

**DIOCESE OF SALISBURY**  
**ADVISORY COMMITTEE FOR THE CARE OF CHURCHES**

**Minutes of the DAC meeting on Friday 21<sup>st</sup> June 2019**

**Prayers** the Archdeacon of Sherborne led the prayers

**Present** – the Very Revd J Seaford (chairman), the Archdeacons of Sherborne, Dorset, Wilts, Sarum, the Revd Curtis, O Learmont, A Wood, Mrs J Channer, Mr M Chantrey, Mr M Drury, Mr M Howarth, Mr C Romain, Mrs J Sage, Mr S Wallis, Mr Bob Purnell,

**APOLOGIES** – Bishop of Ramsbury, Tom Clammer, Stephen Ponder, Mr John Turnbull, Mr Phillip Wiltshire, Mr S Clare, Dr R Godfrey, Mr D Halls, A, Ziminski, R Martin, Brian Whitehorn, Ed Cudlip

**CHAIRMAN'S NOTES** – Les Player has tendered his resignation from the DAC committee due to ill health. Archdeacon Alan to look into replacement.

**MINUTES AND GENERAL MATTERS ARISING** - Minutes were not approved from May's meeting for technique issues. Amendments sought by Archdeacon of Dorset for Kingston Lacy. Minute should note that Archdeacon to seek clarification of the concerns outside the meeting and only if there had not been consultation with the CBC and heritage societies over the new plan would they be required to re-consult.

Applicants were notified of DAC decision following the meeting in May.

**CORRESPONDENCE AND SECRETARY'S NOTES** – Salisbury DAC will be accepting online faculty applications from September 2019. Members are requested to register as soon as possible to receive updates. Casework will no longer be copied and posted out to DAC consultees after July's meeting if received electronically. Office to make contact with other DAC offices to understand and implement how online faculties are processed and recorded. Office to feedback new procedures and processes at next DAC meeting. The office has received some unpleasant calls from frustrated applicants which will not be tolerated. Office can organise a refresher training day in August for members in using the online faculty system if helpful.

**NOTIFICATION OF ADVICE APPLICATIONS – *Commended for Approval p.2***

**ANY OTHER BUSINESS** – Archdeacon of Wiltshire suggested a meeting August to help clear the backlog and provide training on the new online faculty system for Members if needed. Suggested date Friday 9<sup>th</sup> or 16<sup>th</sup> August 2019. SB to check room available and confirm at July meeting.

M Howarth brought to the attention of the committee the new book entitled '100 churches, 100 years. Published by the 20<sup>th</sup> century society. Apologies for the next meeting Revd Birdseye

**NOTIFICATIONS OF ADVICE - COMMENDED FOR APPROVAL**

**Sherborne Archdeaconry**

**019/1 LYDLINCH St Thomas a Beckett**

**Listing: Grade II\***

**Inspecting Architect:**

**remove and replace aisle carpet**

Conflict of interest from Marcus Chantrey. Carpet sample submitted has a latex non breathable backing which can cause flagstones beneath to decay. A non-woven backing would have been recommended if informal advice sought.

Members could not recommend the carpet as proposed and suggested that the carpet be replaced with one with a non-woven backing. It was also recommended that the current carpet be monitored to ensure the flagstone floor is not being damaged beneath the current latex underlay.

**ARCHDEACONRY BUSINESS WILTS**

**Notifications of Advice - for discussion**

**019/4 STUDLEY ST JOHN St John the Evangelist** **019/40:17/05/2019**  
**Listing: Grade II** **Inspecting Architect: Raymond Winrow**  
**Replacement of West Door(s) with bespoke Accoya and associated ironmongery.**  
Revd A Wood declared an interest. The new brass door handles proposed were acceptable.

**019/5 UPAVON St Mary the Virgin** **019/41:17/05/2019**  
**Listing: Grade I** **Inspecting Architect: Emma Mullen**  
**Surface work improvements to a public right of way (UPAV6) adjacent to the Lytch Gate by the Highways Authority.**  
Response received from Highways department. No objections raised.

### **ARCHDEACONRY BUSINESS SHERBORNE**

#### **Informal Advice and Other Matters**

**019/6 HOLNEST Church of the Assumption of the Blessed Virgin Mary**  
**Listing: Grade I** **Inspecting Architect:**  
**Woodworm treatment to right hand side of church door and ground and upper floor joists**  
The committee was happy for this treatment to go ahead and advised that the works could proceed under List B1 (5) provision.

