

## Diocesan Advisory Committee for the Care of Churches

10.00am, Monday 10<sup>th</sup> November 2025, Christ Church, The Research Centre

### MINUTES

#### Welcome and Apologies

**Attendance:** Abigail Lloyd, The Revd David Tyler, Mr Alex Wenham, The Revd Preb Jane Haslam, Mrs Sarah Tattersall, Mr Bryan Martin, Mr Jon Avent, Professor John Missenden, Mr Mike Holmes, Mr James Mackintosh, Mrs Freya Morris, Dr Louise Durning, Dr Nicola Coldstream, The Revd Canon Dr Peter Groves, The Revd Prof Diarmaid Macculloch, The Revd Canon Prof William Whyte, Mr Peter Preston, Mr Lynn Mathias, Mr Julian Munby, Mr Dan Miles, The Venerable Jonathan Chaffey, Mr John Pritchard, The Revd Deiniol Heywood

**Diocesan staff:** Ms Liz Kitch, Ms Jennie Schillig, Mrs Sophie Hammond, Mrs Hannah Robertson, Mrs Emily Jackson, Ms Evie Foley, Mrs Debbie Perry, Mrs Hannah Mann

**Apologies received:** Dr Martin Bridge, Mrs Geraldine O'Farrell, Rachel Fletcher, The Revd Katie Tupling, Mr Philip Wharton, Mr Nick Wright, The Revd Canon Val Plumb, The Revd Canon Paul Cowan, Ms Charlotte Robinson, Mr Oliver Mitchell

**Observers: None**

1	<b>Minutes of meeting held on 8 September 2025</b>	Chair	Attached
2	<b>Declarations of interest</b> Peter Preston - Berton	Chair	
3	<b>Correspondence, policy and other matters for consideration</b> Summary of the team's activity since last meeting	LK	
4	<b>Applications submitted to DAC since the last agenda</b>	Chair	
5	<b>Casework - For discussion</b> <i>Harpden St Margaret - Replacement of existing extension</i>	EJ	
	<i>Shellingford St Faith - Installation of WC and Served</i>	JS	
	<i>Stanford-in-the-Vale St Denys - Reordering proposals including alterations to north porch</i>	SH	
	<i>Hinton Waldrist St Margaret - New facilities and heating</i>	OM	
	<i>Berton St James the Great - New Facilities</i>	EJ	
6	<b>Casework - For ratification of officer recommendation</b> <i>Aldworth St Mary the Virgin - Personal gargoyles</i>	SH	
	<i>Ipsden St Mary the Virgin - New facilities</i>	EJ	
7	<b>Pre - application and technical site visits to note</b>	Chair	
8	<b>List Bs and NOAs issued under subcommittee and delegated authority since last meeting</b>	Chair	

9	<b>Completed project feedback</b>		
	None		

#### Dates of future meetings:

- Monday 10<sup>th</sup> November 2025 Christ Church, Research Centre
- Monday 19<sup>th</sup> January 2026 Church House, Kidlington
- Monday 9<sup>th</sup> March 2026 Church House, Kidlington

3	<b>Correspondence, policy and other matters for consideration</b>
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#### Summary of Church Buildings Team activity since last meeting:

- Jennie, Oliver, Emily and Liz attended the DAC Annual Conference 16<sup>th</sup> – 18<sup>th</sup> September. This year the conference was hosted by the Diocese of Derby, at the Hayes Conference Centre. It provided valued time to catch up with colleagues from across the country and to hear what trends and issues they have been seeing over the last 12 months. Amongst the topics covered, the Dean of Arches, Morag Ellis KC, spoke on application of 'due regard' and Wendy Matthews, Head of Mission and Pastoral at the Church Commissioners, provided an update on the progress of the Mission and Pastoral Measure through the Revision Committee.
- Emily delivered training to the Churchwardens of Oxford and Dorchester in Abingdon.
- Jennie attended our regular catch-up meeting with the engagement team at the National Lottery Heritage Fund.
- Liz provided an overview of the work of the DAC and the Church Buildings Team to new clergy and staff at their induction to the diocese.
- Emily and Liz met with Andrew Hayes, Lay Ministry Enabler, to set out initial plans for developing church building and faculty training modules for parishes on the digital learning hub.
- Emily and Hannah attended a Heritage Crime Awareness conference which launched the new 'Heritage Watch' initiative across Wallingford. More information on heritage watch and crime prevention can be found here: [Preventing Heritage Crime | Historic England](#). Most existing schemes work on a larger scale, council or county-wide, rather than a single town as at Wallingford. It is hoped that there will be an expansion of such Heritage Watch schemes in the coming years.
- Sophie co-hosted a webinar on solar panels on the 22<sup>nd</sup> October with Hannah Mann from the environment team. A link to the recording will be available on the diocesan website in due course. Aidan Salter, treasurer of St Mary Magdalen in Woodstock, also shared his experiences of their recent solar installation project.

4	<b>Applications submitted/resubmitted to DAC since the last agenda</b>
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	List B (DAC)	List B (Arch)	Faculty DA	Faculty Minor	Faculty Major	Interim/ PP/ Variation	Early stage Enquiry	Resolving Provisos	Total
Aug 25	58	7	17	49	17	9	54	0	211
Sep 25	52	13	21	53	21	9	58	3	230

	Quinquennial Inspection Reports reviewed by Church Buildings Officers
Aug 25	2
Sep 25	0

