

# Lichfield Diocesan Advisory Committee

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## 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 Thursday 23rd February 2023 at 2.00 pm*

### 1. Introduction

- 1.1 The opening prayer was said by the Ven Dr Sue Weller.
- 1.2 Present: The Revd Preb Pat Hawkins (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Julian Francis, the Ven Dr Sue Weller, the Revd Preb Terry Bloor, the Revd Geoffrey Eze, Andy Foster, Nigel de Gaunt-Allcoat, the Revd Zoe Heming, the Revd Neil Hibbins, Edward Higgins, the Revd Dr David Isiorho, Bryan Martin, Adrian Mathias, Mark Stewart, Peter Woollam.  
In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary).
- 1.3 Apologies for absence: the Ven Paul Thomas, the Revd Jo Farnworth, Chris Gill, the Revd Andrew Lythall, Steven Matthews, Candida Pino, Brough Skingley, Julie Taylor, Andy Wigley.
- 1.4 Declarations of interest: Candida Pino, item 4.4.2; Adrian Mathias, items 5.1.3–5.1.4, 5.2.1–5.2.2.
- 1.5 The minutes of the previous meeting were accepted without amendment.

### 2. Matters arising

#### 2.1 Appointment of Dr Anthony Verduyn as Diocesan Chancellor from 22nd November 2022

The DAC Chair indicated that Dr Anthony Verduyn, Deputy Chancellor since 2019, has been [appointed as Diocesan Chancellor](#), which role constitutes the independent Judge of the diocesan Consistory Court, from 22nd November 2022. Dr Verduyn had been Acting Chancellor from 1st September 2022, when the Hon. Mr Justice Eyre [stepped down as Diocesan Chancellor](#), having undertaken that position since 2012. The DAC Chair and members extended a warm welcome to the new Chancellor (in absentia).

#### 2.2 Appointment of the Ven Dr Megan Smith as DAC Vice Chair from 14th December 2022

The DAC Chair indicated that the Ven Dr Megan Smith, Archdeacon of Stoke-upon-Trent, has been appointed as DAC Vice Chair from 14th December 2022. The role of Vice Chair had become vacant from 1st November 2020, following the cessation in that role of the then Ven Matthew Parker, at that time Archdeacon of Stoke-upon-Trent, to become Bishop of Stafford. As a non-statutory appointment, which does not require external consultation, the nomination of DAC Vice Chair has been made by the DAC Chair from among the members of the new DAC constituted for 2022–27.

Whilst the role of DAC Vice Chair is not an appointment required to be made by the Diocesan Bishop under the DAC's constitution, in accordance with [schedule 2](#) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, Bishop Michael has confirmed and formalised the Ven Dr Megan Smith's nomination to the role. The DAC Chair and members extended a warm welcome to the new DAC Vice Chair.

## **2.3 The Church of England's Energy Footprint Tool as a net zero carbon milestone for church buildings in 2023, arising from the Routemap to Net Zero Carbon by 2030**

The DAC Secretary updated that the Church of England's [Energy Footprint Tool](#) (EFT) reopened on 1st January 2023 for parishes to enter their 2022 utility bills and find out their carbon footprint, which is the first step in discerning the mitigations required for their church buildings to be net zero carbon by 2030. The EFT is available to all churches using the Online Parish Returns System, and will remain open until 31st July 2023. The EFT is one of the net zero carbon [milestones](#) for church buildings this year, arising from the Church of England's [Routemap to Net Zero Carbon by 2030](#). The milestone requires that 90%+ of churches in every diocese will have completed the EFT by the end of 2023.

## **3. New matters**

### **3.1 Meeting of DAC Chair with DAC advisers on 30th January 2023**

The DAC Chair confirmed that a successful meeting/feedback session had been held with the DAC advisers (as listed on the [DAC members and advisers](#) web page of the diocesan website), prior to the start of the 2023 DAC meeting cycle. The more recently-appointed DAC Architect Advisers were not in attendance, as they had received up-to-date training at their commencement in role following 6th April 2022 DAC meeting (Matters Arising, item 2.2). The current session focussed on the role and functions of DAC advisers, as well as related issues of volunteer service provision and succession planning, in relation to the Church Buildings Council's (CBC) [A Brief Guide to the Role of DAC Advisers](#) (2022).