**019/7 HOLNEST Church of the Assumption of the Blessed Virgin Mary**  
**Listing: Grade I** **Inspecting Architect:**  
**Tower access improvement including new ladder, handrail and hatch**  
Currently the bell chamber is accessed via a 5.8m high vertical ladder on the wall which has loose footings. This is dangerous and a cause for concern to Members. A new vertical wall ladder is proposed with hoops as the ladder will be over 2.2m high. This is not ideal but there is no room for a conventional staircase and the current situation cannot continue.

Members supported the hooped ladder in principle but suggested the parish could consider the Anchorage system. The committee sought reassurances that training in how to use the new vertical ladder safety would be provided before it is used and that access to the new ladder should be restricted to individuals who have received training.

A written plan and training should be included in the risk assessment and management plan for the church and submitted in the forthcoming faculty application.

**019/8 PORTESHAM St Peter** **019/4:17/05/2019**  
**Listing: Grade I** **Inspecting Architect: Daniel Cantrell**  
**SA**  
**Re-ordering to provide flexible space, screening across the west end of the nave to provide a servery and storage. Provision of a lavatory in the tower room**  
A positive and welcomed site visit was undertaken 20.6.19.

Site notes to follow from Archdeacon of Sherborne and circulated by Sarah Baines to Members. The application was deferred to the next meeting

**Notifications of Advice - for discussion**

**019/9 BINCOMBE WITH BROADWEY Broadway St Nicholas**

**Listing: Grade II                      Inspecting Architect:**

**Temporary removal of headstone**

Still awaiting Statement of Significance. M. Howarth declared an interest. The application was deferred to the next meeting

**019/10 PORTLAND All Saints**

**Listing: Grade II                      Inspecting Architect:**

**Introduction of a new fence and gate**

M. Howarth declared an interest

SB email 5.6.19

Still awaiting:

1. Specification of the new fence including materials, design, footings, fixings, colour and finish etc
2. Gate details including design, signage, security and opening devices
3. Dimensions of area and fencing length
4. Statement of Need
5. Statement of Significance
6. Standard information form
7. Completed request for architect's/surveyor advice form

The application was deferred to the next meeting

**019/12 SYMONDSBURY Eype St Peter**

**Listing: Not Listed**

**Inspecting Architect: Daniel Cantrell**

**Installation of broadband cable**

Archdeacon of Sherborne declared an interest

SB checked with Registry to confirm that faculty not needed for new pole as not sited on church land. Faculty is needed for the new cable, cable fixings and new router. Registry did recommend that a written agreement between the church and land owner be drawn up to ensure continual and future access to the network where it is not on church land.

Members were in support of the proposal but agreed that that a written agreement be put in place before the works commence.

**ARCHDEACONRY BUSINESS DORSET**

**Notifications of Advice - for discussion**

**019/13 ALDERHOLT St James**

**Listing: Grade II**

**Inspecting Architect: Keith Loveless**

**replace church noticeboard**

The board will be 850mm high and 1360mm long which falls just under the 1.2m squared planning requirement. The DAC recommended that the Local Planning Department be contacted to confirm that Planning Permission is not required.

The diagram provided is not to scale and is not a good visualisation of the proposed noticeboard. A scaled drawing of the new noticeboard is needed.

The proposed sign does not mention key information including the Diocese of Salisbury, contact details, Name of the Parish Church, the symbol of the Church of England. The word `inside` was missing from `See the porch`. The application was deferred to the next meeting pending revised information to be submitted.

**019/14 BLOXWORTH St Andrew**

**019/10:17/05/2019**

**Listing: Grade I**

**Inspecting Architect: Keith Loveless**

**Tower Access Improvements and strengthening of timber frame and iron support structure and overhaul of the tenor and treble bell fittings, including the headstock.**

The DAC confirmed that the bells and bell frame are listed. The bell frame is 16th century and the second bell is medieval. The heritage significance of the bell and frame has not been made clear in the Statement of Need provided.

Members confirmed that CBC/Churchcare input was needed and recommended they be consulted as part of the application process.

Members agreed with Andrew Nicholson`s proposals.

