

OXFORD DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

**MINUTES
14th March 2022 10am**

1. **Welcome**
2. **Apologies** – Bryan Martin, John Missenden, Liz Kitch
3. **Minutes of Meeting held on 10th January 2022 were agreed**
4. **Declarations of Interest** - None
5. **Correspondence, policy and other matters for consideration**

Response to Route to Net Zero consultation

Liz has been working with Maranda and will provide an update at the May meeting

Update on DAC staffing

Liz has returned to work today after being off since 9th February

Hannah is returning from maternity leave but, due to annual leave will not be back fully until the beginning of May

Catriona is also helping us with some additional hours, along with Natalie

6. **Applications submitted to the DAC since the last agenda**

December 2021 – Total: 95					
List B	Faculty DA	Faculty Minor	Faculty Major	Interim/PP/ Variation	Early stage Enquiry
19	6	13	14	5	38

January 2022 – Total: 123					
List B	Faculty DA	Faculty Minor	Faculty Major	Interim/PP/ Variation	Early stage Enquiry
53	5	16	9	1	39

The February cases and applications reached 133, with the average monthly number now in excess of 120.

7. Returning Casework

Parish	Dedication			
Dorchester	St Peter and St Paul			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2021-068220	Dorchester	I	Development	LK
Proposal				
Installation of three storey gallery at the West end to house WCs, kitchenette, offices and meeting rooms.				
Significance of fabric affected	High			
Timeline	<p>13.09.21 email from parish re revised proposals</p> <p>07.12.21 documents including statements and proposals received by DAC</p> <p>20.12.21 Consultation to DAC subcommittee, HE, SPAB, CBC and HBAP</p> <p>13.01.22 Delegation site visit</p>			
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members	
Historic England	Yes			
CBC	Yes			
SPAB	Yes			
Victorian Society	Yes			
Georgian Group	No			
AMS (HBAP)	Yes			
20 th Century Society	No			
LPA (PP)	Yes			
LPA (Sch 2)	Yes			
BIOS	No			
MBS	No			
Natural England	No			
Minutes of Previous DAC Meeting				
No minutes were found. A copy of the DAC feedback to the earlier scheme, dated May 2017, is on file.				

March 2022 minute

The DAC resolved to accept the principle of the provision of sanitary and catering facilities at the west end of the nave and in the tower. The parish are encouraged to continue investigating the provision of facilities in this location and should consider scaling down the west end facilities. Consideration should also be given to siting the welcome/meeting space and office elsewhere. The parish are also advised to reduce the height of the west end enclosure and to employ materials more in keeping with the host building. Reflective materials such as glass, polished stone and metal should be avoided.

Parish	Dedication			
Eton Wick	St John the Baptist			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2019-033948	Buckinghamshire	II	Extension	Sophie Hammond
Proposal				
Replacement of existing hall attached to church				
Significance of fabric affected	Moderate			
Timeline	2018.05: Parish produces draft SON and SOS, and Liz Kitch issues advice. 2019.03: Liz Kitch visits with subcommittee upon receipt of Feasibility Study 2019.05: Visit reported to DAC and advice issued on preferred design 2021.09: Planning permission received by parish 2022.01: Parish reconsults DAC (LK hands case over to SH). Subcommittee content			
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members	
Historic England	Yes	David Finlay, Acanthus Clews	Rev Derek Witchell, Prof John Missenden	
CBC	No			
SPAB	No			
Victorian Society	Yes			
Georgian Group	No			
AMS	No			
20 th Century Society	No			
LPA (PP)	Yes			
LPA (Sch 2)	No			
BIOS	No			

MBS	No		
Natural England	No		
<p>March 2022 minute: The committee agreed to issue a “recommend” Notification of Advice for this extension, subject to the usual provisos concerning archaeology and Construction Design Management legislation being adhered to, and consultation with Historic England and the Victorian Society. Planning permission has already been granted. It was considered by the DAC that, while it would not wish to insist on provision of a lift providing disabled access to the first floor, the design ought at least to ensure that future provision of a lift could be a possibility, as a retrofitted installation.</p>			

