



**APPLICATION TO THE
DIOCESAN ADVISORY COMMITTEE
SEEKING FORMAL ADVICE**

Parishes are reminded that the DAC does not have the authority to give permission to carry out any work; it advises the Chancellor who grants faculties, and it is only on receipt of a faculty that works may commence.

DEDICATION NAME OF CHURCH: - St Michael and All Angels IN THE PARISH OF: - Galleywood Common

PETITIONER - NAME & OFFICE HELD: Anne Pepper (Churchwarden)
(Incumbent, Churchwarden, PCC Member etc.)

ADDRESS with POSTCODE: 66 Longstomps Ave, Chelmsford, CM2 9LA

TELEPHONE NUMBER: - 07703 586537

EMAIL: apepper36@gmail.com

The DAC office will email confirming receipt of application. When entering the application onto the agenda for the next available meeting we will check all the documents received, if we find that information is missing we will email again. Please be patient as it could take up to 10 working days to receive confirmation of the outcome of your application after a DAC meeting.

EXECUTIVE SUMMARY OF PROPOSALS

The proposed works comprise: -

Installing a wooden field gate to make good the boundary to the Benefice land with a restored and managed hawthorne hedge. This will complete the boundary while allowing access to an outdoor area that we own for use by church and local groups, for example being able to conduct outdoor worships starting a Forest Church or use by youth groups in the church and other groups that hire like guides. At a later date, commissioning and installing a 'cross at the crossroads' to better signal the presence of the church in its locality (at present it is hidden from the road by trees) – this will be done to coincide with the church's 150th anniversary in 2023.

The existing structures affected by the works are: -

None – there is nothing in that space at the moment.

The principal materials to be used are: -

A gate from a local farm being reused. Posts will be new sustainable hardwood wood in keeping. The hinges and latches are being reused from the original gate.

Has the parish appointed architect or surveyor been: -

1. Instructed - YES / NO

2. Consulted in relation to proposed works - YES / NO

If another architect or surveyor is to be employed confirm their name and address and state why they have been instructed in relation to the proposed works on a separate document.

In the case of any work to the fabric of the building the parish architect is to be consulted and one of the following is to be included in this application: -

1. The parish architect's detailed specification for chosen contractors to work to.
2. The parish architect's written approval of chosen contractor's specification or proposed method of work, including specified materials.

Please note, the DAC will not normally consider an application if an architect has not been instructed or has not approved a contractor's specification. You should allow a contingency sum to cover the cost of instructing your architect to produce a specification. Note also that The Construction (Design & Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all construction work and includes new build, demolition, refurbishment, extensions, repairs and maintenance. Your architect will ensure that the regulations are complied with. However, if an architect is not being employed it is the responsibility of the parish to ensure that the regulations will be properly complied with. Full details regarding roles and responsibilities under the regulations can be found here: <https://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm>

Name and contact details of PCC's choice of contractor to carry out proposed works: The Environmental Group (tEG)(a local volunteer group) who have worked with the church and local Parish Council over many years as part of the 'Greening Galleywood plan'.

Approximate cost of work: - £40.00 this is for the posts.

