

OXFORD DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

MINUTES
8th November 10am

1. Welcome

2. Apologies

Helen Ensor, James Mackintosh, Ven Jonathan Chaffey, Revd Canon David Tyler

3. Minutes of Meeting held on 13th September 2021

The Minutes were approved

4. Declarations of Interest

None

5. Correspondence, policy and other matters for consideration

- Catriona Turnbull resignation
- 2023 Dates – day and time to remain the same
- Christmas gathering (after Evensong)- Thurs 16th December, 7-9pm, McKenna Room, Christ Church, for nibbles and mulled wine.

6. Applications submitted to the DAC since the last agenda

August 2021 – Total: 84					
List B	Faculty DA	Faculty Minor	Faculty Major	Interim/PP/ Variation	Early stage Enquiry
30	8	12	6	3	25

September 2021 – Total: 97					
List B	Faculty DA	Faculty Minor	Faculty Major	Interim/PP/ Variation	Early stage Enquiry
29	8	20	10	5	25

7. Returning Casework

Parish	Dedication			
Steeple Aston	St Peter and St Paul			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
July 2021 documents on dropbox , earlier documents on the OFS	Dorchester	II*	Reordering	LK
Proposal				
Reordering to introduce facilities and flexibility within the church building to enable wider community use of the building. Introduction of WC and kitchenette facilities, disposal and adaptation of pews, relocation of the chancel screen, disposal of chancel furniture except the Plowman kneelers, alterations to enable greater accessibility, installation of bespoke storage and welcome area furniture, installation of new internal and external doors to south porch, replacement of the timber pew platforms with stone floor with under floor heating underneath, new flooring and under floor heating within the chancel, installation of raised dais, disposal of Lady Chapel altar, alteration of existing stair and creation of meeting room in the vestry.				
Significance of fabric affected	Floor, pews and screen – moderate/high			
Timeline	<p>Jul 2015 – Archdeacon Judy visited the church to discuss proposals</p> <p>Sep 2015 – designs received by DAC</p> <p>Nov 2015 – DAC delegation visited</p> <p>Jan 2016 – discussed at DAC meeting</p> <p>Spring 2016 – revised submission sent to DAC?</p> <p>Oct 2016 – revised designs received by DAC?</p> <p>??</p> <p>Aug 2017 – revised designs received by DAC</p> <p>Aug 2017 – DAC delegation visited</p> <p>Apr 2018 – revised designs received by DAC</p> <p>May 2018 – discussed at DAC meeting and feedback issued</p> <p>Nov 2019 – DAC Chair, Archdeacon, Incumbent, Architect and DAC officers meeting at Church House to discuss way forward</p> <p>Jan 2020 – LK, Archdeacon and Bishop Colin attend PCC meeting at the church</p> <p>Jul 2021 – revised designs received by DAC, Sept agenda full, on Nov 21 agenda</p>			
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members	
Historic England	Yes	Kelvin Sampson, Leap Architects	Derek Witchell, Jeff West, Barry Williams, Archdeacon of Dorchester, Julian Munby	
CBC	Yes			
SPAB	Yes			
Victorian Society	Yes			
Georgian Group	No			

AMS	No		
20 th Century Society	No		
LPA (PP)	Yes		
LPA (Sch 2)	Yes		
BIOS	No		
MBS	No		
Natural England	No		
Minutes of Previous DAC Meeting:			
November 21 Minute:			
<p>The DAC felt that there was insufficient justification for the removal of the chancel furniture and, in addition, it should be inspected by DAC members Julian Munby and Abigail Lloyd on site to determine its condition and significance further. The DAC also noted that forming the ramp perpendicular to the dais would enable it to work more cohesively within the design of the dais. In addition, it appears it may be shown too short to meet design standards and The Revd Katie Tupling, the diocesan disability advisor, offered to visit to discuss the design of the ramp with the architect on site. It was noted that no designs for the fixing of the retained existing south door, or tower arch screen have been supplied to the DAC.</p> <p>At this stage, the DAC resolved that a Notification of advice would likely be divided into elements to which it recommended, those it did not object to, and those it objected to. The SCBO to produce a full report for agreement by the DAC either via email or at a future meeting of the DAC Committee.</p>			