The application was deferred to the next meeting

**019/15 FONTMELL MAGNA St Andrew**

**019/11:17/05/2019**

**Listing: Grade II\***

**Inspecting Architect: Emma Mullen**

**The introduction of a solid oak lectern**

A site meeting will be arrangement and members to report back to the DAC. The application was deferred to the next meeting

**019/16 HAMPRESTON AND STAPEHILL All Saints**

**Listing: Grade II\***

**Inspecting Architect:**

**New oil tank base, external boiler and casing, new radiators, removal of redundant boiler**

The DAC is aware of the limitation with space and access to this site but remains concerned that the proposed piling is likely to affect human remains (it would presumably go deeper than the foundations of the existing tank).

The DAC thought that an archaeological 'watching brief on the work would probably be ineffective - the archaeologist would be unable to see what the piles were going through. There is also no obvious value in a desk-top study.

Members noted that the Historic England response rightly points out the potential archaeological impact on the new slab for the oil tank.

The DAC consider that an alternative to piling or other deep excavation should be considered.

A visit to site to be undertaken by Archdeacon of Dorset preferably with engineer present. He will report back to the DAC members.

The application was deferred to the next meeting.

**019/17 IWERNE MINSTER St Mary**

**019/12:17/05/2019**

**Listing: Grade I**

**Inspecting Architect: Emma Mullen**

**Pew removal and introduction of new chairs. Floor replacement with Portland stone, the introduction of underfloor heating and overhaul of AV and electrical systems.**

Archdeacon of Dorset to contact the parish and report back to the DAC committee.

The application was deferred to the next meeting

**019/18 LANGTON MATRAVERS St George**

**Listing: Grade II**

**Inspecting Architect: John Beauchamp**

**Install a sub main cable and distribution board under north aisle floor**

An interest was declared by Marcus Chantrey.

Member recommended the proposal in principle, provided the works only relate to the sub-main cable and a replacement consumer unit at the west end of the church.

The DAC felt the wording of the application is a little vague in respect of who will actually be installing the cable and sub-board. Will it be Ray Harris in his spare time or will it be as a project under A R Harris & Son Electrical Contractors? The application should be seen to be a "A R Harris & Son Electrical Contractors" project so that there is the correct insurance cover in place during the electrical work and after if anything were to go wrong. A company letter head with the proposed specification should accompany the application.

The installation should be signed off with an installation certificate, a copy to be forwarded to the DAC for their records. It has to be acknowledged that this application is for the sub-main and sub-board only and not the future proposed rewiring in a year or two.

Faculty was recommended subject to the above details being provided.

**019/19 LYTCHETT MATRAVERS St Mary the Virgin**

**019/15:17/05/2019**

**Listing: Grade I**

**Inspecting Architect: Keith Loveless**

**Replacement/upgrade of existing sound system with a new audio-visual system.**

Archdeacon of Dorset reported back to the DAC committee following his visit to the church. The location of the new speakers on the Chancel arch are required for the choir to see. The new speaker in the north aisle is less intrusive.

The DAC noted that SPAB has advised the monitors inside aisles be pivoted so that they can be swung when not in use to minimise the visual impact. Historic England has recommended that the monitors should be stored elsewhere in the church when not in use. The DAC agreed that this option should be explored.

The DAC observed that the specification makes reference to the use of plastic trunking for the speaker cables, as per the Historic England advice, this method of cable containment is discouraged and the cables should be clipped.

It has also been shown that a 13amp power is required for the Projector P1, the screen and Monitors, again plastic trunking is not a recognised containment. Surface clipped cable of a type depicted in the DAC electrical guidance is recommended. Electrical work for this project should be undertaken by a suitably qualified electrical contractor (ECA or Fully Approved NICEIC Contractor). Details should be forwarded to the DAC before works begin. Due to the amount of new cabling, both mains and AV, what has been planned to accommodate segregation, if required, of the two cabling systems running together in one location? Regulation 515. It should also be confirmed that Cable fixing/supports will comply with regulation 521.10.202 (premature collapse in the event of a fire) as this must also be observed by the AV installer.

The DAC recommended that all wiring routes and fixings, Fibre cable and 13amp power supplies are discussed on site with the church architect before works begin. The trading details of the proposed electrical contractor who is suitably qualified, should be forwarded to the DAC before works begin.

Application was recommended subject to the above details being provided.



**019/20 MORDEN St Mary**

**019/17:17/05/2019**

**Listing: Grade II**

**Inspecting Architect: Keith Loveless**

**Replacement of existing heating system, including removal of electric wall heaters, new boiler and associated installation, roof insulation to the nave, sound insulation to the ringing chamber and new portable altar.**

Response from architect following May`s DAC meeting to follow shortly.