INFORMATION REQUIRED BY THE DAC FOR CONSIDERATION BEFORE A NOTIFICATION OF ADVICE CAN BE ISSUED: -

1. Quotation or Estimates for proposed works from contractors. *Contractors must have £10,000,000 Public Liability risks cover and also £10,000,000 Employer's Liability risks cover as directed by the Chancellor of Chelmsford Diocese - <http://www.chelmsford.anglican.org/chelmsford-registry-links#>*
No contractors – volunteers covered by employers liability insurance see item 12.
2. Detailed specification from architect or contractor - *(NB - extracts from quinquennial inspection reports will not be accepted as specifications. Where the specification has been prepared by someone else, e.g. heating engineer, it must be accompanied by a letter from the inspecting architect commenting on or approving the specification)*
N/A
3. If a detailed specification containing other works not associated with the proposed works noted overleaf, please highlight the section in the specification relating to the exact proposed works. This will enable members during a meeting to consider the specific specification the parish are seeking recommendation by the DAC.
N/A
4. Working drawings, supporting plans, sketches, good quality photographs (see below #7) and samples.
APPENDIX 1
5. Catalogue or brochure pictures, showing items being purchased, including colour choice (e.g. *light fittings, sound system equipment, cabinets, silverware, style of churchyard storage units, noticeboards to include sizes, choice of colour, lettering, font style and size, carpets samples or furnishing fabrics etc.*) Detailed sketches or drawings by craftsman if bespoke items being handcrafted.
N/A
6. Internal or external site plan of church (*depending on where proposed work is required*), indicating location/s of area of proposed work/s.
APPENDIX 2
7. Good quality colour photographs internal and externally of church, showing proposed location/s of work/s. Where something is to be introduced to the church, photographs need to show clearly where the new item is to be located and its wider context within the church.
N/A
8. Electrical, drainage works; details of wire/drain routes and proposed alternative routes. Drawings or marked-up photographs are best for showing new cable/drain routes.
N/A
9. Reports/specification from other specialists involved in the project where appropriate (e.g. *conservators, stained glass artist/restorer, organ builders etc.*)
N/A
10. Any relevant correspondence received from Church Buildings Council (CBC), Historic England, Local Planning Authority, and /or national amenity societies, or any other body or person/s.
N/A
11. PCC Resolution with voting figures, if available (*only the relevant section from minutes are required*)
APPENDIX 3
12. Consultation with church insurers if proposals involve scaffolding, use or partial use of volunteer labour and submit their approval or letter.
APPENDIX 4
13. Standard Information Form - Form 1A (Rules 4.2 and 5.5) – *Please include a completed form with your proposals (The parish should already have a copy on file)*
APPENDIX 5
14. In the case of listed churches or church buildings, a Statement of Significance and a Statement of Needs **must** be included with the application– (*Where proposals involve making changes to a **listed** church or other listed building, applicants must provide the DAC with: (a) a document which describes (i) the significance of the church or other building in terms of its special architectural and historic interest (including any contribution made by its setting) and (ii) any significant features of artistic or archaeological interest that the church or other building has so as to enable the potential impact of the proposals on its significance, and on any such features, to be understood (a “statement of significance”); and (b) a document setting out the justification for the proposals (commonly known as a “statement of needs”).* Where appropriate, the relevant statutory consultees will need to have been consulted. The consultees are the local planning authority, Historic England, The Church Buildings Council, The C20th Society, The Victorian Society, The Georgian Group, The Society for the Protection Of Ancient Buildings and the Ancient Monuments Society. Their response(s) must be included with the application. Guidance on consultation procedure is set out in the appendix below.
APPENDIX 6
15. It is advisable not to purchase or commit to any ordering process until a Faculty has been granted.
16. Please return a hard copy of this application form and all information relating to your proposals to **DAC Department, Chelmsford Diocesan Office, 53 New Street, Chelmsford, Essex CMI 1AT.**
17. When proposals are recommended by the DAC a ‘Notification of Advice’ will be issued and Petition for Faculty and two Public Notices will be printed off and returned to the petitioner named overleaf.
18. **Retain copies** of all information submitted with your application in case originals are lost in the post and for viewing by person or persons wishing to do so during the Public Notice display period.
19. If application to works proposed, parishes are advised to read through the advisory note for churchwardens on **Construction (Design & Management) Regulations 2015** (CDM 2015) on Diocesan website link: <http://www.chelmsford.anglican.org/the-dac/dac-guidance-notes>

APPENDIX

CONSULTATION REGARDING WORKS AFFECTING THE FABRIC OR CONTENTS OF A CHURCH

The Faculty Jurisdiction Rules 2018 (The Rules) set out the procedures to be followed with regard to consulting with a number of bodies where works to churches or their contents, especially those that are included in The National Heritage List for England (The List), are proposed. Ideally these bodies should be consulted at an early stage and prior to the making of a Faculty application. All will insist upon seeing Statements of Significance and Need before they give any advice. A site visit will often be required. The following paragraphs set out the terms of engagement for the relevant bodies.

HISTORIC ENGLAND

Consultation with Historic England should take place as follows.

In the case of a grade I or II* listed building Historic England should be consulted on any works that involve demolition of a listed building or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest. In the case of a grade II listed building Historic England should be consulted on works which comprise the demolition or removal of all, or a substantial part, of the structure of the interior (including any principal internal elements such as staircases, galleries, load-bearing walls, floor or roof structures and major internal fixtures such as pews, screens and organs). Historic England should also be consulted on works that are likely to affect the archaeological importance of any building or archaeological remains within the building or its curtilage.

