

# Lichfield Diocesan Advisory Committee

## MINUTES

*In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#), which came into effect on 29th March 2021, a meeting of the Lichfield DAC was held remotely (by written electronic means and online conferencing) on Wednesday, 5th May 2021 at 2.00 pm*

### 1. Introduction

- 1.1 Opening prayers were said by the Ven. Paul Thomas.
- 1.2 Present: The Ven. Paul Thomas (in the Chair), the Revd Preb Terry Bloor (Acting Archdeacon of Stoke-upon-Trent), Sarah Butler, Andy Foster, Nigel de Gaunt-Allcoat, the Revd Preb Pat Hawkins, the Revd Nick Heron, the Revd Neil Hibbins, Claire Hines, David Litchfield, Bryan Martin, Mark Parsons, Andy Smith, Julie Taylor, Andy Wigley, Peter Woollam. In attendance: Jonathan Ansell (DAC Clock Adviser), John Polhill (DAC Sustainability Adviser), Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Philip Collins (Diocesan Registry Assistant), Pauline Hollington (Diocesan Registry Assistant), Clare Beavon (Diocesan Pastoral Officer).
- 1.3 Apologies for absence: The Ven. Julian Francis, the Ven. Sue Weller, Adrian Mathias, Brough Skingley.
- 1.4 Declarations of interest: The Revd Nick Heron, item 4.4.2; Adrian Mathias, item 4.2.1; Mark Parsons, items 4.4.1, 4.7.1; Peter Bemrose (DAC Heating Adviser), item 4.3.3.
- 1.5 The minutes of the previous meeting were accepted without amendment.

### 2. Matters Arising

#### 2.1 Vacancy of position of DAC Chair (from 1st May 2021)

The Ven. Paul Thomas (in the Chair) confirmed that the Ven. Simon Baker had retired from the role of DAC Chair on 30th April 2021, alongside the post of Rector of Lichfield, St Michael and Wall, St John the Baptist, in the diocese. The DAC Secretary indicated that further to the requirements of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (Schedule 2), and where a casual vacancy occurs among the Chair, the appointment to fill the vacancy is made by the Diocesan Bishop, without external consultation. The Church Buildings Council had previously confirmed that there is no legislative requirement to advertise the role of DAC Chair.

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

**Action:** The DAC Secretary to liaise with the Diocesan Bishop on the matter of the forthcoming vacancy of DAC Chair

#### 2.2 Appointment of the Revd Preb Terry Bloor as Acting Archdeacon of Stoke-upon-Trent (from 1st May 2021)

The Ven. Paul Thomas (in the Chair) confirmed that the Rt Revd Alistair Magowan, formerly

Bishop of Ludlow and Archdeacon of Ludlow in the Diocese of Hereford, and Acting Archdeacon of Stoke-upon-Trent for six months from 1st November 2020, had stood down from the role of ex-officio DAC member on 30th April 2021. The vacant ex-officio DAC position would be filled in due course by the new Archdeacon of Stoke-upon-Trent, upon appointment, who would continue to be assisted on the DAC by the Revd Preb Terry Bloor, as Associate Archdeacon (appointed as DAC member by co-option from November 2020). The Ven. Paul Thomas welcomed the Revd Preb Terry Bloor to the present meeting in the role of Acting Archdeacon of Stoke-upon-Trent, from 1st May 2021.

### **2.3 Appointment of Helen Cook as Assistant DAC Secretary (from 4th May 2021)**

The Committee warmly welcomed Helen Cook as Assistant DAC Secretary (part time), from 4th May 2021. The role of Assistant DAC Secretary has particular oversight of the processing of List B and Additional Matter applications, the receipt of quinquennial inspection (QI) reports from parishes, and co-ordination of DAC and adviser site visits and resultant reports with parishes.

