

Lichfield Diocesan Advisory Committee

MINUTES

*The **inaugural meeting** of the new Lichfield DAC for 2022–27 was held hybridly (in person and by online conferencing) in the Reeve Room at St Mary's House, Cathedral Close, Lichfield on Wednesday 20th July 2022 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, the Ven Paul Thomas, the Ven Dr Sue Weller, the Revd Jo Farnworth, Andy Foster, Nigel de Gaunt-Allcoat, Chris Gill, the Revd Zoe Heming, the Revd Neil Hibbins, the Revd Dr David Isiorho, Adrian Mathias, Candida Pino, Brough Skingley, Mark Stewart, Julie Taylor, Andy Wigley, Peter Woollam.
In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Phil Collins and Pauline Hollington (Diocesan Registry Assistants).
- 1.3 Apologies for absence: the Ven Julian Francis, the Revd Preb Terry Bloor, the Revd Geoffrey Eze, Edward Higgins, the Revd Andrew Lythall, Bryan Martin, Steven Matthews.
- 1.4 The DAC Chair extended a warm welcome to the new members of the Lichfield DAC for 2022–27, following their appointment at the Bishop's Council meeting on 25th May 2022, as confirmed at the 26th May 2022 DAC meeting (Matters Arising, item 2.1).
- 1.5 Declarations of interest: Edward Higgins, item 4.2.3; Adrian Mathias, items 3.1, 4.2.2, 7.1.3.
- 1.6 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

2.1 Commencement of the Faculty Jurisdiction (Amendment) Rules 2022 from 1st July 2022

The DAC Secretary updated members that the [Faculty Jurisdiction \(Amendment\) Rules 2022](#), previously discussed at the 26th May 2022 DAC meeting (Matters Arising, item 2.4), came into effect on 1st July 2022. The amended Rules have been made specifically in connection with the Church of England, and diocesan, [target](#) to reach net zero carbon by 2030. Both [List A and List B](#) (deemed consent and Archdeacon's permission respectively) now encompass environmental matters, with List B including LED light fittings, roof insulation and photovoltaic (solar) panels on unlisted church buildings and halls, and wireless broadband services. Meanwhile, the installation of like-for-like fossil fuel boilers and new oil tanks are now subject to a full faculty application and options appraisal.

The Church of England has issued a national [press release](#) and [explanatory notes](#) on the changes. The new Rules require parties to have 'due regard' to advice produced by the Church Buildings Council (CBC) on net zero carbon, where proposals for net zero carbon apply. In compliance with which, the CBC has recently published [specific guidance](#) on the Church of England website, which must be given due regard by both PCCs and the DAC when relevant to the proposal.

Action: The DAC to have due regard to the CBC guidance when giving advice on faculty applications submitted from 1st July 2022

2.2 Routemap to Net Zero Carbon by 2030, including milestones for church buildings, discussed at General Synod on 8th July 2022

The DAC Secretary indicated that the Church of England has undertaken extensive consultation with dioceses and other stakeholders on a [Routemap to Net Zero Carbon by 2030](#), which details how the national, and diocesan, [target](#) to reach net zero carbon by 2030 can be achieved. The final (post-consultation) version of the routemap was approved by General Synod on 8th July 2022.

The routemap includes [milestones](#) for church buildings, which are recommended to be undertaken by parishes by specific years between 2022–30, including early and ongoing participation in the Church of England’s [Energy Footprint Tool](#) (EFT), to measure each church’s individual carbon footprint. The EFT is available to all churches using the Online Parish Returns System. It reopened in March 2022 for parishes to enter their 2021 utility bills, and remains open until 31st July 2022.

2.3 New net zero carbon 2030 web page on diocesan website

The DAC Secretary indicated that in support of the commencement of the new Faculty Jurisdiction (Amendment) Rules 2022 and publication of the Routemap to Net Zero Carbon (items 2.1–2.2 above), a new [Net zero carbon 2030: churches and churchyards](#) web page has been created, as a sub-page of the DAC web pages, on the diocesan website. The page draws together key strands of information and guidance from the national framework, as a central hub for parishes in the diocese and the DAC.