Parish	Dedication			
Littleworth	Holy Ascension			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2021-063405	Dorchester	II	Liturgical	AF
Proposal				
Introduction of a cross stitch tapestry wall hanging 1m x 1.5m depicting the Ascension of Christ. Design and advice provided by Suellen Pedley, the DAC's textile advisor				
Significance of fabric affected	Low			
Timeline	Jul 2021 – submitted to DAC and discussed at DAC meeting Oct 2021 – revised design submitted to DAC			
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members	
Historic England	No	NA	NA	
CBC	No			

SPAB	No		
Victorian Society	No		
Georgian Group	No		
AMS	No		
20 th Century Society	No		
LPA (PP)	No		
LPA (Sch 2)	No		
BIOS	No		
MBS	No		
Natural England	No		
Minutes of Previous DAC Meeting			
November 21 Minute:			
The committee felt that the revised design of native British Butterflies lacked the required spirituality for such a piece and that certain areas of the design, in particular the size of the butterflies were disproportionate with other elements in the tapestry. It was suggested that the Incumbent be more closely involved with the design of the tapestry to assist with the theological themes and decided this case would be delegated to a sub-committee, to include Archdeacon Judy and The Revd Val Plumb to assist the parish in moving forward with the project.			

8. Pre-application or technical site visits to note (06.09.21-08.11.21)

- 06.09.21 Ewelme reordering (SH)
- 08.09.21 Binfield All Saints – removal of pews (SH)
- 14.09.21 Hampstead Norreys – reordering (Peter Preston and Jeff West)
- 11.10.21 Little Linford St Leonard – new facilities (SH)
- 14.10.21 Combe Longa St Laurence – removal of organ and West end alterations (SH)
- 21.10.21 Headington St Andrew – two new stained-glass windows
- 21.10.21 Dunton St Martin – play area (SH)
- 01.11.21 Watlington reordering (JS)
- 04.11.21 Oving new facilities (SH)

9. New Cases

Parish	Dedication			
Headington	St Andrew			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2021-061861	Oxford	II*	Liturgical	JS

Proposal		
Installation of two stained glass windows to designs by Nicholas Mynheer in the north aisle of the church		
Significance of fabric affected	Low-moderate	
Timeline	15.03.21 – first approach from parish 03.06.21 – Statements received 21.09.21 – Application submitted 24.09.21 – Designs sent to subcommittee and consultees for review 19.10.21 – DAC officer site visit 21.10.21 – Subcommittee site visit	
Statutory Consultees		Project architect/professionals involved
Historic England	Yes	Nicholas Mynheer
CBC	Yes	
SPAB	Yes	
Victorian Society	Yes	
Georgian Group	N/A	
AMS	Yes	
20 th Century Society	N/A	
LPA (PP)	Yes	
LPA (Sch 2)	No	
BIOS	N/A	
MBS	N/A	
Natural England	N/A	
Reviewing DAC Members		
Derek Witchell, Jeff West, Peter Groves, Sarah Brown, Charlotte Robinson		
<p>November 2021 minute:</p> <p>The DAC resolved that a <i>Recommend</i> NOA should be issued following agreement by the subcommittee of the following design details:</p> <ul style="list-style-type: none"> • Further details of how the windows will be fabricated, framed or provided with structural support within the window openings. This should include details of the size and divisions of the glazed components and how they will be offered up to the masonry. • If fused glass is proposed, the thermal compatibility of the different glasses used should be confirmed to ensure the success and longevity of the artwork. • Additional information concerning fabricators and materials to be used to be agreed by the DAC stained glass adviser. 		