In order to identify key points for discussion, ahead of the meeting, the DAC officers developed and distributed an online questionnaire to the DAC advisers, seeking feedback on the administration of the role by the DAC Office, including casework consultations and site visit arrangements. These responses were discussed within the wider group setting. It is intended that a follow-on meeting for all DAC advisers will be arranged in due course.

### **3.2 Administration of DAC meeting dates and DAC site visit dates in 2023**

The Assistant DAC Secretary indicated that the current process for receiving formal apologies for [DAC meetings](#), sometimes sent by DAC members after distribution of the agenda, had been reviewed and updated, in order that apologies are captured in sufficient time that DAC case reviewers can be identified in advance of the agenda circulation. The intention is to mitigate the risk of assigning casework to DAC members who may not be able to conduct case reviews due to absence leading up to a DAC meeting.

Instead, a week before the agenda distribution, the DAC officers will issue an online poll for members to record their proposed attendance, with a complete set of apologies then added to the agenda prior to delivery.

Separately, the Assistant DAC Secretary updated that the dates for [DAC site visits](#) in 2023 are to be arranged on a rolling programme, based on Archdeacons' diaries (as site visit chairs), rather than predefined dates as in previous years. This has been shown to add needed flexibility and increased options for dates, in the various co-ordinating stages between Archdeacons, PCC representatives (and QI architects), and DAC attendees.

## **4. Site visits and reports**

### **4.1 Adviser 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*

- 4.1.1 Lee Brockhurst, St Peter (Grade II\*) (bells), 17th February 2023 (Peter Woollam)

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

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

## **4.2 Adviser site visit reports to note**

*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*

- 4.2.1 Weston-under-Lizard, St Andrew (trees), 21st December 2022 (Andy Smith)

- 4.2.2 Ryton, St Andrew (trees), 10th January 2023 (Andy Smith)

- 4.2.3 Forton, All Saints (trees), 13th February 2023 (Andy Smith)

**Decision:** The reports were noted

**Action:** None

## **4.3 DAC site visit reports for approval**

- 4.3.1 Eccleshall, Holy Trinity (Grade I) [quin. inspector: Andrew Capper (retd); Simon Smith (project architect)]

Reordering within the church building: relocating two historic tombs; installing a kitchen and two toilets; improving storage and office facilities at the west end of church (OFS [2023-081159](#)), 7th February 2023 (Giles Standing)

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

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

## **4.4 Forthcoming DAC site visits**

- 4.4.1 Pattingham, St Chad (Grade II\*) [quin. inspector: Simon Smith]

Reordering north aisle and associated works (OFS [2022-076400](#))

Date and time: 23rd March 2023 at 2.00 pm

- 4.4.2 Cheswardine, St Swithun (Grade II\*) [quin. inspector: Candida Pino]

Provision of external access ramp system (not currently on OFS)

Date and time: 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

## **5. Casework for consideration**

*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*

### **5.1 Reorderings and new facilities in relation to a listed or unlisted church building**

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

Grade I

5.1.1

OFS Application Ref:	<a href="#">2021-063282</a>	Case Status:	Pre-formal consultation review
Church Code:	620548	Church Name:	<a href="#">Tong: St Bartholomew</a>
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:	Provision of toilet facilities and a tea point		
No. of Times to DAC:	Fourth	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at 30th November 2022 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, Tim Ratcliffe, quinquennial inspector (QI architect), introduced the revised proposal, by invitation of the DAC Chair. Following Tim Ratcliffe's departure from this meeting item, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs.

The Committee continued to support the principle of the proposal for the introduction of toilet facilities and a tea point at the church, and to recognise the pastoral and missional case for this. However, it considered that the impact of the proposed works on the fabric and setting of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish to continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England [guidance on Statements](#).

