

Lichfield Diocesan Advisory Committee

MINUTES

*A meeting of the Lichfield DAC was held by online conferencing
on Wednesday 26th November 2025 at 2.00 pm*

1. Introduction

- 1.1 The opening prayer was said by the Revd Lynn McKeon (Assistant Archdeacon of Lichfield).
- 1.2 Present: The Revd Phillip Johnson (DAC Chair), the Ven Nick Watson, the Revd Lynn McKeon (Assistant Archdeacon of Lichfield), Andy Foster, Chris Gill, the Revd Preb Pat Hawkins, the Revd Neil Hibbins, Ed Higgins, Bryan Martin, Adrian Mathias, Candida Pino, Mark Stewart, Dr Andy Wigley, Peter Woollam.
In attendance: The Revd Canon Nick Smeeton (Strategy Programme Director), Giles Standing (DAC Secretary), Felicity McWilliams (DAC Casework Officer), Charlie Cox (DAC Casework Officer (List B)), Pauline Hollington (Diocesan Registry Clerk), Rosie Nightingale (Diocesan Registry Clerk).
- 1.3 Apologies for absence: 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 Preb Jo Farnworth (Associate Archdeacon of Salop), the Revd Margaret Brighton, the Revd Geoffrey Eze, Dr John Hunt.
- 1.4 Declarations of interest: The Revd Phillip Johnson (DAC Chair), item 6.2.1; the Revd Preb Jo Farnworth, item 7.3.2; the Revd Lynn McKeon, item 8.2.2.
- 1.5 The minutes of the previous meeting were accepted without amendment.

2. Matters arising

None this meeting

3. New matters

- 3.1 The diocesan strategy for 2025–30, '[Seeking the Kingdom](#)', and church buildings – an introduction by the Revd Canon Nick Smeeton, diocesan Strategy Programme Director

Decision: All DAC members present at the meeting observed the presentation; the DAC Chair thanked the Strategy Programme Director for attending the meeting accordingly

Action: The DAC Secretary to distribute a recording of the presentation to those members not present

4. Adviser site visit reports

4.1 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

4.2 Reports to note

The following reports relate to prospective or submitted proposals which can be or have been processed under [List B](#) (Archdeacon's permission) or the [delegated authority](#) faculty procedure, which are not required to be considered by the full DAC

- 4.2.1 Whitchurch, St Alkmund (organ), 9th September 2025 (Nigel de Gaunt-Allcoat)
(Salop Archdeaconry)
- 4.2.2 Church Aston, St Andrew (trees), 19th September 2025 (Andy Smith)
(Salop Archdeaconry)
- 4.2.3 Market Drayton, St Mary (organ), 30th September 2025 (Nigel de Gaunt-Allcoat)
(Salop Archdeaconry)
- 4.2.4 Norton Canes, St James (trees), 21st October 2025 (Andy Smith)
(Lichfield Archdeaconry)
- 4.2.5 Blakenall Heath, Christ Church (trees), 22nd October 2025 (Andy Smith)
(Walsall Archdeaconry)
- 4.2.6 Market Drayton, St Mary (organ, 2nd report), 30th October 2025 (Nigel de Gaunt-Allcoat)
(Salop Archdeaconry)
- 4.2.7 Ryton, St Andrew (trees), 3rd November 2025 (Andy Smith)
(Salop Archdeaconry)

Decision: The reports were noted

Action: None

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 Sambrook, St Luke (Grade II*) [quin. inspector: Mark Newall]
(Salop Archdeaconry)
New kitchen and accessible toilet (OFS [2025-112545](#)) – received informal DAC advice at 24th September 2025 DAC meeting
Date and time: 4th December 2025 at 2.00 pm
- 5.2 Kinver, St Peter (Grade I) [quin. inspector: Robert Kilgour]
(Walsall Archdeaconry)
Accessibility landscaping and parking improvements within churchyard (OFS [2025-114991](#)) – received informal DAC advice at 24th September 2025 DAC meeting
Date and time: 8th December 2025 at 2.00 pm
- 5.3 Ashley, St John Baptist (Grade II*) [quin. inspector: Stephen Hart]
(Stoke-upon-Trent Archdeaconry)
Build a Memorial Wall and extend the Area for the Burial of Cremated Remains (ABCR) (OFS [2023-082416](#)) – received informal DAC advice at 24th September 2025 DAC meeting
Date and time: to be confirmed following outcome of planning permission application