Parish	Dedication			
Dunton	St Martin			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
Offline	Buckinghamshire	II*	Churchyard	SH
Proposal				
Creation of Play Area in redundant area of Churchyard- early stage request for committee's view				
Significance of fabric affected	Churchyard: Low-moderate Setting of building: Moderate			
Timeline	09.08.21 Parish contact David Mason, who advises on lease procedure, DAC involvement, and recommends contact with Diocesan Registry and DAC. 09.08.21 PCC begins consultation with DAC and with Diocesan Registry about possibility of leasing an area of churchyard to Parish Council. 21.10.21 SH visits to assess the site, and sends follow-up advice as to process and options			
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members	
Historic England	Yes	N/A at present	N/A at present	
CBC	No			
SPAB	Yes			
Victorian Society	No			
Georgian Group	No			
AMS	No			
20 th Century Society	No			
LPA (PP)	Yes			
LPA (Sch 2)	No			
BIOS	No			
MBS	No			
Natural England	No			
November 2021 Minute: The committee had no objection to the principle of the play area, but on the proviso that the village community is supportive of the churchyard location proposed. Before the PCC goes further, the committee recommended that consultation take place with the wider community specifically over the proposed siting of the play area, since there may be some for whom the siting of a play area within a burial ground is a very				

sensitive issue, and so careful and considerate engagement will be needed. Other practical suggestions/queries from the committee members were as follows:

- The PCC would need to check who would have insurance liability for the play area, as well as the obligation to maintain the area. The committee felt it ought not to be the PCC's responsibility but that this may be agreed as part of the terms of any lease. Similarly, the formation and maintenance of a path to the area also raises this question.
- Robust but in-keeping fencing is recommended for security for the play area.
- The PCC will want to consider the fixing requirements of the equipment in relation to the possibility of burial archaeology and provide details of this as and when a design is drawn up.
- The safety of the trees in the churchyard, as well as memorial stones, ought to be assessed as part of further preparatory work for this project.
- The PCC will want to consult the LPA, if and when the community is happy with the location proposed.

Parish	Dedication			
Grendon Underwood	St Leonard			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2021-063356	Buckinghamshire	II*	Liturgical	SH
Proposal				
Installation of piece of stained-glass for window and wooden cross to commemorate new roof				
Significance of fabric affected	Low			
Timeline	07.21 Parish submits application 09.21 SH sends to subcommittee 18.10.21 SH emails subcommittee's advice to parish			
Statutory Consultees		Project architect/professionals involved		Reviewing DAC Members
Historic England	N/A	N/A		Val Plumb Derek Witchell
CBC	N/A			
SPAB	N/A			
Victorian Society	N/A			
Georgian Group	N/A			
AMS	N/A			
20 th Century Society	N/A			
LPA (PP)	N/A			

LPA (Sch 2)	N/A		
BIOS	N/A		
MBS	N/A		
Natural England	N/A		

November 2021 Minute:

While the committee commended the creation of a wooden cross from the roof timbers as a fitting commemoration of the roof repairs, it questioned both the necessity and the appropriateness of an additional tribute in the form of the stained glass panel. While the principle of the stained glass installation is uncontentious and the piece itself is small, the eye will be drawn to it, and the committee was concerned that the design, and in particular, the style in which the church family is depicted, is not of a quality befitting a Grade II* listed building. It was commented that the plain leaded light windows are pleasing as they are, and the committee recommended the parish omit this aspect of the application. The committee agreed to recommend the wooden cross aspect of the proposal, subject to the omission of the stained glass panel.

Parish	Dedication			
Hinton Waldrist	St Margaret			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2021-066113	Dorchester	II*	Reordering	LK
Proposal				
Internal re-ordering to install WC and kitchenette, full pew removal, new heating and lighting systems, storage and accessibility alterations. Installation of west gallery and relocation of font. Regrading of footpath and raising of internal floor level. Replacement of existing screens to transepts.				
Significance of fabric affected	Moderate			
Timeline	28.01.21 – initial enquiry from parish 11.03.21 – zoom discussion with DAC officers and parish 09.06.21 – initial documents from parish 15.06.21 – delegation DAC visit 05.10.21 – submission from parish 11.10.21 – LK issues scheme to DAC, amenity societies and LPA (no responses yet received)			
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members	
Historic England	Yes	Christian Randall	Jeff West, James Mackintosh, David Tyler	
CBC	Yes			
SPAB	Yes			

Victorian Society	Yes		
Georgian Group	No		
AMS	No		
20 th Century Society	No		
LPA (PP)	No		
LPA (Sch 2)	Yes		
BIOS	No		
MBS	No		
Natural England	No		

November 21 Minute:

The DAC resolved to support the principle of the alterations, and the option preferred by the parish, feeling that evidence of the stated need had been provided for the facilities and the likely impact on the significance of the church was justified by the benefit the facilities would provide. A query was raised about the handling of the door in the west wall at high level. The feedback letter to be amended to raise this.