2.4 Amended Lichfield Diocesan Scheme for the Inspection of Churches, with additions relating to net zero carbon, approved by Diocesan Synod on 29th June 2022

The DAC Secretary indicated that the Lichfield Diocesan Scheme for the Inspection of Churches (2020), which constitutes diocesan requirements for quinquennial inspections, has been updated with additions relating to net zero carbon. The [amended Scheme](#) was approved by Diocesan Synod on 29th June 2022, from which date the new requirements came into operation within the diocese. This aligns with the coming into effect of the Faculty Jurisdiction (Amendment) Rules 2022 on 1st July 2022 (item 2.1 above).

The first new requirement of the amended Scheme is that the inspector should use their professional judgement to highlight in the report ways to reduce the energy used in running the church building. The second is that, in accordance with the joint Church Buildings Council (CBC) and Ecclesiastical Architects and Surveyors Association (EASA) sustainability and net zero carbon [best practice note](#) (2021) on quinquennial inspection reports, the report should incorporate the recommended wording provided for inspectors in that note and include the Church of England’s [Practical Path to Net Zero Carbon for Churches](#) as an appendix.

The DAC Secretary confirmed that these new requirements have been added to the [Quinquennial inspection reports](#) web page of the diocesan website and communicated to all quinquennial inspectors in the diocese.

3. New matters

3.1 Pre-application presentation on draft Reordering Feasibility Report (4th July 2022 issue) for Walsall, St Matthew (Grade II*)

A short, illustrated presentation was given by Adrian Mathias of BHB Architects, in the role of quinquennial inspector and not DAC architect member, on the final layout shown

in pass 4 on p. 36 of the pre-distributed Reordering Feasibility Report (4th July 2022 issue) for Walsall, St Matthew (Grade II* listed). The DAC was informed that the parish has secured external funding for community liaison, in order to ascertain the Statement of Needs for a repair and reordering scheme, constituting the whole church apart from the chancel, for which proposals the PCC would then seek a major funding package. The report presented is part of the initial feasibility and costing exercise conducted by the architect's practice, with a view to discerning wider community benefit, which public benefit is a requirement of the larger fund. This pre-application presentation was not brought to the DAC for comment, but rather for preliminary information only.

Action: The DAC Chair confirmed that an application for informal DAC advice should be submitted by the parish as the next stage in the development process

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 West Bromwich, Holy Trinity (heating, as part of reordering), 20th June 2022 (Emma Varney) (see also item 4.2.1 below)

Decision: The report was approved with some minor amendments

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

4.2 DAC site visit reports

- 4.2.1 West Bromwich, Holy Trinity (unlisted) [quin. inspector: Andrew Capper (retd); proposed project architect: Jeremy Bell]
Internal reordering, including accessibility and heating schemes (not on OFS), 9th May 2022 (Giles Standing)

Decision: The report was approved with some minor amendments

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

- 4.2.2 Bednall, All Saints (Grade II) [quin. inspector: Adrian Mathias]
Improving community facilities, to include toilet and refreshment area (OFS [2022-072442](#)), 28th June 2022 (Giles Standing)

Decision: The report was approved with one minor amendment

Action: The Assistant DAC Secretary to issue the report to the parish; the DAC Organ Adviser to undertake a separate adviser site visit

- 4.2.3 Rangemore, All Saints (Grade II*) [quin. inspector: Andrew Capper (retd); project architect: Simon Smith]
Development of nave aisle to meet the needs of parish community (OFS [2021-067216](#)), 30th June 2022 (Giles Standing, with notes on heating proposals by Malcolm Price)

