

# MINUTES APRIL 2024

## Diocese of Coventry Advisory Committee for the Care of Churches

### Minutes of a meeting held on Wednesday 24 April 2024

11 July 2024

Tim Latham  
Secretary

<b>Present:</b>	Revd. Tim Cockell (Chair)		
	Mr N Allcoat	Mr G Armitage	Mr P Bemrose
	Mr S Bird	Mr K Chambers	Mr B Sinclair
<b>Apologies:</b>	Mr C Baker	Mr M Evans	Mr C Patrick
	Mr N Reading	Mr M Stewart	Mr B Skingley
<b>In attendance:</b>	Mr T Latham (DAC Secretary)		
	Mr M Seabourne (Assistant DAC Secretary)		
	Dr C Strachan (Church Buildings Development and Projects Officer)		
	Mr S Davenport (Director of Operations)		
	Rev K Cross (Rector of Alcester Minster)		
	Ven Dr B Russell (Retired Clergy)		
	Mr C Angus (Net Zero Carbon Project Officer)		

#### 15/24 OPENING PRAYER

Tim Cockell opened the meeting with prayer.

#### 16/24 DECLARATIONS OF INTEREST

Simon Bird	Kenilworth, St Nicholas
Mark Evans	Wood End, St Chad

#### 17/24 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 6<sup>th</sup> March 2024 were agreed.

#### 18/24 NET ZERO TALK BY COLIN ANGUS

Colin Angus spoke about the Diocese's Net Zero strategy

19/24 NOTIFICATION OF ADVICE APPLICATIONS

a) Applications

**Atherstone, St Mary**  
**{2024-096898}**

**Grade:**  
**II\***

**Proposals:** Refurbishment of the Common Room; including a new electricity feed from the Vestry to the Common Room via the Nave

**Comments:** Peter Bemrose, Mark Evans, Heather Loosemore

**ACTION:** Letter to PCC;  
Return to another meeting

**Bilton, St Mark**  
**{2024-096691}**

**Grade:**  
**II\***

**Proposals:** To introduce two new memorial stones into two beds in the Garden of Remembrance

**Comments:** Tim Cockell

**Decision:** Recommend

**ACTION:** Notification of Recommendation

**Caldecote, St Theobald and St Chad**  
**{C7230/2024}**

**Grade:**  
**II\***

**Proposals:** PRIVATE FACULTY: Brindley Memorial

**Decision:** No Object

**Conditions:** That the memorial is honed not polished

**Advice:** The memorial could not be unqualifiedly recommended, as gold lettering and black granite are not permitted under the Churchyard Regulations. It also appears that this application is somewhat retrospective, as the memorial seems to have already been removed from the churchyard. Furthermore, the Committee recommends that "Treasured Memories of" is removed from the top of the memorial and instead "Treasured Memories" replaces "Loving Memories" on the base, to provide more space on the memorial, and that the second "also" is replaced with the word "and".

**ACTION:** Notification of No Objection

**Coventry, Holy Trinity**  
**{2024-093596}**

**Grade:**  
**I**

**Proposals:** Alterations to rear car parking area

**Correspondence:** Historic England, Historic Buildings & Places

**ACTION:** No action

**Kenilworth, St Nicholas** **Grade:**  
I  
{C7229/2024}

**Proposals:** PRIVATE FACULTY: Edwards/Large memorial

*Decision:* No Object

*Conditions:* That the material is honed not polished

*Advice:* The memorial could not be unqualifiedly recommended, as black granite is not permitted under the Churchyard Regulations

**ACTION:** Notification of No Objection

**Leamington Spa, St Mary** **Grade:**  
II  
{2024-096649}

**Proposals:** Works of repair and maintenance following the quinquennial inspection

*Comments:* Mark Evans

*Decision:* Recommend

**ACTION:** Notification of Recommendation

**Meriden, St Laurence** **Grade:**  
I  
{2024-096363}

**Proposals:** Installation of projector and screen

*Comments:* Simon Parr

*Delegated to:* Simon Parr

**ACTION:** Letter to PCC;  
Notification of Recommendation upon receipt of acceptable information

**South Leamington, St John Baptist** **Grade:**  
II\*  
{2024-095433}

**Proposals:** Replace outdated lighting scheme

*Comments:* Heather Loosemore

*Delegated to:* Heather Loosemore

**ACTION:** Letter to PCC;  
Notification of Recommendation upon receipt of acceptable information

**Whitchurch, St Mary**  
**{2023-092275}**

**Grade:**  
**II\***

**Proposals:** To replace partially collapsed brick boundary wall on north side of church with stock-proof fencing masked with mixed species hedging (thorn, dogrose, beech, holly).

