

Lichfield Diocesan Advisory Committee

MINUTES

*A meeting of the Lichfield DAC was held by online conferencing
on Wednesday 12th February 2025 at 2.00 pm
and chaired by the Ven Dr Megan Smith (DAC Vice Chair)*

1. Introduction

- 1.1 The opening prayer was said by the Ven Dr Sue Weller.
- 1.2 Present: The Ven Dr Megan Smith (DAC Vice Chair), the Ven Dr Sue Weller, the Revd Preb Jim Trood (Acting Archdeacon of Walsall), the Revd Preb Jo Farnworth (Acting Archdeacon of Salop), the Revd Preb Mary Thomas (Acting Archdeacon of Salop), the Revd Preb Terry Bloor, the Revd Margaret Brighton, Andy Foster, the Revd Neil Hibbins, Dr John Hunt, Adrian Mathias, Mark Stewart, Dr Andy Wigley, Peter Woollam.
In attendance: Giles Standing (DAC Secretary), Helen Cook (Assistant DAC Secretary), Pauline Hollington (Diocesan Registry Assistant), Rosie Nightingale (Diocesan Registry Assistant).
- 1.3 Apologies for absence: The Revd Preb Pat Hawkins (DAC Chair), the Revd Preb Julia Cody (Acting Archdeacon of Walsall), the Revd Geoffrey Eze, Chris Gill, Ed Higgins, Bryan Martin, Candida Pino.
- 1.4 Declarations of interest: Adrian Mathias, items 6.2.1, 7.2.1–7.2.2, 7.5.1–7.5.2.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

- 2.1 Expressions of interest continued to be sought for DAC advisers on [building services](#) (lighting, electrics, audio-visual, CCTV) and [turret clocks](#) (ongoing vacancies)

Decision: The matter was noted

Action: The DAC officers to continue to seek new permanent DAC advisers (vacancies)

3. New matters

- 3.1 Postponement of national launch of Church of England's Buildings Management Portal (the new Online Faculty System), from 1st April 2025 to 1st October 2025

Decision: The matter was noted

Action: The DAC officers and Archdeacons to attend national training as scheduled

4. Adviser site visit reports

None this meeting

5. Forthcoming DAC site visits

- 5.1 Kingsley, St Werburgh (Grade II) [quin. inspector: Simon Smith]
(Stoke-upon-Trent Archdeaconry)
Reordering rear of church for meeting room (OFS [2024-101331](#))
Date and time: Wednesday 5th March 2025 at 10.30 am (confirmed)

- 5.2 Selattyn, St Mary (Grade I) [quin. inspector: Anne Netherwood]
(Salop Archdeaconry)
Replacement of obsolete oil heating system with electric infrared heating panels (OFS [2024-102900](#))
Date and time: Friday 14th March 2025 at 10.30 am or 2 pm (time TBC)

6.–9. 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

6. Salop Archdeaconry

6.1 DAC site visit reports for approval

None this meeting

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

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

Grade II*

6.2.1

Case Reference No.:	2024-102178	Case Status:	Pre-formal consultation review
Church Code:	620278	Church Name:	Forton: All Saints
Archdeaconry:	Salop	Parish:	Forton
Applicant Name:	Kevin Ottaway	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	01-Jan-2022 [Tim Ratcliffe]
Proposal:	Repair and move font, and install accessible toilet in nave [supersedes and replaces OFS 2021-058602 and 2021-059668, now as a single project]		
No. of Times to DAC:	Second (in this form)	Cost Est:	£50,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 2nd October 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the matters previously raised by the Committee's informal advice had been addressed.

Specifically, it was observed that the parish had continued to develop its preferred Option C scheme, for a fully-accessible toilet, with entry from the nave, as previously supported by the DAC. Additional drawn details have been provided on the proposed materials of the new enclosure, which are to match the existing joinery details of the doors/screen of the adjacent lobby. Confirmation of archaeological mitigation for the creation of the proposed trench arch drainage system within the churchyard has also been provided. In addition, the Committee determined

that a sufficient practical and liturgical case had been made for the movement of the fragile 18th-century font to a new baptistry area, to be formed at the east end of the nave south aisle.