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. Stoke-upon-Trent Archdeaconry

6.1 DAC site visit reports for approval

- 6.1.1 Marchington, St Peter (Grade II*) [quin. inspector: Mark Parsons]
Install a war memorial to include those soldiers not on the existing war memorial, and to restore the existing memorial (OFS [2025-109525](#)), 5th November 2025 (verbal report on solo site visit by Andy Foster, DAC member nominated by the National Amenity Societies)

Decision: The verbal report was approved without amendment

Action: The DAC Secretary to confirm the contents of the report with the parish

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 I

6.2.1

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 – <i>the design and installation of a display area in the south aisle now to form a separate faculty application (in 2026)</i>		
No. of Times to DAC:	Fifth (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 (Nov. 2025)		
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2022		

The DAC last considered the proposal as an application for informal advice at 12th February 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 DAC confirmed that the matters previously raised by the Committee’s informal advice had largely been addressed, but observed that whilst the latest drawings, by the existing QI architect but under their new practice, have now been updated with revision reference letters, no details of the actual revisions made to the drawings are given (it was noted that no previous drawing, by either practice, contains details of what has actually been revised). This matter should be resolved.

The DAC confirmed that the updated application includes a methodology for the archaeological recording of fabric that is intended to be covered by new furniture (e.g. tall cupboards ST4 in the proposed meeting room), which was supported.

More specifically, the Committee had previously 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. In response to which, in fact, the DAC observed that the design and installation of the display area in the south aisle is now to form a separate faculty application (confirmed by the PCC to be submitted in 2026).

In relation to which, the Committee confirmed its continued support for the removal of the Saxon stones from their current location, as part of the present proposal, in view of the confirmation given in this revised submission that the conservator (Skillington Workshop Ltd) would assure the suitable removal and storage of these items until the display area was installed under separate, subsequent faculty.

This aspect should be addressed, though, on the drawings to be produced for the formal advice stage, as the latest general arrangement plan of the reordering, drawing no. 173-01-11 Rev. N, submitted for the present meeting, still marks freestanding 'Display Cases' in the south aisle. Similarly, the DAC advised the parish to review the proposal for the display of the loose carved stones presently located at the tower base, which are shown on drawing no. 173-01-24 Rev. B as incongruously placed on new cupboards ST2 at the west end of the church.

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.

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 external formal 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 receipt of formal DAC advice.

Action: The DAC Secretary to inform the applicant

6.2.2

OFS Application Ref:	2025-109164	Case Status:	Pre-formal consultation review
Church Code:	620327	Church Name:	Madeley: All Saints
Archdeaconry:	Stoke-upon-Trent	Parish:	Madeley
Applicant Name:	Revd Tim Watson	Quin. Inspector:	Graham Holland
Listing:	Grade I	Date of Last QI:	01-Nov-2024
Proposal:	Refitting of existing utility space to a kitchen		
No. of Times to DAC:	Second	Cost Est:	£13,070
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 a video of the part of the church to be developed). The Committee continued to support the principle of the proposal, but reconfirmed that the impact of the proposed works on the fabric of the listed church building had not yet been fully identified and justified.

The DAC continued to encourage the parish to develop its Statements of Significance and Needs, and specifically 'Section 3: Assessment of the impact of the proposals' in the submitted Statement of Significance, in relation to the specific part of the church building to be developed. 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 was grateful to the parish for the written response included within the resubmission relating to the matters raised by the previous informal DAC advice.
2. It was noted that this response acknowledges that further technical details and designs will be provided and/or confirmed by the parish in due course. This would include, for example, the joinery details of the cabinets and, it is assumed, the services arrangements for this area of the church.
3. The parish has provided a number of photographs (and a video) of the area in question, the screening (to be retained), and the existing servery in the north aisle. The area remains full of stored material, preventing full visual appraisal of the fabric. However, the stonework at that location does appear to be plainly detailed, with no carving.
4. The north door has been confirmed to have been sealed shut a number of years ago and is out of use. However, the DAC reinforced its advice that the parish should ensure that a recent fire risk assessment and fire capacity assessment have been undertaken.
5. The Committee noted that there are a number of points which require further information, including:
 - How the cooker, extract, lighting, and wider mechanical and electrical (M&E) elements are to be resolved;
 - Details of joinery, construction and ventilation, tiling/splashbacks etc.;
 - Drainage information (in drawn form);
 - Where storage space (for current material) will be allocated within the scheme.
6. The Committee noted that the parish response included the request for a DAC site visit to be considered, as the next stage in the advisory process.
7. However, the Committee resolved that the parish should further liaise with its QI architect as the next stage in the development of the scheme, as the DAC would not be able to advance on its current advice on site without the proposal itself having been progressed in written and drawn form by the parish and architect.

