

Lichfield Diocesan Advisory Committee

MINUTES

A meeting of the Lichfield DAC was held hybridly (in person and by online conferencing) in the Reeve Room at St Mary's House, Cathedral Close, Lichfield on Wednesday 28th September 2022 at 2.00 pm

1. Introduction

- 1.1 The opening prayer was said by the Ven Dr Megan Smith.
- 1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Dr Megan Smith, the Ven Dr Sue Weller, the Revd Geoffrey Eze, Andy Foster, Nigel de Gaunt-Allcoat, the Revd Zoe Heming, Edward Higgins, the Revd Dr David Isiorho, the Revd Andrew Lythall, Bryan Martin, Adrian Mathias, Candida Pino, Brough Skingley, Mark Stewart, Julie Taylor, Peter Woollam. In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary).
- 1.3 Apologies for absence: the Ven Julian Francis, the Ven Paul Thomas, the Revd Preb Terry Bloor, the Revd Jo Farnworth, Chris Gill, the Revd Neil Hibbins, Steven Matthews, Andy Wigley.
- 1.4 Declarations of interest: Adrian Mathias, items 4.1.1, 7.3.2; the Revd Dr David Isiorho, item 7.1.2; Bryan Martin, item 9.2.2.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

None this meeting

3. New matters

3.1 **Stepping down of the Hon. Mr Justice Eyre as Diocesan Chancellor and appointment of Dr Anthony Verduyn, Deputy Chancellor, as Acting Chancellor from 1st September 2022**

The DAC Chair indicated that the Hon. Mr Justice Eyre had [stepped down as Diocesan Chancellor](#), which role constitutes the independent Judge of the diocesan Consistory Court, having undertaken that position since February 2012. Stephen Eyre has resigned following his appointment as a High Court Judge, which commenced in 2021. The DAC Chair has written, on behalf of the DAC, to thank the Chancellor for his considerable work over more than a decade, which sentiment the Chancellor has graciously echoed in relation to the DAC. The Chair confirmed that Dr Anthony Verduyn, Deputy Chancellor, has been appointed as Acting Chancellor from 1st September 2022.

Action: The DAC Chair to meet with the Acting Chancellor in October 2022

3.2 **Stepping down of Emma Varney as DAC Heating Adviser from 12th June 2022 and the Revd Matt Malins as Audio-Visual Adviser (Stoke-upon-Trent Archdeaconry) from 19th September 2022**

The DAC Secretary indicated that Emma Varney and the Revd Matt Malins have stood down from their roles as DAC Heating Adviser and DAC Audio-Visual Adviser (Stoke-upon-Trent Archdeaconry) from 12th June 2022 and 19th September 2022 respectively. Members extended a vote of thanks to both advisers for their valuable contribution to

the work of the Lichfield DAC, having undertaken those roles since 19th March 2021 and 16th September 2019. The DAC Secretary confirmed that the post of Audio-Visual Adviser was currently being advertised, as part of the proposed wider recruitment of an increased number of specialists in building services.

Action: The DAC Secretary to liaise with the Bishop's Office and prospective applicants

3.3 Nomination of Giles Standing, DAC Secretary, by Cathedral and Church Buildings Division to join national project review board of online systems, 2023–25

The DAC Chair indicated that Giles Standing, DAC Secretary, has been nominated by Dr James Miles, Digital Projects and Outreach Manager at the Church of England's Cathedral and Church Buildings Division, to be one of only two DAC Secretaries nationally (out of 42 dioceses) to join a project review board of online systems from 2nd September 2022. The review board will be set up to tie in the various statutory duties connected to both cathedrals and churches, the different national systems that exist, and representation from the central users. The Committee joined the Chair in congratulating the DAC Secretary on this development role.

4. Site visit reports for approval

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

4.1 Adviser site visit reports

4.1.1 Bednall, All Saints (Grade II) [quin. inspector: Adrian Mathias]

The DAC Organ Adviser gave a verbal report following a site visit on 27th September 2022 to discuss with parish representatives the proposal to move the pipe organ (installed 1887) from the western end of the nave south aisle to the north-west corner of the nave, as part of the wider scheme for improving community facilities at the church, to include a toilet and refreshment area (OFS [2022-072442](#)). The visit followed a DAC site visit (Organ Adviser not present) on 28th June 2022 to consider that wider proposal, which resultant DAC site visit report was approved at the 20th July 2022 DAC meeting and issued to the parish.