### **2.4 Recommencement of DAC and adviser site visits (from 12th April 2021)**

DAC and adviser (i.e. group and individual) site visits were postponed from 6th January 2021 due to statutory restrictions on movement and gatherings under the Health Protection (Coronavirus, Restrictions) (No. 3) and (All Tiers) (England) (Amendment) Regulations 2021, and the National Church Institutions advising against all work-based travel for both staff and volunteers. In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#) (from 29th March 2021), and related Government and Church of England guidance, DAC and adviser site visits can resume from 12th April 2021, subject to individual requirements and local situations, and only in accordance with the diocesan [policy and procedure](#) and associated COVID-19 [risk assessment](#) for site visits (see item 7.1 below).

## **3. New Matters**

### **3.1 Retirement of Robin Hutchinson as DAC Clock Adviser (from 1st April 2021) and appointment of Jonathan Ansell as DAC Clock Adviser (from 26th April 2021)**

The Committee warmly welcomed Jonathan Ansell as DAC Clock Adviser, from 26th April 2021, following the retirement of Robin Hutchinson as the same, from 1st April 2021. Jonathan Ansell is concurrently Clock Adviser to Worcester and Hereford Dioceses. The Ven. Paul Thomas (in the Chair) confirmed that the Diocesan Bishop had written to thank Robin Hutchinson for his considerable contribution to the work of the Lichfield DAC over the last seven years. Members extended a vote of thanks to Robin Hutchinson (in absentia) for his excellent work as DAC Clock Adviser.

## **4. Casework for Consideration**

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

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

None this meeting

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

None this meeting

## 4.2 Fabric Repairs and Alterations

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

Grade II\*

#### 4.2.1

Case Reference No.:	<a href="#">2021-060468</a>	Case Status:	Pre-formal consultation review
Church Code:	620429	Church Name:	Barton-under-Needwood: St James
Archdeaconry:	Stoke-upon-Trent	Parish:	Barton Under Needwood
Applicant Name:	Martin Rogers	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	09-Nov-2016
Proposal:	Glass doors in the vestibule of the west entrance to the church		
No. of Times to DAC:	First	Cost Est:	£8,000
DAC Comments to Date:	N/A		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The DAC considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified. It was queried, though, whether the Victorian date assigned to the west gallery in the Statement of Significance was conclusive.
2. Additional illustrative photographs, giving general context and specific detail, of the proposed location within the church building should be submitted.
3. The Committee noted that two options for the adaptation of the existing (inner) doors are proposed in drawing no. 36-001-26 (dated October 2018), and a third, as proposed, in drawing no. 36-001-26-08 (dated April 2021).
4. It was commented that the planted timber frame for the new glass doors would chime with the forms of the existing framing, and would also be painted out, so would not be too much of an intervention in itself.
5. The glazed diagonal framing in Option 1 would make the least impact, whilst still creating an interesting and fairly dynamic form. However, it would restrict views somewhat, diminishing the missional impact.
6. The frameless glass doors in Option 2 would be of simple and clean form, as would the handles, and would not be too obtrusive, whether the original doors are open or closed. The view was expressed that handles can add visual interest, and consideration might be given to this within the developed design accordingly.
7. The manifestation in the proposed design is fairly restrained, too – and preferable to that shown in Option 2, which is distractingly busy. The manifestation in the proposed design was presumed to represent the scallop shell of St James (being the patron saint of this church), but which forms were initially interpreted as wheat sheaves. Consideration might otherwise be given to a manifestation that references the strong diagonal forms of the framing, but which should still be minimal.
8. The Committee would wish to see the retention of the inner wooden doors if an all-glass option were adopted, and it was noted that these doors are shown pinned back in the

external view of the proposed design (drawing no. 36-001-26-08) but are absent from Option 2 (drawing no. 36-001-26).

9. The DAC Bell Adviser noted that additional light from an all-glass solution would provide benefit to the activity of bell ringing above.
10. The DAC cautioned that if fittings relating to automatic opening are proposed to be added, to make the scheme physically, as well as visually, accessible, then care should be taken in their incorporation into the design.