In relation to the development of the scheme, the DAC offered the following advice:

1. The parish has previously presented three potential areas for external extension, upon which the DAC has commented. At 21st July 2021 DAC meeting, when an external west-end option was first put forward by the current QI architect, as Option 2, the DAC cautioned that the proposal was 'located in relation to a highly visible part of the church and will be visible from the main road. It is a significant visual alteration to the church, and will have a significant physical effect on the historic fabric of the building'.
2. At the present meeting, the DAC noted that this Option 2 has not been subsequently put forward for additional comment at 8th December 2021 or 30th November 2022 DAC meetings, when the wider scheme had been considered.
3. The Committee reiterated that all three external positions are problematic. However, an extension around the north door had been agreed to have more potential, and designs were being progressed.
4. The DAC recognised the needs of the parish, as well as the particular significance of the church building as a singular composition. The Committee noted the various concerns raised by the parish with the north elevation as a potential area for extension – a number of which had been raised by the DAC as requiring sensitivity and careful detailing. However, the Committee did not consider that the issues raised are insurmountable.

5. The DAC had previously given informal advice on the construction and appearance of an extension to the north and stated that a timber and glass extension to the church is incongruous with the mass of stonework and stone detailing of the Grade I listed building.
6. After extensive discussion at the present meeting, the Committee resolved that an extension across the west door would not be acceptable. It will be technically difficult to make weathertight and will significantly affect the appearance of a principal elevation. The west elevation is perhaps more prominent from the two adjacent roads than the north elevation, which is visible from the village side.
7. The Archdeacon of Salop (in absentia) indicated that the impact of the external proposal (i.e. potential harm to significance) should be carefully appraised against an all-internal scheme, in order to discern the balance of needs of both the parish and building.
8. The Committee concluded that it would be best for the parish and QI architect to reconsider the extension to the north elevation, or revisit potential internal alterations respecting the medieval pews.

It was determined 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, and that external informal consultation (pre-application advice) should also be undertaken with Historic England, the Victorian Society, the Society for the Protection of Ancient Buildings (SPAB), and the Church Buildings Council.

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

#### 5.1.2

Case Reference No.:	<a href="#">2022-080308</a>	Case Status:	Pre-formal consultation review
Church Code:	620070	Church Name:	<a href="#">Blithfield: St Leonard</a>
Archdeaconry:	Lichfield	Parish:	Blithfield
Applicant Name:	Cosy Bagot Jewitt	Quin. Inspector:	Mark Parsons
Listing:	Grade I	Date of Last QI:	07-Jul-2020
Proposal:	To install a flush toilet in a shed in the churchyard by vestry door		
No. of Times to DAC:	First	Cost Est:	£12,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The Committee last considered the proposal as a DAC site visit report approved at 23rd February 2022 DAC meeting. At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs. The Committee continued to support the principle of the proposal, and considered that the impact of the proposed works on the fabric and setting of the listed church building had been sufficiently identified and justified.

In relation to the development of the scheme, the DAC offered the following advice:

1. The Committee noted that the location of the proposed toilet is discreet and replaces a composting toilet in the same position.
2. The DAC Archaeology Adviser indicated that the proposed trench arch drainage system will be connected under the existing gravel path on the north side of the church. Whilst

its construction will require ground works in this archaeologically sensitive area, the use of this particular drainage system will mean that the disturbance is localised and, in some respects, will be less extensive than a service trench to provide a mains sewer connection would entail.

3. The parish has confirmed that it is aware that the ground works for the trench arch system will require archaeological mitigation. The Committee indicated that this mitigation should comprise an archaeological watching brief, to be maintained during all intrusive ground works.
4. It was recommended that the parish should contact a range of archaeological contractors to obtain competitive quotations, which should include provision of a Written Scheme of Investigation (WSI) for approval by the DAC Archaeology Adviser. A list of archaeological contractors who work in this part of Staffordshire may be available from the [County Archaeologist at Staffordshire County Council](#).
5. The parish should provide a copy of the WSI for a watching brief with their application for formal DAC advice. The DAC Archaeology Adviser will be pleased to liaise with the parish's chosen archaeological contractor to agree the WSI prior to submission of the formal application.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee indicated that, following approval of the WSI by the DAC Archaeology Adviser, the application should be resubmitted for external formal consultation with Historic England and the Local Planning Authority (County Archaeologist), prior to receipt of formal DAC advice.

