

SCHEDULE 1 Rules 3.2 and 3.3 MATTERS WHICH MAY BE UNDERTAKEN WITHOUT A FACULTY

General notes

List A and List B set out matters which may generally be undertaken without a faculty subject to conditions specified in Table 1 and Table 2 and, in the case of List B, subject to the archdeacon giving written notice that the matter may be undertaken. However, a matter may not be undertaken without a faculty despite being included in List A or List B if it comprises: -

- works which involve alteration to or the extension of a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest
- works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage
- works for all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979
- works which involve the extension, demolition or partial demolition of a building or the erection of a new building
- a matter which gives rise to a question of law or doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person
- the exhumation or other disturbance of human remains
- the reservation of a grave space
- the sale or other disposal of an article of architectural, archaeological, artistic or historic interest
- the sale of any book remaining in or belonging to a parochial library
- the introduction of an aumbry or another receptacle used for the reservation of the sacrament of Holy Communion
- the introduction of a monument, or the carrying out of work to a monument erected in or on, or on the curtilage of, a church or other consecrated building or on consecrated ground.

In List A and List B— “authorised” means authorised by faculty or under List A or List B; “church” includes a building which is included in the list maintained by the Church Buildings Council under section 38(1) of the Measure; “curtilage”, in relation to a church, means any land (whether or not consecrated for burials) which is—

- (a) part of the curtilage of the church, or
- (b) if there is a church hall or other building subject to the faculty jurisdiction, part of the curtilage of that other building.

“fabric” means the structure of a building comprising its walls, floor and roof; “historic”, in relation to material, means material which is of historic or architectural significance.

Advice may be sought from the Diocesan Advisory Committee as to whether material is historic material or whether an article is of architectural, archaeological, artistic or historic interest.

Application may be made to the chancellor for directions as to matters not included in List A or List B that are of such a minor nature that they may be undertaken without a faculty.

Notes on net zero guidance

Those proposing to undertake a matter without a faculty should make themselves aware of net zero guidance (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions). Where a matter to which net zero guidance applies is included in List B, the proposal sent to the archdeacon must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.

LIST A

<i>Matter</i>	<i>Specified conditions</i>
AI Church building etc	
(1)(a) Works of maintenance, not involving repair or substantial replacement of material, carried out as part of the regular course of care and upkeep of the building	The parochial church council’s insurers are notified if external scaffolding is to be erected
(b) Works of repair not materially affecting the fabric or any historic material	
(2) Repairs and replacement of fittings in existing kitchens, lavatories, office accommodation and other ancillary rooms	
(3) Like for like repairs to window glass	The works do not include repairs to stained glass or to clear glass manufactured before 1960
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practical, are fixed in mortar joints
(4a) Draught proofing an external door or window	The works do not affect the overall appearance or operation of the door or window and do not involve the replacement of a component
(5) The treatment of timber against beetle or fungal activity where the church is not a listed building	The works do not involve the replacement of timber

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| <p>(6) Works of maintenance, repair and adaptation (not amounting to substantial addition or replacement but including rewiring) to existing –</p> <p>(a) heating systems (including the replacement of control equipment and the insulation of pipes in the boiler room and ancillary service areas)</p> <p>(b) gas, water or other services</p> <p>(c) Lighting installations, other electrical installations and other electrical equipment (but not the replacement of light fittings, and see matter B1(8)(b) in List B as to fittings for low-energy lamps)</p> | <p>The works do not involve making additions to an electrical installation</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an oil fired heating system or to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p> |
| <p>(7)</p> <p>(a) The replacement of a boiler in the same location and utilising an existing non-fossil fuel supply whether with existing or similar pipe runs</p> | <p>In the case of adaptation, the parochial church council's insurers are notified of the proposals</p> |
| <p>(See matter B1(5) in List B for replacement using different fuel supply)</p> | |
| <p>(b) The replacement of a flue liner</p> | <p>The works do not involve the creation of a new external flue</p> <p>The parochial church council's insurers are notified of the proposals.</p> |
| <p>(8) The like for like replacement of roof lead or other material covering the roof of a building which is not a listed building</p> | <p>The original introduction of the material being replaced was authorised</p> <p>The installation of roof insulation is considered</p> <p>The parochial church council's insurers are notified of the proposals</p> |
| <p>(9) The installation of a roof alarm (including an alarm with an image capture facility)</p> | <p>The amount of associated cabling is kept to the minimum that is reasonably practicable</p> <p>The parochial church council's insurers are notified of the proposals</p> |

