



Email

From: Samuel Pedlar <samuel.pedlar@elydiocese.org>
Sent: 4 July 2025 16:49:41 BST
To: wadlowp@btinternet.com wadlowp@btinternet.com <wadlowp@btinternet.com>
Cc: Rev Paul K <revkite@btinternet.com>
Subject: RE: RE: Visit to Walsoken Parish Church

Dear Peter,

Thank you for our visit today. I took the following notes and actions:

We are planning to attempt to start a Project Group which will be a sub-committee of the PCC and open to all members of the community to join. The aim of this group is to gain more volunteers to help with the repair project/lottery application. We are going to do some community engagement and consultation around this issue. Our plan is to:

Host a Christmas event on December 11th (time TBC) Holly and I will attend. We will give out surveys here and have a slot to speak about the project and ask people to get involved. We will then position ourselves by the door and try to get people to fill out surveys before they leave.

In the meantime, the PCC would look at tendering for a new architect and would also start some conversations with community groups about the project.

I promised to create a draft survey (attached) and send it for your comments, when you are happy – please let me know and I can load it onto Microsoft Forms. The survey will go 'live' before our event and will be open for 6 weeks; we will review results in January. People will be able to complete it on paper or online.

I promised to create a memo for the local stakeholders (e.g. parish councillors and school). I also promised to create advertising for the newsletter – let me know when you need these by. You may expect them to look a little like this: [LINK](#)

Bob will create a page on the church website, and the Fabric group will think of a snappy name for the project – I suggested using Great Staughtons project as a guide: [LINK](#)

Architect Tendering

For this project you are going to need to follow the Lottery's tendering rules and so will need to tender for an architect. I have checked with Holly and

in 2023 Ruth estimated the total repairs needed in the next 5 years to be about £390,000. Once you add VAT, inflation, other professional fees, survey costs etc. it will be significantly more; we think £500,000 was the estimate when we were last thinking of a Lottery bid (2019/2020). We did talk to Ruth about phasing, but apart from the drains there was nothing she felt that could be done under £250,000 and the roof is arguably more urgent than the drainage. I think they would be best to go through the full tendering process to cover yourselves.

It would be best to get this sorted as soon as you can so when you have the project group in place you know who your architect is and so you can make sure this process is done and dusted promptly – as it may take up to 3 months or more.

I have attached all the forms you will need. The document Appointing a Professional Advisor just explains when and why a competitive tendering process is required. As the architect's fees on all the work needed are likely to be over £50,000, I'd suggest you go for the full tendering process. This involves placing an advert asking people to complete a Pre-Qualification Questionnaire, then based on the responses to this, inviting people to submit a tender. You then interview candidates, at least 5 if possible. Finally, you need to write a short report on the process and how you reached a decision. I and especially Holly can help with all this and put you in touch with other PCCs who have recently been through this process. I realise this may appear slightly frightening, but it is more straightforward than it first appears (we hope).

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All Saints' Church, Walsoken
Renovation Project