At the present meeting, the DAC Organ Adviser gave their support for the proposal to move the organ as part of the wider scheme, and the DAC confirmed this view. The Adviser suggested that this should be subject to the parish taking measurements, for a plan/footprint to be created, to ensure that the organ will fit the new location, and that, if moved, the organ should be fully restored.

Decision: The verbal report was accepted

Action: The Assistant DAC Secretary to update the parish

4.2 DAC site visit reports

None this meeting

5. Adviser site visit reports to note (not circulated)

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

- 5.1 Leaton, Holy Trinity (bells/clock), 16th May 2022 (Peter Woollam)
- 5.2 Shenstone, St John the Baptist (heating), 7th June 2022 (Emma Varney)
- 5.3 Tutbury, St Mary the Virgin (heating), 16th June 2022 (Malcolm Price)
- 5.4 Brereton, St Michael (trees), 8th July 2022 (Andy Smith)
- 5.5 Castle Church, St Mary (trees), 8th July 2022 (Andy Smith)
- 5.6 Grinshill, All Saints (trees), 19th July 2022 (Andy Smith)
- 5.7 Hadnall, St Mary Magdalene (trees), 19th July 2022 (Andy Smith)
- 5.8 Fazeley, St Paul (trees), 2nd August 2022 (Andy Smith)
- 5.9 Weston-under-Lizard, St Andrew (trees), 24th August 2022 (Andy Smith)

Decision: The reports were noted

Action: None

6. Forthcoming DAC site visits

- 6.1.1 Eaton Constantine, St Mary (Grade II) [quin. inspector: Andrew Arrol]
Creation of community space, to include toilet and servery (not currently on OFS)
Date and time: Wednesday 26th October 2022 at 2.00 pm [subject to parish confirmation]
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. Casework for consideration (via Online Faculty System)

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

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

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

Grade I

7.1.1

OFS Application Ref:	2022-070628	Case Status:	Pre-formal consultation review
Church Code:	620614	Church Name:	Whitchurch: St Alkmund
Archdeaconry:	Salop	Parish:	Whitchurch
Applicant Name:	Revd Canon Dr Judy Hunt	Quin. Inspector:	Nicholas Rank
Listing:	Grade I	Date of Last QI:	12-Apr-2016
Proposal:	Partial reordering, to include an accessible toilet and servery		
No. of Times to DAC:	Third	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The Committee previously considered the proposal as a DAC site visit report at 12th February 2020 DAC meeting, following a site visit on 21st January 2020, and a follow-on site visit by the DAC member with an accessibility focus, being the Diocesan Enabling All Adviser, on 22nd August 2022 (without written report). The DAC last considered the proposal as an application for

informal advice at 20th July 2022 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would 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.

At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the parish's response to the matters previously raised by the Committee's informal advice, and offered the following advice:

1. The DAC reaffirmed 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 still not been sufficiently justified, specifically in relation to the proposal to remove two sets of pews, north and south of the centre aisle, from the west end of the nave.
3. On this point, the Committee resolved that the parish had not identified any clear precedent for exposing the rearmost nave column bases to the extent proposed, where pews are currently incorporated from the Victorian-period internal reordering and which follow the preceding original Georgian box pews around the columns. Instead, dislocating the base of the rear columns from the bank of nave pews, and the lack of balance with the overall pew layout – all other columns are incorporated – are of prime consideration.
4. In relation to which, the DAC determined that the parish had not expressed a sufficiently compelling case in terms of the public benefit that would offset the degree of harm caused by the removal of these two rows of pews and the exposure of the column bases.
5. Instead, the Committee considered that the balance between the stated needs and the proposed impact would be best made by the removal of one row of pews at the west end. In this respect, the Committee's advice remains the same, that the minimum number of pews possible should be removed to give sufficient increased space for assembly and welcome around the font. This is particularly important due to the significant contribution the pews have on the appearance and layout of this historic interior.
6. However, after detailed discussion, the DAC did find compelling the updated reasoning put forward in the Statement of Needs that the removal of two rows of pews is required at the constricted east end of the nave to give sufficient increased space to permit ease of movement for people of all abilities. In this way, the related liturgical and access arguments made by the parish, to enable the administration and receipt of holy communion, by both clergy and congregation respectively, from the chancel step rather than the sanctuary rail, was accepted, subject to assurance that this is the intention of the PCC, having consulted with the wider congregation.
7. Further to which, the DAC confirmed that the other matters previously raised by the Committee's informal advice had been addressed, subject to details of the stone floor to replace the pew platforms, where applicable.