The Committee resolved that the giving of formal DAC advice following external consultation, where no formal objections are raised by external consultees and where no 'material changes' are made to the proposal (rules 4.7–4.8 of the 2022 Rules), could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended May 2022). Where these criteria cannot be met, the application will return for full Committee consideration at the next DAC meeting following receipt of the external formal consultation responses.

In relation to the current submission, the Committee would recommend the proposal with provisos.

**Action:** The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with the DAC Archaeology Adviser

*Grade II\**

### 5.1.3

Case Reference No.:	<a href="#">2023-081612</a>	Case Status:	Pre-formal consultation review
Church Code:	620135	Church Name:	<a href="#">Trysull: All Saints</a>
Archdeaconry:	Walsall	Parish:	Trysull
Applicant Name:	John Tooms	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	19-Jul-2019
Proposal:	New accessible toilet in ground floor Tower Room		
No. of Times to DAC:	First	Cost Est:	£40,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal, but considered that the impact of the proposed works on the fabric of the listed church building had not yet been fully identified and justified. The DAC encouraged the parish to continue to develop its Statements of Significance and Needs, and recommended that the parish should consult the Church of England [guidance on Statements](#).

In relation to the development of the scheme, the DAC offered the following advice:

1. The Committee highlighted that Trysull, All Saints is a Grade II\* listed church building, and affirmed the view that the parish should use a conservation-accredited church specialist architect to undertake both the design and detailing of the proposed new accessible toilet facility.
2. The DAC recognised that the parish has confirmed that they are proposing to appoint their quinquennial inspector (QI architect) to fulfil these functions.
3. The parish is encouraged, through engagement with its architect, to undertake an options appraisal of possible locations for the facility, in relation to the wider church building, to inform whether the ground floor Tower Room is the best (or only) option available.
4. The DAC Bell Adviser separately cautioned that consideration should be given to not inhibiting future works to the bells, should access be required for lowering the bells into the Tower Room.
5. It should be noted that the proposed drainage will also involve archaeological matters.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice. Following which, external informal consultation (pre-application advice) should also be undertaken, to be advised by the Committee upon resubmission.

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

## Grade II

### 5.1.4

OFS Application Ref:	<a href="#">2021-058625</a>	Case Status:	Pre-formal consultation review
Church Code:	620044	Church Name:	<a href="#">Whittington: St Giles</a>
Archdeaconry:	Lichfield	Parish:	Whittington
Applicant Name:	David Clarke	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	14-Apr-2021
Proposal:	Reordering of west end		
No. of Times to DAC:	Second (in this form)	Cost Est:	£110,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

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 the present meeting, Adrian Mathias, quinquennial inspector (QI architect), introduced the revised proposal, by invitation of the DAC Chair. Following Adrian Mathias' departure from this meeting item, 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.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. The Committee indicated that the application should be resubmitted for external formal consultation with Historic England, the Georgian Group, the Victorian Society, and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

The Committee resolved that the giving of formal DAC advice following external consultation, where no formal objections are raised by external consultees and where no ‘material changes’ are made to the proposal (rules 4.7–4.8 of the 2022 Rules), could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended May 2022). Where these criteria cannot be met, the application will return for full Committee consideration at the next DAC meeting following receipt of the external formal consultation responses.

In relation to the current submission, the Committee would recommend the proposal.