THE NATIONAL AMENITY SOCIETIES

There are six: The Council for British Archaeology, The Society for the Protection of Ancient Buildings (SPAB), The Georgian Group, The Victorian Society, The Twentieth Century Society and the Ancient Monuments Society.

Any national amenity society which is likely to have an interest in the works should be consulted where they involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest (this includes significant re-ordering of the interior and especially where fixtures, fittings and furnishings are to be permanently removed); or they involve demolition affecting the exterior of an unlisted building in a conservation area.

Whether a national amenity society is likely to have an interest in works will depend on the age of the building (or the relevant part of it) and the likely effect on it of the proposed works. For example, the removal of Victorian pews from a medieval building is likely to be of greater interest to the Victorian Society than to the SPAB. If in any doubt, contact the relevant society's case worker (all of the amenity societies have contact telephone numbers on their websites) or e-mail the details of the scheme to casework@icnas.org.uk

THE LOCAL PLANNING AUTHORITY

The local planning authority (lpa) should be consulted where works—

- (a) involve demolition of a listed building of any grade or its alteration or extension to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
- (b) are likely to affect the archaeological importance of a building or archaeological remains within the building or its curtilage; or
- (c) involve demolition affecting the exterior of an unlisted building in a conservation area.

In addition, the lpa should be consulted for any works to a church, whether included in The List or not, which affect its external appearance and for which planning permission will be required. This is likely to include such things as the erection of notice boards, the erection of fencing or some other boundary treatment or the creation of hard standing for car parking. In case of doubt, consult the planning department of your local council.

THE CHURCH BUILDINGS COUNCIL

The Rules require The Chancellor to seek the advice of the Church Buildings Council (CBC) on the proposals that fall within the following categories:

- (a) the introduction, conservation, alteration or disposal of an article of special historic, architectural, archaeological or artistic interest;
- (b) the alteration, extension or re-ordering of a church in a way that is likely significantly to affect the setting of an article of special historic, architectural, archaeological or artistic interest; or
- (c) the movement or removal of an article of special historic, architectural, archaeological or artistic interest such that the article might be adversely affected unless special precautions are taken.

Unless the Chancellor is satisfied that there has already been adequate consultation with the Church Buildings Council and the Council's advice is available to the court.

It is possible of course that the CBC may object to a scheme or call for significant changes to it. For this reason it is **recommended** that the CBC is consulted prior to the making of a Faculty application and at the same time as any other consultations are being made.

Consultation with CBC email the details of the scheme to: consultchurchbuildingscouncil@churchofengland.org

N.B. The CBC's areas of interest where they wish to be consulted are wider than those of the amenity societies. Full details of the CBC's terms of engagement can be found here ~

https://www.churchofengland.org/sites/default/files/2019-03/CCB_When_to_consult_August_18.pdf

January 2020

* This is now to be read as a reference to the inspector appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

APPENDIX 1 – DRAWINGS and PHOTOGRAPHS OF PROPOSED GATE TO BE INSTALLED

Picture of the lane in 1920 showing the original hedge



Proposed scene when work completed

Artist impression of the proposed lane once work is completed with new hedge planted and gate for access to the land. The gate being proposed is the wooden field gate to the left of the picture. I am told that in previous times there was a footpath running on the inside of the hedge all the way to the church – we could not reinstate this path as the allotments now cut across this path.



Current view of lane with part of the original hedge and new planted hedge – in eco sleeves that protect and dissolve over time



The log shows the approximate position of the gate.

The gate – standard field gate size



Picture of gap where gate will go – gate will go where council put up a temporary barrier following the clearance



Close up of gap when gate will go



Form 1A
(Rules 4.2 and 5.5)

Standard Information
(Parish Churches, etc.)

Diocese of Chelmsford

Church of St Michael and All Angels

In the Parish of Galleywood Common

Approximate date of church	<input type="text" value="1873"/>
Is the church listed?	Yes / No — See screen shot of listing information summary
If so, please state whether it is grade I, II* or II	<input type="text" value="II"/>
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?	Yes / No
Is the church, churchyard or any adjoining structure in a conservation area?	Yes / No
If it is, please state which	<input type="text" value="N/A"/>
Is the church, churchyard or any adjoining structure in a national park?	Yes / No
If it is, please state which	<input type="text" value="N/A"/>
Is there any evidence that bats use the church, its curtilage or any adjoining structure?	Yes / No
Please give details of any privately owned chapels, aisles or windows	<input type="text" value="N/A"/>
Name of lay rector, if known	<input type="text" value="N/A"/>
Is the churchyard or burial ground consecrated?	Yes / No
Has it been used for burials?	Yes / No
Is it still used for burials?	Yes / No

If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council?