5	Casework - For Discussion
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HARPSDEN: St Margaret			
Application Ref <a href="#">2025-117298</a>	Archdeaconry: Dorchester	Listing: <a href="#">Grade II</a>	EJ
Proposals:	Replacement of existing extension		
Project architect:	Rhian Woods, Purple Architects		
Statutory consultees:	SPAB, HBAP, The Victorian Society, Historic England, LPA (Not yet consulted)		
Site visit attendees:	Ms. Charlotte Robinson		
Date of visit:	7 <sup>th</sup> February 2024		
Subcommittee:	Ms. Charlotte Robinson, Mr Julian Munby FSA, The Revd Professor William Whyte, The Revd Deiniol Heywood.		
<b>Previous Minute: March 2024</b>			
<p>The parish is proposing to demolish an existing vestry/meeting room extension on the south side of the church and replace it with a much larger hall extension. The new facilities will provide two new toilets, one of which will be accessible, a larger kitchen, space for storage and flower arranging and a large hall space. This new extension will be sited on the site of the existing extension but will also extend further into the churchyard. The need was clearly expressed to the DAC delegation at the site visit but is not so clearly expressed in the statements. The significance of the south side of the church and its setting should be considered within the Statement of Significance.</p> <p>It was clear to the DAC that the parish need to do a spatial analysis and undertake community engagement before any further design work is undertaken. The existing building was built by the community, and it is essential that they are consulted before changes are made. The merits of the existing extension were discussed, and it was raised that the embodied carbon within the existing extension should be considered. The proposed hall is not actually much larger than the existing vestry space and the spatial audit will help identify exactly what the space requirements are, which in turn will inform the brief to the architect and assist with the future application to the local planning authority.</p> <p>The DAC ratified the site visit report subject to edits to be agreed by sub-committee. This encourages the parish to revisit the statements, spatial analysis and options appraisal and consult with the LPA before coming back to the DAC.</p>			
<b>November 2025 minute.</b>			
<p>The DAC heard that since the March 2024 site visit, the project team has evolved and the incumbent who was running the project has moved on, the parish remains in vacancy. The project is now being led by a very motivated lay leader at the church. The parish have made the decision to change the Architect for the scheme. Following the change of Architect, the new Architect has had to re-draw the proposals, which are mostly as per the original Architect’s plans. It is clear that the present team are extremely motivated to see this project through to completion. The donor is providing significant input and support to the parish on this scheme and the parish are ready to submit the planning application to the LPA.</p> <p>The parish have undertaken a significant amount of work since the DAC last reviewed the proposals and have procured professionally written statements of significance and need, undertaken community engagement, spatial analysis and an options appraisal. However, the information provided is brief and does not contain all the content that one might expect to be included for a project of this size. The parish have also undertaken early-stage consultation with the LPA, as per the previous DAC feedback.</p>			

The DAC heard that the existing building is so small that it is almost useless to the parish and they have now undertaken more work to justify the use of this larger extension which will be used by the parish and the wider community.

The DAC discussed the following aspects of the design in detail;

- The pale buff colour of the proposed brickwork – The DAC were of the view that brick and flint walling, in keeping with the local vernacular, would be a more appropriate material but this should not incorporate pre-made flint panels/blocks.
- The repetitive cross design within the brickwork and the cross within the window on the north elevation was viewed to be distracting and the parish should be asked to reconsider whether these are needed.
- The existing abutment between the vestry and doorway contains significant amounts of cement and the new extension will provide an opportunity to improve upon this and repair using a lime mortar.
- The pitch of the roof has been adjusted to allow the roofline to reflect that of the nave and this was supported by the DAC. It was discussed that the eaves on the proposed structure should be kept as low as possible.
- The DAC discussed the wrap-around canopy structure and discussed that it looks rather domestic in style and the parish should consider removing this from the scheme whilst retaining the paving materials.
- The proposal does not avoid all known burials and full details of the foundations will need to be provided alongside an archaeological watching brief. The scheme was viewed by some attendees as being out of scale with the church building.
- There appears to be a clash between the lobby door and the accessible WC door, The parish should be asked whether there is an opportunity to adapt this door arrangement to remove the clash. Potentially the flower cupboard could be slightly reduced in length to allow a pocket door to the disabled WC.

The DAC recommended in 2024 that the parish should get an Energy Audit; the DAC heard that this has not been done however the new building is being constructed with energy conservation in mind and in accordance with the advice given by the LPA.

The DAC resolved to delegate the scheme to a sub-committee for the agreement of detailed designs with the eventual agreement of a recommend NOA subject to the parish agreeing to remove the external canopy from the proposals and change the proposed brickwork to a more appropriate material. Should the parish wish to retain either of these elements of the scheme, a not object NOA would be issued.

The DAC agreed that the following items need to be agreed during the detailed design phase; this is not an exhaustive list and will be determined in full by the subcommittee:

- Discussion regarding the internal layout as above
- Detail of the cesspit drainage system
- Proposals for car parking provisions
- The removal of the covered external areas.
- Clarification of what items are stored in the coal shed and their significance
- Agreement of required method statements
- Detail of proposed finishes and mortar mixes. In particular, all external materials and the inclusion of the proposed decorative crosses.
- Agreement of archaeological watching brief
- Agreement of where displaced headstones will be moved to
- Design of the foundations
- Proposals for heating and other M&E systems.

#### **SHELLINGFORD: St Faith**

Application Ref <a href="#">2022-078133</a>	Archdeaconry: Dorchester	Listing: <a href="#">Grade I</a>	JS
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<b>Proposals:</b>	Replacement of existing vestry to provide WC facilities with servery at west end of nave
<b>Project architect:</b>	Sarah Mitchell-Dolby
<b>Statutory consultees:</b>	CBC, HE, SPAB, 20 <sup>th</sup> C Society, HBAP, LPA
<b>Site visit attendees:</b>	The Ven David Tyler, Mr John Radice, Mr Julian Munby, Dr Abigail Lloyd, Ms Sophie Hammond, Ms Jennie Schillig
<b>Subcommittee:</b>	The Ven David Tyler, Mr John Radice, Mr Julian Munby, Dr Nicola Coldstream
<b>Date of visit:</b>	6 October 2022

#### **Previous Minutes:**

##### **November 2022**

The DAC resolved to encourage the parish to continue to develop Options 1A and 5 from the feasibility in line with the advice given in the site visit report. The parish are proposing to break the project into two phases to allow basic facilities to be introduced while funds are raised for the larger project. The first phase would introduce a servery and storage at the west end of the nave with a WC in the churchyard. This would be followed by a second phase which would see replacement of the 20<sup>th</sup> C vestry extension with a larger extension housing a vestry, WC, plant room and storage.