	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
(10) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(11) Work to an existing lightning conductor or to an earth mat connected to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience
(12) The replacement or introduction of a weathervane on a church which is not a listed building	
(13) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(14) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (including safes) in vestries and similar rooms	The existing use of the vestry or similar room is not changed No article of historic or artistic interest is removed or disposed of
(15) The introduction, removal, or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurer in relation to their type or location is complied with
(16) The making of additions to an existing name board	The board is not a war memorial or roll of honour The addition is in the same style (including colour and materials) as existing names on the board
(17) The installation of bat boxes as part of a bat management programme	
(18) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(19) The installation of bird netting to tower windows	
(20) The adaptation of an existing sound reinforcement system	Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

In the case of a church which is a listed building, no alteration is made to existing fixings or cable runs (but see matter BI(13) in List B)

- (21) The introduction of a defibrillator in a church which is not a listed building

A2. Musical instruments

- (1) The introduction or disposal of musical instruments (other than pipe organs and non-portable electronic organs) and associated equipment

No article of historic or artistic interest is disposed of

- (2) The routine tuning and maintenance of organs and pianos

In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument

- (3) The repair or replacement of electrical motors and humidification equipment for organs

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

A3. Bells etc.

- (1) The inspection and routine maintenance of bells, bell fittings and bell frames

No tonal alterations are made to any bell

No bell is lifted from its bearings

- (2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels

Works do not include the re-soling or re-rimming of a bell wheel

No bell is lifted from its bearings

- (3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear

No bell is lifted from its bearings

- (4) The repainting of metal bell frames and metal bell fittings

No bell is lifted from its bearings

- (5) The like for like replacement of a wrought iron clapper shaft

A4. Clocks

- (1) The inspection and routine maintenance of clocks and clock dials

Works do not include re-painting or re-gilding of clock dials or repainting clock movements

- (2) Maintenance and like-for-like repairs, without removing the clock from the church, of:

- (a) ratchets, clicks and click springs on flies

- (b) locking levers
- (c) pulleys
- (d) broken hands
- (e) clock hammers and their springs

(3) Replacement of:

- (a) weight lines
- (b) suspension springs
- (c) fixings of clock dials

(4) The reinstallation of disconnected hands and numerals

Works do not include re-painting or re-gilding of clock dials or repainting clock movements

(5) Repairs to bell cranks and clock bell hammers

(6) The upgrading of electrical control devices and programmers

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

A5 Church contents

(1) The repair of woodwork, metalwork and movables

Matching materials are used

The repair does not involve any works to:

woodwork or metalwork of historic or artistic interest

Royal coats of arms

hatchments or other heraldic achievements

paintings

textiles of historic or artistic interest

church plate (including candlesticks and crosses)

(2) The application to articles of forensic marking

No article of historic or artistic interest is marked without first obtaining specialist advice

(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions

The introduction, removal or disposal of the articles does not result in a major change to the overall appearance of the church

	No article of historic or artistic interest is removed or disposed of
(4) The introduction, removal or disposal of –	No article of historic or artistic interest is removed or disposed of
(a) movable bookcases	
(b) books	
(c) free-standing noticeboards	
(d) movable display stands	
(e) Cruets	
(f) vases and flower stands	
(g) hymn boards	
(h) altar linen (but not altar frontals or falls)	
(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)	
(j) the Union flag or St. George's flag (with or without the diocesan arms in the first quarter) for flying from the church	
(k) portable audio-visual equipment	
(l) wi-fi routers	
(m) equipment for card payment systems	No article being introduced is fixed to historic fabric
(5) The removal or disposal of –	No article of historic or artistic interest is removed or disposed of
(a) Redundant sound reinforcement equipment	
(b) carpet	
(c) free-standing chairs (but not pews, benches or stalls)	Only breathable material is used
(6) The like for like replacement of carpet or the introduction or replacement of movable floor coverings between individual pews	No article of historic or artistic interest is removed or disposed of
(7) Treatment of fixtures and furniture against beetle or fungal activity	No material of historic or artistic interest is treated See matter B4(6) in List B for treatment of material of historic or artistic interest