10. List Bs and Notifications of Advice issued under sub-committees and delegated authority since last meeting

Parish	CoE Archdeaconry	Listing	Application Ref	App type	Case type	Works	Status
Ascot Heath: All Saints	BERKSHIRE	Grade II	offline	Enquiry - email	R&C	Door lock - retrospective	Enquiry resolved
Long Crendon: St Mary the Virgin HAR	BUCKINGHAM	Grade I	offline	Enquiry - email	Heating	Boiler breakdown	List A item
Fritwell: St Olave	DORCHESTER	Grade II*	2021-061699	Faculty - DA	H&S improvements	Safety nets to catch falling plaster	Faculty issued
Stanton Harcourt: St Michael	DORCHESTER	Grade I	2021-066249	Faculty - DA	Heritage Crime	Window repairs following break-in - RETROSPECTIVE	NOA issued
Little Kimble: All Saints PARISH CONSIDERING CLOSURE	BUCKINGHAM	Grade I	offline	Faculty - DA	PP & M	Memorial outside regs - Malone	NOA issued
Eton: St John the Evangelist	BUCKINGHAM	Grade II	2021-065329	Faculty - DA	Disposal of items	Disposal of communion silver	Faculty issued
Middleton Stoney: All Saints	DORCHESTER	Grade II*	2018-028218 and 2018-028629	Faculty - Major	Development	New toilet and kitchenette at the West end	NOA issued with provisos
Witney: St Mary the Virgin HAR MAJOR PARISH CHURCH	DORCHESTER	Grade I	2021-061096	Faculty - Major	Liturgical	Icon proposal	Faculty issued
Shipton-on-Cherwell: Holy Cross	DORCHESTER	Grade II	2020-048636	Faculty - Major	Development	Installation of WC and water supply	NOA issued with provisos

Wokingham: St Paul	BERKSHIRE	Grade II*	2021-064973	Faculty - Major	Liturgical	Commissioning icon	Registrar to issue faculty
Ludgershall: St Mary the Virgin	BUCKINGHAM	Grade I	2020-052256	Faculty - Major	New facilities	installation of toilet in vestry and kitchenette in meeting room and internal plaster repairs	Resolving provisos
Marlow: All Saints	BUCKINGHAM	Grade II*	2021-064149	Faculty - Major	Development	Removal of pews, 3x frontals, and old lady chapel altar, replacement with chairs	Petition submitted to Dio Reg
Wheatfield: St Andrew	DORCHESTER	Grade I	2020-050747	Faculty - Minor	R&C	recovering the roof and associated drainage and flashing renewal, repairs to the dormers and remedial works to the facade	NOA issued with provisos
Horspath: St Giles	DORCHESTER	Grade II*	2021-062389	Faculty - Minor	R&C	Replacement crosses	NOA issued
Waterstock: St Leonard	DORCHESTER	Grade II*	2021-061955	Faculty - Minor	R&C	Phase 2 of structural repairs to chancel	NOA issued
Swalcliffe: St Peter & St Paul	DORCHESTER	Grade I	2021-065400	Faculty - Minor	Churchyard	Repair of bulging section of boundary wall	Faculty issued
Fyfield: St Nicholas	DORCHESTER	Grade II*	2018-028483	Faculty - Minor	Churchyard	Churchyard tool store installation.	Registrar to issue faculty
Fyfield: St Nicholas	DORCHESTER	Grade II*	2018-028524	Faculty - Minor	Churchyard	Churchyard Gulley Repairs & Soakaway Reinstatements	Registrar to issue faculty
Reading: Holy Trinity	BERKSHIRE	Grade II	2021-065358	Faculty - Minor	R&C	Repairs to statue damaged during heating installation	NOA issued with provisos
Wokingham: St Paul	BERKSHIRE	Grade II*	2021-062554	Faculty - Minor	Lead theft/vandalism	Arson & physical attack	Faculty issued
Ickford: St Nicholas	BUCKINGHAM	Grade I	2019-043063	Faculty - Minor	Heritage Crime	Theft of lead from north roof slope	Faculty issued
Upton-cum-Chalvey, Slough: St Mary MAJOR PARISH CHURCH	BUCKINGHAM	Grade II*	2021-065674	Faculty - Minor	Churchyard	Replacement of vandalised corpus	NOA issued
Castlethorpe: St Simon & St Jude	BUCKINGHAM	Grade I	2021-062548	Faculty - Minor	PP & M	Repairs and redecoration of Tyrill memorial	Registrar to issue faculty
Drayton Beauchamp: St Mary the Virgin	BUCKINGHAM	Grade I	2021-065196	Faculty - Minor	R&C	Dropped window lintel	Faculty issued
Caversfield: St Laurence HAR	DORCHESTER	Grade II*	2021-063980	List B	R&C	Window repair	List B issued
Somerton: St James	DORCHESTER	Grade I	2021-066597	List B	R&C	Urgent roof repairs to Lady Chapel	List B issued
Souldern: Annunciation of the Blessed Virgin Mary	DORCHESTER	Grade II*	2021-059970	List B	Churchyard	Wall repairs	List B issued
Stratton Audley: St Mary & St Edburga	DORCHESTER	Grade I	2021-065395	List B	R&C	Repointing south aisle wall	List B issued