However, it was highlighted at the present meeting that, in accordance with [Schedule 2](#) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (being also the DAC constitution), *'At least one of the members must have personal knowledge and experience of issues that need to be addressed when considering how to secure accessibility for disabled people to buildings and facilities'*. In relation to which, the statutory DAC member for accessibility indicated that, based on personal experience, the outward-opening door of the proposed accessible toilet in the scheme would not be operable by all wheelchair users, and would therefore not be a fully-accessible facility.

Alongside this view, though, reference was made by a DAC architect member to the requirements of the Building Regulations 2010. The associated statutory guidance provided in Section 5.3 of [Approved Document M, Volume 2](#) of the Regulations indicates that *'WC cubicle doors should be operable by people with limited strength or manual dexterity and doors to cubicles should be capable of being opened if a person has collapsed against them while inside the cubicle. Preferably, all doors to WC cubicles and wheelchair-accessible unisex toilets open out or, if they open in, the door swing should not encroach into the wheelchair turning space or minimum activity space'*.

In light of these views, and recognising the importance to the parish of making the new facility as functional and accessible as reasonably practicable, the DAC encouraged the parish to give additional consideration to whether the current facility is as accessible as possible and to provide a statement as to the same.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that the scheme, when confirmed or amended to be as accessible as reasonably practicable, should be resubmitted for external informal consultation (pre-application advice) with Historic England, the Georgian Group, and the Local Planning Authority (Conservation Officer). In addition, external informal consultation should also be undertaken with the Church Buildings Council (CBC) on the aspects relating to the font specifically, under rule 4.6(2)(a) for 'the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest'.

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

None this meeting

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

None this meeting

6.5 Landscaping in relation to a listed or unlisted church building

None this meeting

6.6 Casework from Diocesan Registry

None this meeting

7. Lichfield Archdeaconry

7.1 DAC site visit reports for approval

None this meeting

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

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

Grade II*

7.2.1

Case Reference No.:	2022-069439	Case Status:	Pre-formal consultation review
Church Code:	620037	Church Name:	Lichfield: St Michael
Archdeaconry:	Lichfield	Parish:	Lichfield St Michael and St Mary
Applicant Name:	Alan Toplis	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	02-Jul-2024
Proposal:	Extension to south side of church, to provide rooms to replace church hall and office facilities (now demolished, on another site)		
No. of Times to DAC:	Third	Cost Est:	£1,055,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The DAC last considered the proposal as an application for informal advice at 2nd October 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents. The Committee continued to support the principle of the proposal for an extension to the south side of the church, and confirmed that the matters previously raised by the DAC's informal advice had been addressed.

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

1. The Committee observed that the new west wall is now pulled away from the existing south wall, with a glazed panel, giving clarity.
2. It was identified that on the east side, the new glazed entrance screen returns to the shaped buttress at a right angle, and changes to metal cladding, giving a better resolved junction.
3. The DAC noted that the junction of the flat roof with the south wall is set below the windows sills, thus sidestepping a difficult junction.

4. It was observed that the drawn elevations are now much more detailed, showing stone coursing and dressings, with the west glazing now subdivided. It was noted that the work would all be in Hollington, a fairly local stone, which is supportable – providing the clear red stone, and not the patchy or striated equivalent, is sourced.
5. A DAC architect member confirmed that the elevations are tidy and credible. However, they also expressed the view that these are somewhat austere.
6. A second DAC architect member concurred, and commented that, in their view, the new build would not sit comfortably with the existing church architecture. The opinion was expressed that the worked-up extension is somewhat ponderous and heavy, rather than an elegant solution to the previously-agreed principle of a simple/clean and low, modern cube.
7. Within the wider Committee, it was noted that there was not universal support for the aesthetic of the architectural design, and it was resolved that the parish should undertake consultation with external statutory bodies on the current scheme to inform the wider discussion.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2019 is applicable. The Committee suggested that the scheme should next be resubmitted for external informal consultation (pre-application advice) with Historic England, the Victorian Society, and the Local Planning Authority (Conservation Officer). In addition to which, it was recommended that the parish should seek updated pre-application advice from the Local Planning Authority on planning permission, which matter is in addition to, but can be run alongside, the faculty application.

