

Lichfield Diocesan Advisory Committee

MINUTES

*A meeting of the Lichfield DAC was held in person (not by online conferencing)
in the Reeve Room at St Mary's House, Cathedral Close, Lichfield
on Wednesday 20th May 2026 at 2.00 pm*

1. Introduction

- 1.1 The opening prayer was said by the Ven Dr Sue Weller.
- 1.2 Present: The Revd Phillip Johnson (DAC Chair), the Ven Dr Megan Smith (DAC Vice Chair), the Ven Liz Jackson, the Ven Dr Sue Weller, the Revd Preb Terry Bloor (Associate Archdeacon of Stoke-upon-Trent), the Revd Geoffrey Eze, Andy Foster, the Revd Neil Hibbins, Ed Higgins, Dr Andy Wigley.
In attendance: Giles Standing (DAC Secretary), Felicity McWilliams (DAC Casework Officer), Pauline Hollington (Diocesan Registry Clerk), the Ven Dr Barry Wilson (chair of diocesan Church Buildings Strategy Working Group), Chris Hack (diocesan Local Ministry and Learning Platform Officer).
- 1.3 Apologies for absence: The Ven Nick Watson, the Revd Debra Dyson (Assistant Archdeacon of Lichfield), the Revd Lynn McKeon (Assistant Archdeacon of Lichfield), the Revd Preb Pat Hawkins, Dr John Hunt, Bryan Martin, Adrian Mathias, Candida Pino, Mark Stewart, Peter Woollam.
- 1.4 Declarations of interest: Adrian Mathias, items 7.2.1, 7.3.1, 8.2.1, 9.2.1, 9.4.1; the Revd Geoffrey Eze, item 9.2.2.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

- 2.1 Advertising unfilled casual vacancy following standing down of DAC member appointed from elected members of Diocesan Synod (to be appointed by Diocesan Bishop)

Decision: The matter was noted

Action: The DAC Secretary to continue to liaise with the diocesan Director of Communications on advertising for expressions of interest from members of Diocesan Synod

3. New matters

- 3.1 Standing down of the Revd Margaret Brighton as DAC accessibility member (and creation of casual vacancy for this statutory position, to be appointed by the Diocesan Bishop), 23rd March 2026

Decision: The matter was noted; the DAC Chair extended a formal vote of thanks to the former DAC member (in absentia), who had been in post since February 2024

Action: The DAC Secretary to continue to liaise with the diocesan Director of Communications on advertising for expressions of interest from members of Diocesan Synod

- 3.2 Publication of new DAC Member Volunteer Agreement (circulated) and updated [DAC Member Volunteer Handbook](#) and [DAC Adviser Volunteer Handbook](#), April 2026

- 3.3 Coming into effect of new diocesan [Churchyard Memorial Regulations](#) (Additional Matters Order No. 1 of 2026), replacing Chancellor's Churchyard Regulations (2013), April 2026
- 3.4 Confirmation of launch of Church of England's [Building Management Portal](#) (BMP) (replacement for the Online Faculty System) in August 2026 (previously postponed)

Decision: The matters were noted

4. 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

None this meeting

5. Forthcoming DAC site visits

The following site visit requests are to be undertaken in accordance with the [DAC and adviser site visits](#) procedure

- 5.1 Hanley, All Saints (Grade II) [Graeme Renton (retd); project architect: Patrick Wilson] (Stoke-upon-Trent Archdeaconry)
Renovation and reordering of church (SMMIB funded project) (OFS [2026-127257](#)) – see item 9.2.2 below
Date and time: to be confirmed (June 2026)
- 5.2 Sheriffhales, St Mary (Grade II*) [quin. inspector: Candida Pino] (Salop Archdeaconry)
Proposed removal of pews and organ, and new heating system (OFS [2025-119409](#)) – received informal DAC advice at 25th March 2026 DAC meeting
Date and time: to be confirmed (June/July 2026)