##### **September 2024**

The parish have continued to develop proposals for replacing the 20<sup>th</sup> C vestry extension with a larger vestry incorporating a Vestry, WC, storage and plant room in the hope of carrying out the full project in one phase. A positive pre-application response to three initial design proposals has been received from Vale of White Horse District Council.

The DAC discussed the following three options:

1. Option 2A is for an extension clad with horizontal boarded north and south elevations above a stone plinth under a shallow pitched slate roof. The gable ends would be stone clad with stone copings. The vestry window would be reused in the east elevation of the new vestry.
2. Option 3A, the parish's preferred option, is for an extension with vertical timber cladding above a stone plinth under a flat standing seam sheet metal roof. An inset seat would be incorporated in the north elevation of the new vestry. Tall narrow windows are included in the east, north and west elevations to provide natural daylight to the interior spaces.
3. Option 4A is similar to option 3A but with rendered elevations above the stone plinth. The fenestration is different with a window of three narrow lights to the east elevation and one of two narrow lights to the north elevation.

All options connect the new extension to the north door of the nave via a short glazed link with a flat glazed roof with a door at the west end. The glazing is intended to provide better access to views of the Romanesque north door surround both inside and outside the link.

The DAC commented that either a pitched or flat roof version approach could be valid and that it is the detail of the design which would determine whether a modern extension could work in the context of the highly significant C12 church. The new extension should respond to and compliment the rectilinear proportions of the host building. The committee acknowledged that a pitched roof had advantages in terms of maintenance, however, the pitch shown in Option 2A does not reference the pitch of the roofs of the host building and is therefore at odds with it. The committee suggested that if a pitch roof is proposed it should either be steeper or shallower and set behind a parapet with stronger architectural detailing. The committee also commented that the proposed design for the flat roofs to Options 3A and 4A could be more definite and less apologetic. In respect of the glazed link, the committee wondered whether a solid roof would be preferable and easier to maintain than the proposed glazed link.

In respect of the proposed fenestration, the DAC preferred the tall narrow windows of Option 3A to the wider windows shown in Option 4A. The committee advised that overly large, blocky windows should be avoided. The committee preferred either a rendered or vertical boarded finish for the extension. The church is built of stone which has withstood the test of time for centuries. This should be carefully considered in the choice of external cladding materials for the new extension. While timber is considered an acceptable option, the parish should satisfy themselves that the timber chosen will be robust and weather well.

**November 2025 minute:**

The parish have continued to work on the project and have obtained planning consent for both the extension and the temporary WC. Although the committee's advice in September 2024 was somewhat vague reflecting the contrasting views voiced during the discussion, the parish have continued to work through this advice further developing option 3A with a low-pitched roof behind a parapet and external walls clad with vertical boarding. The proposals retain a fully glazed link between the new extension and the nave rather than a solid roof as suggested.

The simple modern extension a valid design approach which has been accepted by the local planning authority and, being located on the north side of the church, will not draw attention to itself. The proposed footprint is the minimum required to provide the necessary facilities and will take the place of an existing 20th C vestry. The glazed link will provide greater protection to and visibility of the Romanesque north door than the current vestry. The height of the extension appears to correspond to the first stage of the west tower while the narrow vertical windows respond to the verticality of the nave. The timber cladding clearly distinguishes the modern intervention from the historic church. Further details of the design of the servery and storage in the nave are needed but the DAC has accepted that this is an appropriate location for these.

The proposed temporary WC has been relocated adjacent to the footpath on the south side of the church as recommended in November 2022.

**The DAC resolved to delegate resolution of details to the subcommittee following which a Recommend Notification of Advice should be issued.**

**STANFORD IN THE VALE: St Denys**

<a href="#">2023-083008</a>	Archdeacons: Dorchester	<a href="#">Grade I Listed</a>	SH
<b>Proposals:</b>	Proposed internal reordering (largely as per 2014 proposals) including: provision of WCs and servery, accessibility works in north porch, provision of creche area, relocation of font, provision of new stairs to tower ringing chamber.		
<b>Project architect:</b>	JBKS Architects		
<b>Statutory consultees:</b>	Historic England, CBC, SPAB, The Victorian Society, LPA		
<b>Site visit attendees:</b>	Mr Bryan Martin, Mr Julian Munby, Mr Nick Wright, The Ven David Tyler		
<b>Date of visit:</b>	07.02.2024		

**November 2025 minute:**

The DAC welcomed the PCC's agreement to retain the Georgian door of the north porch. That said, because it is now proposed to keep the font in situ with new storage behind it for furniture and tables, the DAC was concerned that the proximity of the proposed storage to the highly significant, delicate timber font could be problematic. The committee therefore queried whether the tables could be stored elsewhere to prevent potential damage to the font. If it isn't possible to store the tables anywhere else, it may be preferable to move the font slightly so that it is still compliant with Canon F1, i.e. as close to the principal entrance as practicable, but slightly further away from the storage. It could, for example, be centred on the west window of the north aisle, or on the arcade with the nave.

The DAC expressed remaining concerns relating to 1) the detailed design for the grading down of the porch floor in relation to the bases of the c.1200 reset door arch, and 2) the style and design of the servery units.