The application was deferred to the next meeting

**019/21 SWANAGE Herston St Mark**

**Listing: Grade II**

**Inspecting Architect: Keith Loveless**

**Repairs to bell, including new headstock, clapper & crown staple**

Work to be undertaken by Andrew Nicholson of Nicholson Engineering Ltd. Scaffolding will be required. More detail will be required to assess the impact of the works, but this can be agreed `out of committee.

Application recommended subject to receiving a copy of the report from Andrew Nicholson. The DAC to draft a response to report.

**019/22 VERWOOD St Michael and All Angels**

**Listing: Not Listed**

**Inspecting Architect:**

**Remove, refurbish and return font lid counterbalance lifting system**

The DAC were encouraged and wish to support the retention and continual use of the font lid. It was reported that the proposal involves adding a wire rope, following the path of the existing chain, providing support in case of chain failure. Wire rope to be black to match the chain.

On similar applications the DAC has suggested that an annual `pull-out` test on the fixings to ensure safety be carried out by a qualified engineer. It was agreed that a similar condition be applied in this case. The DAC referred to guidance on loads available on the Church of England website.

Members also recommended the parish seeks advice about using and maintaining the font lid from insurance company.

Further information has been requested which when received should be forwarded to DAC members `out of committee` for comment.

**019/23 WIMBORNE MINSTER St Cuthberga**

**019/18:17/05/2019**

**Listing: Grade I**

**Inspecting Architect: John Beauchamp**

**Re-ordering of nave to include; removal of 16 pews and introduction of 100 chairs. Replacement of existing composite flooring with flagstones to match surrounding area. Relocation of electrical sockets.**

The DAC proposed a visit to site on Tuesday 16th July 2019 at 10am, subject to parish availability. The application was deferred to the next meeting

**019/24 WOOL AND EAST STOKE Wool Holy Rood 019/19:17/05/2019**

**Listing: Grade II\* Inspecting Architect: Daniel Cantrell**

**Remedial works to the metal bell frame and associated works of masonry repair and routine bell maintenance.**

The DAC were supportive of the proposal overall, but raised concerns regarding the proposal to pack the beam ends in grouted concrete, supposedly to avoid the corrosion of beams ends in the future. The DAC were concerned that if the tower walls are damp moisture penetration from behind may become trapped.

No details have been submitted outlining conditions in the tower. The DAC recommended this be queried with the architect Daniel Cantrell. Subject to the response from the architect the application can be agreed `out of committee`.

**ARCHDEACONRY BUSINESS SARUM**

**Informal Advice and Other Matters**

**019/25 EBBESBOURNE WAKE WITH FIFIELD BAVANT AND 019/20:17/05/2019**

**ALVEDISTON Alvediston St Mary**

**Listing: Grade II\* Inspecting Architect: Philip Hughes**

**SA**

**Installation of a lavatory in the vestry**

Site notes have been issued to the parish

**019/26 THE DEVERILLS AND HORNINGSHAM Kingston 019/21:17/05/2019**

**Deverill St Mary**

**Listing: Grade II\* Inspecting Architect: John Beauchamp**

**SA Re-ordering/development of the church, to comprise:**

- a) extension for a lavatory and kitchen, with new entrance from the church**
- b) removal of west end pews and possible relocation to the Choir area. Relocation of font**
- c) improvements to heating and lighting**

The site notes have been issued to the parish

**Notifications of Advice - for discussion**

**019/27 COMPTON CHAMBERLAYNE St Michael**

**Listing: Grade II\* Inspecting Architect: Helen Martin**

**Retrospective - reordering of south transept and internal redecoration**

The DAC reported that when the floor was removed damp was discovered and the floor was sinking. Conditional remedial works have been approved by the Chancellor and the floor is drying out now. The floor and pews will be returned once the floor has dried out.

Faculty recommended subject to tender documentation requested at May's DAC meeting.

**019/29 FITTLETON CUM HAXTON All Saints**

**Listing: Grade II\***

**Inspecting Architect: Helen Martin**

**New marble plaque to HMS Fittleton**

The DAC thought the proposed plaque worthy but raised concerns about the size and application of lettering. The new plaque appears small when viewed beneath the existing much larger ornate memorial above. Also members were concerned that given the size of lettering, it would be printed rather than engraved.

The DAC suggested that the new plaque could be bigger and potentially landscape rather than portrait with two columns of names.