The Committee suggested that the updated scheme should be resubmitted for external formal consultation with Historic England, as well as the Society for the Protection of Ancient Buildings (SPAB) and the Georgian Group (as the building straddles the date boundary (1714) between those two bodies), and the Victorian Society (the pews are Victorian albeit largely made up from Georgian material), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

7.1.2

OFS Application Ref:	2022-075020	Case Status:	Pre-formal consultation review
Church Code:	620268	Church Name:	Broughton: St Peter
Archdeaconry:	Stoke-upon-Trent	Parish:	Broughton
Applicant Name:	Revd Sara Humphries	Quin. Inspector:	Philip Wootton
Listing:	Grade I	Date of Last QI:	08-Dec-2015
Proposal:	Installation of an accessible toilet in the unused stone-built gardener's shed		
No. of Times to DAC:	First	Cost Est:	£8,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

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 needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant building – in this case situated within the curtilage of a Grade I listed church – and specifically the visual impact, and impact on fabric, of such an installation.
2. In relation to which, it was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.
3. Whilst the Committee noted that a single option was proposed for the siting of the accessible toilet, rather than a series of options to include the church interior, the DAC concurred with the parish's view that the least harmful location for installation, in terms of impact, would be within the unused stone outbuilding (built 1930), rather than inside the church itself (built 1630–34).
4. However, the Committee indicated that the current layout of the toilet, as drawn, will need to be changed to be compliant with the requirements for an accessible toilet.
5. It was noted that the applicants have identified the route for the drainage but not clarified whether there is a need to connect water and electrical services via other routes. Further details of the mechanical and electrical elements to be installed within the toilet (e.g. lighting) should also be provided.
6. The proposal is to discharge to a septic tank, but the applicants need to confirm whether the septic tank can be emptied at the proposed location, in terms of vehicular access, and whether a trench arch drainage system has alternatively been considered.
7. The DAC Archaeology Adviser commented that the submitted information indicates that the septic tank and connecting drain for the proposed toilet have been sited to avoid known graves. However, there remains some possibility, given the potential that an earlier church existed on the site of the 17th-century church, that unmarked graves and disarticulated human remains may be present.
8. It is likely that an archaeological watching brief would need to be carried out, by an archaeological contractor of the PCC's choice (see the [list of registered organisations](#) maintained by the Chartered Institute for Archaeologists), and the PCC would need to ensure that its budget makes sufficient provision for this. The appointed contractor will need to submit a Written Scheme of Investigation (WSI) for the watching brief, via the parish, for approval by the DAC Archaeology Adviser prior to the works commencing.
9. The parish is also advised to consider the access requirements of the scheme, including a suitable path to the location and the means by which the building can be opened and closed. It was suggested that the parish should consult with the DAC member with an

accessibility focus, being the Diocesan Enabling All Adviser, who can be contacted via the DAC Secretary upon request.

It was determined that the proposal would be likely to affect archaeological remains within the curtilage of the church, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the updated scheme, when further developed, should be resubmitted for additional informal DAC advice. Following which, formal consultation should be undertaken with Historic England and the Local Planning Authority (County Archaeologist), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

*Grade II**

7.1.3

OFS Application Ref:	2022-073691	Case Status:	Pre-formal consultation review
Church Code:	620483	Church Name:	Baschurch: All Saints
Archdeaconry:	Salop	Parish:	Baschurch
Applicant Name:	Revd Linda Cox	Quin. Inspector:	Tim Ratcliffe [project architect: Michael Randall]
Listing:	Grade II*	Date of Last QI:	01-May-2018
Proposal:	Enlargement of social area by removal of four rows of pews at the back of the chapel in the south aisle		
No. of Times to DAC:	Second	Cost Est:	£3,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The Committee previously considered the location (social area) for the proposal within the church, but not the proposal itself, as part of a DAC site visit report at 26th May 2022 DAC meeting, following a site visit on 13th April 2022. The DAC last considered the current proposal as an application for informal advice at 20th July 2022 DAC meeting, when the Committee offered advice on the development of the scheme. At that meeting, it was determined that the proposal would 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.