Great Rollright: St Andrew	DORCHESTER	Grade I	2021-066327	List B	Churchyard	Collapsed boundary wall	List B issued
Newington: St Giles	DORCHESTER	Grade I	2021-061865	List B	R&C	Replacement roof tiles to north transept and render repairs	List B issued
Warborough: St Lawrence	DORCHESTER	Grade II*	2021-065173	List B	R&C	Conservation & remedial repairs	List B issued
Kidmore End: St John the Baptist	DORCHESTER	Grade II	2021-058274	List B	M&E	Installing of streaming equipment affixed to walls	List B issued
Rotherfield Peppard: All Saints	DORCHESTER	Grade II*	2020-053428	List B	R&C	Ceiling Repair	List B issued
Marston: St Nicholas	OXFORD	Grade I	2021-060897	List B	M&E	Permanent fixing of wifi router	List B issued
Oxford: St Frideswide	OXFORD	Grade II*	2021-066124	List B	Churchyard	Fell Horse Chestnut tree	List B issued
Shifford: St Mary	DORCHESTER	Grade II	2021-063576	List B	R&C	Replacement of RWG	List B issued
Shifford: St Mary	DORCHESTER	Grade II	2021-063580	List B	R&C	Exterior wood redecoration	List B issued
Shifford: St Mary	DORCHESTER	Grade II	2021-065315	List B	R&C	Redecoration of interior walls	List B issued
Freeland: St Mary the Virgin	DORCHESTER	Grade II*	2021-066493	List B	R&C	Blocked downpipe and soakaway	List B issued
Long Hanborough: Christ Church	DORCHESTER	Ungraded	2021-065548	List B	Churchyard	Bench in churchyard	List B issued
Sandford: St Martin	DORCHESTER	Grade II*	2021-065370	List B	R&C	Repairs to south porch roof	List B issued
Shipton-on-Cherwell: Holy Cross	DORCHESTER	Grade II	2021-064676	List B	Churchyard	Felling of ash tree which has become dangerous	List B issued
Steeple Aston: St Peter & St Paul	DORCHESTER	Grade II:*	2021-066184	List B	Churchyard	Remove dangerous tree	List B issued
Drayton: St Peter	DORCHESTER	Ungraded	2021-064888	List B	Church	Trim Yew Trees	List B issued
Marcham: All Saints	DORCHESTER	Grade II*	2021-063681	List B	R&C	Repainting of lead flashing	List B issued
Marcham: All Saints	DORCHESTER	Grade II*	2021-064928	List B	M&E	Replacement of boilers	List B issued
Easthampstead: St Michael & St Mary Magdalene	BERKSHIRE	Grade II	2021-065560	List B	M&E	Interior lighting	List B issued
Burghfield: St Mary the Virgin	BERKSHIRE	Grade II	2021-065002	List B	M&E	Livestreaming equipment	List B issued
Boyne Hill: All Saints	BERKSHIRE	Grade I	2021-063497	List B	M&E	Upgrade of sound system	List B issued
Reading: Holy Trinity	BERKSHIRE	Grade II	2021-065402	List B	R&C	Roof repairs to chancel and Lady Chapel	List B issued
Tilehurst: St George	BERKSHIRE	Ungraded	2021-066012	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Bear Wood: St Catherine	BERKSHIRE	Grade II	2021-065991	List B	Churchyard	Commonwealth War Graves Commission sign	List B issued
Sonning: St Andrew	BERKSHIRE	Grade II*	2021-064414	List B	H&S improvements	Fire detection system	List B issued