Concerning the north porch, the committee architects pointed out that the plan and section drawings as existing and as proposed are not of sufficient detail or accuracy as to provide the necessary assurance that the bases of the c.1200 moulded door arch will not be harmed, and how exactly they will be worked around. For example, neither the plans nor the sections faithfully represent the column bases of the door arch at floor level as they are actually. While the DAC architects believe it will be possible to achieve the grading proposed without causing harm to the bases of the arch, it was considered that fully accurate and detailed as existing and as proposed

plans and section drawings will be needed before the committee can agree to this aspect. A query was also expressed as to whether the lack of landing before the inner door would be Part M-compliant, as this will need to be checked.

It was commented that the storm drain would need regular, thorough maintenance to prevent flooding to the porch during heavy rain. Lastly, the DAC Archaeologist advised that digging in the porch need not be problematic, but would need to be carried out carefully and with proper archaeological oversight.

The principle of a servery in the location proposed has already been agreed, and the servery design has been changed from a gloss handleless finish to run of a Howdens shaker style oak units, with a bespoke timber panelled cover. The DAC expressed concerns that by incorporating units of different widths, including drawers and "laid on" doors, all of which make a servery look rather domestic. It was considered that given this servery will be in a visually prominent position in a Grade I listed church, the units should be redesigned with:

- solid wood "in frame" fronts rather than "laid on" doors
- drawer units concealed behind doors to achieve a unified appearance
- symmetrical widths

The other significant issue was that the covers proposed, which, while bespoke joinery items in oak, did not match the units at all in terms of panel widths. It was considered that the covers and the units would need to be designed in unison and feature the same dimensions for panels as well as the same timber and finish, as it is crucial that such a prominent installation is of a quality befitting a Grade I listed church. The case is to return to the full DAC for consideration of the further details/revisions awaited.

#### HINTON WALDRIST: St Margaret

Application Ref <a href="#">2021-066113</a>	Archdeaconry: Dorchester	Listing: <a href="#">Grade II*</a>	OM
<b>Proposals:</b>	New facilities and heating		
<b>Project architect:</b>	Christian Randall		
<b>Statutory consultees:</b>	LPA, CBC, HE, VS, SPAB		
<b>Site visit attendees:</b>	Jane Haslam, Oliver Mitchell, Julian Munby, Charlotte Robinson, Nick Wright		
<b>Subcommittee:</b>	Peter Groves, Jane Haslam, Julian Munby, Geraldine O'Farrell, Charlotte Robinson, Kt Tupling, Nick Wright		
<b>Date of visit:</b>	5 June 2025		

#### Previous Minutes: November 2021

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.

#### September 2025

The DAC resolved to continue to support the PCC to develop these proposals with the font retained 'as near to the principal entrance as conveniently may be' in accordance with Canon F1.

#### November 2025 minute:

The Committee considered the parish's proposal to relocate the font to Position C as shown on the architect's drawings. After reviewing the theological and practical reasoning provided, the Committee **resolved not to support** the relocation to Position C on the basis of the current information.

The Committee noted:

- Canon F1 requires the font to be near the principal entrance.
- The parish has not demonstrated that accessibility and liturgical needs cannot be met by Position B, which retains proximity to the entrance.



- Reference was made to *Re St Mary Almeley [2024] ECC Her 1*, where a faculty was refused due to lack of exceptional reasons for moving a font.
- Assertions regarding Position C's accessibility lack supporting evidence.

The Committee acknowledged pastoral concerns around visibility, space for family gatherings, and safe conduct of baptisms, but these must be balanced against theological symbolism, legal requirements, and minimal intervention in historic fabric. The Committee does not consider Equality Act requirements and Canon Law to be in conflict, as accessibility appears achievable at Position B.

The DAC remains open to reconsidering Position C if further evidence is provided that equivalent accessibility and safety cannot be achieved at Positions A or B. If the parish wishes to proceed without further evidence, the DAC will issue a **'Not recommend' Notification of Advice'** for this element and create a separate faculty application.

#### BIERTON: St James the Great

Application Ref <a href="#">2025-114735</a>	Archdeaconry: Buckingham	Listing: <a href="#">Grade I</a>	EJ
<b>Proposals:</b>	Enclosure of north transept		
<b>Project architect:</b>	Peter Preston, Wollaston Rose Architects		
<b>Statutory consultees:</b>	SPAB, HBAP, CBC, HE, Vic Soc. LPA (Not yet consulted)		
<b>Site visit attendees:</b>	Mr James Mackintosh, The Revd Deiniol Heywood		
<b>Subcommittee:</b>	Mr James Mackintosh, The Revd Deiniol Heywood, Mr Julian Munby		
<b>Date of visit:</b>	2 <sup>nd</sup> September 2025		

**Previous Minute: N/A**

#### November 2025 Minute:

The DAC heard that Bierton St James the Great is a highly significant, Grade I listed building and is thought to be one the most complete 14th Century churches in the diocese. The parish have been looking at ways to provide a smaller, independently heated space for the delivery of Sunday school and other activities for some time. At present there is no meeting room or vestry within the church. The congregation here want to be part of the ever-growing community, and the church physically sits in the centre of the village.

The site visit attendees spoke of their observations on site, commenting that options appraisal was comprehensive and that the parish's preferred proposal works best in the context of the church. Furthermore, it was discussed that this is a good and achievable step to deliver the much-needed meeting space. The proposed interventions in this application will be the first step towards delivering the ambitions in the long-term masterplan and, whilst not forming part of the current application, the eventual proposal to improve the south transept was viewed by the sub-committee as positive. The parish's commitment to this project and their focus on making this happen was commended.

The DAC heard that the parish are to be asked to include the following information alongside their next submission.