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 additional informal DAC advice, and that external informal consultation (pre-application advice) should also be undertaken with Historic England and the Local Planning Authority (Conservation Officer).

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

6.6.1 DAC advice sought by the Bishop of Stafford on the proposed removal from the faculty jurisdiction of Stoke-on-Trent, St Paul, Mount Pleasant (unlisted)

The DAC carefully considered the proposal and relevant documents, including a covering statement from the Archdeacon of Stoke-upon-Trent (in absentia) and the photographs contained in the latest quinquennial inspection (QI) report on the church (2024).

Decision: The Committee determined that the unlisted church building is not of any specific, even local, significance, and concurred that its future use and development would be better served by its removal from the faculty jurisdiction

Action: The DAC Secretary to issue the DAC advice to the Diocesan Registry Clerk

7. Salop 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

None this meeting

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 II*

7.3.1

Case Reference No.:	2024-100697	Case Status:	Pre-formal consultation review
Church Code:	620531	Church Name:	Welsh Frankton: St Andrew
Archdeaconry:	Salop	Parish:	Welsh Frankton
Applicant Name:	Helen Richardson	Quin. Inspector:	Anne Netherwood
Listing:	Grade II*	Date of Last QI:	01-Jul-2021

Proposal:	Fit a handrail to the chancel steps to aid accessibility		
No. of Times to DAC:	Third (second as formal)	Cost Est:	£1,125
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for formal advice at 16th July 2025 DAC meeting. At that meeting, the Committee considered that the impact of the proposed works on the fabric of the listed church building had been sufficiently identified and justified. However, a number of matters were raised in that advice, and the Committee deferred the application, pending revision and resubmission by the applicant.

At the present meeting, the DAC carefully considered the parish's written response included within the resubmission, relating to the matters raised by the previous deferral DAC advice. Further to which, the DAC offered the following additional advice:

1. The Committee noted that the parish had consulted its QI architect, as professional adviser to the PCC, but that the architect had not undertaken their own design for a bespoke handrail as part of that consultation.
2. The parish response indicates that the final design for the handrail would be based on the previous design by Stokes of England Ltd, constituting photo 8 in the proposal document by Stokes dated 17th June 2025, but without the wave design between the bottom two rails. However, the written response also indicates that the parish would be willing to simplify the overall design further if required.
3. The Committee reaffirmed its previous view that the proposal to fit a handrail to the chancel steps to aid accessibility would constitute a significant health and safety improvement for the worshipping congregation at the church.
4. The Archdeacon of Salop supported this position, but, seeking to provide context to the DAC's advice for the parish, highlighted that there is an inherent 'tension' between the two overarching aspects of any such scheme, being the missional and liturgical use of a building in relation to the appearance and heritage of the space.
5. With this in mind, and whilst the DAC appreciates the flexibility that the applicant has shown in possible changes to the parish's preferred design, the substantive concerns of the Committee, regarding the overall aesthetic of the proposed handrail, remain.
6. Overall, the DAC upheld its previous view that the interior of the church, and specifically the screen wall either side the steps, as well as the architecture and furniture beyond, is monumental (i.e. clean and bold), rather than ornamental (i.e. decorative and fiddly).
7. As such, a handrail design which is simple and straightforward, with three uprights and a single middle rail for support, plus upper rail for use, should be introduced at this location. The DAC would consider such a design to be an elegant solution, which it could support.

It was determined that external formal consultation under the Faculty Jurisdiction (Amendment) Rules 2023 is not applicable. As such, the Committee indicated that a final scheme, when further developed, should be resubmitted for formal DAC advice.

The Committee resolved that the giving of formal DAC advice could be processed by [delegated authority](#), in accordance with the [Lichfield DAC Delegated Authority Policy](#) (Amended October 2023). In relation to the current submission, the Committee would not recommend the proposal.