Wokingham: St Sebastian	BERKSHIRE	Ungraded	2021-064980	List B	AV	Internet provision	List B issued
Longworth: St Mary	DORCHESTER	Grade I	2021-063815	List B	R&C	QI Repairs	List B issued
Shrivenham: St Andrew	DORCHESTER	Grade I	2021-065970	List B	Churchyard	Commonwealth War Graves Commission Sign	List B issued
Childrey: St Mary the Virgin HAR	DORCHESTER	Grade I	2021-065133	List B	R&C	Plaster repairs & reopening of north transept pew door	List B issued
Wantage: St Peter & St Paul	DORCHESTER	Grade I	2021-062848	List B	R&C	Renewal of north aisle roof lead; minor masonry and plaster repairs	List B issued
Amersham: St Mary the Virgin	BUCKINGHAM	Grade I	2021-063409	List B	New facilities	Two new internal notice boards	List B issued
Chalfont: St Giles	BUCKINGHAM	Grade I	2021-065567	List B	Churchyard	Removal of leylandii approx 60ft impeding railings, highway	List B issued
Chesham: St Mary the Virgin	BUCKINGHAM	Grade I	2021-065764	List B	AV	Installation of BT line for livestreaming	List B issued
Denham: St Mary the Virgin	BUCKINGHAM	Grade I	2021-064334	List B	Churchyard	Memorial bench	List B issued
Stone: St John the Baptist	BUCKINGHAM	Grade II*	2021-062374	List B	R&C	Decoration of door	List B issued
Stone: St John the Baptist	BUCKINGHAM	Grade II*	2021-062385	List B	Churchyard	Tree works - pruning and removal of dead wood	List B issued
Steeple Claydon: St Michael	BUCKINGHAM	Grade II*	2021-063067	List B	Churchyard	Graveyard bench	List B issued
Stoke Hammond: St Luke	BUCKINGHAM	Grade II*	2021-065785	List B	Churchyard	Treework	List B issued
Hanslope: St James the Great	BUCKINGHAM	Grade I	2021-061245	List B	Churchyard	Pollard large ash tree	List B issued
Hedsor: St Nicholas	BUCKINGHAM	Grade II	2021-066010	List B	Churchyard	Commonwealth War Graves Commission sign	List B issued
Sandhurst: St Michael & All Angels	BERKSHIRE	Grade II*	offline	Private Petition	PP & M	Memorial outside regs - Finney	NOA issued
Ashendon: St Mary	BUCKINGHAM	Grade I	2019-031878	Variation	OBC	Bell repairs - variation to not use treble in the ring but to relocate elsewhere in the church and introduce new 2nd hand treble	Awaiting Diocesan Registry
Weston Turville: St Mary the Virgin	BUCKINGHAM	Grade I	offline	Variation	R&C	south door too damaged to repair and use in extension, so parish wish to fix to interior church wall, no new door to be installed	Amended faculty issued

11. Completed projects feedback

- Boyne Hill All Saints – relaying of Victorian floor tiles in original pattern
- Stoke Mandeville St Mary's – Roman statue head found in excavations
- Watlington St Leonard – completed extension