At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the parish's response to the matters previously raised by the Committee's informal advice, and offered the following advice:

1. The DAC reaffirmed 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. In relation to which, it was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.
3. The Committee reiterated that the principle of removing the pews shown on the drawings and relocating the pews indicated is accepted.

4. However, there remain outstanding details of works to repair the existing partition wall (end of the pews) when the pews are removed. It may be the case that this partition is to be left in the same condition as the section where pews were previously removed (and then screened by the reorientated pew). If this is the case, it would be useful to see the partition where pews were removed previously, as well as details of the junction with the south wall and south porch, which should be submitted as part of the formal advice application.
5. The parish is strongly advised to introduce new chairs of a suitable quality into the main body of the church where these are to be used to replace any removed pews. This should be carefully considered against the criteria of the Church Buildings Council's (CBC) guidance note on [church seating](#), which recommends non-upholstered, wooden chairs of the highest quality within a listed church interior.
6. A DAC Heating Adviser confirmed that the matters previously raised by the Committee's informal advice, in relation to the existing and proposed heating installation, had been addressed.

The Committee suggested that the updated scheme, when further developed, should be resubmitted for external formal consultation with Historic England and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

7.1.4

OFS Application Ref:	2022-076400	Case Status:	Pre-formal consultation review
Church Code:	620122	Church Name:	Pattingham: St Chad
Archdeaconry:	Walsall	Parish:	Pattingham and Patshull
Applicant Name:	Philip Sims	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	17-Nov-2016 [Andrew Capper]
Proposal:	Reordering north aisle and associated works		
No. of Times to DAC:	First	Cost Est:	£100,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

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 yet been sufficiently identified or justified, and that the Statement of Significance should be developed accordingly. It was recommended that the parish should consult the Church of England guidance on [reorderings](#) and [Statements](#).
3. The Statement of Significance is fairly comprehensive and appears to cover the majority of the fabric, with the key dates, although more photographs of the present interior would have been helpful. The Statement should address the specific aspects of the fabric affected by each part of the proposals, to enable an assessment against the needs demonstrated by the parish.

4. The Statement of Needs includes a range of new uses for the reordered and opened up north aisle, some of which build on existing activities. As the proposal is further developed, the parish should qualify how each of the changes are balanced by the benefits.
5. The proposals are currently represented only by a diagrammatic plan, with no elevations or details, and the parish should liaise with its QI architect on the development of these in due course.
6. In terms of the present submission, the Committee noted that the proposed alterations at the east end of the north aisle would affect 2003 fabric, but would make no significant impact on the main interior, and as such appear unproblematic.
7. The alterations at the west end of the north aisle will affect timber screens of 1954, which are of competent design but of no great historic or aesthetic merit. Making the Kempe and the Kempe and Tower windows visible from the main spaces provides a clear benefit. However, the acceptability of this aspect will depend on the quality of the design of the kitchen area, which is yet to be developed. It was suggested that this would need to read as traditional church fittings, with the catering aspect visually downplayed.
8. The proposed loss of the ten pews in the outer north aisle will affect the GG Scott interior of the 1860s. But the majority of the Scott pews would remain, and it was noted that they are generally of fairly simple form, although of good quality. As noted above, there will need to be a balance.
9. The design of the new tables and chairs will be critical, and should not be too domestic. It was noted that the parish proposes to install the same part-upholstered chairs as previously authorised under faculty in the Lady Chapel (OFS [2020-051662](#)). As in that case, this should be carefully considered against the criteria of the Church Buildings Council's (CBC) guidance note on [church seating](#), which recommends non-upholstered, wooden chairs of the highest quality within a listed church interior.
10. The DAC cautioned that the proposal for a carpeted timber floor where the pews are to be removed is likely to be problematic, as there may be technical issues and because it would bring a domestic form.
11. In relation to matters where [net zero guidance](#) applies, the proposal will affect heating and possibly lighting, but the design is not sufficiently advanced to allow comment. As it appears that floor ducts with heating pipes will be relocated, the parish may need the input of a services engineer.