N/A

If it has, please give the date of the Order

N/A

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Yes / ~~No~~

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

3 war graves listed by Commonwealth War Graves Commission?
One is unmarked from first WW, one is marked but not the name of the soldier, the final one is marked and has a war graves commission headstone see screen short of page below.

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955*

Kay Pilsbury Thomas Architects
Mill End, Honeylands, Radwinter,
Saffron Walden
CB10 2TJ

Signed:



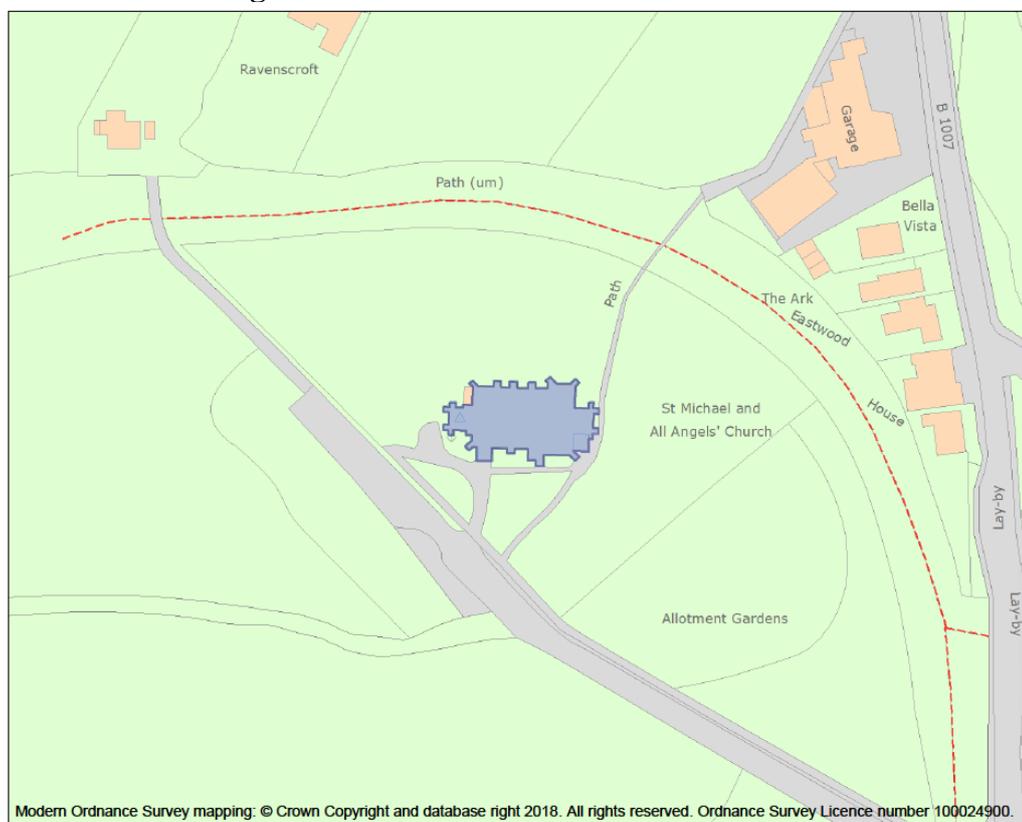
Date:

1.09.2020

Office or position held:

Churchwarden

Screen shot of listing information



Modern Ordnance Survey mapping: © Crown Copyright and database right 2018. All rights reserved. Ordnance Survey Licence number 100024900.

This is an A4 sized map and should be printed full size at A4 with no page scaling set.

Name: Church of St Michael and All Angels

Heritage Category:	Listing
List Entry No :	1411185
Grade:	II
County:	Essex
District:	Chelmsford
Parish:	Galleywood

For all entries pre-dating 4 April 2011 maps and national grid references do not form part of the official record of a listed building. In such cases the map here and the national grid reference are generated from the list entry in the official record and added later to aid identification of the principal listed building or buildings.

For all list entries made on or after 4 April 2011 the map here and the national grid reference do form part of the official record. In such cases the map and the national grid reference are to aid identification of the principal listed building or buildings only and must be read in conjunction with other information in the record.

