

MINUTES DECEMBER 2024

Diocese of Coventry Advisory Committee for the Care of Churches

Minutes of a meeting held on Wednesday 4th October 2025

28th January 2025

Tim Latham
Secretary

| | | | |
|-----------------------|---|---------------|---------------|
| Present: | Revd. Tim Cockell (Chair) | | |
| | Mr N Allcoat | Mr G Armitage | Mr C Baker |
| | Mr P Bemrose | Mr S Bird | Mr K Chambers |
| | Mr M Glasgow | Mr C Patrick | Mr N Reading |
| | Ven Dr B Russell | Mr B Skingley | |
| Apologies: | Rev K Cross | Mr M Evans | Mr B Sinclair |
| | Mr M Stewart | | |
| In attendance: | 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) | | |
| | Mr C Angus (Net Zero Carbon Project Officer) | | |

52/24 OPENING PRAYER

The Chair opened the meeting with prayer.

53/24 DECLARATIONS OF INTEREST

| | |
|------------|--|
| Mark Evans | North Radford, St Francis of Assisi Willoughby, St Nicholas |
|------------|--|

54/24 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 23th October 2024 were agreed.

55/24 NOTIFICATION OF ADVICE APPLICATIONS

a) Applications

**Allesley, All Saints
{2024-105222}**

**Grade:
I**

Proposals: Installation of new Visual Display System

Comments: Brough Skingley

Delegated to: Brough Skingley

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

**Butler's Marston, St Peter and St Paul
{C7384/2024}**

**Grade:
II***

Proposals: Major internal reordering project comprising removal of all pews in nave and chancel, new heating, lighting and AV systems, replacement of floors, and introduction of kitchenette, new glazed doors, west end gallery and ringing floor in tower, new meeting room in base of tower, acoustic curtains between nave/chancel, and ringing floor/nave.

External works comprise extension of WC building in churchyard, improvement of external lighting and paths, addition of storage space and repairs to boundary wall.

And fabric repairs to the building (likely a separate Faculty application)

ACTION: Letter to PCC

**Chilvers Coton, All Saints
{C7380/2024}**

**Grade:
II**

Proposals: PRIVATE FACULTY: Parsons memorial

Decision: No objection

Advice: The memorial could not be unqualifiedly recommended because polished granite is not permitted under the churchyard regulations.

ACTION: Notification of No Objection

**Coventry, Holy Trinity
{C7383/2024}**

**Grade:
I**

Proposals: Ajustment/Removal of pews for wheelchair access

ACTION: Letter to PCC

Hampton Lucy, St Peter ad Vincula
{2022-075193}

Grade:
I

Proposals: Installation of a toilet and servery

Comments: Nick Reading

Delegated to: Nick Reading

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

Lighthorne, St Laurence
{2024-104309}

Grade:
II

Proposals: Installation of new tenor bell as per documentation by John
 Taylor & Co dated 18/9/2024

Comments: Keith Chambers

Decision: Recommend

ACTION: Notification of Recommendation

North Radford, St Francis of Assisi
{2024-104907}

Grade:
Unlisted

Proposals: RETROSPECTIVE FACULTY: Redirect kitchen water to
 waste pipe

Comments: Simon Bird

Delegated to: Simon Bird

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

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: Letter to PCC

Rugby, Watts Lane (Local Authority) Cemetery
{C7373/2024}

Grade:

Proposals: PRIVATE FACULTY: Memorial testing carried out by the
 Local Authority

Decision: Recommend

ACTION: Notification of Recommendation

Salford Priors, St Matthew
{C7387/2024}

Grade:
I

Proposals: PRIVATE FACULTY: Kay memorial

Decision: No Objection

Conditions:

Advice: The memorial could not be unqualifiedly recommended as some of the work has been undertaken without the Chancellor's consent.

ACTION: Notification of No Objection

Shottery, St Andrew
{2024-107078}

Grade:
II

Proposals: Audio Visual Equipment

Comments: Brough Skingley

Delegated to: Brough Skingley

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

Walsgrave-on-Sowe, St Mary
{2024-100292}

Grade:
II*

Proposals: Development of AV system in the worship space and lobby

Comments: Brough Skingley

Delegated to: Brough Skingley

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

Warwick, St Mary
{2024-107278}

Grade:
I

Proposals: To install a temporary electrical clock mechanism whilst funds are raised for a full refurbishment of the existing mechanical clock

Comments: Paul Platt

Delegated to: Paul Platt

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

**Whitnash, St Margaret
{C7369/2024}**

**Grade:
II**

Proposals: PRIVATE FACULTY: Bailey memorial

Delegated to: Tim Cockell

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

**Willoughby, St Nicholas
{2024-104718}**

**Grade:
II***

Proposals: Formation of a ramped universal access

Correspondence: Historic England, Church Buildings Council, Society Protection of
Ancient Buildings

Comments: Simon Bird

Decision: Recommend

ACTION: Notification of Recommendation

56/24 LIST B APPLICATIONS

Allesley, All Saints {2024-103208}

Proposals Planting of 5 trees to mark burials in Woodland Graveyard

Date issued 08/11/2024

Allesley, All Saints {2024-104207}

Proposals Pollarding of branches

Date issued 17/10/2024

Bilton, St Mark {2024-105314}

Proposals Felling of dead / dying trees

Date issued 08/11/2024

Bilton, St Mark {2024-105465}

Proposals Removal of dead or dying branches from trees and the removal
of a broken branch from another

Date issued 18/11/2024

Foleshill, St Paul {2024-099303}

Proposals **The replacement of 2 existing fluorescent tube light fittings with 4 fittings suitable for low energy LED lamps in the choir vestry**

Date issued 17/10/2024

Leamington Spa, St Mary {2024-101789}

Proposals **Paint five external doors of church in same colour as present**

Date issued 17/10/2024

Newbold-on-Stour, St David {2024-097811}

Proposals **Sanding and polishing and repairs to parquet floor**

Date issued 17/10/2024

Offchurch, St Gregory {2024-103539}

Proposals **Removal of a dead Horse chestnut tree from the churchyard**

Date issued 18/11/2024

Southam, St James {2024-104884}

Proposals **Roofing works**

Date issued 04/11/2024

57/24 GENERAL MATTERS

a) Quinquennial Inspection Reports received

| Church | Architect | Inspection Date | Report Received | Report complies with Scheme? |
|-------------------------------|------------------|------------------------|------------------------|-------------------------------------|
| Honiley, St John Baptist | Stephen Oliver | 18/09/2024 | 29/11/2024 | No - 1 week late |
| Leamington Spa, All Saints | Mark Evans | 28/10/2024 | 14/11/2024 | Yes |

b) Advisers' Reports to be sent to PCCs

i) Charlecote, St Leonard

Heating Report by Peter Bemrose

ACTION Report authorised for dispatch to PCC

c) National Churchyard Memorial Regulations

ACTION No action

58/24 DATE OF FUTURE MEETINGS

Wednesday 29th January 2025 at 2pm

Wednesday 12th March 2025 at 2pm

Wednesday 30th April 2025 at 2pm

Wednesday 11th June 2025 at 2pm

Wednesday 23rd July 2025 at 2pm

Tuesday 29th July or Tuesday 5th August – DAC TOUR

Wednesday 3rd September 2025 at 2pm

Wednesday 22nd October 2025 at 2pm

Wednesday 10th December 2025 at 2pm