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

Grade II

7.3.2

OFS Application Ref:	2025-108434	Case Status:	Pre-formal consultation review
Church Code:	620580	Church Name:	Lawley: St John the Evangelist
Archdeaconry:	Salop	Parish:	Central Telford
Applicant Name:	Revd Preb Joanna Farnworth	Quin. Inspector:	Geraint Roberts
Listing:	Grade II	Date of Last QI:	13-Nov-2017 [Andrew Capper]
Proposal:	Introduction of secondary glazing to church windows, as part of net zero strategy to improve thermal efficiency of the building		
No. of Times to DAC:	First	Cost Est:	£15,500
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, as part of the parish's net zero strategy to improve the thermal efficiency of the church, and considered that the impact of the proposed works on the fabric of the listed building had been sufficiently identified and justified.

The DAC observed that the current faculty application extends from an Archdeacon's Licence for Temporary Minor Reordering (TMRO no. 2024-093587), granted in September 2025 (expires in September 2026), for the trial installation of a single secondary glazing panel at the church. The Committee appraised the positive results of this trial, evidenced within the faculty submission, and supported the upholding of the TMRO as part of the current, wider application for permission.

The DAC noted that the secondary glazing panels were removable, even between seasons, and that ventilation, required within the building, can still be controlled by opening existing windows, the mechanisms for which will remain accessible within the scheme.

It was confirmed that the proposal involves matters to which [guidance on net zero carbon](#) issued by the Church Buildings Council (CBC) applies. In the opinion of the Committee, the parish's explanation of how it has had due regard to net zero guidance in formulating the proposal is adequate.

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. Lichfield 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*)

Unlisted

8.2.1

OFS Application Ref:	2025-117795	Case Status:	Pre-formal consultation review
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:	First	Cost Est:	£100,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC carefully considered the proposal and the supporting documents, at this early stage in the development of the reordering and access scheme. The Committee supported 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. In relation to which, it was noted that the parish is not necessarily seeking to provide a community facility per se, as a village hall is situated close by.

The DAC considered, though, that the impact of the proposed works on the internal setting and layout of this characterful church building had not yet been fully identified and justified, pending further development and submission of the scheme for formal (statutory) DAC advice. However, 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 development of the scheme, the DAC offered the following advice:

1. The Committee observed that currently the interior space is typically restricted by fixed pews and steps/ramps. The pews do not appear to be of particularly distinguished form, but they do give a strong and clear traditional character.

2. The parish proposes to remove all of the pews from the nave, although some would be retained within the church, perhaps for choir use. The view was expressed within the DAC that some retention would be important, to preserve something of the existing character.
3. In addition, the parish seeks to relocate the font to near the south doorway, which would be consistent. The traditional location for a font is near the principal entrance into the church (in accordance with [Canon F1](#)), but subject to reasoned movement under faculty.
4. However, as currently shown on the proposed floor plan within the feasibility study (August 2025) by the QI architect, the relocated font looks as though it would be impractically close to the south wall and new lobby.
5. Separately, in relation to access arrangements in the church, the parish proposes to level the floor, as there are currently different levels within the church, and to create a new lobby to the south door. The Committee commended these proposals.
6. In terms of new furniture within the wider scheme, there will be new cupboards for chairs etc. against the west wall. The DAC noted that there are presently no submitted designs for these, but the precedent images were considered to be promising, showing clean and contemporary forms.
7. There is also currently no specific information on the proposed chairs themselves. The DAC suggested that the parish should consult the Church of England [guidance on seating](#) (2018) on this aspect accordingly, but noting that the guidance generally concerns listed (rather than unlisted) interiors.
8. With these points in mind, the DAC recommended that the parish, in consultation with its QI architect, should next submit developed proposals, particularly in respect of:
 - How some pews would be redeployed;
 - How the cleared floor would be surfaced;
 - How the sanctuary would be accessed;
 - Design for the south door lobby;
 - Design for the west end cupboards;
 - Precise siting of the font;
 - Design for the chairs;
 - Implications for heating.

It was determined that external formal consultation under rule 4.5 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. The Committee suggested that the revised scheme, when further developed, should be resubmitted for additional informal DAC advice.

Action: The DAC Secretary to inform the applicant

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

Unlisted

8.2.2

OFS Application Ref:	2024-107241	Case Status:	Pre-formal consultation review
Church Code:	620029	Church Name:	Gentleshaw: Christ Church
Archdeaconry:	Lichfield	Parish:	Gentleshaw
Applicant Name:	Revd Linda McKeon	Quin. Inspector:	Graham Holland

Listing:	Unlisted	Date of Last QI:	01-Oct-2018
Proposal:	Reordering west end of nave, and glazing and draught-proofing inner west doors		
No. of Times to DAC:	Second	Cost Est:	£10,000
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 16th July 2025 DAC meeting, when the Committee offered advice on the development of the scheme.