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| (8) The replacement of curtains (other than curtains and other hangings associated with an altar | No article of historic or artistic interest is removed or disposed of |
| (9) The introduction of free-standing chairs in a church which is not a listed building | |
| (10) The introduction, in a church which is a listed building, of additional free-standing chairs of a design which has previously been introduced in the church under the authority of a faculty | |
| (11) The introduction of a fixed internal noticeboard (including in a porch) in a church which is not a listed building | |

A6 Church halls and similar buildings subject to the faculty jurisdiction

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| (1) Works of maintenance and repair to the building and the replacement of fittings in the building | |
| (2) The introduction, removal or disposal of furniture and fittings | No article of historic or artistic interest is removed or disposed of |
| (3) Replacement of material covering the roof where neither the church nor the church hall or similar building is a listed building | The installation of roof insulation is considered. |
| (4) The introduction of a defibrillator in a building which is not a listed building. | |

A7 Churchyard etc.

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| (1) The introduction and maintenance of equipment for maintenance of the church and churchyard | |
| (2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour | |
| (3) The introduction of unwired lighting to mark the edge of a path | |
| (4) The maintenance of fences, walls and gates (including lychgates and stiles), not involving repair or replacement, carried out as part of the regular course of care and upkeep of the fence, wall or gate | Any new disturbance below ground level is kept to a minimum |

- (5) Repairs to, and like for like replacement of, fences and gates other than lychgates, walls or historic railings
- (See matters B6(2) and (3) in List B for repairs to walls and lychgates)
- (6) The repair, repainting or like for like replacement of a noticeboard
- (7) The grant by the incumbent of a license for grazing in the churchyard
- (8) The disposal of gas and oil tanks (and associated pipe work)
- (See mater B6(4A) in List B for replacement gas tanks)
- (9) The introduction, replacement or disposal of a flagpole not attached to the church building
- (10) The introduction of a defibrillator where the church is not a listed building
- Any new disturbance below ground level is kept to a minimum
- The wording on the board is not changed except for the purpose of updating existing information that is included on the board
- In the case of replacement:
- the Town and Country planning (Control of Advertisements) (**England**) Regulations 2007 are complied with,
- The replacement noticeboard is not illuminated, and any new disturbance below ground level is kept to a minimum
- The license is in a form approved by the Chancellor
- No works of excavation are involved
- The local planning authority is notified of the proposal
- Any work to gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)
- Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))
- The local planning authority is notified of the proposal
- Any new disturbance below ground level is kept to a minimum

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| <p>(11) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is not a listed building</p> | <p>The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles</p> <p>Any new disturbance below ground level is kept to a minimum</p> <p>The upstand is situated in an area which may be lawfully used for off-street parking</p> <p>The upstand is not situated within 2 metres of a highway</p> <p>No more than one upstand is provided for each parking space</p> <p>The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation</p> |
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A8 Trees

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| <p>(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)</p> | <p>The works do not relate to any tree in respect of which a tree preservation order is in force, or which is in a conservation area</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping, and topping of trees in churchyards</p> |
| <p>(2) The lopping or topping of any tree –
that is dying or dead: or

has become dangerous</p> | <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping, and topping of trees in churchyards</p> |
| <p>(3) The removal of dead branches from a living tree</p> | <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping, and topping of trees in churchyards</p> |

List B – Matters which may be undertaken without a faculty subject to consultation etc

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted on the proposals to undertake the matter and has given notice in writing that the matter may be undertaken without a faculty.

The archdeacon may impose additional conditions in the written notice.

See the general notes as to matter which may not be undertaken without faculty despite being included in List B.