Decision: The report was approved with one minor amendment

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

5. 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

- 5.1 Aldridge, St Thomas (trees), 17th May 2022 (Andy Smith)
- 5.2 Moxley, All Saints (trees), 18th May 2022 (Andy Smith)
- 5.3 Ingestre, St Mary the Virgin (clock), 6th July 2022 (Jonathan Ansell)

Decision: The reports were noted

Action: None

6. Forthcoming DAC site visits

None this meeting

7. 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

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:	Second	Cost Est:	Not stated
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The Committee previously considered the proposal as a DAC site visit report at the 12th February 2020 DAC meeting, following a site visit on 21st January 2020. The DAC last considered the proposal as an application for informal advice at the 6th April 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 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 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. It is understood that the Statement will be undertaken by, or in liaison with, the QI architect.
4. In relation to the pews proposed for removal, the Committee's advice remains the same, that the minimum number of pews possible should be removed to give sufficient increased space at both the east and west ends of the nave for assembly and welcome space around the font, and to permit ease of movement for people of all abilities at the constricted east end. This is particularly important due to the significant contribution the pews have on the appearance and layout of this historic interior.
5. It was noted that there is some written agreement from the parish with regard to retaining the row of pews and single seat which encapsulate the west end arcade pier. However, the architect's proposals have not been updated to show this amendment.
6. The number of pews to facilitate ease of movement at the east end appears excessive; wheelchair movement would be feasible with the removal of one row of pews. It would be relatively simple to permit ramped wheelchair access to the chancel – there is only one step – and the parish is strongly advised to incorporate access for all, to all areas of the church, wherever feasible.
7. The parish is advised to undertake an [access audit](#) of the church. It was suggested that the DAC member with an accessibility focus, being the Diocesan Enabling All Adviser, might visit the church to meet with parish representatives, to take this aspect forward.
8. Greater clarity is required on the proposed layout to indicate pews to be removed, together with areas of alterations to the pew platforms. The proposed finish to the floor following removal of pews requires clarification and detailing – will this be timber boards set level with the aisle or stonework extended?
9. A number of items are listed to now be retained – it is assumed in the Lady Chapel. However, a detailed plan of this area is required, showing where this furniture is to be positioned, together with any new chairs/seating that is proposed. Details of any new chairs for temporary use are required, and 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. Items for removal should be catalogued and submitted.
10. Stored materials to be moved from the vestry area are noted by the parish, together with proposed areas where they will be kept. This will be managed by the parish, to keep clutter from the public areas.
11. The accessible toilet unit has been revised on the architect's drawing (no. 8889 (06) 13, dated 27th April 2022), and the height brought down to maximise daylight admittance into the space and aid cleaning of the flat ceiling over the toilet unit. This is acceptable, but details of ventilation and services are required.

The Committee suggested that the revised scheme, including the Statements of Significance and Needs, when further developed, should be resubmitted for additional informal DAC advice.

Following which, external informal consultation (pre-application advice) should also be undertaken with Historic England, the Georgian Group, the Victorian Society, and the Local Planning Authority (Conservation Officer).

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 conducting an access audit

Grade II*

7.1.2

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:	First	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 the 26th May 2022 DAC meeting, following a site visit on 13th April 2022. At the present meeting, the DAC carefully considered the current proposal and the supporting documents, including the Statements of Significance and Needs, 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. 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 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 principle of removing the pews shown on the drawings and relocating the pews indicated is accepted. However, the parish is advised to appoint the QI architect to investigate and resolve the following details:
 - Treatment around the south door floor levels;
 - Investigation of suitable space beneath the subfloor to accept flow and return pipework;
 - Detailing of the floor and junction with the south wall;
 - Repair requirements to the partition screen between the south aisle and nave pews following pew removal.