Any object or structure fixed to the principal building or buildings and any object or structure within the curtilage of the building, which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948 is by law to be treated as part of the listed building.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions.

List Entry NGR:	TL7038402932
Map Scale:	1:1250
Print Date:	18 February 2019

Screenshot of commonwealth war graves page

[https://www.cwgc.org/visit-us/find-cemeteries-memorials/cemetery-details/2073523/GALLEYWOOD%20\(ST%20MICHAEL\)%20CHURCHYARD/](https://www.cwgc.org/visit-us/find-cemeteries-memorials/cemetery-details/2073523/GALLEYWOOD%20(ST%20MICHAEL)%20CHURCHYARD/)

Cemetery or Memorial: **GALLEYWOOD (ST. MICHAEL) CHURCHYARD**

SHOW 3 OF 3 WAR DEAD

[Download all results](#)

Sort by

Relevance

[Refine Results](#)

Name, Rank & Service No.	Unit, Regiment, Country of Service	Date of Death	Commemorated at	
LEONARD ARTHUR PAGE Leading Aircraftman Service Number: 1267827	Royal Air Force Volunteer Reserve United Kingdom	Died 20 January 1946 21 years old	GALLEYWOOD (ST. MICHAEL) CHURCHYARD Grave 804. United Kingdom	More details Save to My list
GEORGE EDWARD BRUNNING Leading Aircraftman Service Number: 1720057	Royal Air Force Volunteer Reserve United Kingdom	Died 18 December 1945 22 years old	GALLEYWOOD (ST. MICHAEL) CHURCHYARD Grave 802. United Kingdom	More details Save to My list
ERNEST KNIGHT Private Service Number: 80619	Essex Yeomanry United Kingdom	Died 27 November 1918 22 years old	GALLEYWOOD (ST. MICHAEL) CHURCHYARD SE Corner of Church United Kingdom	More details Save to My list

* This is now to be read as a reference to the inspector appointed under section 45 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.



Mrs A Pepper
66 Longstomps Avenue
Chelmsford
Essex
CM2 9LA

Our Ref: 04XPG0261584\JR
Telephone: 0345 7773322
Email: churches@ecclesiastical.com

26 January 2021

Dear Mrs Pepper

Re: VICAR/CHNS/PCC GALLEYWOOD ST MICHAEL & ALL ANGELS - 04XPG0261584

Thank you for advising us of the proposed building works to be carried out. We understand that the scope of work is as follows:

- Date of building works: TBA
- Scope of works: Installation of a gate
- Value of contract (including professional fees and VAT): £40

It is our understanding that approval is required for your faculty application to proceed. Please accept this letter as confirmation that we are happy to provide this.

Important information: this letter is not confirmation that building works insurance is in place.

I understand the works are being carried out by authorised volunteers, please ensure the PCC have carried out a risk assessment to ensure the volunteers are fit and are considered competent to be carrying out the works, and that they have the correct PPE. The works should also be overseen by the PCC.

Please also ensure the PCC are following the most recent guidance from the government and the Church of England in respect to work at churches during the situation surrounding covid-19.

Made Simple Guide

For straight forward step by step guidance on building works, please refer to the following link on our website <https://www.ecclesiastical.com/documents/building-works-made-simple.pdf>

If you have any questions, please contact us and we will be happy to help.

Yours sincerely

J. Robson

Jenny Robson CERT CII
Commercial Underwriter
Church Operations



ST. MICHAELS & ALL ANGELS GALLEYWOOD
Standing Committee to the PCC
Thursday 3 December 2020 7.30pm Zoom

Jesus, teach us all to love.

Attendees:

Revd. David Cattle (Chair) – Vicar (DC)	P	Colin Dawson - Treasurer (CD)	P
Anne Gardener – Church Warden (AG)	A	Anne Pepper – Church Warden (AP)	P
Sue Metcalfe – PCC Secretary (SM)	P	Paul Wehren (PW) – Asst. Church Warden	P
Stephanie Troop (ST) – PCC Member	P		

Item 5

d) Land beyond allotments –

- i. Faculty application for gate to copse – AP finalising paperwork, with the aim of submitting to the DAC meeting 15 December. The gate has been donated and fixings will cost approx. £45.
- ii. Hire of chipper – half of the chipping has been completed; the chipper will need to be hired again in January. Money is being received from logs and chippings. CD asked for clarification of expectations – expecting another 3 payments of £75. Payees marking payments as chippings.