Notes on net zero guidance

Those proposing to undertake a matter without a faculty should make themselves aware of net zero guidance (that is, guidance issued by the Church Buildings Council under section 55 of the Dioceses, Pastoral and Mission Measure 2007 on reducing carbon emissions). Where a matter to which net zero guidance applies is included in List B, the proposal sent to the archdeacon must include an explanation of how the applicants, in formulating the proposal, have had due regard to that guidance.

Matter	Specified conditions
B1 Church building etc	
(1) Works of repair affecting the fabric or historic material	<p>The repair does not introduce material of a type that does not already form part of the fabric of historic material that is to be repaired</p> <p>The repair does not involve the substantial replacement of a major part of the fabric or of historic material</p> <p>Details of any material to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	<p>The installation does not affect historic fabric</p>
(3) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed.</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>

(4) The treatment of timber against beetle or fungal activity where the church is a listed building	The works do not involve the replacement of timber
(5) The replacement of a boiler, whether in the same or substantially the same location and utilising, whether with existing or similar pipe runs – (a) A non-fossil fuel supply in place of a fossil fuel supply, or (b) A different non-fossil fuel supply.	Any work to a gas fitting is carried out by a person who is registered on The Gas Safe Register (or is a member of another class of persons approved by Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and use) Regulations 1998 Any work to an oil-fired heating system is carried out by a person whose work is subject to an accredited certification system (as defined in rule 3.1(6)) The parochial church council's insurers are notified of the proposals
(See matter A1(7)(a) in List A for replacement using existing non-fossil fuel supply)	
(6) The like for like replacement of roof lead or other material covering the roof of a listed building	The original introduction of the material being replaced was authorised The installation of roof insulation is considered The parochial church council's insurers are notified of the proposals
(6a) The installation of roof insulation in a church which is not a listed building	The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice
(7) The installation of lighting and safety equipment	The lighting or other equipment: Is installed only in a part of the church (such as a roofer or crypt) that is not normally visible to the public, or When installed will not be visible from ground level Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) The installation will not affect any graves or vaults The parochial church council's insurers are notified of the proposals
(8) (a) The extension of an existing lighting system	Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

(b) The replacement of light fittings with fittings suitable for low-energy lamps

The parochial church council's insurers are notified of the proposals

(9) The installation of a lightning conductor or the connection of an earth mat to a lightning conductor

The parochial church council's insurers are notified of the proposals

The parochial church council is satisfied that the person who is to undertake the work has the necessary skill and experience

(10) The installation of closed circuit television for security purposes

Details of cameras and other equipment, their proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

Regard is had to any guidance issued by the Church Buildings Council relating to privacy and the protection of personal data

Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

Chancellor's Additional Matters Order

The installation of fixed cameras for live streaming

1 The PCC is to consider and document any issues that may arise relating to the live streaming or recording of the services, including in relation to safeguarding, data protection and copyright licensing.

2. Any work involving mains electricity is to be carried out by a fully commercially registered NICEIC or similarly qualified electrician.

3. All wiring to be as unobtrusive as possible and of appropriate colour to blend with the background to which it is attached.

4. Where practicable, all fixings are to be made into joints, **not** stonework, using stainless steel or non-ferrous screws in fibre plugs.

5. A complete written record of the works carried out is to be made and retained, whether in the Log Book or otherwise, so that a record is kept of what has been done.

*(Added
15th February 2023)*

(11) The installation of security and fire alarms

Details of equipment, its proposed location, and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

- (11A) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services
- Any work to an electrical installation is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1 (6))
- The equipment does not adversely affect the church's protection against lightning
- Any cable runs are secured so as to minimise the risk that they become loose
- Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter
- In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material
- The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services
- (12) The installation of locks (including timed and other electronic locking devices)
- (13) The install of a sound reinforcement system or loop system (including a control desk) or the alteration of an existing system

Chancellor's Additional Matters Order

The removal and disposal of an existing sound reinforcement or loop system

(Added 23rd June 2020)

(14) The introduction of a defibrillator in a church which is a listed building

(14A) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a church which is not a listed building

The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles

Any new disturbance below ground level is kept to a minimum

The wall is adjacent to an area which may be lawfully used for off-street parking