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 indicated that it is not clear from the proposal what type of pipework is involved (most likely to be screwed steel), and as such a photograph of the area to be modified would be helpful. The age of the pipework should also be stated, and whether the heating system is pressurised or has a header tank.
7. The Adviser commented that an alternative may be to reinstate the pipework once the pews have been removed and box it in. This will save on pipework installation costs but incur additional cost for specifying and constructing the woodwork, so may not be cost effective.
8. There may be pipe fixings attached to the wall. If so, these should be removed as carefully as possible and the wall made good with an appropriate grade of lime mortar following the QI architect's recommendation.
9. Consideration should also be given to adding insulation to the pipework when it is reinstated under the floor, to reduce wasted energy.
10. The DAC Archaeology Adviser indicated that any excavation required to accommodate repositioned pipework is archaeologically sensitive and a watching brief may be required.
11. Separately, the DAC Lighting and Electrical Adviser recommended that the parish should satisfy itself that the project architect has current professional indemnity insurance in place, and that they will continue to maintain such insurance for a minimum of 5 years after the project is completed.

It was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, and the archaeological importance of the building, 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

Grade II

7.1.3

OFS Application Ref:	2021-058625	Case Status:	Pre-formal consultation review
Church Code:	620044	Church Name:	Whittington: St Giles
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 and relocation of font		
No. of Times to DAC:	First (in this form)	Cost Est:	£110,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The Committee previously considered the proposal in a different form (application ref. 2020-049239, under the Faculty Jurisdiction Rules 2015, since abandoned) as an application for informal advice at the 11th March 2020 DAC meeting, when the Committee offered advice on the development of the scheme. The DAC last considered the proposal as a DAC site visit report at the 8th December 2021 DAC meeting, following a site visit on 4th November 2021. 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 Statements of Significance and Needs, 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. It was considered that the impact of the proposed works (i.e. potential harm to significance) had been sufficiently identified and justified. The following advice is focussed on the architecture of the various interventions.

Toilet extension

3. The Committee noted that the proposed additional volume is not too great, and that the proposed forms are entirely consistent with those existing. The layout also seems to work well. The in-setting of the new south wall as currently shown is the correct approach, as it will allow the original form to read and will obviate a difficult in-plane junction with the original gable end. However, matching the existing roofing and walling materials will be important.
4. The DAC Archaeology Adviser commented that whilst the ground at this location has previously been disturbed, and the likelihood of encountering significant archaeological remains is relatively low, a watching brief may still be required.

Refreshment point, chair store and chairs

5. The DAC considered that these new units would not be too obtrusive, as they are proposed to be tucked away on the west wall under the gallery. The joinery is simple, tidy and fairly traditional in form, and as long as it is all in solid oak, it is supportable in principle.
6. However, both units make something of a collision with the existing dado panelling, both on the rear wall and on the north and south walls. It was suggested that this needs resolution – and perhaps the existing panelling could return around the flanks of the new units, and perhaps across the abutment panels of the new units at the north and south walls, inserting new mullions to the existing, as necessary.
7. With regard to the chairs, the view was expressed that the proposed 'Charity' model is rather ungainly, with inelegant proportions and an upholstered seat. It was suggested that consideration should be given to a tidier and more elegant solution, such as the Trinity 'Theo', without upholstery – and perhaps this might allow the width of the chair unit to be reduced – to match that of the refreshment unit.
8. The choice of chair 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.

Inner west doors

9. The Committee noted that it is proposed to only glaze the lower panels of the existing inner west doors. Whilst these doors have been interpreted to be of no great historic or architectural interest, they are of tidy form, and they do blend with the dado panelling. As such, this glazing solution is supportable.