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

*Unlisted*

#### 4.2.2

Case Reference No.:	<a href="#">2021-059983</a>	Case Status:	Pre-formal consultation review
Church Code:	620395	Church Name:	Edensor: St Paul
Archdeaconry:	Stoke-upon-Trent	Parish:	Longton Hall
Applicant Name:	Revd John Alessi	Quin. Inspector:	Ellis Hillman Partnership
Listing:	Unlisted	Date of Last QI:	01-Nov-2015
Proposal:	Replacement of existing timber porch with a new porch with uPVC double glazing		
No. of Times to DAC:	First	Cost Est:	£8,100
DAC Comments to Date:	Declined as List B application (as not permitted under List B) by the Rt Revd Alistair Magowan, Acting Archdeacon of Stoke-upon-Trent, on 14th April 2021		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The DAC considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified, noting that Edensor, St Paul is an unlisted church building. It was cautioned, though, that where other similar timber-framed doors and windows at the church are retained ongoing, a piecemeal look of materials, old and new, may cause a degree of visual impact.
2. The Committee commended the parish on securing funding for the proposed works from Stoke-on-Trent City Council's Community Investment Fund, positively reflecting the close links between the parish and the local councillor and community.
3. It was noted that the parish had itself discerned the existing timber-framed porch to be in need of repair, and that a quotation had been received for its replacement with uPVC double glazing. However, the DAC indicated that it would be useful to receive a report on the condition of the existing porch and why it is deemed unfit for purpose. The condition of the timber screen requires clarification, together with reasons for complete replacement, rather than repair.
4. The application includes little information beyond a price and two sketches prepared by the contractor. It was noted that the layout of the frame is to match existing, but that two different sketches are included with differing heights, sizes and layouts.

5. The existing timber frame appears to be taking some weight from the roof over, and the corner posts are considered to be structural. The Committee queried, and cautioned, whether this has been taken into account. The structural arrangement of the canopy and roof above should be established to ascertain if the screen needs to be designed to transfer the weight.
6. The Committee recommended that the parish give consideration to the possible environmental impact of the proposal, noting that uPVC cannot be conventionally repaired and as such can have a limited life, and can contain materials such as aluminium, in contrast to good quality timber from a sustainable source.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice.

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

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

*Grade II\**

#### 4.2.3

Case Reference No.:	<a href="#">2021-057717</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:	Conservation of the C17th Yale Memorial using a fully funded grant from the Historic England COVID-19 Emergency Heritage at Risk Response Fund [work to be completed by Sept 2021]		
No. of Times to DAC:	Second	Cost Est:	£10,915
Consultations Undertaken:	Church Buildings Council		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 10th February 2021 DAC meeting, when the Committee supported the proposal. At that meeting, the Committee determined that the application should advance to formal consultation with external statutory bodies, prior to receipt of formal DAC advice. As such, formal consultation has been undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2)(a) of the Faculty Jurisdiction (Amendment) Rules 2019, in relation to the conservation of an article of special historic, architectural, archaeological or artistic interest.

At the present meeting, the DAC carefully considered the consultation response received from the CBC, and noted that the CBC was in support of the proposal (with no formal objection for consideration in the DAC's own formal advice). As such, the Committee determined to recommend the proposal with provisos.

**Decision:** Recommend with the following proviso (external formal consultation undertaken):

- The QI architect should give consideration to the carpet adjacent to the base of the memorial, including its breathability, to mitigate the possibility of rising damp in relation to the memorial.

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

### 4.3 Services and M&E

#### a) Informal Advice

None this meeting

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

Grade I

##### 4.3.1

Case Reference No.:	<a href="#">2021-058935</a>	Case Status:	Notification of advice
Church Code:	620611	Church Name:	Stanton-upon-Hine Heath: St Andrew
Archdeaconry:	Salop	Parish:	Stanton Upon Hine Heath
Applicant Name:	Helen Crackett	Quin. Inspector:	Anne Netherwood
Listing:	Grade I	Date of Last QI:	01-Nov-2016
Proposal:	Temporary test of rainwater collection to top up heating system		
No. of Times to DAC:	Second	Cost Est:	£200
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 24th March 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the parish response to the DAC informal advice, and confirmed that the parish had addressed the matters previously raised by that advice. As such, and in view of a comprehensive written appraisal of the application by a DAC Heating Adviser, endorsed by the Committee, the DAC determined to recommend the proposal, and to send the comments of the Adviser to the parish as guidance.

