty

### Formal Advice

Grade II\* [detached church tower]

6.2.1

Case Reference No.:	<a href="#">2020-049047</a>	Case Status:	Faculty granted, awaiting Practical Completion
Church Code:	620040	Church Name:	Shenstone: St John Baptist
Archdeaconry:	Lichfield	Parish:	Shenstone
Applicant Name:	Revd Liz Chamberlain	Quin. Inspector:	Adrian Mathias [Project Architect: Mark Parsons]
Listing:	Grade II [detached tower is separately <a href="#">listed Grade II*</a> ]	Date of Last QI:	02-Sep-2016
Proposal:	<p><i>Original proposal:</i> To repair the 13th-century detached church tower (Historic England <a href="#">Building at Risk</a>), and to develop the tower, with the installation of visitor facilities, for the advancement of public education, as a centre for the arts and a historical learning centre, and as a viewing platform on the established Shenstone Heritage Trail. All in accordance with drawings and documents H09-01, 02, 03, 04, 05(A), 06(A), 07(A), 08(A), 09(B), 10, 11(B), 12(B), 13(B), 14(B), 15(A), 16(A), 17(A), 18(A), 19, and 20, by ASAP Architects.</p> <p><i>Amendment proposal:</i> Specification of visitor facilities – see supporting documents on the OFS with description *Amendment to faculty*</p>		
No. of Times to DAC:	First as amendment (third in total)	Cost Est:	£310,000 (£250,000 to be sought through HE grant) [original proposal]
Legislation Applies:	Faculty Jurisdiction Rules 2015		

The DAC last considered the original proposal as an application for formal advice at the 9th December 2020 DAC meeting, when the Committee deferred the giving of formal advice, prior to the revised proposal being recommended under the delegated authority faculty procedure, with the DAC Notification of Advice issued on 11th February 2021. A faculty was granted on 6th July 2021, with a [statement of reasons](#) issued by the Chancellor.

At the present meeting, the DAC carefully considered the amendment to faculty proposal and the supporting documents, and noted that the Chancellor had issued [directions](#) to the DAC and parish which require the Committee 'to state what advice would have been given in a Notification of Advice if the further works had been the subject of a separate faculty application'.

However, in view of the matters raised, the Committee resolved to defer the application, pending revision and resubmission by the parish. The Committee offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric and setting of a significant church building – in this case the Grade II\* listed tower – and specifically the visual impact, and impact on fabric, of such an installation.

2. It was considered that the impact of the proposed amended works (i.e. potential harm to significance) had not been sufficiently identified or justified. Specifically, further justification is required on the extent of the works to the tombs (3.2 below).
3. The Committee considered that the submitted documentation was not sufficient, and that the works are not appropriate technically. The parish should liaise with the QI or project architect to develop the details of the scheme. The parish should also consult the Local Planning Authority as to whether planning permission is required.
4. The following numbers correspond with the proposed works described in the Appendix to the submitted letter from the parish to the Registry dated 15th September 2021:
  - 1) Access: The sketch plan shows a green path and a cream path – it is assumed that the cream one is the original to be reinstated? What happens to the other path? A gravel finish to the path is proposed – is this a loose gravel? This would not work well for disabled access. More specification detail is required on the type of finish. Are there any archaeological issues?
  - 2) Tomb repair: Why will it need to be reduced in height? To what extent are repairs required? Is the proposal for a full dismantle and re-build, or localised stabilisation and repair? A schedule of repairs and a specification are required.
  - 3) Alabaster gravestone repair: A schedule of repairs and a specification are required. How will the trip hazard be addressed? The photo shows broken pieces – is securing these addressing the trip hazard or is it proposed to set it level with the adjacent ground?
  - 4) Grave and railings: The Committee suggested that the railings are an integral part of the grave setting – they appear to be iron set in stone copings. It was suggested that they should be retained and repaired. A schedule of repairs and a specification are required.
  - 5) Benches: What is the proposed type and style of the benches?
  - 6) Boards: What is the proposed type, size and style of the interpretation/information boards?
  - 7) External lighting: The possible presence of bats, and related ecological issues, should be investigated and taken account of. Details of the proposed lighting should be provided for consideration by the DAC Lighting and Electrical Adviser.
  - 8) Old church foundations: A schedule of repairs and a specification are required.

The Committee suggested that the revised scheme when further developed should be resubmitted, or alternatively a new application undertaken, for formal DAC advice. It was noted, though, that the matter would first revert for the further direction of the Chancellor.