At that meeting, the DAC did not wholly support the principle of the proposal, and considered that the impact of the proposed works on the internal setting and layout of the church building had not yet been fully identified and justified, pending further development and submission of the scheme for formal (statutory) DAC advice. However, 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.

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 considered, including through provision of an updated drawing by the QI architect. Specifically, in relation to the resubmitted proposal, the DAC made the following observations:

1. *West doors*: The parish has clarified that existing glass panels will be replaced with toughened glass, making no significant visual impact. The draught strips will be set into new edge grooves and should make no significant visual impact. The Committee would support this aspect of the scheme accordingly.
2. *Removal of pews*: The parish still seeks to remove a large block of pews at the rear of the nave. However, this would still leave a significant and coherent block at the front, and some of the removed pews would replace pews that have been fabricated from parts. This aspect of the scheme was also considered to be acceptable.
3. *Carpet and boarded floors*: The parish has clarified that the suspended floors have ventilation to outside air, and that the proposed carpet will be breathable. The DAC noted that this should accordingly not be problematic in terms of timber decay. However, the Committee upheld its original concerns that the addition of red carpet within the scheme would give a very sizeable overall expense, increasing that already present in the church. The view was reaffirmed that the aesthetic of red carpet would arguably be more suited to a more domestic environment, but that it may be welcoming for, and supportive of, local mission, upon which matter the parish is best placed to determine.
4. *New chairs*: The parish still seeks fully-upholstered, red chairs, to match the existing chairs within the church. In relation to which, the parish does not consider limited stackability to be an issue, as the chairs will either be in use or stored in ancillary spaces. As previously, though, the DAC upheld its view that these chairs appear to be ill-proportioned and inappropriate to their setting. However, it is acknowledged that the Church of England [guidance on seating](#) (2018), to which the parish has been referred, generally concerns listed (rather than unlisted) interiors.

It was determined that external formal consultation under rule 4.5 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. Further to which, the Committee resolved to not object to the proposal.

Decision: Not object for the following principal reason:

- The Committee was relatively split on whether the proposed addition of red carpet and red upholstered chairs, to match existing but in increased area and number, was supportable, in terms of balancing aesthetic impact on the albeit unlisted interior with the delivery of local mission within, and community use of, the church building.

With the following proviso:

- Any breathable carpet to be installed should not be rubber-backed, and any upholstered chairs to be introduced should be fire retardant.

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

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. Walsall 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

None this meeting

9.3 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*)

Unlisted [exception]

9.3.1

OFS Application Ref:	2025-108264	Case Status:	Pre-formal consultation review
Church Code:	620155	Church Name:	Streetly: All Saints
Archdeaconry:	Walsall	Parish:	All Saints Streetly
Applicant Name:	Neil Crabb	Quin. Inspector:	Andrew Hayward
Listing:	Unlisted	Date of Last QI:	14-Nov-2023
Proposal:	Installation of audio-visual system, replacement of sound desk, and relocation of pews and Sanctuary light		
No. of Times to DAC:	Second (first as formal)	Cost Est:	£41,700
Legislation Applies:	Faculty Jurisdiction (Amendment) Rules 2023		

The DAC last considered the proposal as an application for informal advice at 24th September 2025 DAC meeting, when the Committee offered advice on the development of the scheme.

At that meeting, the DAC supported the principle of the proposal, but considered that the impact of the proposed works, specifically in relation to the visual impact of the drop-down screens on the interior of the church building, had not yet been fully identified and justified. However, 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.

At the present meeting, the DAC carefully considered the updated proposal and the supporting documents, including the parish's written response, and confirmed that the matters previously raised by the Committee's informal advice had been addressed. Specifically, the Interim DAC Audio-Visual Adviser (in absentia) reconfirmed their support for the proposed new visuals system, including now the parish's chosen quotation from Practical Audio Visual, and agreed with the choice of the stated Smart Move drop-down screen.

The DAC concurred with the Adviser's view of the that the resubmitted explanation of the screen positioning and its operating position, together with the revised to-scale mock-up, is supportable, and that this arrangement appears to minimise visual intrusion, whilst allowing the required sightlines to the screen.

It was determined that external formal consultation under rule 4.5 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. Further to which, the Committee resolved to recommend the proposal.