Action: The DAC Secretary to inform the applicant

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

Grade II

7.2.2

OFS Application Ref:	2024-106878	Case Status:	Application in formal consultation
Church Code:	620048	Church Name:	Bednall: All Saints
Archdeaconry:	Lichfield	Parish:	Acton Trussell with Bednall
Applicant Name:	Phil Clayton	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	01-Mar-2022
Proposal:	Replacement of existing electric heating system with a revised electric heating system with less heating units (similarly wall-mounted), and removal of the chandelier lighting from the church and replacement with wall/wallplate-mounted LED lighting units		
No. of Times to DAC:	First (first as formal)	Cost Est:	Not stated
Formal Consultations:	Victorian Society & Local Planning Authority (Conservation Officer) – statutory 42-day consultation commenced on 22nd January 2025 for response by 5th March 2025 (requested for DAC meeting on 12th February 2025)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC observed that the present application constitutes a mechanical and electrical (M&E) proposal, which relates to and extends from the wider scheme for the reordered south aisle at the church, previously granted under faculty (OFS [2022-072442](#)) on 22nd January 2024. It was noted that the Diocesan Chancellor has directed that public notice, and, where applicable, external formal consultation, should be undertaken for this new proposal, rather than it being processed as an amendment to the existing faculty (which the parish had sought).

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. As part of which assessment, the works were not deemed likely to affect the character of the listed church as a building of special architectural or historic interest. The determination of this question was the principal purpose of the full DAC's consideration of the case.

It was therefore resolved that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, and that the application could advance to the giving of formal DAC advice accordingly. It was noted that, out of due diligence, external formal consultation had been sought and received from the Victorian Society and Local Planning Authority (Conservation Officer), ahead of the present meeting, but that both bodies did not object to the scheme and had deferred to the DAC.

As such, the Committee resolved to recommend the proposal, with the proviso that the technical views of the DAC Heating Adviser and the (interim) DAC Lighting Adviser should next be sought on the heating and lighting, but excluding the aesthetic impact of the proposal. In relation to which, the Committee determined that the giving of final, formal DAC advice could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023).

Decision: Recommend with the following proviso:

- The technical views of the DAC Heating Adviser and the (interim) DAC Lighting Adviser shall be sought on the heating and lighting, but excluding the aesthetic impact of the proposal.

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

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

None this meeting

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

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

Grade I

7.4.1

OFS Application Ref:	2023-090473	Case Status:	Pre-formal consultation review
Church Code:	620070	Church Name:	Blithfield: St Leonard

Archdeaconry:	Lichfield	Parish:	Blithfield
Applicant Name:	Terence Cooper	Quin. Inspector:	Mark Parsons
Listing:	Grade I	Date of Last QI:	07-Jul-2020
Proposal:	Restoration of medieval stained glass and stonework		
No. of Times to DAC:	Second	Cost Est:	£32,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 4th December 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, 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 2023 is applicable. The Committee indicated that the application should now advance to external formal consultation with the Church Buildings Council (CBC), under rule 4.6(2)(a) for 'the conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest', 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 2023 Rules), could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023). 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

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

None this meeting

7.5 Landscaping in relation to a listed or unlisted church building

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

Grade I

7.5.1

OFS Application Ref:	2024-103415	Case Status:	Pre-formal consultation review
Church Code:	620104	Church Name:	Tamworth: St Editha
Archdeaconry:	Lichfield	Parish:	Tamworth
Applicant Name:	John Mulvey	Quin. Inspector:	Adrian Mathias

Listing:	Grade I	Date of Last QI:	01-Dec-2020
Proposal:	Erection of a plinth and bust of King Athelstan in the churchyard, immediately to the south of the church tower		
No. of Times to DAC:	Second	Cost Est:	£1,200
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 2nd October 2024 DAC meeting, when the Committee offered advice on the development of the scheme.

