

## Project Brief – Professional Lead

### Introduction

The Parochial Church Council (PCC) of St. Mary the Virgin, Burrough on the Hill, is in the process of preparing to apply for a National Lottery Heritage Fund grant in order to complete a major repair project. We wish to focus on stonework repairs and pointing, notably to the vulnerable tower and spire. We also wish to develop heritage interpretation within the church building. The work has been broadly estimated to be in the region of £170,000 excluding VAT and professional fees.

For context,

(i) the Project Group will be developing self-guided tours, an immersive experience, a local history library, a well-being garden and habitats in the church grounds. These are to be developed by volunteers with relevant experience.

(ii) The PCC are also currently exploring our options for improved heating and have obtained quotations for chandelier-style heaters. The installed air-to-air heat pump system is redundant. Heating appliances are currently a mixture of old style electric tubular heaters (wall-mounted and beneath pews) as well as wall mounted ceramic heaters. Whilst our main focus for the funding bids are the repairs needed, our heating also requires attention. We may look to include this in our project, depending on funding opportunities and further advice developed in these early stages.

### Requirements

The PCC is seeking the services of a conservation-accredited architect or building surveyor to act as professional lead for the building project. This will include developing tender documentation, seeking suitable contractors, tender evaluation and oversight of the work. Our project is dependent on securing grant funding, but if successful, the successful candidate will need to satisfy all necessary requirements arising from the National Lottery Heritage Fund bid.

The appointment will also include being considered for undertaking the next Quinquennial Inspection, when due, 2029, and submitting the report in accordance with the Diocese of Leicester Scheme. The appointment would also be for any remedial works arising resulting from that inspection.

### Background information

The Church of St. Mary the Virgin in Burrough on the Hill is a Grade 2\* listed building dating from the 12th century. There is defective masonry. The attached 2024 Quinquennial Inspection reveals that masonry works and associated works to the tower, spire and parapet copings are required within twelve months and further masonry repairs to open joints and eroded stonework are required within 12-24 months. The church has recently been assessed as vulnerable.

Additional detailed history of St Mary the Virgin church is available here:

<https://historicengland.org.uk/listing/the-list/list-entry/1337049?section=official-list-entry>  
<https://www.nationalchurchestrust.org/church/st-mary-virgin-burrough-hill> <https://www.achurchnearyou.com/church/14442/>

### How we will choose

We will undertake a quality and price assessment before deciding who to appoint. You will be asked to provide a quote for providing services as the professional lead for the project. stating your fee rates for the elements of the repair projects and meet with the PCC on site for questions to be raised and for your portfolio of recent work to be reviewed. Scores will be allocated on an approximate 60-40 basis between quality and price.

## Timings

Allowing time for project development, we are working towards submitting relevant applications to the Diocese of Leicester by autumn 2026. We hope to submit grant applications for the capital works at the end of 2026 and commence the repairs in April 2027 or when funding allows. The church is known to have a bat roost so timing and restrictions on works will be as prescribed by Natural England prior to the commencement of any building work. The works are expected to be List B works so that a Faculty application will not cause delays.

Interested parties should send their tender returns to [ajf712@hotmail.com](mailto:ajf712@hotmail.com)

The deadline for returns is 15 June 2026.

We offer the opportunity to visit the church and meet with members of the PCC prior to your submission on Wednesdays or Fridays. To arrange this or if you have any questions or queries or would like to discuss the scope of the works, please contact [ajf712@hotmail.com](mailto:ajf712@hotmail.com)

## Supporting documents

2024 QI

History