- Statements of need and significance updated as required by the developed scheme.
- A conservation report on the floor tiles to allow better understanding of the impact of the proposals.
- A conservation report assessing the likelihood of wall paintings and the impact of the proposed interventions on the walls if required.
- Detailed proposals for the new aisle door and transept screen which show how the new materials will interact with the historic floor finishes, Totternhoe clunch columns and walls.
- Details of any proposed changes to the floor finishes.
- Proposals for heating the north transept.
- Storage proposals for within the new space.

Concerns were raised regarding the future of the Jacobean altar in the church, and the DAC were informed that a separate application has been submitted for the removal of the altar, altar rails and raised plinth from the north



transept alongside the Jacobean altar and other items. This will be processed in due course with an appropriate sub-committee.

The DAC agreed to support the principle of the parish's preferred option as shown in the conclusion of the options appraisal. The DAC ratified the draft feedback produced by the Church Building Officer which encourages the parish to continue to develop the proposals in line with the conclusion of the options appraisal.

## 6 Casework - For Ratification

### ALDWORTH: St Mary the Virgin

Application Ref <a href="#">2025-116288</a>	Archdeaconry: Berkshire	Listing: <a href="#">Grade I</a>	SH
<b>Proposals:</b>	Replacement of headstop to external south aisle window hood mould with carved head commemorating late pub landlord		
<b>Project architect:</b>	N/A		
<b>Statutory consultees:</b>	N/A		
<b>Site visit attendees:</b>	N/A		
<b>Subcommittee:</b>	Revd Canon Paul Cowan, Mr Alex Wenham		
<b>Date of visit:</b>	N/A		

#### November 2025 minute:

The DAC agreed to recommend the proposed replacement label stop commemorating the late local resident and publican, Ian Macaulay, subject to local consultation taking place within the community, and a photographic record of the deteriorated label stop being made prior to replacement.

### IPSDEN: St Mary the Virgin

Application Ref <a href="#">2025-117555</a>	Archdeaconry: Dorchester	Listing: <a href="#">Grade II*</a>	EJ
<b>Proposals:</b>	Sink counter and lighting upgrades		
<b>Project architect:</b>	Christian Randall, Conservation Architect		
<b>Statutory consultees:</b>	CBC, Historic England, SPAB, HBAP, Victorian Society, LPA		
<b>Subcommittee:</b>	The Archdeacon of Dorchester, Mr Bryan Martin, Mrs Geraldine O'Farrell, Dr Lizzie Woolley, Mr Julian Munby, Dr Nicola Coldstream. (Mr John Radice to replace Mr Bryan Martin going forward)		
<b>Date of visit:</b>	27 <sup>th</sup> October 2025		
<b>Site visit attendees:</b>	The Archdeacon of Dorchester, Mr Julian Munby, Dr Nicola Coldstream, Mr John Radice		

#### November 2025 minute:

The DAC heard that in 2019, a new WC was installed at the west end of the church. These works also included bringing in a water supply and drainage to the west end, relocation of the font and adaptations to the gallery. In 2021, two moveable servery units were installed with the Chancellor's permission under list A, these are located within the cleared space of the north transept. The parish now wishes to add a new counter incorporating a sink within the transept, the parish propose to design this to match the moveable units as far as possible.

Today the north transept is used as a flexible use space. At present there is no running water to this area of the church. The CBO explained the options which have been considered by the parish and why this is their preferred solution. The committee were informed that the previously planned DAC visit has now taken place with the site visit attendees being as per the issued agenda.

This application also includes proposals for the provision of new infrared heating and upgrades of the lighting systems. We are still awaiting further details of these proposals. However, the sub-committee will be recommending that the parish look to implement options 2 or 3, to approach a fee-based lighting consultant or a company who can design and install a suitable solution free from allegiance to a manufacturer, for the lighting rather than their presently preferred solution which is option 1.

The DAC discussed how it was imperative that the parish address the issues effecting the plastered walls prior to these works commencing, the CBO confirmed that the parish have a separate petition in progress for repairs, including replastering.

It was agreed that more information is required in the statement of significance which currently provides a history of the church but does not adequately assess the impact of the proposals. This is to be requested within the feedback.

The DAC considered the lack of hot water provision in the presently proposed scheme and agreed that the parish should be encouraged to reconsider this.

The committee agreed to delegate this scheme to a subcommittee for the detailed design of the works. If there are any significant changes to the proposals this scheme will need to come back to a full meeting of the DAC.

7	Site visits undertaken (20.08.25 - 27.10.25)			
Cogges St Mary	Offline	Visit to discuss works following QI	Mrs Sophie Hammond	20.08.25
Garsington St Mary	<a href="#">Application 2024-098652 - Online Faculty System</a>	Visit to discuss finished repairs to porch	Ms Jennie Schillig Mr Oliver Mitchell The Venerable David Tyler	26.08.25
Bierton St James the Great	<a href="#">Application 2025-114735 - Online Faculty System</a>	Glass partition in north transept	Mrs Emily Jackson Mr James Mackintosh The Revd Deiniol Heywood	02.09.25
Shottesbrook St John the Baptist	Offline	Organ works	Mrs Sophie Hammond Mr Barry Williams Mr Philip Wharton	04.09.25
Hook Norton St Peter	<a href="#">Application 2025-118832 - Online Faculty System</a>	North aisle west wall repairs	Mr Oliver Mitchell	09.09.25
Blewbury St Michael and All Angels	Offline	Reordering	Mr Oliver Mitchell	12.09.25
Easthampstead St Michael and St Mary Magdalene	Offline	Refurbishment of organ	Mr Oliver Mitchell Mr Philip Wharton	12.09.25
High Wycombe St Mary and St George	<a href="#">Application 2025-115507 - Online Faculty System</a>	Accessible WC	Ms Jennie Schillig Mr John Radice	12.09.25
Sunningdale Holy Trinity	<a href="#">Application 2023-081959 - Online Faculty System</a>	Reordering	Mrs Sophie Hammond Ms Jennie Schillig Mrs Geraldine O'Farrell Mr John Pritchard	15.09.25