Separately, the DAC Secretary informed the Committee that the parish had made contact prior to the present DAC meeting to indicate that the heating at the church had stopped working, as the system had run out of water in the header tank. The Committee agreed that the parish should give consideration to applying for an interim faculty for urgent works permission accordingly.

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

**Action:** The DAC Secretary to issue the Notification of Advice to the applicant, to send the comments of the Heating Adviser as guidance, and to provide details of the interim faculty application process

Grade II\*

##### 4.3.2

Case Reference No.:	<a href="#">2020-050839</a>	Case Status:	Awaiting DAC recommendation
Church Code:	620296	Church Name:	Horton: St Michael

Archdeaconry:	Stoke-upon-Trent	Parish:	Horton
Applicant Name:	Margaret Heath	Quin. Inspector:	Graham Holland
Listing:	Grade II*	Date of Last QI:	06-Jun-2016
Proposal:	Provide a new water supply pipe from the existing mains up and into the church to a sink unit and range of cupboards adapted from the existing pews at the west end of the north aisle		
No. of Times to DAC:	Second	Cost Est:	£3,120
Legislation Applies:	Faculty Jurisdiction Rules 2015		

The DAC last considered the proposal as an application for formal advice at the 22nd July 2020 DAC meeting, when the Committee deferred the application, pending revision and resubmission by the parish. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, but resolved to defer the application, pending further revision and resubmission by the parish. The Committee offered the following advice:

1. The DAC affirmed that the stated needs for a proposal should carefully balance the proposed impact on the historic fabric of a significant church building – in this case Grade II\* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. The Acting Archdeacon of Stoke-upon-Trent supported the principle of the proposal, and commented that the need for having a water supply in this relatively remote church is understood and would certainly benefit its missional endeavours.
3. The DAC considered that the impact of the proposed works (i.e. potential harm to significance), however, had not been sufficiently identified or justified.
4. The Committee recognised that in response to the former DAC Heating Adviser's previous comments, the QI architect had clarified that the tap will now be internal to the building, and in relation to the advice of the DAC Archaeology Adviser, the architect has indicated that an archaeologist will be engaged to undertake a watching brief during the excavation of open cut sections of the water pipe.
5. However, the Archaeology Adviser restated the previous advice that a Written Scheme of Investigation (WSI) for the watching brief should be provided by the parish, for the approval of the DAC Archaeology Adviser.
6. The Committee noted that the QI architect has indicated that a sink will be provided internally, mounted on a work surface. This will be located at the west end of the north aisle, at a location where a row of pew fronts screen off two seating areas (which also currently appear to be used for storage). It is understood that the proposal will also retain the seating to form shelves and adapt the pew fronts to form cupboard doors, to place a dark brown vinyl finished worktop over them, level with the top of the pew front, and to set the sink and drainer on the worktop and plumb it in from below.
7. Only limited details of the sink and worktop have been provided, though, and no joinery details submitted. Further information, such as photos and marked-up drawings, is required in relation to the existing panelling, including clarification of its significance/age, and how this is affected by the proposal for its alteration and renewal. On the basis of the information currently provided, it was questioned whether the materials and finishes would be of sufficient quality for a Grade II\* listed church building.
8. The latest drawings that have been submitted were deemed to be unclear in places, and the photos provided to illustrate the proposal are very small and of poor quality. The

Committee indicated that illustrative photographs, giving general context and specific detail, of the proposed locations within the church building should be submitted.

9. It was also questioned whether the proposed drainage solution would be adequate, and specifically whether it is appropriate to feed the waste into the existing gully (which it is assumed takes storm water). It is not clear whether the surface water gully is connected to a main drain, brook, or soakaway.
10. If the surface water goes to a soakaway, further information concerning the efficiency of the surface water drainage system as a whole would be required. If inefficient, a separate soakaway chamber will be required 7 metres away from the church building, to take the sink wastewater.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice (external formal consultation applicable).