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 2022 is applicable. The Committee suggested that a DAC site visit might be undertaken, to meet with parish representatives and the QI architect at the church, should the parish wish to make this request, via the DAC Secretary. Alternatively, the updated scheme, when further developed, should be resubmitted for additional informal DAC advice.

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

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

Grade I

7.2.1

OFS Application Ref:	2022-073981	Case Status:	Pre-formal consultation review
Church Code:	620614	Church Name:	Whitchurch: St Alkmund
Archdeaconry:	Salop	Parish:	Whitchurch
Applicant Name:	Revd Canon Dr Judy Hunt	Quin. Inspector:	Nicholas Rank
Listing:	Grade I	Date of Last QI:	12-Apr-2016
Proposal:	Sound system and camera replacement		
No. of Times to DAC:	First	Cost Est:	£35,000
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 supported the principle of the installation of an integrated sound and camera system to fulfil the parish's stated needs to record and/or livestream services and concerts.
2. In support of these comments, the DAC affirmed that the 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.
3. In relation to which, it was considered that the impact of the proposed works (i.e. potential harm to significance) had not been sufficiently justified. Specifically, a DAC Audio-Visual Adviser commented that further information is required on exactly what is proposed in the nave pews where the control desk is to be installed, in terms of the physical form of the desk and its integration with the existing pew woodwork, as this element is only shown on plan in the supplied drawing.
4. It was noted that the installation is dependent on the wider reordering project (item 7.1.1 above), in which the current sound desk is to be moved from the area proposed to become the servery in the northwest corner of the nave. Furthermore, the new position of the sound desk is based on the proposal to remove the current two rearmost pews as part of that reordering.
5. Whilst the parish has confirmed that the speakers will be fixed into mortar joints, the position of the new nave speakers in the documentation is not sufficiently clear. Confirmation is required as to whether these are to be positioned on top of the nib on the columns, or attached into the corner of the nib and the column, with the top of the speaker lower than the top of the nib. The DAC expressed a preference for the second option, to mitigate the visual impact of the installation on these major columns within the body of the church.
6. Further details are also required on the cable routes and number of cables, in relation to the control desk and speakers, especially as the nave speakers will have two cables, mains plus audio. Confirmation should also be given on whether the subwoofer, marked as optional on the plan, is to be installed.

It was determined that the proposal, in its present form, would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. As such, the Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice.

Action: The DAC Secretary to inform the applicant

*Grade II**

7.2.2

OFS Application Ref:	2022-069283	Case Status:	Pre-formal consultation review
Church Code:	620122	Church Name:	Pattingham: St Chad
Archdeaconry:	Walsall	Parish:	Pattingham and Patshull
Applicant Name:	Philip Sims	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	17-Nov-2016 [Andrew Capper]
Proposal:	Remove the current wooden screen and curtain across the west door and tower entrance; draught exclude and renovate the historic oak door at the west end; draught exclude the door to the tower stairs		
No. of Times to DAC:	Third [revised scheme]	Cost Est:	£35,000 [original scheme]
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal in a different form (with a glazed screen) as an application for informal advice at 23rd February 2022 DAC meeting, and last in its current form (but without draught exclusion to the tower stairs door) at 26th May 2022 DAC meeting, when the Committee offered advice on the development of the scheme. At the latter 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, and confirmed that the matters previously raised by the Committee's informal advice had been addressed. Specifically, suitable draught proofing to the west door had now been detailed, and it was noted that the screen to be removed is believed to be independent of the church masonry. However, the DAC offered the following final advice:

- The drawings should be amended to state that any making good to fixings will be undertaken with discreet stone repair or lime mortar fill.

The updated application should then be resubmitted for external formal consultation with Historic England and the Victorian Society, prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

Grade II

7.2.3

OFS Application Ref:	2022-075032	Case Status:	Pre-formal consultation review
Church Code:	620413	Church Name:	Blurton: St Bartholomew
Archdeaconry:	Stoke-upon-Trent	Parish:	Blurton and Dresden
Applicant Name:	Revd Angela Bryan	Quin. Inspector:	Geoff Hillman
Listing:	Grade II	Date of Last QI:	30-May-2021
Proposal:	Installation of audio-visual system		
No. of Times to DAC:	First	Cost Est:	£8,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