8. Pre-application or technical site visits to note (01.01.22 – 02.03.22)

- 13.01.22 Dorchester Abbey – Development (LK)
- 18.01.22 Asthall St Nicholas – Boundary Wall (AF)
- 19.01.22 Adderbury St Mary – Heating (JS)
- 20.01.22 Caversham St Peter – Reordering (SH)
- 21.01.22 Clifton Hampden St Michael & All Angels – Churchyard alterations (JS)
- 24.01.22 Brasenose College – Organs works (JS)
- 31.01.22 Wantage St Peter & St Paul – Reordering (JS)
- 02.02.22 Oxford St Thomas – Development (LK)
- 02.02.22 Oxford St Barnabas – Development (LK)
- 17.02.22 Swalcliffe SS Peter & Paul – Wall painting conservation and drainage works (JS)
- 22.02.22 Adderbury St Mary the Virgin – Heating with CBC (JS)
- 24.02.22 Oxford St Mary the Virgin – AV system cable runs/equipment locations (SH)
- 02.03.22 Bix St James – Heating and pew removal (SH & AF)

9. New Cases

Parish	Dedication			
Southern	Assumption of the Blessed Virgin Mary			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2020-048910	Dorchester	II*	Faculty	Sophie Hammond
Proposal				
Creation of servery in south-west corner and WC in ground floor of tower; proposed removal of five west end pews for creation of a children’s area.				
Significance of fabric affected	Moderate (tower rebuilt by Bodley in 1906 as copy of original, reusing original Norman capitals in arch).			

Timeline	2020.02 Parish commissions options appraisal from Christian Randall 2021.09 Parish submits SON and SOS, plus preferred option 2021.11.24 SH visits with subcommittee & Historic England, issues pre-app advice 2022.02 CR resubmits application for DAC consideration		
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members
Historic England	Yes	Christian Randall	Rev David Tyler Rev Jeff West Mr Peter Preston
CBC	No		
SPAB	Yes		
Victorian Society	Yes		
Georgian Group	No		
AMS	No		
20 th Century Society	No		
LPA (PP)	No		
LPA (Sch 2)	No		
BIOS	No		
MBS	No		
Natural England	No		
March 2022 minute: The committee agreed to delegate the issuing of a NOA to the subcommittee once design details have been resolved, subject to the usual provisos concerning CDM legislation, bats, and archaeology, as well as consultation with Historic England, SPAB and the Victorian Society.			

Parish	Dedication			
Purley	St Mary the Virgin			
Application Reference	Archdeaconry	Listing	Case Type	Case Officer
2022-069704	Berkshire	II*	Development	Sophie Hammond
Proposal				
Installation of temporary cabin for children's mission on site of current shed; associated relocation of shed				
Significance of fabric affected	Moderate			

Timeline	2022.02: Parish submits online application		
Statutory Consultees		Project architect/professionals involved	Reviewing DAC Members
Historic England	Yes		The Ven. Stephen Pullen, (Archdeacon of Berkshire) Rev Derek Witchell
CBC	No		
SPAB	Yes		
Victorian Society	Yes		
Georgian Group	No		
AMS	No		
20 th Century Society	No		
LPA (PP)	Yes		
LPA (Sch 2)	No		
BIOS	No		
MBS	No		
Natural England	No		
March 2022 Minute: The committee agreed to issue a “recommend” Notification of Advice for this cabin, subject to a time-limited permission of up to five years, and subject to the relevant consultation with the LPA and Amenity Societies, plus the usual CDM legislation proviso.			