**Action:** The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

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

*Grade II*

5.1.5

OFS Application Ref:	<a href="#">2019-034232</a>	Case Status:	Notification of Advice
Church Code:	620504	Church Name:	<a href="#">Hales: St Mary</a>
Archdeaconry:	Salop	Parish:	Hales
Applicant Name:	Dr Marcus Griffiths	Quin. Inspector:	Geoff Hillman
Listing:	Grade II	Date of Last QI:	26-Oct-2021
Proposal:	Install toilet, refreshment area and improve access		
No. of Times to DAC:	Fifth (second as formal)	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction Rules 2015 ( <i>i.e. case is pre-external formal consultation</i> )		

The DAC last considered the proposal as an application for formal advice at 30th November 2022 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, and confirmed that the matters previously raised by the Committee’s deferral advice had been addressed, pending some final clarifications of technical details. As such, the Committee resolved to recommend the proposal with provisos.

It was determined that external formal consultation under the Faculty Jurisdiction 2015 is applicable. The Committee indicated that, following receipt of formal DAC advice, external formal consultation should be undertaken with the Victorian Society and the Local Planning Authority (Conservation Officer).



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

- Clarification is required on the proposed floor treatment in the toilet area, as there should not be any non-breathable finishes overlaying the slabs in that location.
- An elevation drawing with the extract vent from the toilet shown to scale should be provided, as well as confirmation of the material for the vent given (such as cast iron or ceramic, rather than black plastic as currently specified).
- The parish should address these matters prior to advancing to the external consultation and public notice stages on the Online Faculty System.

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

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

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

*Grade II*

#### 5.2.1

Case Reference No.:	<a href="#">2023-081948</a>	Case Status:	Pre-formal consultation review
Church Code:	620409	Church Name:	<a href="#">Trent Vale: St John the Evangelist</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	Trent Vale
Applicant Name:	Matthew Gadsby	Quin. Inspector:	Geoff Hillman
Listing:	Grade II	Date of Last QI:	07-Nov-2012
Proposal:	Re-roofing and structural repairs following fire (in April 2022)		
No. of Times to DAC:	First	Cost Est:	£350,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the fabric of the listed church building had been sufficiently identified and justified.

In relation to the development of the scheme, the DAC offered the following advice:

1. It was noted that no specification or schedule of works has been provided, but that detailed reports and drawings by a structural engineer, mechanical engineer, and the quinquennial inspector (QI architect) are included in the submission documentation.
2. A DAC architect member commented that in relation to the QI architect's drawing no. 6239-005A, the flashings should be Code 5 and the gutter Code 6 cast lead, and that these need a more detailed specification.
3. The Committee cautioned that care should be taken to mitigate the risk of interstitial condensation in relation to the proposed insulated nave roof. Confirmation should be given as to whether the TLX Gold, shown on drawing no. 6239-005A, acts as a vapour barrier, and that the hidden gutter will work sufficiently.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee indicated that the application should be resubmitted for

external formal consultation with Historic England, the Victorian Society, and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

The Committee resolved that the giving of formal DAC advice following external consultation, where no formal objections are raised by external consultees and where no 'material changes' are made to the proposal (rules 4.7–4.8 of the 2022 Rules), could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended May 2022). Where these criteria cannot be met, the application will return for full Committee consideration at the next DAC meeting following receipt of the external formal consultation responses.

In relation to the current submission, the Committee would recommend the proposal.

**Action:** The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

### 5.2.2

OFS Application Ref:	<a href="#">2022-079074</a>	Case Status:	Pre-formal consultation review
Church Code:	620105	Church Name:	<a href="#">Glascote: St George</a>
Archdeaconry:	Lichfield	Parish:	Glascote and Stonydelph
Applicant Name:	Avril Simmons	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	19-Oct-2021
Proposal:	To install a permanent ramp with handrails to main entrance and repair an associated gate pillar		
No. of Times to DAC:	First	Cost Est:	£7,800
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal, and considered that the impact of the proposed works on the fabric and setting of the listed church building had been sufficiently identified and justified.

In relation to the development of the scheme, the DAC offered the following advice:

1. The Committee commented that the ramp design is generally neat, the handrails are light in feel, the existing pavements would be reused, and that the works should all be fairly unobtrusive. The repairs to the gate pillar are necessary and like-for-like.
2. However, it was noted that the details and the plan need to be made consistent, regarding the relationship of the handrail to the ramp walls.
3. A neat detail is required where the handrail meets the church wall. Can the handrail perhaps be stopped short to obviate the junction?
4. It should be ensured that the works are not bridging a damp proof course at the church wall.
5. A DAC architect member suggested that it might be neater and more buildable to inset the west wall of the ramp from the church corner c. 300 mm or so.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

The Committee resolved that the giving of formal DAC advice could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended May 2022).