At the present meeting, the DAC carefully considered the written responses submitted by the PCC and Civic Society, but noted that the application itself had not been updated in light of DAC advice. The Committee continued to not unanimously support the principle of the proposal, and considered that the impact of the proposed works on the 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 Committee was grateful for the detailed responses from the PCC and Civic Society. It noted that these responses fall into two parts, one dealing with the artistic merits of the proposal and its environmental context, and the second addressing the historical context in support of the proposal.
2. The DAC confirmed that the requirement for archaeological monitoring has been agreed by the parish, and the concerns regarding the felling of the tree commented upon. However, there does not appear to have been any re-evaluation, by the PCC or artist, of the proposed sculpture itself.
3. In relation to which, the Committee acknowledged that the artistic and aesthetic aspects of the proposed work are, to a degree, a matter of personal judgement, which essentially reside in the imagination of the sculptor and their perception of how viewers will react to their composition.
4. However, the DAC upheld its concerns regarding the historical context of the proposal, including the Civic Society response in this regard. An additional review of the historical considerations, constituting extended informal DAC advice, will form a supplementary paper, to be offered to the parish as additional context to this view.
5. Separately, in relation to new information provided, the Committee observed that the proposed inscription, as shown in the PCC's written response, does not appear to refer to the 1100th anniversary (in 2024) of the start of Athelstan's reign as King of the Anglo-Saxons from 924, which was understood to have been the motivation for the creation of the civic statue. The Committee advised against reference to 'The Spirit' (as per the proposed 'The Spirit of Tamworth') in an inscription within an ecclesiastical setting.
6. Within the wider Committee, it was noted that there was not universal support for the proposal, and it was resolved that the parish should undertake consultation with external statutory bodies on the current scheme to inform the wider discussion.

It was reaffirmed that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee indicated that the application should now advance to

external informal consultation (pre-application advice) with Historic England, the Society for the Protection of Ancient Buildings (SPAB), and the Local Planning Authority (Conservation Officer).

Additionally, informal consultation should be undertaken with the Church Buildings Council (CBC), in accordance with rule 4.6(2)(b) of the Faculty Jurisdiction (Amendment) Rules 2023, in relation to the introduction of an article of special historic, architectural, archaeological or artistic interest (including new work), in relation to a Grade I (or II*) listed building.

Action: The DAC Secretary to inform the applicant

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

Grade II

7.5.2

OFS Application Ref:	2024-107429	Case Status:	Pre-formal consultation review
Church Code:	620106	Church Name:	Hopwas: St Chad
Archdeaconry:	Lichfield	Parish:	Tamworth
Applicant Name:	Revd Andrew Lythall	Quin. Inspector:	Adrian Mathias
Listing:	Grade II	Date of Last QI:	01-Jun-2019
Proposal:	Creation of a churchyard extension with new path		
No. of Times to DAC:	First	Cost Est:	£5,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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 setting of the listed church building had been sufficiently identified and justified.

Specifically, the DAC Archaeology Adviser observed that this chapel-of-ease of c. 1881 was founded on a new site. The churchyard extension is proposed to encompass an area of agricultural land within the ownership of the PCC located immediately adjacent to the south-western boundary of the existing churchyard. Pedestrian access is to be provided via a spur off the existing pathway. Therefore, the proposal would not have an impact on any archaeological interest within the existing churchyard.

It is understood from the letter of 18th December 2024, within the supporting documents, that the PCC is aware that planning permission will be required from the Local Planning Authority for the change of use for burials.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. As such, the Committee resolved to recommend the proposal.

Decision: Recommend

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

7.6 Casework from Diocesan Registry

None this meeting

8. Walsall Archdeaconry

None this meeting

9. Stoke-upon-Trent Archdeaconry

9.1 DAC site visit reports for approval

None this meeting

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

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

Grade I

9.2.1

OFS Application Ref:	2023-081159	Case Status:	Pre-formal consultation review
Church Code:	620274	Church Name:	Eccleshall: Holy Trinity
Archdeaconry:	Stoke-upon-Trent	Parish:	Eccleshall
Applicant Name:	Jonathan Jones	Quin. Inspector:	Simon Smith
Listing:	Grade I	Date of Last QI:	19-Oct-2018 [Andrew Capper]
Proposal:	Reordering within the church: relocating two historic tombs; installing a kitchen and two toilets; improving storage and office facilities at the west end of church		
No. of Times to DAC:	Fourth (in this form)	Cost Est:	£300,000
Informal Consultations:	Previously undertaken with Church Buildings Council (CBC), Victorian Society, Historic Buildings & Places [formerly AMS], SPAB – but not yet on latest version of proposal on OFS (i.e. supporting documents uploaded on 21/01/2025)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 2nd October 2024 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, including the Statements of Significance and Needs.

The DAC confirmed that the matters previously raised by the Committee's informal advice had largely been addressed, but observed that the parish had not provided a direct response to the numbered points in the previous informal DAC advice.

In relation to which, for example, the DAC had raised the question of whether the relocated Saxon stones would be best displayed in museum-style glass cabinets, as proposed by the parish, or left open (i.e. not encased) for increased ease of viewing. The parish has continued to

pursue the glass case option in its updated application, but without further appraisal of the alternative, and now with the addition of wheels on the cases, which raises new (unanswered) considerations about security if the cases are moveable, the permanence (or otherwise) of their relocation, and whether they may be inadvertently wheeled over cabling.