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

Parish	CoE Archdeaconry	Listing	Application Ref		Case type	Works	Status
Aldworth: St Mary the Virgin	BERKSHIRE	Grade I	offline	Enquiry - email	R&C	Repair and conservation of reredos	NOA issued with provisos
Oxford: St Margaret	OXFORD	Grade II	2019-036120	Faculty - DA	M&E	New lighting scheme	NOA issued
Reading: St Laurence	BERKSHIRE	Grade I	2021-058640	Faculty - DA	Churchyard	Removal of railings and installation of new fence and gate in churchyard	Faculty issued
Elsfield: St Thomas of Canterbury	OXFORD	Grade II*	2021-066501	Faculty - DA	Liturgical	Attaching an icon and plaque to the wall	NOA issued with provisos
Hanborough: St Peter & St Paul	DORCHESTER	Grade I	2021-068140	Faculty - DA	R&C	Repairs to battens and flooring in a pew due to leaking radiators	List B issued
Cublington: St Nicholas	BUCKINGHAM	Grade II*	2021-060287	Faculty - Major	Liturgical	new stained glass window	Faculty issued

Oxford: St Mary the Virgin MAJOR PARISH CHURCH	OXFORD	Grade I	2021-067767	Faculty - Major	Seating	Purchase of chairs	Faculty issued
Abingdon: St Helen MAJOR PARISH CHURCH	DORCHESTER	Grade I	2021-067850	Faculty - Major	Liturgical	Choir desks	NOA issued
Charlbury: St Mary the Virgin	DORCHESTER	Grade I	2021-062095	Faculty - Minor	Disposal of items	Removal of 4 items of furniture	Faculty issued
Grendon Underwood: St Leonard	BUCKINGHAM	Grade II*	2021-063356	Faculty - Minor	Liturgical	Installation of wooden cross & stained glass window to commemorate new roof	NOA issued
Quinton: Holy Cross & St Mary	BUCKINGHAM	Grade I	2021-063657	Faculty - Minor	OBC	Reinstatement of Sanctus Bell	NOA issued with provisos
Bradwell: St Lawrence	BUCKINGHAM	Grade II*	2021-066367	Faculty - Minor	M&E	Lighting upgrade	Petition submitted to Dio Reg
Oxford: St Mary the Virgin MAJOR PARISH CHURCH	OXFORD	Grade I	2021-067765	Faculty - Minor	Development	Approval of lease with University	Faculty issued
Nettlebed: St Bartholomew	DORCHESTER	Grade II	2022-068613	Faculty - Minor	OBC	Clock winder	NOA issued
Oxford: St Mary Magdalen	OXFORD	Grade I	2022-068872	Faculty - Minor	R&C	Permanent replacement railings	NOA issued with provisos
Spelsbury: All Saints - HAR	DORCHESTER	Grade II*	2022-069969	Faculty - Minor	Churchyard	Fell lime tree which is out of sequence.	Petition submitted to Dio Reg
Remenham: St Nicholas	DORCHESTER	Grade II	2020-056660	List B	Churchyard	Treeworks in Old Churchyard - Yew & Acer	List B issued
Marston: St Nicholas	OXFORD	Grade I	2021-061133	List B	R&C	QI repairs	List B issued
Islip: St Nicholas	DORCHESTER	Grade I	2021-062295	List B	M&E	Wifi bridge box	List B issued
Great Missenden: St Peter & St Paul	BUCKINGHAM	Grade I	2021-062331	List B	R&C	Further masonry repairs to tower	List B issued
Great Missenden: St Peter & St Paul	BUCKINGHAM	Grade I	2021-063234	List B	R&C	Replacement of RWG to flat roof above vestry	List B issued
Aylesbury: St Mary the Virgin MAJOR PARISH CHURCH	BUCKINGHAM	Grade I	2021-063652	List B	R&C	Repair and conservation of east face of tower including window works	List B issued
Monks Risborough: St Dunstan	BUCKINGHAM	Grade I	2021-065898	List B	R&C	Replacement of louvres on bell tower	List B issued
Chieveley: St Mary the Virgin	BERKSHIRE	Grade II*	2021-066468	List B	R&C	Replace spalling on ringing chamber window	List B issued
Bracknell: Holy Trinity	BERKSHIRE	Ungraded	2021-067135	List B	AV	Laying of internet cable in churchyard	List B issued
Kennington: St Swithun	DORCHESTER	Ungraded	2021-067249	List B	Churchyard	New Benches	List B issued
Chearsley: St Nicholas	BUCKINGHAM	Grade II*	2021-067251	List B	Churchyard	Wooden bench in churchyard	List B issued