**Comments:** Tim Cockell, Nick Reading, Chris Patrick, David Lowe

**Delegated to:** Nick Reading, Chris Patrick, David Lowe

**ACTION:** Letter to PCC;  
Notification of Recommendation upon receipt of acceptable information

**Whitchurch, St Mary**  
**{2024-096299}**

**Grade:**  
**II\***

**Proposals:** Repair of stained-glass lights

**Comments:** Ben Sinclair

**ACTION:** Letter to PCC;  
Return to another meeting

**Wood End, St Chad**  
**{2024-094133}**

**Grade:**  
**II**

**Proposals:** Replace wooden benches with chairs and dispose of electric organ

**Comments:** Tim Cockell, Simon Bird

**Delegated to:** Tim Cockell, Simon Bird

**ACTION:** Letter to PCC;  
Notification of Recommendation upon receipt of acceptable information

**b) Site visits**

**Old Milverton, St James**  
**{C7053/2023}**

**Grade:**  
**II**

**Proposals:** Construction of an extension on the West side of the church, and installation of a WC at the base of the tower

**ACTION:** Report dispatched to PCC

**Whichford, St Michael  
{C7183/2024}**

**Grade:  
I**

**Proposals: Reordering works comprising:**

1. Removal and disposal of pews in North aisle
2. Installation of castors on the pews in the nave
3. Replacement of pew platforms with level floor
4. Reopening of Stourton door in North aisle
5. Possible introduction of small cupboard servery into west end of North aisle.

**In relation to the Reading room:**

1. Adaptation of church path to provide ramped access to the Reading Room
2. Alteration of door to improve access
3. Improvements to Reading room (Kitchen, WC, heating/insulation)

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**ACTION: Report dispatched to PCC**

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**20/24 LIST B APPLICATIONS**

**Barford, St Peter {2023-093050}**

**Proposals Repairs to stone gate piers at entrance to main churchyard and stone slabs between the piers**

Date issued 06/03/2024

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**Coventry, St Anne and All Saints {2023-090581}**

**Proposals Erect portable removable noticeboard on railings at back of church entrance to lower church hall for Nursery use**

Date issued 26/03/2024

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**Grandborough, St Peter {2024-096899}**

**Proposals Installation of new notice board**

Date issued 15/04/2024

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**Monks Kirby, St Editha {2024-096101}**

**Proposals Installation of Wi-Fi equipment**

Date issued 03/04/2024

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**Newbold-on-Avon, St Botolph {2024-093911}**

**Proposals** Repair to south aisle floor, as per schedule of works by Stephen Oliver dated 20/3/23

Date issued 25/03/2024

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**Stoke Heath (Coventry), St Alban {2024-096247}**

**Proposals** Repair and repositioning of sign on church building

Date issued 15/04/2024

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**Stratford-upon-Avon, Holy Trinity {2024-096235}**

**Proposals** Installation of a memorial bench by North Transept

Date issued 25/03/2024

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**Sutton-under-Brailes, St Thomas a Becket {2024-095717}**

**Proposals** Replacement bench in Churchyard

Date issued 27/03/2024

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**Wootton Wawen, St Peter {2024-095254}**

**Proposals** Additional name board to record name of vicar

Date issued 15/04/2024

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**21/24 GENERAL MATTERS**

**a) Quinquennial Inspection Reports received**

<b>Church</b>	<b>Architect</b>	<b>Inspection Date</b>	<b>Report Received</b>	<b>Report complies with Scheme?</b>
Birdingbury, St Leonard	Peter Sheen	21/07/2020	18/03/2024	No - 44 months late
Bishop's Itchington, St Michael	Bryan Martin	05/01/2024	22/03/2024	No - Three weeks late

**b) Advisers' Reports to be sent to PCCs**

**i) Whichford, St Michael**

Heating Report by Peter Bemrose

**ACTION** Report authorised for dispatch to PCCs

**22/24 DATE OF FUTURE MEETINGS**

Wednesday 12<sup>th</sup> June 2024 at 2pm

Wednesday 24<sup>th</sup> July 2024 at 2pm

**Thursday 30<sup>h</sup> July 2024 – DAC TOUR (TBC)**

Wednesday 11<sup>th</sup> September 2024 at 2pm

Wednesday 23<sup>rd</sup> October 2024 at 2pm

Wednesday 4<sup>th</sup> December 2024 at 2pm