Separately, the Acting Archdeacon of Stoke-upon-Trent indicated that he was willing to undertake an archdeacon site visit, to meet with parish representatives at the church, and to guide on the taking of some better contextual photos and help clarify any of the points raised.

**Decision:** Defer

**Action:** The DAC Secretary to inform the applicant; the Acting Archdeacon of Stoke-upon-Trent to undertake an archdeacon site visit

#### 4.3.3

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

The DAC last considered the proposal as an application for informal advice at the 24th March 2021 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, but resolved to defer the giving of formal advice in view of a comprehensive written appraisal of the application by a DAC Heating Adviser, endorsed by the Committee, which would be sent to the parish prior to wider DAC consideration of the proposal. The Committee suggested that the DAC Sustainability Adviser and a DAC Heating 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 formal DAC advice (external formal consultation not applicable).

**Decision:** Defer

**Action:** The DAC Secretary to inform the applicant; the DAC Sustainability Adviser and a DAC Heating Adviser to co-ordinate an adviser site visit



## 4.4 Furniture and Fittings

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

#### Grade II

##### 4.4.1

Case Reference No.:	<a href="#">2021-057872</a>	Case Status:	Pre-formal consultation review
Church Code:	620428	Church Name:	Anslow: Holy Trinity
Archdeaconry:	Stoke-upon-Trent	Parish:	Holy Trinity Anslow
Applicant Name:	Revd Phyllis Bainbridge	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Jul-2016
Proposal:	Sale of a redundant wooden coffin bier		
No. of Times to DAC:	First	Cost Est:	Nil
DAC Comments to Date:	N/A		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The proposal was originally processed under the delegated authority faculty procedure on 27th April 2021, but the DAC member nominated by the National Amenity Societies, as internal consultee in that process, recommended discussion of the application by the full Committee. 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 member nominated by the National Amenity Societies commented that this is a traditional bier, which clearly belongs to the parish and the church. The handle brackets with their quatrefoil cutouts suggest that it is 19th century, but it conforms to a traditional type that goes back at least to the 17th century.
2. The bier probably dates from the time of building the church, so 1840–50. As such, it is a significant piece of the church's furniture and of the parish's history. Until recent times many people in the parish would have made their last journey on this bier.
3. The Acting Archdeacon of Stoke-upon-Trent indicated that the bier had been unused and in storage for a long period.
4. The Committee noted that there is considered to be little available space within the church building to accommodate the bier.
5. However, it was suggested that the parish should give consideration to offering the item on loan (long term or otherwise), such that it would remain in the parish's possession and could be re-accommodated in any future internal reorganisation of space or furniture.
6. If the parish wishes to pursue the option of sale, it was suggested that the bier should be marked, or displayed with sufficient description, so that the original context and meaning of the item was not lost in its new location.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

#### Unlisted

##### 4.4.2

Case Reference No.:	<a href="#">2021-058955</a>	Case Status:	Pre-formal consultation review
Church Code:	620613	Building Name:	Whitchurch Road Cemetery Chapel

Archdeaconry:	Salop	Parish:	Wem
Applicant Name:	Revd Nick Heron	Quin. Inspector:	Not stated
Listing:	Unlisted	Date of Last QI:	Not stated
Proposal:	Conservation of 15 loom-woven rushwork panels in the unlisted chapel in Whitchurch Road Cemetery		
No. of Times to DAC:	First	Cost Est:	£6,402
DAC Comments to Date:	Declined as List B application (as not permitted under List B) by the Ven. Paul Thomas on 26th April 2021		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The Committee commended the Friends of Whitchurch Road Cemetery for their thorough and considered approach to the conservation of the panels.
2. This is a specialist conservator area, and the selected conservator who is overseeing the work appears to have good and comprehensive experience for the task in hand. The conservation, rather than restoration, approach is much welcomed.
3. The framed supports have corroded iron nail fixings and the conservator has suggested that these be replaced with screws. The framing is apparently already loose, but care should be taken to ease the timber away from the brickwork to minimise damage to the walling. The DAC suggested the use of stainless steel fixings.
4. As this artefact is a rare survival, the Committee suggested that the Friends continue with their diligent approach of consulting broadly and widely with specialist avenues, as they have already commenced doing, to inform/confirm the adopted conservation approach. It was noted that informal (pre-application) advice had been received from the Church Buildings Council.
5. The loom woven rush work panels appear to be almost unique, and the Friends should take the opportunity to promote both further investigation into the provenance, and general publicity, of this significant but humble heritage asset.