**Decision:** Defer

**Action:** The DAC Secretary to inform the Diocesan Registry Assistant

## 7. Site Visits & Reports

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

### 7.1 Forthcoming DAC Site Visits

7.1.1 Whittington, St Giles (Grade II) [quin. inspector: Adrian Mathias]

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

Date and time: Thursday 4th November 2021, 10.30 am

Attendees: The Ven Sue Weller, the Revd Neil Hibbins, Edward Higgins, David Litchfield, Mark Parsons

7.1.2 Willenhall, St Giles (Grade II) [quin. inspector: Simon Smith]

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

Date and time: Tuesday 16th November 2021, 2.30 pm

Attendees: The Ven Julian Francis, the Revd Neil Hibbins, Andy Foster, Edward Higgins, David Litchfield [NB a DAC Heating Adviser visit has recently occurred]

7.1.3 Lightfield, St John the Baptist (Grade II\*) [quin. inspector: Tim Ratcliffe]

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

Date and time: Tuesday 2nd November 2021, 2.00 pm

Attendees: The Ven Paul Thomas, the Revd Neil Hibbins, Sarah Butler, Peter Woollam, David Litchfield

7.1.4 Blithfield, St Leonard (Grade I) [quin. inspector: Mark Parsons] – visit requested by parish

Location and type (flush/compost etc.) of a proposed toilet inside the church, and possible restoration work to the church windows

Date and time: To be confirmed

Attendees: To be confirmed

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

7.1.5 Burton-on-Trent, St Modwen (Grade I) [quin. inspector: Adrian Mathias]

Internal re-ordering of both East and West ends (OFS [2021-065626](#)) – see item 4.1.1 above

Date and time: To be confirmed

Attendees: To be confirmed

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

## 7.2 DAC Site Visit Reports for Approval

7.2.1 Hales, St Mary (Grade II)

Access improvements and internal reordering (OFS [2019-034232](#)), 22nd September 2021 (Giles Standing, from site notes by Mark Parsons and the Revd Neil Hibbins)

**Decision:** The report was approved with one minor amendment

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

*Addendum:* At the present meeting, the DAC considered a revised drawing of the scheme (no. 5100/004C, dated 30th September 2021), produced by the QI architect after the DAC site visit but prior to Committee approval of the report. The DAC confirmed that the details of the drawing were in line with the DAC-approved site visit report, and suggested that the architect should next develop construction details, for submission by the parish for further informal DAC advice.

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

### **7.3 DAC Adviser Site Visit Reports for Approval**

7.3.1 Shrewsbury, Holy Cross [Shrewsbury Abbey] (heating), 14th September 2021 (Hugh Peate)

**Decision:** The report was not approved

**Action:** The Archdeacon of Salop to liaise with the parish, and the DAC Chair and DAC Secretary to liaise with the DAC Heating Adviser

### **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 Pattingham, St Chad (Grade II\*; CHR ref. [620122](#))
- 8.2 Cheswardine, St Swithun (Grade II\*; CHR ref. [620498](#))
- 8.3 Bishop's Wood, St John the Evangelist (Grade II; CHR ref. [620049](#))
- 8.4 Walsall, St Peter (Grade II; CHR ref. [620164](#))
- 8.5 West Bromwich, St Philip (Grade II; CHR ref. [620196](#))
- 8.6 Clayton, St James the Great (unlisted; CHR ref. [620322](#))
- 8.7 Wolverhampton, St Chad and St Mark (unlisted; CHR ref. [620221](#)) [retrospective]

**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 Chancellor's judgment on grant of amended faculty, with condition on decoration of door frame, in relation to south porch and aisle reordering at Tong, St Bartholomew**

The DAC Secretary indicated that a faculty ([2019-031526](#)) had been granted on 3rd December 2019 for the installation of glass doors in a wooden frame within the south porch of the church. The manufacturers advised the parish that the proposed frames were not thick enough to support the glass, and so the parish agreed to slightly wider frames without referring the matter back to the DAC. The parish subsequently applied for an amendment to the faculty, for retrospective approval of the wider frame and related matters. The Chancellor approved the wider profile of the wooden surround of the doors.

However, the Chancellor's [judgment](#) issued on 18th June 2021, with the grant of the amended faculty, indicated (para 31) that 'it is appropriate to adopt the suggestion of the Diocesan Advisory Committee that the frame be painted so as to blend in with the surrounding masonry as much as possible'. The judgment confirmed (para 32) that the amended faculty has been granted on the condition that 'the frame is to be painted so as to blend as closely as possible to the appearance of the masonry. The Petitioners are to consult the Diocesan Advisory Committee in that regard and in the event that they seek to paint the frame in a manner which does not have the approval of that Committee the matter is to be referred back to the court for further directions.'

At the present meeting, the DAC carefully considered the submission by Donald Insall Associates (architects) and the photographs by the parish of three Farrow & Ball paint samples, with the parish's stated preference being the paint called 'Dead Salmon'. The DAC acknowledged the findings of the Donald Insall report, that there is a wide tonal range within the stone arch (e.g. dark tones to lower stone jambs directly above light tones to plinth stones), and concluded that none of the paint samples would sufficiently blend with the surrounding fabric. Instead, noting these two points (of tonal variation and samples), the Committee resolved to revise its recommendation, now for the retention of the existing oak frame and satin matt varnish, without further treatment.

**Decision:** Recommend the retention of the existing oak frame and satin matt varnish, without further treatment

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

Date of next meeting: **Wednesday, 8th December 2021 at 2.00 pm**

to be held hybridly (in person and by online conferencing) in the Reeve Room at St Mary's House, Lichfield

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