Folding glazed screen

10. The DAC observed that this is the most significant intervention within the scheme, although, again, it would be tucked under the gallery. It is not clear what system is being proposed, but the general idea of the frameless structural glazing was considered to be interesting. It would be helpful to know how the junction with the floor will be handled, how the panels hinge together, if they do, and what sort of acoustic/thermal separation will be provided.
11. However, in relation to the information provided, there are three main issues. Firstly, the view was expressed that the boxing to the gallery soffit is bulky, with a deep down-stand, which subverts the lightness of the glazing. It was suggested that this needs to be fully detailed with precise steel sizes, and that consideration should be given to reducing the down-stand – perhaps utilising two smaller steels, for example, with the track set between, or perhaps the track could be set beside a steel.
12. The second issue is that the present interior constitutes predominantly dark brown wood and care will need to be taken to blend in the colours (and glass) of the modern screen.
13. Thirdly, the manifestation as currently shown is somewhat mechanical and repetitive. It was suggested that this needs more thought, preferably being minimised, and with more artistic flair. It was appreciated that as a single motif the emblem is used as the parish logo.
14. Separately, the DAC Organ Adviser commented that as the organ is in the west gallery, the screen proposed below must be designed with care and attention in relation to the overall vertical ensemble of the under-gallery columns, gallery, and organ. An elevation including the organ would assist in showing the proportions of these elements.

The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice. Following which, and ensuring that the informal advice previously received from the Georgian Group had also been addressed with that body, formal consultation should be undertaken with the Georgian Group and the Local Planning Authority (Conservation Officer), prior to receipt of formal 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

None this meeting

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 II

7.3.1

OFS Application Ref:	2022-074290	Case Status:	Pre-formal consultation review
Church Code:	620198	Church Name:	Bilston: St Leonard
Archdeaconry:	Walsall	Parish:	Bilston
Applicant Name:	Jane Dooley	Quin. Inspector:	Andrew Hayward
Listing:	Grade II	Date of Last QI:	03-Apr-2019
Proposal:	Disposal of surplus pews previously removed from original position		
No. of Times to DAC:	First	Cost Est:	Nil
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC carefully considered the proposal and the supporting documents, including the Statements of Significance and Needs, and 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 a proposal.
2. The Committee commended the parish for the information provided in this informal advice application, but considered that the impact of the proposed works (i.e. potential harm to significance), in relation to both the disposal of pews and the church interior following their removal, had not been sufficiently identified or justified.
3. The Statement of Significance should be developed accordingly, to consider in detail the level of impact on the affected fabric. It was recommended that the parish should consult the Church of England guidance on [reorderings](#) and [Statements](#).
4. The Committee noted that Bilston, St Leonard is a fine late Georgian classical church by Francis Goodwin. It dates from 1825–26, though the tower retains medieval fabric inside. It was re-fitted by Ewan Christian in 1882–83.
5. The DAC member nominated by the National Amenity Societies commented that the choir stalls are by John Drayton Wyatt and date from 1869. They are richly designed with balusters at the ends. The view was expressed that Drayton Wyatt was a good designer, who undertook, for example, the High Victorian font in Wolverhampton, St John.
6. It was noted that the parish proposes to remove and sell some Ewan Christian pews and some Drayton Wyatt choir stalls. The Christian pews are plain and the loss of them is considered acceptable. However, the decorative Wyatt choir stalls are attractive and should be retained if possible.
7. It was observed from the submission that there has been some recent rearrangement of pews and creation of spaces within the church, including for a temporary immersion font.
8. The Committee suggested that a small visiting party from the DAC should go to look at the interior and discuss the parish's needs with them. This would ensure that fittings of quality are conserved and help the parish to formulate its ideas for a minor reordering.

It was determined that the proposal would be likely to affect the character of the church as a building of special architectural or historic interest, such that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable.

The Committee resolved that the Archdeacon of Walsall and the DAC member nominated by the National Amenity Societies should undertake a site visit, to meet with parish representatives at the church. The revised scheme, when further developed, should then be resubmitted for formal consultation with the Victorian Society and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant; the Archdeacon of Walsall and the DAC member nominated by the National Amenity Societies to co-ordinate a site visit

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

None this meeting

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)*

None this meeting

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

Grade II*

7.4.1

OFS Application Ref:	2022-072465	Case Status:	Pre-formal consultation review
Church Code:	620625	Church Name:	Upton Magna: St Lucia
Archdeaconry:	Salop	Parish:	Upton Magna
Applicant Name:	Susan Woods	Quin. Inspector:	Tim Ratcliffe
Listing:	Grade II*	Date of Last QI:	01-Feb-2017
Proposal:	Installation of an accessible path from both entrances of the churchyard		
No. of Times to DAC:	First	Cost Est:	£28,000
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 determined to recommend the proposal. The Committee commended the parish on the detail and clarity of its submission, which included an appraisal of surfacing options and comparison with other churchyards, as well as the provision of physical samples of the proposed materials for examination at the present meeting.