In relation to the current submission, the Committee would recommend the proposal.

**Action:** The DAC Secretary to inform the applicant, and to process the giving of formal DAC advice by delegated authority through consultation with a DAC architect member

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

Grade II\*

5.2.3

OFS Application Ref:	<a href="#">2019-045354</a>	Case Status:	Notification of Advice
Church Code:	620301	Church Name:	<a href="#">Leek: St Edward the Confessor</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	Leek and Meerbrook
Applicant Name:	Revd Nigel Irons	Quin. Inspector:	Andrew Capper (retd); Simon Smith (project architect)
Listing:	Grade II*	Date of Last QI:	06-Apr-2022
Proposal:	Modifications to main entrance to provide wheelchair access and remove internal lobby		
No. of Times to DAC:	Fifth	Cost Est:	£50,000
Legislation Applies:	Faculty Jurisdiction Rules 2015 ( <i>i.e. case is pre-external formal consultation</i> )		

The DAC last considered the proposal as an application for formal advice at 2nd September 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. The Committee continued to support the principle of the proposal, and considered that the impact of the proposed works on the fabric and setting of the listed church building had been sufficiently identified and justified.

In relation to the final development of the scheme, the DAC offered the following advice:

1. The Committee confirmed that the matters previously raised by the DAC's deferral advice had been addressed, pending some clarifications of technical details (as below).
2. The drawings state timber doors and frames to the new screen. The species of the timber (oak to match?) and its finish need to be stated. Will this match the existing screen?
3. The works to install a transom and fix the curved toplight of the existing inner porch door requires additional detailing. The new transom appears undersized and potentially too weak to accept the overhead door closer. Will existing ironmongery be retained?
4. There is no manifestation design included for any of the glazed panels. This should be provided, together with clarification of how this will be achieved.
5. Additional specification for the handrails and posts (section size and finish) is also needed.
6. The DAC Archaeology Adviser commented that the drawings suggest that it will be necessary for some intrusive groundworks in order to form the reinforced concrete foundation for the handrails. These groundworks could impact on any below-ground archaeological remains that are present, including any disarticulated human remains.

7. It was recommended that the parish should contact a range of archaeological contractors to obtain competitive quotations, which should include provision of a Written Scheme of Investigation (WSI) for approval by the DAC Archaeology Adviser. A list of archaeological contractors who work in this part of Staffordshire may be available from the [County Archaeologist at Staffordshire County Council](#).
8. The parish should provide a copy of the WSI for a watching brief with their updated application for formal DAC advice. The DAC Archaeology Adviser will be pleased to liaise with the parish's chosen archaeological contractor to agree the WSI prior to resubmission of the formal application.
9. The watching brief should be maintained during the lifting of the external paving and all intrusive ground works.

It was determined that external formal consultation under the Faculty Jurisdiction 2015 is applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for final formal DAC advice. Following which, external formal consultation should also be undertaken, to be advised by the Committee upon resubmission.

**Decision:** Defer

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

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

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

##### 5.3.1

Case Reference No.:	<a href="#">2023-081778</a>	Case Status:	Pre-formal consultation review
Church Code:	620448	Church Name:	<a href="#">Stretton with Claymills: St Mary</a>
Archdeaconry:	Stoke-upon-Trent	Parish:	St Mary Stretton-with-Claymills
Applicant Name:	Charles Pidsley	Quin. Inspector:	Mark Parsons
Listing:	Grade II*	Date of Last QI:	01-Jul-2019
Proposal:	Decommission existing font and hood but leave in place for display purposes; use alternative mobile font for Christenings		
No. of Times to DAC:	First	Cost Est:	£2,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs. The Committee supported the principle of the proposal to ensure the ongoing safety of the existing font and hood, and considered that the impact of the proposed works on the fabric of the listed church building had been sufficiently identified and justified.