The wall is not situated within 2 metres of a highway

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| (15) The introduction of fixed audio-visual equipment in a church which is not a listed building | The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation |
| (16) The removal of asbestos | Detail of equipment, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposals to undertake the matter |
| (17) The refurbishment of facilities for serving refreshments | Works, other than works of minor reinstatement and repair, will not be required following the removal of asbestos |
| (18) The removal of partitions or divisions that did not form part of the original construction of a church which is not a listed building | The original introduction of the facilities being refurbished was authorised |
| (19) The introduction of bird boxes | |
| (20) The installation of photovoltaic panels on a church which is not a listed building or in a conservation area | |

Chancellor’s Additional Matter Order

The installation of hand sanitiser dispenser

(Added 1st June 2020)

The installation should not materially adversely affect the historic fabric of the church

Chancellor’s Additional Matters Order
Commercial filming in churches or churchyard.

(Added 22nd May 2023)

1. PCC Consent

The PCC must pass a resolution. If it is not possible to convene a meeting of the PCC the Standing Committee must pass a resolution.

2. Script

The script must be reviewed by the Archdeacon to ensure that there is nothing obscene, blasphemous, or otherwise objectionable. If required, advice will be sought from the Bishop and the Registrar. If a filming is unscripted, a detailed description of the event must be received by the Archdeacon.

3. Remuneration

The fee negotiated reflects the type of programme being filmed and the time filming will take.

4. Contract

The template agreement approved by the Diocesan Registrar is used, and the fixed fee for this has been paid to the Diocesan Registry.

5. Insurance

The PCC's insurers should be informed of the proposed filming and comply with any requirements they might have.

6. No physical works to the church or churchyard are to be undertaken, nor alterations made.

7. The filming should not interfere with the rights of the public to visit, attend and use the church and churchyard.

B2 Bells etc

(1) The lifting of a bell to allow the cleaning of bearings and housings

Regard is had to any guidance issued by the Church Buildings Council

No modification is made to the manner in which any bell may be sounded

No historic material is modified or removed

(2) The like for like replacement of –

Regard is had to any guidance issued by the Church Buildings Council

(a) bearings and their housings

The works do not involve the drilling or turning of the bell

(b) gudgeons

No modification is made to the manner in which any bell may be sounded

(c) crown staple assembly

No historic material is modified or removed

(d) steel or cast headstocks

(e) wheels

(3) The replacement of –

Regard is had to any guidance issued by the Church Buildings Council

(a) bell bolts

No modification is made to the manner in which any bell may be sounded

(b) a wrought iron clapper shaft with a wooden-shafted clapper

No historic material is modified or removed

(4) The treatment of timber bell frames with preservative or insecticide materials

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| (5) The re-pinning or re-facing of hammers in Ellacombe apparatus | Regard is had to any guidance issued by the Church Buildings Council |
| | No modification is made to the manner in which any bell may be sounded |
| (6) The installation of an electric silent ringing device for the training of ringers | No historic material is modified or removed
Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6)) |
| | The device is installed in a location not normally visible to the public |
| | No alteration is made to the fittings of the bells other than the installation of electric contacts and wires |
| | The device does not adversely affect the church's protection against lightning |
| (7) The installation of a sound control measure in a belfry | Any fixings are made into mortar |
| (8) The introduction of peal boards in a location not normally visible to the public | |

B3 Clocks

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| (1) Alterations to striking trains to prevent striking at night | No part of the clock movement is affected |
| (2) The repair or replacement of electric or electronic clocks manufactured after 1950 | |

B4 Church contents

- (1) The repair and maintenance of church plate (including candlesticks and crosses) not of historic or artistic interest
- (2) The replacement of an electronic organ (but not of a pipe organ)

The original introduction of the electronic organ being replaced was authorised

The replacement electronic organ is on a similar scale to the electronic organ being replaced
- (3) Like for like repairs and works of conservation to a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience
- (4) The installation of humidification equipment for a pipe organ

The archdeacon is satisfied, having regard to the advice of the diocesan advisory committee or a member or officer of the committee, that the person who is to carry out the work has the necessary skill and experience

Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))