Stockcross St John	<a href="#">Application 2025-118434 - Online Faculty System</a>	Under pew heating	Mr Oliver Mitchell	19.09.25
Longworth St Mary	<a href="#">Application 2016-002600 - Online Faculty System</a>	Satisfy condition of NOA	Mrs Hannah Robertson Mr James Mackintosh	23.09.25
Upton St Lawrence	<a href="#">Application 2024-099355 - Online Faculty System</a>	Cabling routes	Mrs Jennie Schillig	29.09.25
Shorthampton All Saints	Offline	Removal of plaster	Mrs Emily Jackson	29.09.25
Chenies St Michael	Offline	Reordering	Mr Oliver Mitchell	07.10.25
Theale Holy Trinity	<a href="#">Application 2022-078169 - Online Faculty System</a>	Reordering	Ms Liz Kitch Ms Jennie Schillig The Revd Canon Paul Cowan Dr Dan Miles The Revd Katie Tupling Mr Julian Munby Mr Mike Holmes Prof John Missenden	14.10.25
Woodcote St Leonard	Offline	WC	Mr Oliver Mitchell The Revd Preb Jane Haslam The Revd Katie Tupling Mr John Pritchard	20.10.25
Banbury St Paul	<a href="#">Application 2021-064459 - Online Faculty System</a>	Reordering and redevelopment	Ms Jennie Schillig The Venerable David Tyler Mr James Mackintosh Mr Mike Holmes	22.10.25
Wendover St Mary	<a href="#">Application 2025-115362 - Online Faculty System</a>	Sound attenuation works	Ms Jennie Schillig Mr Peter Preston Mr John Pritchard	23.10.25
Cowley St Mary and St John	<a href="#">Application 2025-117544 - Online Faculty System</a>	Installation of radiant heating	Ms Jennie Schillig	24.10.25
Ipsden St Mary the Virgin	<a href="#">Application 2025-117555 - Online Faculty System</a>	Oak counter with sink, lighting and heating improvements.	Mrs Emily Jackson The Venerable David Tyler Mr Julian Munby Mr John Radice Dr Nicola Coldstream	27.10.25

8	<b>List Bs and NOAs issued under subcommittee and delegated authority since last meeting</b>
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Parish	Archdeaconry	Listing	Ref	App type	Case type	Works	Status
Walton: Holy Trinity	BUCKINGHAM	Ungraded	2025-107680	Faculty - DA	Disposal of items	New communion table and disposal of existing table	NOA issued

Goring: St Thomas of Canterbury	DORCHESTER	Grade I	2025-108743	Faculty - DA	Churchyard	Convert external footpath lamps to LED and run new underground cable to rationalise electrical feed.	Registrar to issue faculty
Easthampstead: St Michael & St Mary Magdalene	BERKSHIRE	Grade II	2025-110939	Faculty - DA	Churchyard	Removal of railings deemed to be in dangerous condition.	Petition submitted to Dio Reg
The Lee: Old Church	BUCKINGHAM	Grade I	2024-093364	Faculty - DA	R&C	Alterations to West door	NOA issued
Denham: St Mary the Virgin	BUCKINGHAM	Grade I	2025-111658	Faculty - DA	R&C	External stonework repairs and repointing to the south elevation, north west buttress, west door and stone crosses on the chancel and nave roofs. Works to be undertaken in accordance with the schedule of works prepared by Evans & Crawley Building Surveyors, dated June 2024.	NOA issued with provisos
Denham: St Mary the Virgin	BUCKINGHAM	Grade I	2025-111657	Faculty - DA	R&C	Removal of damp affected render on the lower internal walls of the tower and north aisle, and subsequent drying of walls for a 18 month period prior to rendering. Works to be undertaken in accordance with the schedule of works prepared by Evans & Crawley Building Surveyors, dated February 2025.	NOA issued with provisos
Basildon: St Stephen	BERKSHIRE	Ungraded	2023-086178	Faculty - DA	R&C	Repair to rainwater goods and minor repairs	NOA issued
Shiplake: St Peter & St Paul	DORCHESTER	Grade II*	2025-116963	Faculty - DA	H&S improvements	New handrail to steps leading to subterranean boiler house	Petition submitted to Dio Reg
Hanslope: St James the Great	BUCKINGHAM	Grade I	2025-116372	Faculty - DA	Churchyard	Erect secure shed in churchyard	Petition submitted to Dio Reg
Easthampstead: St Michael & St Mary Magdalene	BERKSHIRE	Grade II	2025-117866	Faculty - DA	Churchyard	Installation of gates	Petition submitted to Dio Reg