In relation to the development of the scheme, the DAC offered the following advice:

1. The DAC member nominated by the National Amenity Societies commented that Stretton with Claymills, St Mary is a major late Victorian church by a significant architect, JT Micklethwaite, whose output was small; Micklethwaite did much of his work as Surveyor

to Westminster Abbey. St Mary's church is a beautiful design, and the font and cover are a highlight of the interior.

2. In view of the application of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to the font cover, including the requirement for 12-monthly inspections, the proposal to take the font and cover out of use is supportable but deeply regrettable.
3. It was noted that the parish proposes 'to rest the hood on small blocks which will remove the load from the hoist mechanism'. However, the Committee queried the need for blocks. The cover normally rests on the font itself, which should remove the load from the chains. The parish should consult their quinquennial inspector (QI architect) and seek written confirmation of the proposal, to form part of the submission documentation.
4. It was recommended that the parish should also consult their insurer on the same.
5. The Committee suggested that the parish should give consideration to alternative options, even if to discount them, including permanently raising the font cover or lowering it to the ground (for display).
6. In terms of the proposed introduction of an alternative portable font, the Committee recommended that the parish should consult the Church Buildings Council's (CBC) [guidance on fonts](#). It should be noted that the portable font would constitute a second font, in addition to the main font (even if 'decommissioned'), and careful consideration is required on how and where the portable font would be used within the church.
7. The Archdeacon of Stoke-upon-Trent suggested that the parish might consider applying for an Archdeacon's Licence for Temporary Minor Reordering (TMRO), to allow for the introduction of a portable font for a period of up to 24 months, whilst the options for the main font are given wider consideration in the development of the faculty application.
8. It was suggested that the parish might seek a redundant portable font for this period, for introduction under a TMRO, so that the temporary proposal is cost-neutral to the parish.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with the Victorian Society.

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

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

None this meeting

#### **5.4 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*)

*Unlisted*

##### 5.4.1

OFS Application Ref:	<a href="#">2023-081372</a>	Case Status:	Pre-formal consultation review
Church Code:	620553	Church Name:	<a href="#">Bicton: Holy Trinity</a>
Archdeaconry:	Salop	Parish:	Bicton
Applicant Name:	Wendy Horan	Quin. Inspector:	Tim Ratcliffe

Listing:	Unlisted	Date of Last QI:	03-Sep-2018
Proposal:	New Area for the Burial of Cremated Remains (ABCR) within churchyard		
No. of Times to DAC:	First	Cost Est:	£250
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC carefully considered the proposal and the supporting documents. The Committee supported the principle of the proposal to create a new Area for the Burial of Cremated Remains (ABCR) within the churchyard, but considered that the impact of the proposed works on the setting of the church building had not yet been fully identified and justified.

In relation to the development of the scheme, the DAC offered the following advice:

1. The DAC Archaeology Adviser commented that Bicton, Holy Trinity was built in 1885–87 on a new site on the edge of the medieval core of the village, to replace the smaller medieval church within the core itself. As a result, the proposed ABCR and associated landscaping works would not cause archaeological disturbance.
2. However, the Committee noted that the proposed location of the new ABCR directly abuts the west end of the nave, and queried the relationship with what appears to be an existing ABCR within the churchyard just to the west of the new location. It was not clear why the existing area is not proposed to be extended. The parish should confirm that the current ABCR has been created under faculty, such as whether this allows for further extension under the terms of that faculty.
3. The Committee considered that a case had not been made for exceptionality in relation to the proposed adoption of individual memorials at the points of interment and the requirements of the Chancellor's [Churchyard Regulations](#) (p. 8–9).
4. Related to which, further reasoning is required on why the new ABCR is proposed to be delineated by dark grey pavers with red mortar joints, and the effect that this may have on churchyard maintenance at that location (a point of consideration in the Regulations).
5. The inclusion of small shrubs within the area of the pavers suggests that the ABCR would be more akin to a Garden of Remembrance. The close proximity of such a 'landscaped' feature would likely be incongruous directly adjacent to, and physically joined to, the west wall of the church. Further reasoning should be given on why the area is proposed to adjoin the church building itself, and how it would be accessed from existing paths.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is not applicable. As such, the Committee indicated that the revised scheme, when further developed, should be resubmitted for formal DAC advice.