Kintbury: St Mary the Virgin	BERKSHIRE	Grade II*	2021-067283	List B	Churchyard	Installation of bench in churchyard (Green)	List B issued
Reading: St Barnabas	BERKSHIRE	Ungraded	2021-067350	List B	AV	Upgrade of AV system and introduction of live streaming equipment	List B issued
Reading: St Barnabas	BERKSHIRE	Ungraded	2021-067351	List B	H&S improvements	Intruder alarm	List B issued
New Windsor: St John the Baptist	BERKSHIRE	Grade II*	2021-067536	List B	Churchyard	Replacement external noticeboard	List B issued
Bledlow: Holy Trinity	BUCKINGHAM	Grade I	2021-067648	List B	Churchyard	Memorial bench (Larkin)	List B issued
Oxford: St Margaret	OXFORD	Grade II	2021-067858	List B	R&C	Internal redecoration	List B issued
Latimer: St Mary Magdalene	BUCKINGHAM	Grade II	2021-067890	List B	R&C	Repair floor gratings	List B issued
Shorthampton: All Saints	DORCHESTER	Grade II*	2021-067929	List B	R&C	Renovation of french drain	List B issued
Denham: St Mary the Virgin	BUCKINGHAM	Grade I	2021-068116	List B	R&C	Church Doors restoration	List B issued
Great Linford: St Andrew	BUCKINGHAM	Grade II*	2021-068118	List B	Churchyard	One new bench and 2 replacement benches in churchyard	List B issued
Souldern: Annunciation of the Blessed Virgin Mary	DORCHESTER	Grade II*	2021-068147	List B	Churchyard	Work to Cedar tree	List B issued
Wolvercote: St Peter		Grade II	2021-068255	List B	R&C	Replace stone cross	List B issued
Hambleden: St Mary the Virgin	BUCKINGHAM	Grade II*	2021-068258	List B	AV	Broadband	List B issued
Sulhamstead Abbots: St Mary	BERKSHIRE	Grade I	2022-068359	List B	Churchyard	Cherry trees from West Berks DC re Covid Memorial	List B issued
Letcombe Regis: St Andrew	DORCHESTER	Grade II*	2022-068472	List B	New facilities	Outside tap	List B issued
Bierton: St James the Great	BUCKINGHAM	Grade I	2022-068561	List B	Churchyard	Tree Maintenance - re-pollard six lime trees	List B issued
Upton: St Laurence	BUCKINGHAM	Grade I	2022-068563	List B	R&C	Replace damaged roof tiles	List B issued
Kidlington: St Mary the Virgin	OXFORD	Grade I	2022-068830	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Sandford: St Martin	DORCHESTER	Grade II*	2022-068832	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Penn: Holy Trinity	BUCKINGHAM	Grade I	2022-068838	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Emberton: All Saints	BUCKINGHAM	Grade II*	2022-068849	List B	Churchyard	Installation of Commonwealth	List B issued