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

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)*

None this meeting

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

Grade II*

7.2.1

Case Reference No.:	2022-069439	Case Status:	Application in formal consultation
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:	Sixth (second as formal)	Cost Est:	£1,055,000
Informal Consultations:	Historic England; Victorian Society; Society for the Protection of Ancient Buildings (SPAB); Local Planning Authority (Conservation Officer) – previously received (via OFS) on earlier version of proposal (2025)		
Formal Consultations:	Same external consultees as above – 42-day statutory consultation deadline was 24th March 2026		
Formal Re-consultations:	Same external consultees as above – 21-day statutory re-consultation deadline was 20th May 2026		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2019		

The Committee previously considered the proposal as a DAC site visit report approved at 24th September 2025 DAC meeting and as a post-visit addendum at that meeting. The addendum confirmed that since the DAC site visit, and prior to that DAC meeting, the QI architect had submitted a covering letter encompassing a Design Statement, as well as updated draft and sketch (CAD) drawings of the revised ground plan and elevations, and new photos of stone samples set against existing ashlar masonry on site.

At that DAC meeting, the Committee confirmed its support for the details in the updated scheme and associated supporting documents, subject to three final points of informal DAC advice for consideration/clarification.

The Committee subsequently considered the proposal as an application for formal advice at 25th March 2026 DAC meeting. At that meeting, the Committee noted that external informal (pre-application) advice had previously been sought on an earlier version of proposal (in 2025), and that the PCC had now initiated external formal (statutory) consultation with Historic England, the Victorian Society, the Society for the Protection of Ancient Buildings (SPAB), and the Local Planning Authority (Conservation Officer), which responses are required to be considered by the DAC in the giving of its own formal advice, at that meeting.

The DAC carefully appraised the external formal consultation responses received, from Historic England and the Victorian Society, and noted that no formal objections had been raised for consideration in the DAC's own formal advice. However, the contents of those responses indicated that the latest scheme was not presently considered to be wholly supportable by those bodies.

Moreover, the QI architect had made the DAC aware, prior to the meeting, that there was a discrepancy between some of the latest drawings (submitted for external formal consultation).

The plans had moved the new building to line through with the east end of the church, which is correct, but the south elevation drawings did not reflect this change. The architect had accordingly submitted revised south elevations through the DAC Office.

With these external responses, and updated drawings, in mind, the DAC recommended that the parish and their architect might seek to respond to those same bodies, in written and/or drawn format, via the OFS application. Alongside which, the revised south elevation drawings would be subject to a required 21-day period of external formal re-consultation, prior to receipt of formal DAC advice, as this constitutes a 'material change' to the proposal under rule 4.8 of the Faculty Jurisdiction (Amendment) Rules 2019.

As such, the Committee determined to defer the giving of final, formal advice. Notwithstanding these issues, the DAC reaffirmed its support for the latest version of the scheme, which reflects both the DAC-approved site visit report and related addendum.

At the present meeting, the DAC considered an illustrated covering letter submitted by the QI architect arising from the previous external formal consultation responses received from Historic England and the Victorian Society. The DAC now carefully appraised the single external formal re-consultation response received, from Historic England, and noted that no formal objections had been raised for consideration in the DAC's own final, formal advice. Moreover, the contents of that response indicates that the scheme is also considered to be supportable by that body. As such, the Committee determined to recommend the proposal.

Decision: Recommend

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

Unlisted

7.2.2

OFS Application Ref:	2025-117795	Case Status:	Notification of Advice
Church Code:	620022	Church Name:	Fradley: St Stephen
Archdeaconry:	Lichfield	Parish:	Alrewas
Applicant Name:	Revd Elizabeth Wall	Quin. Inspector:	Joanna Lawton
Listing:	Unlisted	Date of Last QI:	20-Nov-2023
Proposal:	Reordering of the inside of the church, to create a new entrance lobby, remove pews, level the floor, and make the space more accessible for community and church use		
No. of Times to DAC:	Third (first as formal)	Cost Est:	£100,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 25th March 2026 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC continued to support the principle of the proposal, and the parish's aim, from a missional point of view, to create a welcoming space for people to come in to a church environment.

The DAC carefully considered the parish's latest written response, and confirmed that the matters previously raised by the Committee's informal advice had been considered. In relation to which,

and in accordance with rule 4.4 of the Faculty Jurisdiction (Amendment) Rules 2023, Statements of Significance and Needs are not required to be submitted as part of a faculty application for a church building that is not listed.