Only breathable material is used
- (5) The replacement of carpets or other floor covering and underlay other than movable floor coverings between individual pews (see matter A5(6) in List A for like for like replacement of carpets and introduction or replacement of movable floor coverings between individual pews)

No article of historic or artistic interest is replaced
- (6) Treatment of fixtures and furniture against beetle or fungal activity (see List A for treatment of material not of historic or artistic interest)
- (7) The introduction of a book of remembrance and stand
- (8) The introduction of a stand for candles
- (9) The introduction of a fixed internal noticeboard (including in a porch) where the church is a listed building
- (10) The introduction of an electrical heating appliance not forming part of a heating system

Details of the appliance, its proposed location and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposals to undertake the matter

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| | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as define in rule 3.1(6)) |
| (10A) The installation of an electrical heating system for attachment to pews made in or after 1850 and which are not of historic interest | Details of the appliances, their proposed location and fixing and the location of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposals to undertake the matter |
| | Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as define in rule 3.1(6)) |
| | No article of historic or artistic interest is removed or disposed of |
| (11) Works of repair to altar frontals and falls | No work is carried out to an article of historic or artistic interest |
| (12) Disposal of redundant altar frontals and falls | No article of historic or artistic interest is disposed of |

B5 Church halls and similar buildings subject to the faculty jurisdiction

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| (1) The introduction of a defibrillator in a building which is a listed building | |
| (2) The installation of roof insulation in a building which is not a listed building | The insulation material is chosen, and the method of installing the material is decided upon, after obtaining specialist advice |
| (3) The mounting of an electrical outlet for recharging an electric vehicle on an external wall of a building which is not a listed building | The outlet is mounted at a height not exceeding 1.6 metres from the level of the surface used for parking vehicles |
| | Any new disturbance below ground level is kept to a minimum |
| | The wall is adjacent to an area which may be lawfully used for off-street parking |
| | The wall is not situated within 2 metres of an highway |
| | The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation |

(4) The installation of photovoltaic panels on a building which is not a listed building or in a conservation area

(5) The installation of equipment for receiving, or for receiving and sharing, wireless broadband services

The equipment does not adversely affect the building's protection against lightning

Any cable runs are secured so as to minimise the risk that they become loose

Details of the equipment, its proposed location and the location and securing of any cable runs are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter

In the formulation of those details, regard is had to the desirability of avoiding loss of or damage to historic material

The diocesan registrar is consulted on the terms of any proposed contract for the sharing of the wireless broadband services

Chancellor's Additional Matters Order

The installation of fixed cameras for live streaming

1 The PCC is to consider and document any issues that may arise relating to the live streaming or recording of the services, including in relation to safeguarding, data protection and copyright licensing.

2. Any work involving mains electricity is to be carried out by a fully commercially registered NICEIC or similarly qualified electrician.

3. All wiring to be as unobtrusive as possible and of appropriate colour to blend with the background to which it is attached.

4. Where practicable, all fixings are to be made into joints, **not** stonework, using stainless steel or non-ferrous screws in fibre plugs.

5. A complete written record of the works carried out is to be made and retained, whether in the Log Book or otherwise, so that a record is kept of what has been done.

(Added 15th February 2023)

B6 Churchyard etc.

(1) The introduction and removal of benches in a churchyard

No bench proposed to be introduced has an inscription on it which would not be permitted on a monument in the churchyard under the applicable

churchyard regulations made or approved by the chancellor

(2) The repair or rebuilding of walls

The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979 or is separately listed as a building of special architectural or historic interest under the planning (Listed Buildings and Conservation Areas) Act 1990

Any new disturbance below ground level is kept to a minimum

(3) The repair of lychgates

The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservations Areas) Act 1990

(4) The introduction, replacement, or alteration of a notice board

A new notice board is not illuminated

The Town and Country Planning (Control of Advertisements) (**England**) Regulations 2007 are complied with

(4A) The replacement of gas tanks (and associated pipe work)

No works of excavation are involved, other than the digging of a trench which –

(see matter A7(8) in List A for disposal of gas and oil tanks)

(a) where it is underneath land used for the passage of vehicles (whether or not a public right of way), is at a depth of 600 millimetres, and

(b) where it is underneath a footpath (whether or not a public right of way), is at a depth of 450 millimetres