Decision: Recommend

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

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:	2025-119396	Case Status:	Pre-formal consultation review
Church Code:	620185	Church Name:	Wednesbury: St Paul, Wood Green
Archdeaconry:	Walsall	Parish:	St Paul, Wood Green, Wednesbury
Applicant Name:	Canon Ben Whitmore	Quin. Inspector:	Matthew Vaughan
Listing:	Grade II	Date of Last QI:	25-Nov-2024
Proposal:	Removal and sale of the church bells		
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, noting that the church is subject to the formal closure process, 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.

The DAC observed that the proposal seeks to remove the bells and their fittings, and to sell them to the Keltek Trust (bell charity) for future use in another church, ahead of the formal closure of the church building itself. The intention is to use the funds received to help in the sustainability of the daughter church of Mesty Croft, St Luke (church code 620186) (unlisted), to where previous members of the congregation of St Paul's Church have relocated.

The DAC observed that St Paul's Church dates from 1874 and was funded by members of the Elwell family, who owned a local industrial concern. The eight bells date from 1887 and were funded by Mary Ann Richards, who also founded the Wednesbury Art Gallery; her name is included in the inscriptions on two of the bells. The DAC Bell Adviser confirmed that the church has pursued several lines of enquiry in an effort to locate any living descendants of Mrs Richards, but has found none. Further to which, the Adviser determined that neither inscriptions, nor any features of the other bells, impart historic merit.

In addition, a number of peal boards hang in the ringing room. One records a 1926 peal where all band members were employees of the Elwell works. This is judged to be of historic interest and has been offered to the (now named) Wednesbury Art Gallery and Museum. The offer has been declined, however, and it is proposed that all the peal boards will accompany the bells to their new location.

With these church contents in mind, the DAC Bell Adviser highlighted the parish's stated concerns that empty churches can be subject to vandalism, arson and theft of valuables. Moreover, that once the faculty jurisdiction is removed following the closure process, it can be difficult to secure agreement for removal. In such cases, bells can be sold with the church building to developers who may have no interest, causing bells to languish unused or to be sold for scrap.

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

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:	2025-112600	Church Name:	Willenhall: St Giles
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	To repair the East Window in the church and the window in the Lady Chapel		
DAC Consultee:	Bryan Martin	Date NoA Issued:	30th September 2025

10.1.2

OFS Application Ref:	2024-107737	Church Name:	Weeford: St Mary the Virgin
Listing:	Grade II	Archdeaconry:	Lichfield
Proposal:	Repair to tomb (not separately listed) in graveyard		
DAC Consultee:	Candida Pino	Date NoA Issued:	30th September 2025

10.1.3

OFS Application Ref:	2025-116884	Church Name:	Walsall Wood: St John
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Replace existing heating system		
DAC Consultee:	Andrew Baker	Date NoA Issued:	30th September 2025

10.1.4

OFS Application Ref:	2025-117513	Church Name:	Himley: St Michael & All Angels
Listing:	Grade II	Archdeaconry:	Walsall
Proposal:	Replacement of existing two gas boilers		
DAC Consultee:	Andrew Baker	Date NoA Issued:	30th September 2025

10.1.5

OFS Application Ref:	2025-108186	Church Name:	Fradswell: St James the Less
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent

Proposal:	Installation of new LPG heating boiler and removal of decommissioned oil tank (granted under interim faculty no. 5305)		
DAC Consultee:	Andrew Baker	Date NoA Issued:	16th October 2025

10.1.6

OFS Application Ref:	2025-108423	Church Name:	Stanton-upon-Hine Heath: St Andrew
Listing:	Grade I	Archdeaconry:	Salop
Proposal:	Replacement of existing aging oil boiler with a new oil boiler		
DAC Consultee:	Malcolm Price	Date NoA Issued:	16th October 2025

10.1.7

OFS Application Ref:	2025-114647	Church Name:	Wheaton Aston: St Mary
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Remedial works to finial (granted under interim faculty no. 5371)		
DAC Consultee:	Bryan Martin	Date NoA Issued:	16th October 2025

10.1.8

OFS Application Ref:	2025-120015	Church Name:	Wolverhampton: St Matthew
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	Replace doors to both main entrances and hall		
DAC Consultee:	Mark Stewart	Date NoA Issued:	16th October 2025