In relation to the technical aspects of the scheme, the DAC considered a covering letter and associated updated drawings by the QI architect arising from the previous informal DAC advice. The Committee observed that a 'rich terracotta'-coloured carpet is now proposed (rather than red), and that the 'Theo Chair' by Trinity Church Furniture, with a grey upholstered seat, has been selected (rather than the fully-upholstered 'Bethel Chair'), which changes are supportable.

However, whilst the QI architect has developed the design of the proposed west end cupboards (drawing no. 36-01-22-2006 Rev B), intended for stacked chairs and general storage, the DAC highlighted the possibility that the depicted sliding doors may collide with or become stuck by chairs within the chair store (noting that the left sliding door in each pair is set slightly behind the right door). It was separately suggested that more than five stacked chairs might fit into the height of the proposed cupboards.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable, as the church building is not listed. As such, the proposal will receive the formal (statutory) advice of the DAC only. In relation to which, the Committee resolved to recommend the proposal with provisos.

Decision: Recommend with the following provisos:

- The PCC and QI architect should satisfy themselves as to the suitability of the sliding doors, and the height, of the west end cupboards, specifically in relation to chair storage.
- The applicant should address this matter prior to advancing to the public notice stage on the Online Faculty System.

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

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

None this meeting

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

Grade I

7.3.1

OFS Application Ref:	2026-124361	Case Status:	Notification of Advice
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:	Installation of leaded lights into internal west window of nave at base of tower		

No. of Times to DAC:	Second	Cost Est:	£80,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 25th March 2026 DAC meeting, when the Committee offered advice on the development of the scheme.

At the present meeting, the DAC carefully considered the revised proposal and the supporting documents, including the Statements of Significance and Needs, and confirmed that the matters previously raised by the Committee's informal advice had been addressed. The DAC continued to support the principle of the proposal, and considered that the impact of the proposed works, specifically the visual impact, on the internal setting of the listed church building had been sufficiently identified and justified.

The Committee recognised the QI architect's concerns regarding the use of large plain sheets of glass and the ongoing potential for movement in the tower window. The DAC noted that a third option (Option C), for simple plain rectilinear leaded lights, had been put forward by the PCC and QI architect accordingly (drawing no. 36-060-SK02 Rev B, dated 30th April 2026).

In relation to the aesthetic impact of the revised design, 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

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

None this meeting

7.5 Landscaping in relation to a listed or unlisted church building

None this meeting

7.6 Casework from Diocesan Registry

None this meeting

8. Walsall Archdeaconry

8.1 DAC site visit reports for approval

None this meeting

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

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

Grade II*

8.2.1

OFS Application Ref:	2026-125985	Case Status:	Pre-formal consultation review
Church Code:	620135	Church Name:	Trysull: All Saints
Archdeaconry:	Walsall	Parish:	Trysull
Applicant Name:	Fiona Bowers	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	09-Jan-2025
Proposal:	Create a new kitchenette and community area within the north aisle of the church		
No. of Times to DAC:	First	Cost Est:	£30,000 [est. not by QI architect]
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 internal arrangement of the listed church building had not yet been fully identified and justified.

The DAC encouraged the parish to develop its Statements, and specifically 'Section 2: The significance of the area affected by the proposal' and 'Section 3: Assessment of the impact of the proposals' in the submitted Statement of Significance. The Statement should address in more detail each element of the fabric or contents affected by the proposal, to enable an assessment against the needs demonstrated by the parish. It suggested 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 parish had recently gained faculty permission (in 2023) for the introduction of a new accessible toilet within the ground floor Tower Room (west tower) and associated internal and external drainage works (OFS [2023-081612](#)).
2. The current proposal constitutes the creation of a new kitchenette and community area within the north aisle of the church, with the plumbing/drainage within the new scheme connecting into the existing toilet facility.
3. In this way, these two component parts of a wider reordering are understood to overlap, through the provision of new facilities and services at the periphery of the church interior.
4. The DAC would support the proposed removal of the north aisle pews, as these are not of high significance and are represented elsewhere in the church building.
5. It was observed that the two wall-mounted rolls of honour currently in the north-west corner of the aisle will need to be relocated for the addition of the fitted cupboard, and this new location should be marked on the proposed drawings.
6. In relation to the technical aspects of the new scheme, a DAC architect member queried whether 25mm-thick reclaimed tiles are proposed to be used, and if this detail could be incorporated within the proposed section.
7. In connection with the proposed drainage, the DAC architect questioned what the floor construction and floor finish are in the vestry (i.e. suspended floor or solid).
8. The DAC Archaeology Adviser indicated that an archaeological watching brief would be required for both the intervention through the vestry floor and the rebuild of the floor/part-formation of a new foundation following pew removal.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that the scheme, when updated, should be resubmitted for external formal consultation with Historic England and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