A DAC architect member also noted that the latest drawings, by the existing QI architect but under their new practice, do not have written reference to revisions in the drawing title blocks (although constituting the equivalent drawings to those produced in a sequence of revisions under the former practice), making a review alongside previous drawings more protracted.

Notwithstanding these points of process, the Committee continued to support the principle of the reordering proposal, and considered that the impact of the proposed works on the fabric and contents of the listed church building had been sufficiently identified and justified.

In relation to which, though, the DAC member nominated by Historic England recommended that additional account should be taken by the parish and QI architect of the possibility of moulded stone having been incorporated (in reverse) into later fabric, such that it is now not discernible or visible. Areas of unknown built-in archaeology will require recording in the same manner as those already identified in the present choir vestry, even where fabric is intended just to be covered by new furniture (e.g. tall cupboards ST4 in the proposed meeting room).

It was reaffirmed that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2022 is applicable. Whilst it was noted that external informal consultation (pre-application advice) had previously been undertaken, the Committee indicated that this final revised scheme should now advance to additional external informal consultation with the Church Buildings Council (CBC), Historic England, the Victorian Society, the Society for the Protection of Ancient Buildings (SPAB), and the Local Planning Authority (Conservation Officer), prior to the formal advice stage with those bodies and the DAC.

Action: The DAC Secretary to inform the applicant

Grade II

9.2.2

OFS Application Ref:	2024-106737	Case Status:	Pre-formal consultation review
Church Code:	620458	Church Name:	Gratwich: St Mary the Virgin
Archdeaconry:	Stoke-upon-Trent	Parish:	Gratwich
Applicant Name:	Jenny Talbot	Quin. Inspector:	Mark Parsons
Listing:	Grade II	Date of Last QI:	01-Jul-2022
Proposal:	Installation of four kitchen cupboards, one incorporating a sink unit, in the north-west corner of the church building (the area is currently used to store spare chairs and tables)		
No. of Times to DAC:	First	Cost Est:	£3,500
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

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 and aesthetics 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 noted that the proposed kitchen cupboards are to be located in the north-west corner of the nave, which area is currently used to store chairs and tables behind a curtain. One of the new cupboards is to incorporate a sink, which requires a water connection/drainage, i.e. the scheme has internal and external elements.
2. The DAC carefully considered the information provided by the parish, but resolved that there is currently an insufficient level of detail to enable a thorough assessment.
3. The Committee determined that it could support the intention of fitting refreshment facilities at the south-west corner of the church, but observed that this area is opposite the main entrance and in close proximity to the font, in terms of visibility and circulation.
4. It was queried whether the proposal was of sufficient size to function as a servery, and whether the kitchen units are finished to a suitable standard. Those currently proposed are off-the-shelf shaker-style domestic kitchen units, which are not deemed to be in keeping with the interior, i.e. existing historic fixtures, of the listed building.
5. It was observed that there is no detail on the water or drainage connection, and there are concerns that, incorrectly installed, the water pipe will freeze.
6. The DAC concluded that the parish should consult its quinquennial inspector (QI architect), as professional adviser to the PCC, or a suitably qualified and experienced professional (project architect), on both the internal and external aspects of the proposed scheme as a whole.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 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 then also be undertaken with the Local Planning Authority (Conservation Officer).

Action: The DAC Secretary to inform the applicant

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

Grade II

9.2.3

OFS Application Ref:	2024-093536	Case Status:	Notification of Advice
Church Code:	620259	Church Name:	Freehay: St Chad
Archdeaconry:	Stoke-upon-Trent	Parish:	Cheadle with Freehay
Applicant Name:	Revd Garry Higgs	Quin. Inspector:	Simon Smith
Listing:	Grade II	Date of Last QI:	16-Aug-2023
Proposal:	Introduction of a free-standing (donated) oak communion table, directly in front of the chancel stone altar		

No. of Times to DAC:	Second (first as formal)	Cost Est:	Nil
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 5th June 2024 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, and confirmed that the matters previously raised by the Committee's informal advice had been addressed.