Archdeacon of Sarum to contact the parish and approach the subject of grant funding from sources such as the St Catherine`s Confirmation Trust.

Members were happy that the design, size and fixings of the new plaque could be agreed `out of committee`.

**019/30 SALISBURY PLAIN St Thomas a Becket (Tilshead)**

**Listing: Grade I**

**Inspecting Architect:**

**Electrical rewiring associated with heating and lighting**

The DAC were made aware of the need to replace and upgrade unsafe wiring and sockets in the church. New LED lighting is also proposed. Members asked that a plan of the proposed location of the new heaters be provided and images of where on the walls they will be fixed.

A copy of the electrical specification to be submitted and considered by DAC.

The DAC recommended that a lighting graph be carried out to assess lighting scheme proposed and impact upon church interior. The application was deferred to the next meeting pending submission of further electrical information, floor plans and images requested.

**019/31 Confirmations**

The Diocesan Registry has received the following petitions for faculty since the last meeting:

**BURTON BRADSTOCK & CHILCOMBE St Mary**

SA

- a) Re-ordering and alteration to the vestry, to include the removal of a chimney, installation of replacement boilers, flue and a radiator, and the installation of a lavatory
- b) Removal of pews in the south aisle and the provision of chairs
- c) Installation of a kitchenette in the south transept
- d) Installation of two wall mounted heaters in the Lady Chapel (north transept) and improvements to the audio system
- e) Provision of level flooring throughout the church interior
- f) Permanent disposal of pews retained in storage since the previous re-ordering of the Lady Chapel and south transept. Disposal, by sale of removed pews and kneelers from the current scheme of re-ordering

**CODFORD ST MARY St Mary**

Repositioning of existing digital organ speakers to the bell tower walls.

**CORFE MULLEN St Hubert**

- a) Replacement of the existing flagpole with a glass fibre flagpole and in a different location on the North elevation of the tower.
- b) Replacement of plastic rainwater pipe with cast aluminium ware to North face of tower.

**STURMINSTER NEWTON St Mary**

Confirmatory Faculty, following repair of fallen plaster ceiling of North Transept



## INDEX OF PARISHES

- Alderholt** (St James) 4
  - Other External Works
- All Cannings** (All Saints) 1
  - Fabric Repairs
- Bincombe with Broadwey** (Broadwey St Nicholas) 3
  - Other External Works
- Bloxworth** (St Andrew) 5
  - Bells
- Compton Chamberlayne** (St Michael) 9
  - Other
- Donhead St Mary with Charlton** (St Mary) 10
  - Other External Works
- Ebbesbourne Wake with Fifield Bavant and Alvediston** (Alvediston St Mary) 9
  - Re-ordering facilities
- Fittleton cum Haxton** (All Saints) 11
  - Other
- Fontmell Magna** (St Andrew) 5
  - Other
- Hampreston and Stapehill** (All Saints) 5
  - Heating
- Holnest** (Church of the Assumption of the Blessed Virgin Mary) 2
  - Other
- Holnest** (Church of the Assumption of the Blessed Virgin Mary) 2
  - Other
- Iwerne Minster** (St Mary) 6
  - Re-ordering-worship area
- Langton Matravers** (St George) 6
  - Other
- Lydlinch** (St Thomas a Beckett) 1
  - Other
- Lytchett Matravers** (St Mary the Virgin) 7
  - Sound & Loop
- Morden** (St Mary) 8
  - Re-ordering facilities
- Portesham** (St Peter) 2
  - Re-ordering facilities
- Portland** (All Saints) 3
  - Other
- Portland** (All Saints) 3
  - Other External Works
- Salisbury Plain** (St Thomas a Becket (Tilshead)) 11
  - Other
- Studley St John** (St John the Evangelist) 2
  - Other
- Swanage** (Herston St Mark) 8
  - Bells
- Symondsburry** (Eype St Peter) 4
  - Other

**The Deverills and Horningsham** (Kingston Deverill St Mary) 9

Extension, Heating, Re-ordering-worship area

**Upavon** (St Mary the Virgin) 2

Other External Works

**Verwood** (St Michael and All Angels) 8

Other Repairs

**Wimborne Minster** (St Cuthberga) 8

Re-ordering-worship area

**Wool and East Stoke** (Wool Holy Rood) 9

Fabric Repairs

**Wyke Regis All Saints with Saint Edmund** (All Saints) 1

Clocks