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 indicated that the layout of the church building makes it a difficult space to use for worship, in terms of lines of sight, and that this will remain the case even with a new audio-visual system. However, the Archdeacon confirmed that trying to improve the space will make it more welcoming for worship.
2. 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 II listed – and specifically the visual impact of such an installation.
3. In relation to which, it was considered that the impact of the proposed works (i.e. potential harm to significance) had not been sufficiently justified. Specifically, a DAC Audio-Visual Adviser commented that the proposed installation of the two large LCD screens on the same column at the chancel entrance is too intrusive.
4. However, the Adviser noted that a new LCD screen is also proposed at the east end of the north aisle, which is quite discrete. It was therefore queried whether the larger screen for the projection of the service sheets could be installed in this location and the smaller screen for showing the interior of the chancel be mounted on the second column towards the west, as this would prove to be a much less intrusive installation.
5. The Committee resolved that more detailed information and supporting documents, such as alternative options and/or quotations, should be sourced by the parish.

It was determined that the proposal, in its present form, 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 2022 is applicable. As such, the Committee suggested that the DAC Audio-Visual Adviser should undertake a site visit, to meet with parish representatives at the church, and that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice.

Action: The DAC Secretary to inform the applicant; the DAC Audio-Visual Adviser to co-ordinate an adviser site visit

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

Grade II*

7.2.4

OFS Application Ref:	2021-064695	Case Status:	Notification of Advice
Church Code:	620089	Church Name:	Rugeley: St Augustine
Archdeaconry:	Lichfield	Parish:	Brereton and Rugeley
Applicant Name:	Revd Dr David Evans	Quin. Inspector:	Andrew Capper [retd]; Simon Smith [project architect]
Listing:	Grade II*	Date of Last QI:	25-Jul-2016
Proposal:	Installation of glazed manual-opening internal doors at west end		
No. of Times to DAC:	Second [revised scheme]	Cost Est:	£9,500 [original scheme]
Formal Consultations:	Historic England (no objections)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC previously considered the proposal in a different form (with glazed power-assisted internal doors) as an application for informal advice at 15th September 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, and confirmed that the matters previously raised by the Committee's informal advice had been addressed. Specifically, the doors now open outwards, have neat timber framing, tidy handles, and an appropriate and relevant manifestation. They are now manually operated, with the previous complications obviated.

The DAC also carefully appraised the external consultation response, 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

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

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

Grade I

7.3.1

OFS Application Ref:	2022-076298	Case Status:	Pre-formal consultation review
Church Code:	620548	Church Name:	Tong: St Bartholomew
Archdeaconry:	Salop	Parish:	Tong
Applicant Name:	Revd Pippa Thorneycroft	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade I	Date of Last QI:	22-Aug-2018 [Sarah Butler]
Proposal:	Conserve 6 historical monuments		

No. of Times to DAC:	First	Cost Est:	£37,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

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 and contents of a significant church building – in this case Grade I listed.
2. The Committee commended the parish for the information provided in this informal advice application, which was considered to be thorough, well-argued and persuasive. It was determined that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.
3. However, the DAC member nominated by the National Amenity Societies noted that this is a collection of monuments of national importance, and that the Lichfield DAC did not include a professional conservator among its members. As such, the Committee resolved to seek the advice of such a professional, in relation to such important monuments.
4. The DAC determined to undertake informal consultation with the Church Buildings Council (CBC) in accordance with rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2022, which consultation 'must be undertaken in any case where the Diocesan Advisory Committee considers that its advice would be of particular assistance'.
5. The DAC would take account of such informal advice in the giving of its own further informal advice on the parish's proposal, to be issued under the [delegated authority](#) faculty procedure (between DAC meetings).