This was unanimously approved.

APPENDIX 2

St Michael's Galleywood churchyard – land managed by PCC

Allotments – Glebe land - managed by land agenda on behalf of the diocese

Benefice land – land managed by PCC – it has been unused and overgrown.

The red arrow shows the proposed position of field gate. Also proposed position of cross (not part of this application).



APPENDIX 6 Background to this application and statement of need

In the summer of 2019 an encampment was found on the benefice land. See some of the photos that only show a very small amount of what was found. Clearing this took several months of legal processes and the church received a bill from the council for £4,000 of which £2,500 was able to be reclaimed on our insurance.



The reason the encampment had been undiscovered and had been there for so long was that the land had become overgrown with self-seeded laurel bushes. These needed clearing to open up the space and make it visible from the road as well as making it useable by the church and the local community. However we needed to make sure the space once opened up was secure so that no vehicles could get in as we often have illegal encampments in Galleywood on the common. In most cases they are on council land but in this case it was benefice land.

Thus the plan was begun to secure the boundary by replanting a native hawthorn hedge and once the hedge was starting to grow to secure the boundary with a gate which would ensure there was access for any maintenance needed on the land or to the trees. In addition, once cleared the space can be ready and available for outdoor worship (as and when this is allowed by the government) as outdoor worship is only allowed on land that the church owns as well as for wider outdoor use by church youth group and local groups such as guides.

Sandra Turner

From: Anne Pepper <apecpper36@gmail.com>
Sent: 01 February 2021 15:06
To: Sandra Turner
Subject: RE: DAC Application - Galleywood St. Michael entrance gate

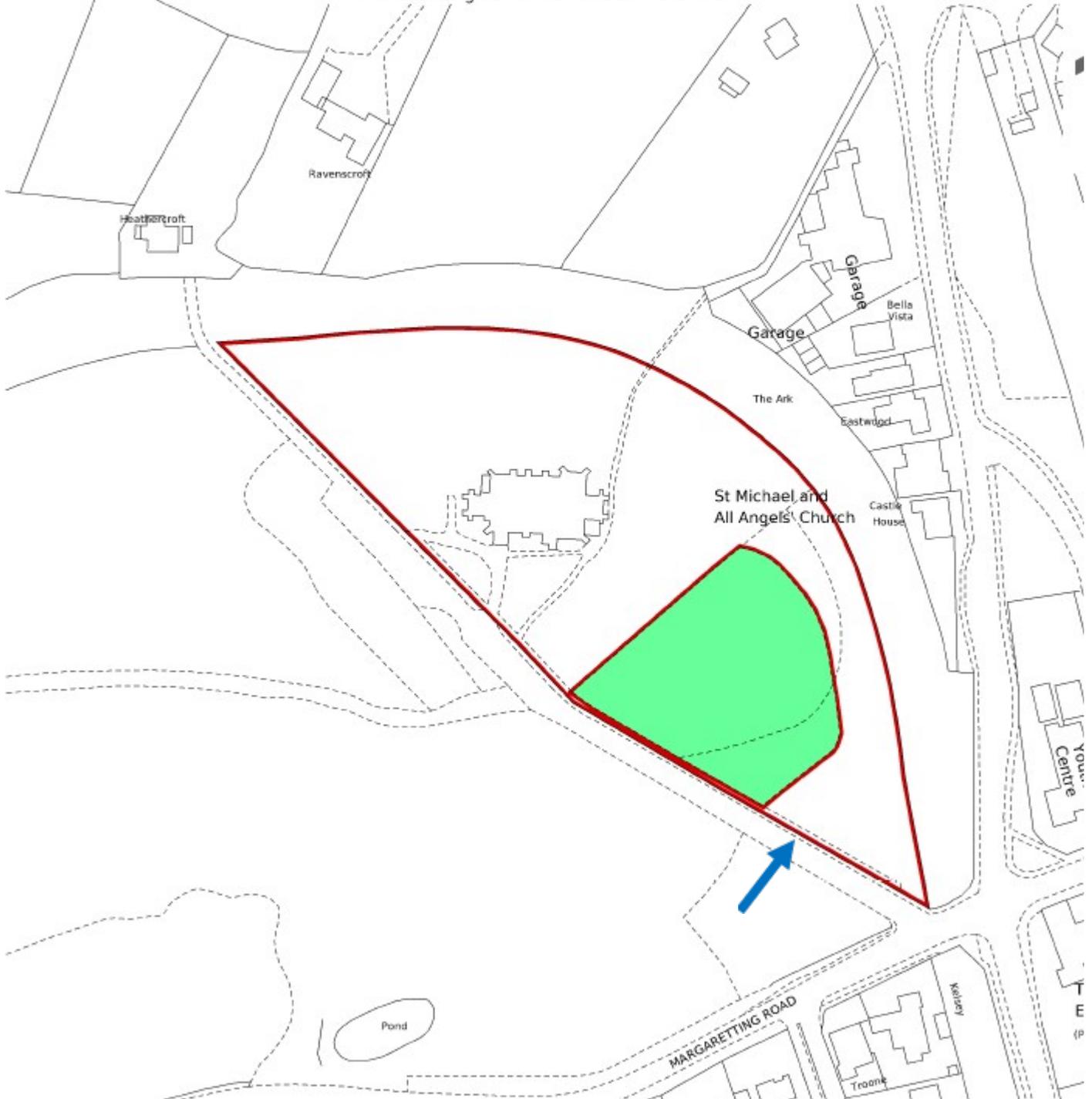
Thanks for these points.