Grade II

8.2.2

OFS Application Ref:	2024-101640	Case Status:	Pre-formal consultation review
Church Code:	620163	Church Name:	Walsall: St Paul
Archdeaconry:	Walsall	Parish:	St Paul Walsall
Applicant Name:	Revd Canon Robert Hall	Quin. Inspector:	Andrew Hayward
Listing:	Grade II	Date of Last QI:	27-Jun-2024
Proposal:	Works to Day Chapel to enable disability and buggy access [within The Crossing at St Paul's]		
No. of Times to DAC:	Second	Cost Est:	£85,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 3rd April 2025 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 Committee continued to support the principle of the proposal and the accessibility imperative for the works, and considered that the impact of the proposed works on the fabric and contents of the chapel, within the listed church building, had been sufficiently identified and justified.

In relation to the technical aspects of the scheme, the DAC considered a covering letter and associated updated sketch drawings by the QI architect arising from the previous informal DAC advice, and confirmed that the matters previously raised by that advice had been considered. The Committee observed that a non-intrusive survey of the chapel floor had been undertaken by specialists in Ground Penetrating Radar (GPR) (relating to point 6 in the previous informal DAC advice), and that the QI architect had appraised the impact of the preferred scheme on existing architectural features (pertaining to point 7 in that previous advice).

In view of which, the DAC would support the removal of the chapel floor down to the level of the entrance door, to create level access throughout, and for the arrangement of the existing furniture to be returned as it is currently. In order to ensure accessibility, the proposal should also include the altar in its current position being lowered to the new flat level, to allow for it to be accessible to clergy (i.e. those celebrating) in addition to members of the congregation (i.e. communicants).

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable. The Committee suggested that the updated scheme, when further developed, should be resubmitted for external formal consultation with Historic England and the Local Planning Authority (Conservation Officer), prior to receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

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

None this meeting

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

None this meeting

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

None this meeting

8.5 Landscaping in relation to a listed or unlisted church building

None this meeting

8.6 Casework from Diocesan Registry

None this meeting

9. Stoke-upon-Trent Archdeaconry

9.1 DAC site visit reports for approval

9.1.1 Ashley, St John Baptist (Grade II*) [quin. inspector: Stephen Hart]
Build a Memorial Wall and extend the Area for the Burial of Cremated Remains (ABCR) (OFS [2023-082416](#)), 31st March 2026 (Giles Standing)

Decision: The report was approved without amendment

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

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:	2025-122545	Case Status:	Pre-formal consultation review
Church Code:	620377	Church Name:	Sandon: All Saints
Archdeaconry:	Stoke-upon-Trent	Parish:	Sandon with Burston
Applicant Name:	Stephen Butt	Quin. Inspector:	Adrian Mathias
Listing:	Grade I	Date of Last QI:	01-Dec-2020
Proposal:	Introduction of a tea point in south-west corner of Lady Chapel, and removal of current servery from around Lady Chapel altar and dais		
No. of Times to DAC:	Second	Cost Est:	£20,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 25th March 2026 DAC meeting, when the Committee offered advice on the development of the scheme. At the present meeting, the DAC continued to support the principle of the proposal, for the relocation and development of a tea point within the Lady Chapel.