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

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

None this meeting

## **6. Casework from Diocesan Registry**

### **6.1 Private faculties**

None this meeting

## 7. Casework by delegated authority to note

### 7.1 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

#### 7.1.1

OFS Application Ref:	<a href="#">2022-074782</a>	Church Name:	Upper Tean: Christ Church
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Mount a memorial plaque onto the existing war memorial (not separately listed) within the churchyard		
DAC Consultee:	Andy Foster	Date NoA Issued:	19th December 2022

#### 7.1.2

OFS Application Ref:	<a href="#">2022-072832</a>	Church Name:	Talke: St Martin
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Regularising the Area for the Burial of Cremated Remains (ABCR) (granted under interim faculty no. 4987)		
DAC Consultee:	The Ven Dr Megan Smith	Date NoA Issued:	19th December 2022

#### 7.1.3

OFS Application Ref:	<a href="#">2022-072922</a>	Church Name:	Oswestry: St Oswald, King & Martyr
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Upgrade the audio system and introduce three fixed PTZ video cameras		
DAC Consultee:	Brough Skingley	Date NoA Issued:	6th January 2023

#### 7.1.4

OFS Application Ref:	<a href="#">2022-078737</a>	Church Name:	Bradwell: St Barnabas
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Bricking up three redundant windows at rear of church		
DAC Consultee:	Bryan Martin	Date NoA Issued:	6th January 2023

#### 7.1.5

OFS Application Ref:	<a href="#">2022-075625</a>	Church Name:	Basford: St Mark
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Installation of hardwood handrail to pulpit steps		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	26th January 2023

#### 7.1.6

OFS Application Ref:	<a href="#">2021-064740</a>	Church Name:	Tamworth: St Editha
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	Installation of a pendulum regulator for automatic time regulation of the clock, along with automatic GMT/BST time changes		
DAC Consultee:	Jonathan Ansell	Date NoA Issued:	2nd February 2023

### 7.1.7

OFS Application Ref:	<a href="#">2023-081123</a>	Church Name:	Werrington: St Philip
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	New gas heating boiler to replace one in flooded cellar (granted under interim faculty no. 5098)		
DAC Consultee:	Peter Bemrose	Date NoA Issued:	7th February 2023

### 7.1.8

OFS Application Ref:	<a href="#">2022-078795</a>	Church Name:	Alstonfield: St Peter
Listing:	Grade I	Archdeaconry:	Stoke-upon-Trent
Proposal:	North porch roof and masonry repairs, with addition of cast iron rainwater goods		
DAC Consultee:	Mark Stewart	Date NoA Issued:	9th February 2023

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

**Action:** None

## 7.2 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*

7.2.1 Whitchurch, St Alkmund (Grade I), Edward Kepczyk proposed inspector

7.2.2 Castle Church, St Mary (Grade II\*), Stephen Hart proposed inspector

7.2.3 Birches Head, St Matthew (unlisted), Andrew Hayward proposed inspector

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

**Action:** None

## 8. Any other business

### 8.1 Donation of Cranage volumes to DAC library

The DAC Chair extended grateful thanks to the Revd Ian Naylor (in absentia), Team Vicar in the Wrockwardine Team Ministry, and the High Ercall PCC, for the generous gift of a complete set of *An Architectural Account of the Churches of Shropshire* by DHS Cranage (1866–1957), to be entered into the DAC library (housed within the DAC Office at St Mary's House in Lichfield). The DAC member nominated by the National Amenity Societies was pleased to show the Committee a selection of the volumes, which were present for inspection at the current meeting.

Date of next meeting: **Wednesday 5th April 2023 at 2.00 pm**

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

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