10.1.9

OFS Application Ref:	2025-112267	Church Name:	Oswestry: St Oswald, King & Martyr
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Installation of two training bells and adjustment of rope circle		
DAC Consultee:	Peter Woollam	Date NoA Issued:	16th October 2025

10.1.10

OFS Application Ref:	2025-108896	Church Name:	Hilderstone: Christ Church
Listing:	Grade II	Archdeaconry:	Stoke-upon-Trent
Proposal:	Confirmatory removal of Viscount Oratorio II electronic organ after breakdown and introduction of replacement Wyvern Koralia electric organ		
DAC Consultee:	Nigel de Gaunt-Allcoat	Date NoA Issued:	16th October 2025

10.1.11

OFS Application Ref:	2025-115106	Church Name:	Longdon: St James
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	To replace the existing and ageing gas-fired boilers with a new gas-fired boiler in a similar position, using the existing radiators and pipework		
DAC Consultee:	Malcolm Price	Date NoA Issued:	21st October 2025

10.1.12

OFS Application Ref:	2025-111517	Church Name:	Beckbury: St Milburga
Listing:	Grade II*	Archdeaconry:	Salop
Proposal:	Replacement of oil heating system with an electric heating system and three-phase electric supply, including decommissioning and removal of old boiler		
DAC Consultee:	Andrew Baker	Date NoA Issued:	23rd October 2025

10.1.13

OFS Application Ref:	2025-120198	Church Name:	Willenhall: St Stephen
Listing:	Unlisted	Archdeaconry:	Walsall
Proposal:	To replace existing pitched roof and improve insulation (granted under interim faculty no. 5408)		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	23rd October 2025

10.1.14

OFS Application Ref:	2025-120645	Church Name:	Marchington: St Peter
Listing:	Grade II*	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Felling of one cypress tree on south boundary and reduction of a second cypress		
DAC Consultee:	Andy Smith	Date NoA Issued:	23rd October 2025

10.1.15

OFS Application Ref:	2024-095880	Church Name:	Brewood: St Mary & St Chad
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	Installation of a fixed board giving the names of the incumbents of the church going back to 1150		
DAC Consultee:	Andy Foster	Date NoA Issued:	31st October 2025

10.1.16

OFS Application Ref:	2024-107604	Church Name:	Lichfield: St Michael
Listing:	Grade II*	Archdeaconry:	Lichfield
Proposal:	Replace nave altar candlesticks, in brass, to include a small, simple engraving in memory of a deceased member of congregation		
DAC Consultee:	Andy Foster	Date NoA Issued:	31st October 2025

10.1.17

OFS Application Ref:	2025-114737	Church Name:	Lichfield: St John's Hospital Chapel
Listing:	Grade I	Archdeaconry:	Lichfield
Proposal:	Disconnect and remove the existing large commercial gas boiler in the Chapel basement and replace with a smaller, more efficient domestic boiler		
DAC Consultee:	Malcolm Price	Date NoA Issued:	3rd November 2025

10.1.18

OFS Application Ref:	2025-115058	Church Name:	Preston Wealdmoors: St Lawrence
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Listing:	Grade II	Archdeaconry:	Salop
Proposal:	Replace mortar joints with lead flashing at roof/tower interface due to leaks affecting oak beam(s) (granted under interim faculty no. 5424)		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	19th November 2025

10.1.19

OFS Application Ref:	2025-120994	Church Name:	Hilderstone: Christ Church
Listing:	Grade II	Archdeaconry:	Stoke-Upon-Trent
Proposal:	Repair to transept roof area after storm damage: strip the roof, clean main rafters, re-felt and replace existing tiles (granted under interim faculty no. 5420)		
DAC Consultee:	Adrian Mathias	Date NoA Issued:	19th November 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 Blithfield, St Leonard (Grade I), Valeria Passeti proposed inspector
- 10.2.2 Meole Brace, Holy Trinity (Grade II*), Candida Pino proposed inspector
- 10.2.3 Marchington, St Peter (Grade II*), Valeria Passeti proposed inspector
- 10.2.4 Blurton, St Bartholomew (Grade II), Simon Smith proposed inspector
- 10.2.5 Wolverhampton, St Jude (Grade II), Adrian Mathias proposed inspector
- 10.2.6 Marchington Woodlands, St John (Grade II), Valeria Passeti proposed inspector
- 10.2.7 Shrewsbury, Holy Trinity (unlisted), Candida Pino 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: **To be confirmed (meeting in January/February 2026)**
to be held by online conferencing

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