



Bob Cox
3 Clayton Close
Wisbech
Cambs, PE13 3TS

Date: 8th March 2026

Dears Sirs

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

1) Summary

Role Title: Lead Consultant/Architect/Surveyor at All Saints' Church Walsoken

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 guide for historic buildings.

Term of Contract:

Start date to be confirmed. The appointment will be for 5 years as inspecting architects for All Saints, Walsoken, however, it is anticipated that the re-leading of the nave roof and other urgent works outlined in the Quinquennial Report, and in this brief will be completed in 2027/2028.

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

2) 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. The font is of the seven sacrament type.

Major building works have been undertaken 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 PCC is supported by a Fabric Working Party and a Community Renovation Project Group.

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

3) 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 broad 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 drainage.
- High level masonry floor repairs at base of spire & fitting lead on top.
- Underpinning of the boiler house and repair cracks.
- 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 aim 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 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 £600K (plus VAT).

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4) The Capital Works and Brief

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: And to undertake a new quinquennial inspection report using the Diocese of Ely/national pro-forma and to include broad estimated cost of repairs or using the [2023] QI. Then prepare a schedule of necessary repair works to include the provision of a feasibility level study into the desired renovation items to include

- Carry out investigation work needed to inform repairs concerning the 2023 Quinquennial inspection, other than those items listed as routine maintenance.
- Carry out investigation work including
 - Re-leading of nave roof, south aisle and porch.
 - Repair/replacement of rainwater goods above and below ground drainage.
 - High level masonry floor repairs at base of spire & fitting lead on top.
 - Underpinning of the boiler house and repair cracks.
- 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 as required (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.

The project will be subject to successful grant applications, principally to the National Lottery Heritage Fund. It should start in early 2027 (up to RIBA stage 4) and aim to be completed by the end of 2028 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.
- It is expected that further risks will 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 PCC of All Saints Church Walsoken

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5) Appointment

A pre-qualification questionnaire will determine suitability, and then practitioners 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.

6) 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

Wisbech

Cambs, PE13 3TS

Tel: mobile 07485 515284

Email: bobcox13013@aol.com

We look forward to receiving your completed questionnaire.

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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 [Time, Day, Date, Month, Year] to: Bob Cox. 3 Clayton Close, 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.

- Please provide your full name and trading address, telephone and e-mail address.

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

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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 [Date, Month Year]. 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.....

Dated.....

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