The Committee determined that the application should advance to formal consultation with external statutory bodies, prior to receipt of formal DAC advice. As such, formal consultation should be undertaken with the Church Buildings Council, in accordance with rule 4.6(2)(a) of the Faculty Jurisdiction (Amendment) Rules 2019, in relation to the conservation of an article of special historic, architectural, archaeological or artistic interest.

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

**b) Formal Advice**

None this meeting

**4.5 Memorials, ABCRs and Churchyards**

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

Grade II\*

#### 4.5.1

Case Reference No.:	<a href="#">2021-060244</a>	Case Status:	Pre-formal consultation review
Church Code:	620595	Church Name:	Clive: All Saints
Archdeaconry:	Salop	Parish:	Clive
Applicant Name:	Revd Paul Cawthorne	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Jun-2018
Proposal:	Extension of the Area for the Burial of Cremated Remains (ABCR)		
No. of Times to DAC:	First	Cost Est:	Nil
DAC Comments to Date:	N/A		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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

1. The Committee recognised that a confirmatory faculty ([2018-028622](#)) had been granted on 7th March 2019 to formalise the previous creation of the existing Area for the Burial of Cremated Remains (ABCR) in the closed churchyard.
2. In relation to the current proposal, the DAC Archaeology Adviser noted that the extension to the ABCR is to be located close to the existing area but separated from it by a path, which area is clear of existing headstones/grave markers. It was considered that the proposal was not likely to affect archaeological remains within the churchyard. However, a clear plan showing the exact additional area to be used for the extension should be provided.
3. The Committee considered that a case had been made for exceptionality, in relation to the adoption of individual stones and the requirements of the Chancellor's [Churchyard Regulations](#), but that information on the design and materials of the proposed stones should be submitted.

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

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

#### 4.5.2

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

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

1. The Committee recognised that the proposal constitutes a confirmatory faculty for the existing Area for the Burial of Cremated Remains (ABCR), which has been in use since 1971, together with permission for an extension to it.
2. In compliance with the requirements of the Chancellor's [Churchyard Regulations](#), the proposal is to incorporate a general memorial, rather than individual stones, in the extension to the ABCR.
3. The DAC Archaeology Adviser noted that the proposed extension will be located close to the existing area, albeit separated from it by a path, and will relate to it visually. As such, a clear plan showing the exact additional area to be used for the extension, and the location of the proposed general memorial, should be provided.
4. Details of how the extension will relate to the existing gravestones and memorials, and confirmation that the latter will not be affected or disturbed, should be submitted.
5. Details of the design and materials of the proposed general memorial should also be provided.

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

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

**b) Formal Advice**

None this meeting

**4.6 Landscaping**

**a) Informal Advice**

None this meeting

**b) Formal Advice**

None this meeting

**4.7 Bells, Clocks and Organs**

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

*Grade I*

4.7.1

Case Reference No.:	<a href="#">2021-059747</a>	Case Status:	Pre-formal consultation review
Church Code:	620080	Church Name:	Hamstall Ridware: St Michael & All Angels
Archdeaconry:	Lichfield	Parish:	Hamstall Ridware
Applicant Name:	Michael Elsom	Quin. Inspector:	Mark Parsons

Listing:	Grade I	Date of Last QI:	03-Dec-2018
Proposal:	Repairs to clock		
No. of Times to DAC:	First	Cost Est:	£5,995
DAC Comments to Date:	DAC Clock Adviser site visit on 9th November 2018 and report approved at 28th November 2018 DAC meeting		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal at the 28th November 2018 DAC meeting, when the Committee approved a site visit report by the then DAC Clock Adviser. At the present meeting, the DAC determined to defer the giving of informal advice, and that the faculty application could be processed under the delegated authority faculty procedure, between meetings.

