



The Church of England
Diocese of Ely

All Saints' Church, Walsoken
Renovation Project

Bob Cox
3 Clayton Close
Wisbech
Cambs, PE13 3TS
www.allsaintswalsoken.co.uk

The Brief for a Lead Consultant for Works at All Saints' Church, Walsoken

Date: 11th May 2026

Dears Sirs

Introduction

We are a Grade 1 listed building near Wisbech in Cambridgeshire. Our church is just within Norfolk. Our last Quinquennial Inspection (2023) showed that an estimated spend of more than £1m is required to professionally discharge those fabric issues identified.

We are at the very early stages of creating a **Renovation Project Team** to raise funds to progress this project. We estimate that work would not start until 2027/28 at the earliest.

One of the first tasks is that, following best practice, we investigate and identify a lead consultant to assist and guide us in this project.

As with most small parish churches, our funds are minimal and specific fundraising will be needed to progress pre-work surveys and investigations. This fundraising has begun. We will be applying for grants for the cost of the bulk of the fabric work. We have yet to approach any grant organisations.

We must be very clear that we will be unable to pay any main building related project fees until/when/if those grants have been made available.

Our fundraising will allow smaller surveys and investigations etc. along the way, as advised and required, with spend within what has been raised.

It has been suggested that a way forward would be to plan all internal renovations first at a cost of £250K. This is because various grant bodies do not expect us to strictly raise funds to match their grant. Then, on completion, to plan all the external works (above and below ground). This will allow us to continue fundraising to get the 10% nominally required for completion. We are happy to alter this approach on advice or justification.

We look forward to hearing from you.

Best Regards
Bob Cox
Renovation Project Chair

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The Brief for a Lead Consultant for Works at All Saints' Church, Walsoken

1) Overview

Role Title: Lead Consultant/Architect/Surveyor for All Saints' Church, Walsoken's Renovation Project

Church Location: Church Road, Walsoken, Wisbech, Cambs, PE13 3RA

Reports to: Bob Cox: Email: bobcox13013@aol.com

Fee: Full transparency of fee calculation method to be clearly laid out. Both a fixed fee and a percentage basis fee will be considered. Fees are expected to be no more than in line with industry guidelines for similar works – for example RIBA guidelines for historic buildings.

Term of Contract: Start date to be finally confirmed. The appointment will be for 5 years as inspecting architects for All Saints Church, Walsoken.

Qualifications: Fully qualified and accredited conservation lead consultant/architect/surveyor, with experience of working on church projects.

Organisation and Church



The Parish of Walsoken lies on the Norfolk and Cambridgeshire border. The church building is in Norfolk along with approximately one third of the parish population. A major part of the parish lies in Cambridgeshire as a suburb of the market town of Wisbech.

The building is Grade 1 Listed and has been described as “the grandest Norman parish church of Norfolk.” The church consists of a nave and chancel each with north and south aisles. Basically, late Norman in date with fine arcades in between. There is a south porch with a west tower, and both are thirteenth century. The spire is of a later date. The roofs and many of the furnishings are medieval.

Some building works have been undertaken in church in the last 40 years.

- Re-ordering of north and south aisles.
- Installation of new heating system.
- Creation of a meeting room in the north aisle.
- A toilet and kitchen refurbishment at the base of the tower.
- The creation of a refreshment area in north aisle.

The church PCC is supported by a Renovation Project Group.

We are an active parish church with services each Sunday, a bellringing teaching school, we are widely used for the community such as coffee mornings and fund-raising events. The building is used by both St. Peter's Junior School and Clarkson Infants School.

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Details of The Project

The Parochial Church Council (PCC) of All Saints' Church Walsoken wishes to appoint a lead consultant/architect/surveyor to support the church to help plan and execute the following:

- Undertake a new quinquennial inspection report (if required) on the church using the Diocese of Ely/national pro-forma and to include estimated cost of repairs, not cost ranges.
- Prepare a scheme of capital works up to RIBA stage 4 and then, subject to funding, lead the project through to completion.

Key Elements of the Works

- Re-leading of nave roof, south aisle and porch.
- Repair/replacement of rainwater goods above and below ground for drainage.
- High level masonry floor repairs at base of spire & fitting lead on top.
- Underpinning of the boiler house and crack repairs.
- Remove poly coverings to stained glass windows and fit ground floor windows with stainless vandal proof steel mesh (on the windows that don't already have them).
- All other required repairs, other than routine maintenance, as listed on the 2023 Quinquennial inspection.

The key deliverable is to remove the church from the Heritage at Risk Register

We are looking for a highly experienced lead consultant/architect/surveyor who has a proven track record of successfully developing these types of capital works, and interfacing with busy Churchwardens who need to be sure that the work is being professionally, competently and legally safely managed, and reported. We do not have the skills to do this ourselves and so need to ensure that you have excellent experience of working with Churchwardens and the local community.

The repairs are estimated to be in the region of £1M (plus VAT).

2) Methodology

The PCC is seeking an experienced lead consultant (conservation accredited architect or surveyor) to work with them to prepare up to RIBA stage 4 [the renovation works] outlined below: To undertake a new quinquennial inspection report using the Diocese of Ely/national pro-forma and to include estimated cost of repairs or using the 2023 Quinquennial Inspection. Then prepare a schedule of necessary repair works to include the provision of a feasibility level study into the desired renovation items to include.