The DAC carefully considered the parish's written response, and confirmed that the matters previously raised by the Committee's informal advice had been considered, including submission of the full drawn options appraisal by the QI architect. In relation to which, the DAC recognised that the PCC, and architect, have expressed a preference for design Option 1 in that appraisal (being location Option C in the parish's original internal consultation within the submission), which proposal is supportable.

In relation to the technical aspects of the scheme, the DAC advanced the possibility that the parish might seek, in fact, to remove all of the pews from the Lady Chapel, to give maximum flexibility at that preferred location, but to leave the pew frontal in place to delineate the altar area and the social space. The Committee noted from the parish's current written response that there was not deemed to be sufficient space to store pews, and therefore consideration should be given to the re-use of timber from the pews to be disposed of within the furniture/cabinetry constituting the tea point.

Where chairs and tables are proposed to be introduced in that cleared space, such as in Option 4a in the appraisal, the PCC should give careful consideration to the Church of England [guidance on seating](#) (2018), in relation to the Grade I listed interior, and provide details of the furniture and its arrangement. That option, including the cabinetry abutting the existing adjacent toilet facility, could be considered again more generally by the parish accordingly, i.e. to constitute the overall scheme, which proposal is also supportable.

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 also be undertaken with Historic England and the Society for the Protection of Ancient Buildings (SPAB).

Action: The DAC Secretary to inform the applicant

Grade II

9.2.2

OFS Application Ref:	2026-127257	Case Status:	Pre-formal consultation review
Church Code:	620408	Church Name:	Hanley: All Saints
Archdeaconry:	Stoke-upon-Trent	Parish:	Stoke-upon-Trent and Fenton
Applicant Name:	Revd Alan Gault	Quin. Inspector:	Graeme Renton [ret'd]; project architect: Patrick Wilson
Listing:	Grade II	Date of Last QI:	06-Jul-2020
Proposal:	Renovation and reordering of church (CofE Strategic Mission and Ministry Investment Board (SMMIB) funded project)		
No. of Times to DAC:	First	Cost Est:	£600,000
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, for the renovation and reordering of the church through a Church of England Strategic Mission and Ministry Investment Board (SMMIB) funded project, but considered that the impact of the proposed works on the fabric and internal arrangement of the listed church building had not yet been fully identified and justified.

The DAC encouraged the parish to develop its Statements, and specifically observed that the submitted Statement of Significance does not include the standard 'Section 2: The significance of the area affected by the proposal' and 'Section 3: Assessment of the impact of the proposals' in accordance with the Church of England [guidance on Statements](#). With reference to which, the Statement should address in more detail each element of the fabric or contents affected by the proposal, to enable an assessment against the needs demonstrated by the parish.

The Archdeacon of Stoke-upon-Trent highlighted that the proposed project is for the planting of a new young-adult focussed congregation at the church, which requires the refurbishment of the building. It was noted that the diocese needs to move at a pace, to a tight time-scale, whilst balancing the collective duty of care to the reordering of a listed building. The project is intended to lead to the reopening of what is currently a closed church.

The Archdeacon observed that an experienced conservation-accredited architect, who has undertaken several such projects before, has been instructed, and has already drafted a detailed feasibility study, which forms part of the current submission.

The DAC carefully considered that supporting document and specifically the various options for internal layouts included at Section 6 (Design Proposals). As part of which, it was noted that the new scheme would include the removal of the glass and timber partitions between the nave and north aisle that were installed in 2018 under faculty and funded by the Heritage Lottery Fund (HLF).

Recognising the scope and scale of the proposed new reordering – including the possible introduction of underfloor heating and solar PV panels, as well as moving the font and removing the chancel pews – the Committee concurred with the parish view that a DAC site visit should be undertaken, to meet with parish representatives and the project architect at the church.

It was determined, in addition, that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is applicable, and that external informal consultation (pre-application advice) should also be undertaken with Historic England and the Local Planning Authority (Conservation Officer). The parish should note that this does not remove any requirement for planning permission or other secular statutory consent, where applicable.