Question 1 here is the title registry map this shows the whole area owned by the church as outlined in red.

The area in green is the allotment land which is owned by the Diocese, from the map it is clear that this section is set within the overall site.



© Crown Copyright. Produced by HM Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number: 100019480
The land tinted green is not included in this title.



The blue arrow shows the proposed position of the gate.

It may be that while the land is contiguous with the church land it does not need a faculty, I am very happy to be advised that therefore no faculty is required as I don't know whether it is or not.

Question 2

This photo shows the position of the previous entrance this was reinstated by the council themselves for us following the clearance – I do not have any photos of what it was like before this.

The new entrance is to be in this same position.



Question 3

Yes the posts will be fitted with concrete.

I hope this is sufficient.

Anne.

Anne Pepper, Churchwarden, St Michael 's Galleywood



apepper36@gmail.com home CM2 9LA #66 church CM2 8TP
mobile 07703586537 landline 01245 495529

From: Sandra Turner [mailto:sturner@chelmsford.anglican.org]

Sent: 01 February 2021 09:41

To: Anne Pepper <apepper36@gmail.com>

Subject: DAC Application - Galleywood St. Michael entrance gate

Mrs Pepper

Prior to the full committee, some members have considered the proposals and have made comment on the proposals. Please read through and supply the answers to the question prior to the meeting on Tuesday 9th February.

Comments are as follows: -

The proposal is to install a wooden field gate and make good to the boundary of benefice land the works involve the reuse of existing second-hand gate with new hardwood posts.

1st question to be resolved relates to the need for a faculty., No site plan showing the area subject to faculty is provided, other information suggests that the area is separate to the churchyard and separated from it by allotment gardens. Confirmation is required that this work is in an area that forms part of the site area and subject to faculty. *Please submit an area site plan and mark the proposed location of the entrance where the gate is to be installed. The ariel view in the application is not to be confused as a site plan.*

2nd question relates to the relevance of planning permission .The proposed gate will replace a barrier between the benefice land and the public highway. The description of the site suggests that the entrance point to the benefice land may have been an established entrance in the past. If the proposed position cannot officially be confirmed as an established entrance point of the site, the proposal will need planning permission. This is a matter for the local authority.

Submit confirmation that in the past an established entrance was there or if not, you need to seek your Local Authority planning permission to install the entrance gate. Under April 2020 Faculty Jurisdiction rules the DAC are unable to recommend any proposals unless all the relevant bodies have been consulted (with your application it is Local Authority Planning Department) and their response included in the proposals.

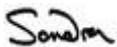
The proposal is unlikely to have an impact on setting the church and seems appropriate in appearance for the location. No details are given concerning the construction, but it is assumed that the support posts will be set in concrete?

Details of how the posts are to be fixed in place.

If you can submit the additional information prior to the meeting your application can be considered in full without the possibility of a delay in recommending.

Stay safe & healthy

Regards



Sandra Turner
Diocesan Advisory Committee (DAC) Secretary
Tel 01245 294413/294423
dac@chelmsford.anglican.org
www.chelmsford.anglican.org

Please see the Chancellor's guidance to insurance cover requirements - <http://www.chelmsford.anglican.org/chelmsford-registry-links>