The local planning authority is notified of the proposals

Any work to a gas fitting is carried out by a person who is registered on the Gas Safety Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)

The replacement tank is of similar dimensions and in substantially the same location

If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders

- (5) The introduction of a defibrillator where the church is a listed building
- Any new disturbance below ground level is kept to a minimum
- (5A) The installation in the churchyard or elsewhere in the curtilage of the church of an upstand with an electrical outlet mounted on it for recharging an electric vehicle, where the church is a listed building
- Any new disturbance below ground level is kept to a minimum
- The upstand and outlet together do not exceed 1.6 metres in height from the level of the surface used for parking vehicles
- The upstand is situated in an area which may be lawfully used for off-street parking
- The upstand is not situated within 2 metres of a highway
- No more than one upstand is provided for each parking space
- The work is carried out by a body or person who is registered with the relevant government department or other body responsible for accreditation
- (6) The introduction of stands for bicycles
- (7) The resurfacing of paths and other hard-surfaced areas using different materials or colour where the church is not a listed building
- (8) The introduction of hand rails to steps or paths
- (9) The digging of a cable trench and the installation of cables, and the attachment of wiring, in the trench
- A plan showing the proposed route of the trench is submitted to the archdeacon when the archdeacon is consulted on the proposals to undertake the matter and the archdeacon approves the route proposed
- No cables exceed 1000 volt rating
- Where the trench is underneath land used for the passage of vehicles (whether or not a public right of way), the depth of the trench is 600 millimetres
- Where the trench is underneath a footpath (whether or not a public right of way), the depth of the trench is 450 millimetres
- If articulated human remains are discovered in the carrying out of the work, the work ceases, the discovery is reported to the court and the work does not resume until the court so orders

Chancellor’s Additional Matters order

The introduction of a sign at or near the entrance/s to a churchyard containing a commonwealth war grave/s

(Added 20th Oct 2016)

The installation of the sign has been the subject of an affirmative PCC resolution.

The sign is of the standard design and format recommended by the DAC (being 210mm by 150mm on a green background and made of aluminium).

The text reads:

“At this location there are COMMONWEALTH WAR GRAVES” or “At this location there is a COMMONWEALTH WAR GRAVE”

www.cwgc.org

Subject to the location of the sign having the consent of the Archdeacon

Chancellor’s Additional Matters Order

Archaeological investigations and the digging of trial pits

(Added 1st June 2020)

The investigations and trial pits are external only

The purpose, location and a timetable for the excavation of test pits and trial holes must be discussed and agreed with the Diocesan Archaeological Advisor, together with any requirements for archaeological recording.

The test pits and trial holes shall not be backfilled until an archaeological inspection and any necessary recording, if required, has been completed within an agreed timetable.

If any human remains are found this shall be notified immediately to the Registrar. Work must stop and the area must be covered from public view. Any further work is to be carried out in accordance with directions from the Chancellor or Registrar.

The area of investigation is to be no more than one-tenth of the surface area of the external churchyard.

The number of trial holes is to be no more than ten.

The investigations are not to have an impact on any known existing burial plot.

Chancellor’s Additional Matters Order

The installation of fixed cameras for live streaming

I The PCC is to consider and document any issues that may arise relating to the live streaming or

recording of the services, including in relation to safeguarding, data protection and copyright licensing.

2. Any work involving mains electricity is to be carried out by a fully commercially registered NICEIC or similarly qualified electrician.

3. All wiring to be as unobtrusive as possible and of appropriate colour to blend with the background to which it is attached.

4. Where practicable, all fixings are to be made into joints, **not** stonework, using stainless steel or non-ferrous screws in fibre plugs.

5. A complete written record of the works carried out is to be made and retained, whether in the Log Book or otherwise, so that a record is kept of what has been done.

(Added 15th February 2023)

B7 Trees

(1) The planting of trees

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(2) The felling of a tree –

In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with.

(a) that is dying or dead: or

(b) has become dangerous

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards

(3) All other works to trees (whether or not prescribed in List A) except felling

If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force, or which are in a conservation area is complied with.

Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards.

22 May 2023