It was determined that the proposal would be likely to affect the archaeological importance of the building, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. Specifically, subsequent formal consultation should be undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2)(a) of the Faculty Jurisdiction (Amendment) Rules 2022, in relation to the conservation of an article of special historic, architectural, archaeological or artistic interest, prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant, and to undertake informal consultation with the CBC in accordance with rule 4.6(3) of the Faculty Jurisdiction (Amendment) Rules 2022

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

Grade II*

7.3.2

OFS Application Ref:	2022-075766	Case Status:	Pre-formal consultation review
Church Code:	620047	Church Name:	Acton Trussell: St James
Archdeaconry:	Lichfield	Parish:	Acton Trussell with Bednall
Applicant Name:	Roger Howarth	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	01-Feb-2022
Proposal:	Restoration of one of the four stained glass windows in the west tower		
No. of Times to DAC:	First	Cost Est:	£4,300
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and resolved to recommend the 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 2022 is not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend with the following provisos:

- In relation to the method statement for the restoration of the stained glass, it is assumed that any mortar repairs are solely to the window surround, and the parish should liaise with their QI architect on this point.
- Instead of copper ties, referred to in the method statement, bronze ties should be used, on aesthetic grounds.

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

7.4 Landscaping and areas for the burial of cremated remains (ABCRs) in relation to a listed or unlisted church building

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

Grade II*

7.4.1

OFS Application Ref:	2022-072462	Case Status:	Pre-formal consultation review
Church Code:	620138	Church Name:	Aldridge: St Mary the Virgin
Archdeaconry:	Walsall	Parish:	Aldridge
Applicant Name:	Jennifer Ford	Quin. Inspector:	Simon Smith
Listing:	Grade II*	Date of Last QI:	02-Oct-2019
Proposal:	Develop a Garden of Remembrance in the churchyard		
No. of Times to DAC:	First	Cost Est:	£7,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC noted that the Archdeacon of Walsall (in absentia) had conducted an Archdeacon's site visit to discuss the creation of a Garden of Remembrance in the churchyard, to encompass the burial of cremated remains, prior to the parish submitting the current application. At the present meeting, the DAC carefully considered the proposal and the supporting documents, and offered the following advice:

1. The Committee noted that a single option was proposed for the siting of the Garden of Remembrance, rather than a series of options, which would have differing degrees of impact on the appearance of the churchyard and the setting of the church itself.
2. A clearly annotated plan, showing the exact location, and extent, of the parish's chosen location for the Garden of Remembrance, in relation to the church building, churchyard boundary walls etc., should be submitted as part of the formal advice application.
3. Only limited information on the materials to be used is available at present. It was noted that a low retaining wall is proposed, in Staffordshire blue bricks to match existing, but that a detailed specification for construction had not been provided. It is not clear

whether this wall is required to demarcate the Garden or to facilitate a raising of the ground level within it.

4. It is also not clear what type of slabs are proposed or what the paths would be surfaced with. The DAC considered that the question of non-slip paving or a resin-bound path should be addressed by the parish to their QI architect, being the PCC's professional adviser, as the suitability of such options is best discerned on a case-by-case basis.
5. As the parish affirms, the potential opening through the churchyard wall would likely require planning permission. This intervention would therefore need to be appropriately designed and detailed. The parish should consult the local planning authority at an early stage about this aspect of the proposal (noting that advice had already been sought on the possibility of a storage shed).
6. The Committee noted that the parish is proposing to record the names of those interred in a book of remembrance within the church and on a collective memorial in the garden, in accordance with the Chancellor's [Churchyard Regulations](#).
7. The Regulations indicate (p. 9) that this may be a 'single collective memorial' or 'individual memorials... placed on a wall or equivalent structure (which could be the collective memorial itself)', but that 'the recording of those names in a Book of Remembrance retained in the church building while an appropriate measure is unlikely, of itself, to be a sufficient record of the departed'.
8. It was noted that the Rector would prefer the church to provide a book of remembrance to record names, and that the parish does not wish to record names via plaques on a wall. It was suggested that the applicants discuss these options further with the Archdeacon. The DAC Secretary can provide examples of collective memorials, approved under faculty, upon request.
9. The DAC Archaeology Adviser noted that the parish has provided an archaeological evaluation report from 2001, which indicates that, although the church has medieval origins, the area in which the proposed Garden of Remembrance would be located is likely to represent a post-medieval addition to the churchyard.
10. No evidence for unmarked grave cuts were found within the trenches that were excavated within the eastern part of the churchyard, and only post-medieval and modern deposits were found.
11. There are accordingly no objections in principle to the proposed Garden of Remembrance on archaeological grounds. However, an archaeological watching brief would need to be carried out, by an archaeological contractor of the PCC's choice (see the [list of registered organisations](#) maintained by the Chartered Institute for Archaeologists), and the PCC would need to ensure that its budget makes sufficient provision for this.
12. The parish is advised to consider the access requirements of the scheme. It was suggested that the DAC member with an accessibility focus, being the Diocesan Enabling All Adviser, could undertake a site visit to meet with parish representatives, to take this aspect forward.