Specifically, the DAC noted that the parish had undertaken a detailed drawn and written response by way of an options appraisal, in order to review, with measurements and accompanying rationale, alternative spatial configurations, including those previously raised by the Committee. The DAC resolved that the parish had provided sufficient assurance as to the suitability and safety of the parish's original proposal that it could now be supported. It was further noted that the scheme is entirely reversible, and does not have any impact on existing fabric.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, and that the application should advance to the giving of formal DAC advice accordingly. As such, the Committee resolved to recommend the proposal with provisos.

Decision: Recommend with the following provisos:

- The legs of the freestanding altar should remain removable, where safety considerations permit, in order that the temporary altar can be moved to allow appreciation of the significant and unaltered ensemble of fittings, including the high altar, at the east end.
- The freestanding altar only should be dressed, with the high altar left relatively bare, in order to make the appropriate visual contrast between the two altars in close proximity at the one location.

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

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

None this meeting

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

None this meeting

9.5 Landscaping in relation to a listed or unlisted church building

None this meeting

9.6 Casework from Diocesan Registry

None this meeting

10. Casework by delegated authority to note

10.1 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 October 2023), on behalf of the full DAC

10.1.1

OFS Application Ref:	2024-103825	Church Name:	Leek: St Edward the Confessor
Listing:	Grade II*	Archdeaconry:	Stoke-upon-Trent
Proposal:	Permanent introduction of a banner from the closed St John the Evangelist (Mission Church), Leek, into the Lady Chapel		
DAC Consultee:	Andy Foster	Date NoA Issued:	10th January 2025

10.1.2

OFS Application Ref:	2024-101837	Church Name:	Shelton: St Mark
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Removal or defrassing of unsafe stones to east end		
DAC Consultee:	Mark Stewart	Date NoA Issued:	17th January 2025

10.1.3

OFS Application Ref:	2024-107427	Church Name:	Hopwas: St Chad
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Removal of unused freestanding churchyard memorial wall (no memorial plaques incorporated)		
DAC Consultees:	Bryan Martin; Ven Dr Sue Weller	Date NoA Issued:	17th January 2025

10.1.4

OFS Application Ref:	2024-105347	Church Name:	Tittensor: St Luke
Listing:	Unlisted	Archdeaconry:	Stoke-upon-Trent
Proposal:	Replacement of the five single-glazed wooden casement windows on the first floor of the St Luke's Church Hall with double-glazed uPVC casement windows of similar design and appearance		
DAC Consultee:	Mark Stewart	Date NoA Issued:	17th January 2025

10.1.5

OFS Application Ref:	2024-093645	Church Name:	Colwich: St Michael & All Angels
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Install additional heating (electric radiant heaters) in nave north aisle		
DAC Consultee:	Malcolm Price	Date NoA Issued:	17th January 2025

10.1.6

OFS Application Ref:	2024-104095	Church Name:	Essington: St John the Evangelist
Listing:	Unlisted	Archdeaconry:	Lichfield

Proposal:	To replace the current wall-mounted electrical heaters in the main church building with new wall-mounted far infrared heaters		
DAC Consultee:	Andrew Baker	Date NoA Issued:	20th January 2025

10.1.7

OFS Application Ref:	2024-107062	Church Name:	Oswestry: St Oswald
Listing:	Grade II* (not Parish Centre)	Archdeaconry:	Salop
Proposal:	Replace the six single glazed louvered windows in the Parish Centre, the latter constructed in 1974 and attached to the church building through the north transept, with double glazed units in thermally split frames		
DAC Consultee:	Bryan Martin	Date NoA Issued:	10th February 2025

Decision: The faculty applications processed by delegated authority were noted

Action: None

10.2 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 October 2023), on behalf of the full DAC

10.2.1 Sutton Maddock, St Mary (Grade II*), Candida Pino proposed inspector

10.2.2 Newport, St Nicholas (Grade II*), Adrian Mathias proposed inspector

10.2.3 West Bromwich, Holy Trinity (unlisted), Lewis Hobbs proposed inspector

10.2.4 Brownhills, St James (unlisted), Stephen Pitt-Francis proposed inspector

10.2.5 Tynings Lane, St Mary Mission Church (unlisted), Stephen Pitt-Francis proposed inspector

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

Action: None

11. Any other business

None this meeting

Date of next meeting: **Thursday 3rd April 2025 at 2.00 pm** (please note Thursday)
to be held by online conferencing

Giles Standing, DAC Secretary

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