						War Grave Commission sign	
Stoke Goldington: St Peter	BUCKINGHAM	Grade I	2022-068850	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Shippon: St Mary Magdalene	DORCHESTER	Grade II	2022-068854	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Hurst: St Nicholas	BERKSHIRE	Grade I	2022-068856	List B	Churchyard	Installation of Commonwealth War Grave Commission signs	List B issued
Crowthorne: St John the Baptist	BERKSHIRE	Grade II	2022-068858	List B	Churchyard	Installation of Commonwealth War Grave Commission signs	List B issued
Woodcote: St Leonard	DORCHESTER	Grade II	2022-068859	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Rotherfield Peppard: All Saints	DORCHESTER	Grade II*	2022-068894	List B	Churchyard	Installation of Commonwealth War Grave Commission Sign	List B issued
Mapledurham: St Margaret	BERKSHIRE	Grade I	2022-068896	List B	Churchyard	Installation of Commonwealth War Grave Commission Sign	List B issued
Ipsden: St Mary the Virgin	DORCHESTER	Grade II*	2022-068903	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Wexham: St Mary	BUCKINGHAM	Grade II*	2022-068904	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Medmenham: St Peter & St Paul	BUCKINGHAM	Grade II*	2022-068906	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Dinton: St Peter & St Paul	BUCKINGHAM	Grade I	2022-068908	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Stone: St John the Baptist	BUCKINGHAM	Grade II*	2022-068974	List B	Disposal of items	Removal of 3 kneelers	List B issued
Iffley: St Mary the Virgin	OXFORD	Grade I	2022-069006	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Mapledurham: St Margaret	BERKSHIRE	Grade I	2022-069018	List B	New facilities	Replace internal noticeboard for larger size at the rear of the church	Awaiting Archdeacon
Frieth: St John the Baptist	BUCKINGHAM	Grade II	2022-069148	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Hambleden: St Mary the Virgin	BUCKINGHAM	Grade II*	2022-069150	List B	Churchyard	Installation of Commonwealth War Grave Commission sign at	List B issued

						Pheasant's Hill Cemetery	
Spelsbury: All Saints - HAR	DORCHESTER	Grade II*	2022-069153	List B	Churchyard	Work to lime trees	List B issued
Stone: St John the Baptist	BUCKINGHAM	Grade II*	2022-069185	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Littleworth: Holy Ascension	DORCHESTER	Grade II	2022-069186	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Buckland: St Mary the Virgin	DORCHESTER	Grade I	2022-069189	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Cumnor: St Michael	DORCHESTER	Grade I	2022-069190	List B	Churchyard	Installation of Commonwealth War Grave Commission signs	List B issued
Cookham Dean: St John the Baptist	BERKSHIRE	Grade II	2022-069191	List B	Churchyard	Installation of Commonwealth War Grave Commission sign	List B issued
Ascot Heath: All Saints	BERKSHIRE	Grade II	2022-069192	List B	Churchyard	Installation of Commonwealth War Grave Commission signs	List B issued
Sandhurst: St Michael & All Angels	BERKSHIRE	Grade II*	2022-069193	List B	Churchyard	Installation of Commonwealth War Grave Commission signs	List B issued
Longworth: St Mary	DORCHESTER	Grade I	2022-069353	List B	Churchyard	Tree planting re Jubilee	List B issued
Fernham: St John the Evangelist	DORCHESTER	Grade II	2022-069749	List B	Churchyard	Removal of trees	List B issued
Lincoln College Library, Oxford	OXFORD	Grade I	2022-070105	List B	R&C	Works to make north doors operable	List B issued
Cheddington: St Giles	BUCKINGHAM	Grade II*	2022-070187	List B	Churchyard	Partially fell damaged chestnut	Awaiting Archdeacon
Enstone: St Kenelm	DORCHESTER	Grade II*	2022-070205	List B	Churchyard	Felling of dangerous Laburnum, crown reduction of adjacent laburnum by power cables.	Awaiting Archdeacon
Ilmer: St Peter	BUCKINGHAM	Grade II*	offline	Private Petition	Churchyard	Memorial outside regs - Farr	NOA issued
Hazlemere: Holy Trinity	BUCKINGHAM	Ungraded	2017-008702	Variation	Disposal of items	Disposal of lectern	Amended faculty issued
Wokingham: All Saints	BERKSHIRE	Grade II*	2018-021036	Variation	Development	Variation re drainage and North door glazing	Amended faculty issued
Tilehurst: St Mary Magdalen	BERKSHIRE	Ungraded	2019-034613	Variation	Development	Variation for matching new wall, door and loft extension	Registrar to issue faculty

Eton: St John the Evangelist	BUCKINGHAM	Grade II	2021-065329	Variation	Disposal of items	Additional silver item found	Amended faculty issued
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11. Completed projects feedback