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

**Action:** The DAC Secretary to liaise with the new DAC Clock Adviser, and to issue the Notification of Advice recommending the works (subject to provisos, if applicable)

### Grade II

#### 4.7.2

Case Reference No.:	<a href="#">2020-055283</a>	Case Status:	Pre-formal consultation review
Church Code:	620157	Church Name:	Walsall: St Gabriel, Fullbrook
Archdeaconry:	Walsall	Parish:	St Gabriel, Fullbrook, Walsall
Applicant Name:	Revd Preb Mark McIntyre	Quin. Inspector:	Graeme Renton
Listing:	Grade II	Date of Last QI:	22-Mar-2018
Proposal:	Replacement of failing pipe organ with digital hybrid organ		
No. of Times to DAC:	Second	Cost Est:	£31,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at the 10th February 2021 DAC meeting, when the Committee offered advice on the development of the scheme, following a site visit report by the DAC Organ Adviser, approved by the DAC at its meeting on 14th October 2020. At the present meeting, the DAC carefully considered the parish response to the DAC advice, but determined to defer the giving of informal advice in view of a comprehensive written appraisal of the application by the DAC Organ Adviser, endorsed by the Committee, which would be sent to the parish prior to wider DAC consideration of the proposal. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice.

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

#### b) Formal Advice

None this meeting

### 5. Casework by delegated authority

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

## 5.1

Case Reference No.:	<a href="#">2020-055059</a>	Church Name:	Blurton: St Bartholomew
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Introduction of a brass lectern from the closed Church of the Resurrection, Dresden		
DAC Consultee:	Rt Revd Alistair Magowan†	Date NoA Issued:	29th April 2021

## 5.2

Case Reference No.:	<a href="#">2020-054896</a>	Church Name:	Yoxall: St Peter
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Removal of memorial plaque frame from exterior wall (plaque missing)		
DAC Consultee:	Mark Parsons	Date NoA Issued:	29th April 2021

† Acting Archdeacon of Stoke-upon-Trent

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

**Action:** None

## 6. Registry Matters

### 6.1 Private petition for repairs

*Grade II\**

#### 6.1.1

Case Reference No.:	<a href="#">2021-060079</a>	Case Status:	Pre-formal consultation review
Church Code:	620063	Building Name:	Pillaton: St Modwen [Chapel]
Archdeaconry:	Lichfield	Parish:	Penkridge with Stretton
Applicant Name:	Antony Littleton	Quin. Inspector:	Not stated
Listing:	Grade II*	Date of Last QI:	Not stated
Proposal:	Re-roofing works in terne-coated stainless steel following lead theft		
No. of Times to DAC:	First	Cost Est:	Not stated
DAC Comments to Date:	Previously declined as an interim faculty application in February 2021		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The proposal was last considered by a DAC architect member as an application for an interim faculty (urgent works permission) in February 2021, via the Registry, when the Chancellor declined the application due to the proposed change of roofing material from lead to terne-coated stainless steel, which alteration would affect the character of the listed building. 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 building – in this case Grade II\* listed – and specifically the visual impact, and impact on fabric, of such an installation.
2. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified.
3. The DAC noted that the roof is out of view from ground level, being concealed by a stone parapet.
4. The square capped timber rolls should be replaced with a raised seam timber roll detail (round detail). The stainless steel should be 0.5 mm and terne coated.
5. It was recognised that there is some urgency as there are no gutter linings, and that the temporary cover currently in place cannot make the gutters watertight.