- Carrying out investigation work including those key elements listed above.
- Manage pre-commencement planning conditions and assist in obtaining faculty permission where required.
- Prepare drawings and a specification for the works up to RIBA stage 4 and then put the scheme out to tender.
- Subject to successful grant funding, the lead consultant will then manage the project and contractors on site until successful completion (RIBA stages 5-7).
- Attend meetings with the PCC to agree the preferred way forward if required.
- Identify and advise on the work to be undertaken including timetables, the professionals to be employed and an outline and costs for these services where appropriate.
- Co-ordinate a wider technical team (structural engineer, principal designer and other consultants as required) to deliver the contract to RIBA stage 4 and then through to RIBA stages 5-7 subject to successful grant funding.
- Entirely manage the capital works using recognised project management methodology and monitoring.

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3) Output/Deliverables

The key deliverable is to remove the church from the Heritage at Risk Register

We expect the output of this work to meet the mantra of this project which is.

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... in a sustainable, ethical manner acceptable to grant bodies, in

- Re-leading of nave roof, south aisle and porch.
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- All other required repairs, other than routine maintenance, as listed on the 2023 Quinquennial inspection.

4) Contract Management

The project will be subject to successful grant applications, principally to the National Lottery Heritage Fund. It could start in 2027/28 (up to RIBA stage 4) and aim to be completed by the end of 2030/31 unless otherwise agreed (RIBA stages 5-7).

There are risks associated with the project planning and capital works which might include:

- Insufficient grant funding available to start the capital works.
- Unforeseen works (e.g. discovery of asbestos or protected species).
- Safety and security.
- Delays in starting work with potential increases in labour/material costs.
- Requirements of Natural England regarding bats/bat roosts.
- Imposition of conditions by grant organisation(s) that require additional payment for work and/or fees.
- Further risks may be identified as part of the submission.

The lead consultant/architect/surveyor will be expected to be on site regularly to liaise with the contractors and Churchwardens once the capital works commence.

The client for the development and capital work is the PCC of All Saints Church Walsoken

5) Award Criteria

The final award criteria will be expected to consider, therefore needs to be included.

- The methodology used and its appropriateness in any investigations.
- Responsibilities for each contract or subcontractors used.
- Credentials for carrying out that contracted work.
- Overall project timescales broken down in Gantt chart form.
- Confidence in the costs of each contract.

Appointment

A pre-qualification questionnaire will determine initial suitability. Organisations will be invited to submit tenders. A maximum of five candidates will be invited to interview. The preferred candidate will then be offered the contract.

Please see the pre-qualification questionnaire on the following pages.

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Access / Further Information

Access to the church can be arranged by contacting: Jacky Spooner

Email: jackyspooner@ymail.com

Tel: mobile 07837 252299

For any queries or questions about the process please contact:

Bob Cox.

3 Clayton Close

Walsoken

Wisbech

Cambs, PE13 3TS

Tel: mobile 07485 515284

Email: bobcox13013@aol.com

We look forward to receiving your completed questionnaire.

6) Additional Notes

- This document has been written regarding the Procurement Good Practice Guidance from the Heritage Fund [LINK](#)
- Any information paid for by All Saints' Church, Walsoken will be the property of All Saints' Church, Walsoken. It will be considered transferable to others to avoid duplicate costs.
- All Saints' Church, Walsoken will follow a competitive tendering process by direct contact and advertising this tender opportunity publicly.
- All Saints' Church, Walsoken aligns with the Government Guidance: Competitive Tendering Procedures aligning with EU rules via The Procurement Act 2023 and the Procurement Regulations 2024 No. 692 [LINK](#)
- All conflicts of interest must be declared.
- All Saints' Church will expect all people working on this project to align to the following contracting principles.
 - Saving heritage.
 - Protecting the environment.
 - Inclusion, access and participation.
 - Organisational sustainability.
- All Saints' Church, Walsoken will advertise these works in the Institute of Historic Building Conservation [LINK](#)
- All Saints' Church, Walsoken will advertise these works in local and regional newspapers.
- All Saints' Church, Walsoken will advertise these works in church and local websites.

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All Saints Church Walsoken Pre-Qualification Questionnaire

The process of selecting a Lead Consultant will consist of three stages:

- 1) Pre-Qualification Questionnaire
- 2) Tender submission and assessment
- 3) Interview.

Set out below is the pre-qualification questionnaire. If you meet the minimum criteria, you will be invited to submit a tender. Please return your completed pre-qualification questionnaire by end of **July 2026** to:

Bob Cox. 3 Clayton Close, Walsoken, Wisbech, Cambs. PE13 3TS

The answer to each question is recorded as pass/fail. All candidates who meet the minimum technical capability criteria will be invited to submit tenders by the end of September 2026.

- Please provide your full name, trading address, website, telephone, e-mail address & VAT Registration No. and trading status (Ltd, plc, etc).

- Please confirm that you are accredited in conservation by RICS, AABC and/or RIBA and state how long you have been accredited. Please list any other accreditations.

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- Please confirm that you have experience of working on listed church buildings within the Church of England faculty system. As a minimum requirement, you should have worked on three jobs of a similar nature within the last five years.

- We hope to make an appointment of an accredited architect or building surveyor by end of October 2026. If appointed, when would you be able to start?

- Please provide the names, addresses and e-mail addresses of two referees from church projects you have recently carried out or are currently carrying out.

Print name: _____

Signed: _____

Date: _____

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