Action: The DAC Secretary to inform the applicant and to co-ordinate a DAC site visit

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

None this meeting

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

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

None this meeting

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

Grade II*

9.4.1

OFS Application Ref:	2025-113970	Case Status:	Notification of Advice
Church Code:	620429	Church Name:	Barton-under-Needwood: St James
Archdeaconry:	Stoke-upon-Trent	Parish:	Barton-under-Needwood
Applicant Name:	Revd Andrew Simpson	Quin. Inspector:	Adrian Mathias
Listing:	Grade II*	Date of Last QI:	01-Jan-2022
Proposal:	To display historic bell frame section and wheel following the bell refurbishment and augmentation [faculty 2022-080251, granted 6th Nov 2023: augment ring of 8 bells to 10 bells, replacing C18 wooden and wrought iron bell frame with steel bell frame with modern bell fittings]		
No. of Times to DAC:	First	Cost Est:	Nil
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, to display a section of 18th-century bell frame and a bell wheel, but considered that the impact of the works on the objects themselves, including the visual impact, and the internal arrangement of the listed church building, had not yet been fully identified and justified. The DAC encouraged the parish to develop its Statement of Significance specifically, this appearing to be absent from the supporting documents (although labelled as such), and recommended that the parish should consult the Church of England [guidance on Statements](#) accordingly.

The DAC Bell Adviser, present at the DAC meeting, highlighted that the bell frame section and wheel have been preserved following the recent bell refurbishment and augmentation project, granted under faculty in 2023 (OFS [2022-080251](#)) and completed in early 2025. The parish attributes the local interest this generated to an increase in footfall, both then and since. It was noted that the original faculty did not require the retention of the historic objects to be displayed.

The Committee considered that the result of the display is somewhat cluttered, in particular the distraction from the stained glass window and the memorial tablets created by the wall-mounted bell wheel. The explanatory labels, in the form of A4 printed pages in plastic sleeves fixed to the display, were not considered to reflect the quality and interest of the objects themselves.

Whilst the DAC Bell Adviser highlighted the parish view that there are limited opportunities elsewhere in the building for this display, in terms of space and access, the Committee did observe that the submission does not include an examination of alternative locations (i.e. an options appraisal).

Members of the DAC also raised the possibility that the most recent photographs within the submission appear to show the bell wheel already fixed to the west wall, in the south-west corner of the south aisle, such that the current application should, at least in part, be considered to be a confirmatory (retrospective) petition for faculty.

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. Taken together, and in consideration of seeking to balance public benefit and heritage significance, including harm caused by removal for redisplay, the Committee resolved to recommend the proposal with provisos.

Decision: Recommend with the following provisos:

- The historic frame should be risk assessed for health and safety hazards, and these controlled/mitigated, specifically the hanging metal tie bolt on the left side of the frame.
- The parish should seek to display text labels/illustrations about the frame and wheel in a more professional style, to better compliment the historic significance of the objects.

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

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

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:	2026-125697	Church Name:	Malinslee: St Leonard
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Remedial works following electrical installation inspection		
DAC Consultee:	Tim Bowden†	Date NoA Issued:	19th March 2026

10.1.2

OFS Application Ref:	2024-099467	Church Name:	Willenhall: St Giles
Listing:	Grade II	Archdeaconry:	Walsall

Proposal:	To add grab rails to either side of the steps leading from the vestry to the main church, and a handrail to the left hand side of the sacristy steps		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	20th March 2026

10.1.3

OFS Application Ref:	2025-108820	Church Name:	Oswestry: St Oswald, King & Martyr
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Replacement of the 20-year-old church gas boilers with new gas boilers		
DAC Consultee:	Malcolm Price	Date NoA Issued:	23rd March 2026

10.1.4

OFS Application Ref:	2026-125420	Church Name:	Hollington: St John the Evangelist
Listing:	Grade II	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Restoration and reinstatement of the original bell to a position in the bell cote where it can be safely rung again		
DAC Consultee:	Peter Woollam	Date NoA Issued:	30th March 2026

10.1.5

OFS Application Ref:	2026-125360	Church Name:	Marchington: St Peter
Listing:	Grade II*	Archdeaconry:	Stoke-Upon-Trent
Proposal:	To install a Pendulum Regulator to the church clock		
DAC Consultee:	Rupert Griffin†	Date NoA Issued:	1st April 2026