The Committee determined that the application should advance to formal consultation with external statutory bodies, in accordance with the Faculty Jurisdiction (Amendment) Rules 2019, to be advised by the DAC Secretary, prior to receipt of formal DAC advice.

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

## 6.2 Memorial petition

- 6.2.1 Private petition (in part confirmatory) from Uttoxeter Town Council for the installation of concrete plinths and above ground level sanctums in the consecrated area of Uttoxeter Cemetery

The DAC carefully considered a private petition from Uttoxeter Town Council for the installation of concrete plinths and above ground level sanctums in the consecrated area of Uttoxeter Cemetery, in the context of the Chancellor's [Churchyard Regulations](#). The Committee noted that the Council is seeking retrospective permission for the installation of two concrete plinths with twenty associated sanctums (10 apiece), in addition to permission for twenty proposed plinths for the equivalent number of sanctums. It was noted that the plinths were arranged in a consistent way on the plan drawing submitted, with the proposed area being within a self-contained triangle of land, divided into four parts by paths that meet at a centre point. The Committee recognised that this arrangement would provide a formality to the laying out of this area, with a consistent memorial type, albeit that the form of the memorials does not conform with the Regulations. This departure was deemed to be acceptable in consideration of the wider context of the civic cemetery.

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

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

## 7. Site Visits & Reports

*In relation to the [Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#) (from 29th March 2021), and related Government and Church of England guidance, DAC and adviser site visits can resume from 12th April 2021, subject to individual requirements and local situations, and only in accordance with the diocesan [policy and procedure](#) and associated COVID-19 [risk assessment](#) for site visits (see item 2.4 above)*

## 7.1 Forthcoming DAC Site Visits

7.1.1 Hales, St Mary (access improvements) (OFS [2019-034232](#))

Date and time: 25th May 2021 at 2.00 pm

Attendees: The Ven. Paul Thomas, Andy Foster, the Revd Neil Hibbins, Bryan Martin (site visit case officer: Giles Standing)

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

## 7.2 DAC Site Visit Reports for Approval

None this meeting

## 7.3 DAC Adviser Site Visit Reports for Approval

7.3.1 Burton-on-Trent, St Modwen (clock), 26th April 2021 (Robin Hutchinson)

**Decision:** The report was approved without amendment

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

## 7.4 DAC Adviser Site Visit Reports to Note

7.4.1 Bagnall, St Chad (trees), 13th April 2021 (Andy Smith) (no report)

**Decision:** The visit was noted

**Action:** None

## 8. Quinquennial Inspector Applications

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

8.1 Brewood, St Mary and St Chad (Grade I; CHR ref. [620051](#))

8.2 Bishop's Wood, St John the Evangelist (Grade II; CHR ref. [620049](#))

**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 Wall, St John the Baptist (access improvements) (OFS [2020-055361](#))

The DAC Secretary informed the Committee that following the retirement of the Ven. Simon Baker as Rector of Wall, St John the Baptist on 30th April 2021, the churchwarden, John Alsop, has requested further DAC consideration of the proposal for the installation of steps between the two levels of the churchyard to enable access to those attending graves. The DAC previously considered the proposal as an application for informal advice at the 11th November 2020 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC Secretary indicated that the churchwarden had reported that the donor family (whose son is buried in the lower churchyard) had increasingly expressed concern regarding the progress of the application.



The proposal requires both Scheduled Monument Consent and faculty permission, thereby requiring two separate application processes to be completed before the works can commence. The DAC Secretary confirmed that Scheduled Monument Consent had been granted for the works, and that an Historic England Inspector of Ancient Monuments would conduct an archaeological watching brief. As such, the Committee determined, on practical and pastoral grounds, that the revised faculty application, upon resubmission, could be processed under the delegated authority faculty procedure, between meetings.

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

**Action:** The DAC Secretary to liaise with the DAC Archaeology Adviser, and to issue the Notification of Advice recommending the works (subject to provisos, if applicable)

Date of next meeting: **Wednesday, 16th June 2021 at 2.00 pm**  
to be held remotely (by written electronic means and online conferencing)

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