Wooburn: St Paul	BUCKINGHAM	Grade II*	2025-111608	Faculty - Major	Seating	Removal of nave pews by Architect William Butterfield (1814 - 1900) and introduction of 150 'Icon 40' chairs by ICS Church Furnishers	NOA issued
Watlington: St Leonard	DORCHESTER	Grade II*	2023-092892	Faculty - Major	Reordering	New storage in base of tower and replacement of doors	NOA issued
Stoke Talmage: St Mary Magdalen *2021 Nesting Swifts	DORCHESTER	Grade II	2025-110001	Faculty - Major	New facilities	Kitchen and toilet facilities	Registrar to issue faculty
Great Haseley: St Peter	DORCHESTER	Grade I	2025-111145	Faculty - Major	OBC	Remove existing electronic organ and install refurbished pipe organ	Faculty issued
Tattenhoe: St Giles	BUCKINGHAM	Grade II* + SAM	2024-106738	Faculty - Minor	R&C	Emergency dismantling and rebuilding of bellcote and replacement of ridge beam, both found to be compromised by beetle infestation	NOA issued
			Offline	Faculty - Minor	Churchyard	Works in closed churchyard - Littlemore Hospital	NOA issued with provisos
North Aston: St Mary the Virgin	DORCHESTER	Grade II*	2024-105427	Faculty - Minor	H&S improvements	Disabled access to churchyard	NOA issued with provisos
Tyler's Hill: St George	BUCKINGHAM	Ungraded	2025-109072	Faculty - Minor	Heating	Replacement of heating system	Registrar to issue faculty
Chavey Down: St Martin	BERKSHIRE	Ungraded	2025-110293	Faculty - Minor	Liturgical	Memorial Panel to Mrs Mary Knight	Petition submitted to Dio Reg
Cumnor: St Michael	DORCHESTER	Grade I	2025-109883	Faculty - Minor	Heating	Boiler replacement	Petition submitted to Dio Reg
Denham: St Mary the Virgin	BUCKINGHAM	Grade I	2025-111659	Faculty - Minor	R&C	Removal of cement pointing up to a height of 2 metres from the external walls of the tower and chancel, and subsequent drying of external walls for a 18 month period prior to repointing. Works to be undertaken in accordance with the schedule of works prepared by Evans & Crawley Building Surveyors, dated February 2025.	NOA issued with provisos

Stokenchurch: St Peter & St Paul	BUCKINGHAM	Grade II*	2025-114623	Faculty - Minor	OBC	New Ellacombe chime	NOA issued with provisos
Boyne Hill: All Saints	BERKSHIRE	Grade I	2025-116533	Faculty - Minor	R&C	Replacement of chancel cross, removal of stone chimney pot and associated repointing works	NOA issued with provisos
Brimpton: St Peter	BERKSHIRE	Grade II	2025-118286	Faculty - Minor	Churchyard	repair of boundary wall	Registrar to issue faculty
Cowley: St Mary & St John	OXFORD	Grade II	2025-117544	Faculty - Minor	Heating	Installation of radiant heating	Petition submitted to Dio Reg
Shorthampton: All Saints	DORCHESTER	Grade II*	2025-117112	Faculty - Minor	OBC	Removal of reed organ	Faculty issued
Penn: Holy Trinity	BUCKINGHAM	Grade I	2025-117166	Faculty - Minor	OBC	Refurbishment of bells	NOA issued
Cogges: St Mary	DORCHESTER	Grade I + SAM	2025-118146	Faculty - Minor	Heating	Oil boiler replacement	Faculty issued
Reading: St Mark	BERKSHIRE	Grade II	2025-118464	Faculty - Minor	Liturgical	Renewal of license for Orthodox Greek and Serbian use	Faculty issued
Wingrave w Rowsham: St Peter & St Paul	BUCKINGHAM	Grade II*	2025-117725	Interim	R&C	Conservation of Tower Arch	Interim faculty issued
New Marston: St Michael & All Angels	OXFORD	Ungraded	Offline	Interim	R&C	Internal scaffolding relating to faculty application 2025-109458	Awaiting Diocesan Registry
Little Tew: St John the Evangelist	DORCHESTER	Grade II	Offline	Interim	Churchyard	Investigation to see if water pipe exists along proposed new mains water route	Interim faculty issued
Ashley Green: St John the Evangelist	BUCKINGHAM	Grade II*	2024-100055	List B	R&C	Reroofing south elevation of nave and chancel	List B issued
Hambleden: St Mary the Virgin	BUCKINGHAM	Grade II*	2025-114313	List B	R&C	Roofing works	List B issued
New Bradwell: St James	BUCKINGHAM	Grade II*	2025-114345	List B	M&E	Installation of PTZ camera	List B issued
Henley-on-Thames: St Mary the Virgin MAJOR PARISH CHURCH	DORCHESTER	Grade II*	2025-116130	List B	Churchyard	Boundary wall repairs	List B issued
Leafield: St Michael & All Angels	DORCHESTER	Grade II*	2025-114609	List B	Heating	Under pew heaters	List B issued
Challow: St Nicholas	DORCHESTER	Grade II*	2025-115664	List B	R&C	Repair works to plaster	Awaiting Archdeacon

Ducklington : St Bartholomew	DORCHESTER	Grade I	2025-117745	List B	R&C	Repairs to North Porch east wall internally	List B issued
Downley: St James the Great	BUCKINGHAM	Ungraded	2025-115712	List B	R&C	Addition of roof and cavity wall insulation in a church which is not a listed building	List B issued
Oxford: St Thomas the Martyr HAR	OXFORD	Grade II	2025-116489	List B	Churchyard	Repair boundary wall and railings	List B issued
Wigginton: St Giles	DORCHESTER	Grade I	2025-116554	List B	R&C	Patching of fatigue cracks in lead on south aisle roof and overcloak protruding nails on south aisle roof	List B issued
The Lee: Old Church	BUCKINGHAM	Grade I	2025-115423	List B	Churchyard	Repairs to boundary walls	List B issued
Grendon Underwood: St Leonard	BUCKINGHAM	Grade II*	2025-116497	List B	M&E	Installation of mobile network receiver and internal wifi router in church	List B issued
Milton: St Blaise	DORCHESTER	Grade II*	2025-116777	List B	R&C	Stonework repairs to west window	List B issued
Cowley: St Mary & St John	OXFORD	Grade II	2025-117030	List B	R&C	Repaint walls of toilet facilities and St John's Chapel	List B issued
Burford: St John the Baptist	DORCHESTER	Grade I	2025-117072	List B	R&C	Removal and replacement of statue over west door	Awaiting Archdeacon
Shabbington: St Mary Magdalene	BUCKINGHAM	Grade II*	2025-117297	List B	Churchyard	Replace broken lights in churchyard	List B issued
Great Haseley: St Peter	DORCHESTER	Grade I	2025-117421	List B	R&C	Repair of tracery of west window	List B issued
Spelsbury: All Saints	DORCHESTER	Grade II*	2025-119555	List B	R&C	Leak following roofing work October 2022	List B issued
Great Missenden: St Peter & St Paul	BUCKINGHAM	Grade I	2025-117913	List B	R&C	Re-render internally and attend to clunch stonework on aisle roof	List B issued
Caversham: St Peter	BERKSHIRE	Grade II*	2025-118340	List B	R&C	roof tile repair and snow guard	List B issued
Emberton: All Saints	BUCKINGHAM	Grade II*	2025-117767	List B	Churchyard	Prune Churchyard Holly tree to clear building by 1 metre	List B issued
Kidmore End: St John the Baptist	DORCHESTER	Grade II	2025-118371	List B	R&C	Replacement of failed cement capping to bellcote wall with Bath stone coping	List B issued
Charlbury: St Mary the Virgin	DORCHESTER	Grade I	2025-117784	List B	Disposal of items	Removal of broken gas boiler	List B issued
Fringford: St Michael	DORCHESTER	Grade II	2025-117751	List B	R&C	Repairs to clerestory windows	List B issued