10.1.6

OFS Application Ref:	2026-124049	Church Name:	Whittington: St John the Baptist
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Replace faulty gas boiler and relocate the new boiler to the utility room		
DAC Consultee:	Andrew Baker	Date NoA Issued:	2nd April 2026

10.1.7

OFS Application Ref:	2024-099730	Church Name:	Bucknall: St Mary the Virgin
Listing:	Unlisted	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Confirmatory replacement of faulty boiler system and relocation to improve energy efficiency and safer access for operation and maintenance		
DAC Consultee:	Andrew Baker	Date NoA Issued:	3rd April 2026

10.1.8

OFS Application Ref:	2024-096317	Church Name:	Weston Rhyn: St John
Listing:	Unlisted	Archdeaconry:	Salop
Proposal:	Insertion of screen in former chancel, creation of upper and lower meeting rooms, introduction of new entrance stair, with associated new screens and doors, and insertion of glazed doors within porch (works in 2 phases) [confirmation of technical details under delegated authority]		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	3rd April 2026

10.1.9

OFS Application Ref:	2026-126533	Church Name:	Ruyton-in-the-XI Towns: St John the Baptist
Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Repairs to tower clock		
DAC Consultee:	Robert Ovens†	Date NoA Issued:	13th April 2026

10.1.10

OFS Application Ref:	2024-105605	Church Name:	Wall: St John the Baptist
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Rewiring of church, including addition of new electrical sockets and light fittings, and external bollard lights		
DAC Consultee:	Tim Bowdent†	Date NoA Issued:	14th April 2026

10.1.11

OFS Application Ref:	2025-114918	Church Name:	Rochester: St Michael
Listing:	Grade II	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Replacement of outer porch doors with oak and laminated glass doors, and installation of associated locking and monitoring equipment, including CCTV and TV monitors [confirmation of technical details under delegated authority]		
DAC Consultees:	Adrian Mathias; Tim Bowdent†	Date NoA Issued:	14th April 2026

10.1.12

OFS Application Ref:	2025-112114	Church Name:	Cheddleton: St Edward the Confessor
Listing:	Grade II*	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Sale/disposal of funeral bier		
DAC Consultee:	Andy Foster	Date NoA Issued:	15th April 2026

10.1.13

OFS Application Ref:	2026-123479	Church Name:	Wolverhampton: St Peter
Listing:	Grade I	Archdeaconry:	Walsall
Proposal:	Temporary removal of stone pinnacles from above the south door (granted under interim faculty no. 5378)		
DAC Consultee:	Candida Pino	Date NoA Issued:	23rd April 2026

10.1.14

OFS Application Ref:	N/A – private faculty no. 5451	Church Name:	Meole Brace: Holy Trinity
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Temporary access and installation of scaffolding on a defined strip of consecrated churchyard adjacent to [REDACTED] boundary wall at [REDACTED], together with minimal pruning of overhanging yew branches and repair of the collapsed/damaged section of boundary wall between [REDACTED] and the churchyard		
DAC Consultees:	Adrian Mathias; Andy Smith	Date NoA Issued:	30th April 2026

10.1.15

OFS Application Ref:	2025-122109	Church Name:	Bilston: St Leonard
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	East end plaster work and dry rot repairs following storm damage [confirmatory faculty - church is on Heritage at Risk Register]		
DAC Consultee:	Candida Pino	Date NoA Issued:	5th May 2026

10.1.16

OFS Application Ref:	2026-124837	Church Name:	Cheddleton: St Edward the Confessor
Listing:	Grade II*	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Establishment of a Garden of Remembrance for the interment of ashes within the churchyard, including retrospective permission for existing interments		
DAC Consultee:	Ven Dr Megan Smith (lead) (Archdeacons corporately)	Date NoA Issued:	12th May 2026

† Acting DAC Adviser

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 Heath Town, Holy Trinity (Grade II), Joanna Lawton proposed inspector

Decision: The quinquennial inspector application processed by delegated authority was noted

Action: None

11. Any other business

None this meeting

Date of next meeting: **Wednesday 15th July 2026 at 2.00 pm**
to be held by online conferencing

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