It was determined that the proposal would be likely to affect the archaeological importance of any building or of remains within the curtilage, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice. Following which, formal consultation should be undertaken with Historic England and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant; the DAC member with an accessibility focus, being the Diocesan Enabling All Adviser, to liaise with the parish with a view to undertaking a site visit to advise on access; the DAC Garden Adviser to offer advice to the parish by remote means

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

None this meeting

8. Casework from Diocesan Registry

8.1 Private faculties

None this meeting

9. Casework by delegated authority to note

9.1 Faculty applications

The following 'minor' faculty cases, received prior to the agenda closing date for the current meeting, have been processed by delegated authority, in accordance with section 12(1) of the Church of England (Miscellaneous Provisions) Measure 2018 and the Lichfield DAC Delegated Authority Policy (Amended May 2022), on behalf of the full DAC

9.1.1

OFS Application Ref:	2022-068879	Church Name:	Cannock: St Luke
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Removal of existing boiler below ground and reposition new boiler in vestry on ground level, including associated pipework		
DAC Consultee:	Peter Bemrose	Date NoA Issued:	4th August 2022

9.1.2

OFS Application Ref:	2021-066085	Church Name:	Gratwich: St Mary the Virgin
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Rewiring and replacement heaters and lights (granted under interim faculty no. 4948)		
DAC Consultees:	Peter Bemrose; Brough Skingley	Date NoA Issued:	5th August 2022

9.1.3

OFS Application Ref:	2021-067250	Church Name:	Buildwas: Holy Trinity
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Tower timber frame repairs		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	5th August 2022

9.1.4

OFS Application Ref:	2021-067528	Church Name:	West Bromwich: St Philip
Listing:	Grade II	Archdeaconry:	Walsall

Proposal:	Replacement of gas heaters (granted under interim faculty no. 4946)		
DAC Consultee:	Peter Bemrose	Date NoA Issued:	5th August 2022

9.1.5

OFS Application Ref:	2022-072517	Church Name:	Pattingham: St Chad
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	Fitting automatic winding units and an auto-regulation system to the church clock		
DAC Consultee:	Jonathan Ansell	Date NoA Issued:	5th August 2022

9.1.6

OFS Application Ref:	2022-071689	Church Name:	Cobridge: Christ Church
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Repairs to roof and associated works		
DAC Consultee:	Bryan Martin	Date NoA Issued:	12th August 2022

9.1.7

OFS Application Ref:	2022-070071	Church Name:	Wellington: All Saints
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Removal of projectors/projection screens and installation of flat screen TVs		
DAC Consultees:	Revd Matt Malins; Mark Parsons	Date NoA Issued:	16th September 2022

9.1.8

OFS Application Ref:	2022-071250	Church Name:	Fauls: Holy Emmanuel
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	East window and gable remedial work, constituting external repointing, masonry repairs, and stained glass repairs		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	21st September 2022

9.1.9

OFS Application Ref:	2022-075806	Church Name:	Leaton: Holy Trinity
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Restoration of the clock face and automation of the apparatus that renders the clock chime inoperative while the bells are being rung full-circle		
DAC Consultee:	Peter Woollam	Date NoA Issued:	21st September 2022

Decision: The faculty applications processed by delegated authority were noted

Action: None

9.2 Quinquennial inspector applications

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

9.2.1 Aston, St Saviour (Grade II), Simon Smith proposed inspector

9.2.2 West Bromwich, St Mary Magdalene (unlisted), Bryan Martin proposed inspector

Decision: The quinquennial inspector applications processed by delegated authority were noted

Action: None

10. Any other business

None this meeting

Date of next meeting: **Wednesday 30th November 2022 at 1.00 pm** (*please note new time*)
to be held hybridly (in person and by online conferencing) in the Reeve
Room at St Mary's House, Lichfield

*The meeting will be followed at 4.00 pm by festive refreshments in the Reeve Room, to which all
DAC members and advisers are warmly welcomed to attend*

Giles Standing, DAC Secretary

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Helen Cook, Assistant DAC Secretary

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