Hook Norton: St Peter	DORCHESTER	Grade I	2025-118832	List B	R&C	North Aisle - West Wall repairs	List B issued
Cowley: St Mary & St John	OXFORD	Grade II	2025-118657	List B	Churchyard	To remove the seating area in the churchyard on Leopold Street only	List B issued
Frieth: St John the Baptist	BUCKINGHAM	Grade II	2025-117947	List B	R&C	Replacement of missing roof tiles with matching clay tiles, pointing of roof ridge with lime mortar and pruning of yew trees.	List B issued
Oxford: St Giles	OXFORD	Grade I	2025-119152	List B	AV	Speakers for temp electronic organ	List B issued
Ipsden: St Mary the Virgin	DORCHESTER	Grade II*	2025-118833	List B	R&C	Masonry Repair to Internal Doorway Head Stone	Awaiting Archdeacon
East Hendred: St Augustine of Canterbury	DORCHESTER	Grade II*	2025-118840	List B	OBC	Relocate tenor bell bearing	List B issued
Wavendon w Walton: Assumption of the Blessed Virgin Mary	BUCKINGHAM	Grade II*	2025-118918	List B	R&C	Repaint gutters and down pipe to same colour after removal of rust and decay.	List B issued
Cowley: St Mary & St John	OXFORD	Grade II	2025-119119	List B	R&C	Broken coloured glass	List B issued
Stoke Hammond: St Luke	BUCKINGHAM	Grade II*	2025-119390	List B	Churchyard	Digging works to access meter	List B issued
Tilehurst: St Mary Magdalen	BERKSHIRE	Ungraded	2025-119384	List B	R&C	Replacement of the Lady chapel roof with reclaimed tiles in accordance with the quotation by JPA Roofing and Leadwork Ltd.	List B issued
Cowley: St Mary & St John	OXFORD	Grade II	2025-119906	List B	Churchyard	Installation of solar powered PIR lighting on top of storage container	List B issued
Westcote Barton: St Edward the Confessor	DORCHESTER	Grade II*	2025-118676	List B - Archdeacon	Churchyard	To make trees safe according to the tree survey attached. - health and safety risk	List B issued
Long Crendon: St Mary the Virgin	BUCKINGHAM	Grade I	2025-118452	List B - Archdeacon	Churchyard	Pollard 15 trees	List B issued
Warfield: St Michael the Archangel	BERKSHIRE	Grade II*	2025-119354	List B - Archdeacon	Churchyard	Plant olive tree	Awaiting Archdeacon
Bucknell: St Peter *2021 Nesting Swifts	DORCHESTER	Grade I	2025-119443	List B - Archdeacon	Churchyard	Felling of dead cherry tree	List B issued

Thame: St Mary the Virgin	DORCHESTER	Grade I	2025-118841	List B - Archdeacon	Churchyard	Installation of bench	List B issued
Claydon: St James the Great	DORCHESTER	Grade II*	2025-119535	List B - Archdeacon	Churchyard	Installation of replacement noticeboard	Awaiting Archdeacon
Turville: St Mary	BUCKINGHAM	Grade II*	2025-120112	List B - Archdeacon	R&C	New mortice lock to vestry door	List B issued
Hughenden: St Michael	BUCKINGHAM	Grade II*	2025-120300	List B - Archdeacon	Churchyard	place a Rotted wooden bench in the Churchyard with a new 6 ft Teak one	List B issued
Padbury: St Mary the Virgin	BUCKINGHAM	Grade II*	2025-120329	List B - Archdeacon	Churchyard	Placement of a new FSC wooden bench in the churchyard	List B issued
Dinton: St Peter & St Paul	BUCKINGHAM	Grade I	offline	Private Petition	Churchyard	Neighbouring works requiring scaffolding in churchyard	Petition submitted to Dio Reg
Eastbury: St James The Greater	BERKSHIRE	Grade II	2024-104439 (variation)	Variation	Churchyard	Variation to allow for removal of clean, solid, natural chalk from excavations for soakaway	Awaiting Diocesan Registry
Oxford: St Michael at the North Gate	OXFORD	Grade I	2024-103213	Variation	R&C	Additional works to replace rusted sections of tower weathervane	Awaiting Diocesan Registry
Aylesbury: St Mary the Virgin MAJOR PARISH CHURCH	BUCKINGHAM	Grade I	2023-091521	Variation	Churchyard	variation for additional repairs to wall and extension of time	Amended faculty issued
Crowmarsh Gifford: St Mary Magdalene	DORCHESTER	Grade I	2022-073040	Variation	New facilities	Installation of WC and servery	Amended faculty issued

9	Completed Projects feedback
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None