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, or 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 not applicable, and that the application should advance to the giving of DAC formal advice accordingly.

Decision: Recommend

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

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:	2021-061873	Church Name:	Werrington: St Philip
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	External repairs to bellcote and roofs, with some repointing of walls, and electrification of external bell and removal of defunct bell rope		
DAC Consultees:	Adrian Mathias; Peter Woollam	Date NoA Issued:	12th July 2022

9.1.2

OFS Application Ref:	2022-071529	Church Name:	Bentley: Emmanuel
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Like-for-like reroofing and addition of insulation to attached listed church hall and vestry/office wing		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	12th July 2022

9.1.3

OFS Application Ref:	2022-071948	Church Name:	Penn: St Bartholomew
Listing:	Grade II*	Archdeaconry:	Walsall
Proposal:	Felling of a tree in the infant burial ground and the proposed replacement of a tree in the same area		
DAC Consultee:	Andy Smith	Date NoA Issued:	12th July 2022

9.1.4

OFS Application Ref:	2022-072002	Church Name:	Abbots Bromley: St Nicholas
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Replace temporary Perspex window with new glass window in tower		
DAC Consultee:	Mark Parsons	Date NoA Issued:	12th July 2022

9.1.5

OFS Application Ref:	2022-072526	Church Name:	Montford: St Chad
Listing:	Grade II*	Archdeaconry:	Salop

Proposal:	Repair or replace components of treble bell as necessary to convert from plain bearing assemblies to those using sealed ball bearings		
DAC Consultee:	Peter Woollam	Date NoA Issued:	12th July 2022

9.1.6

OFS Application Ref:	2022-072799	Church Name:	Muxton: St John the Evangelist
Listing:	Unlisted	Archdeaconry:	Salop
Proposal:	Replacement of wooden front porch doors and surround		
DAC Consultee:	Mark Parsons	Date NoA Issued:	12th July 2022

9.1.7

OFS Application Ref:	2022-073098	Church Name:	Chell: St Michael
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Replacement of rotting church front doors		
DAC Consultee:	Mark Parsons	Date NoA Issued:	12th July 2022

9.1.8

OFS Application Ref:	2022-073548	Church Name:	Basford: St Mark
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Organ upgrades and improvements		
DAC Consultee:	Nigel de Gaunt-Allcoat	Date NoA Issued:	12th July 2022

9.1.9

OFS Application Ref:	2022-070559	Church Name:	Weston Rhyn: St John
Listing:	Unlisted	Archdeaconry:	Salop
Proposal:	Installation of secondary glazing to windows in the liturgical nave, the vestry and the porch		
DAC Consultees:	Bryan Martin; Adrian Mathias	Date NoA Issued:	13th July 2022

9.1.10

OFS Application Ref:	2022-071990	Church Name:	Blurton: St Bartholomew
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Confirmatory tree works in detached graveyard		
DAC Consultee:	Andy Smith	Date NoA Issued:	13th July 2022

9.1.11

OFS Application Ref:	2022-070253	Church Name:	Norton-le-Moors: St Bartholomew
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Boarding and subsequent like-for-like repair of broken south-western nave window (granted under interim faculty no. 4970)		
DAC Consultee:	Bryan Martin	Date NoA Issued:	14th July 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

None this meeting

10. **Any other business**

None this meeting

Date of next meeting: **Wednesday 28th September 2022 at 2.00 pm**

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

Giles Standing, DAC Secretary

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Helen Cook, Assistant DAC Secretary

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