

FEBRUARY 2026

ARCHITECT BRIEF

**REIMAGINING ST EDWARD'S: THE HISTORIC HEART OF CASTLE
DONINGTON**



OVERVIEW OF ROLE

The PCC of St Edward King and Martyr, Castle Donington, wish to appoint an architect to support the delivery of the 'Reimagining St Edward's' project.

ABOUT ST EDWARD KING AND MARTYR AND THE PROJECT

St Edward King and Martyr is a landmark church in the small town of Castle Donington, North West Leicestershire. The church is Grade II* listed for its many historic architectural features and monuments and parts of the current building date from around 1200. The church features 14th-century stained glass and a 15th-century font. It houses the tomb of Robert Hasylyrg (d.1536) who was a courtier of Henry VIII's first wife Katherine of Aragon, and also the Staunton Memorial, a very fine brass slab depicting Robert Staunton and his wife Agnes (d.1458). The church has been adapted and added to over the centuries, as generations of local families have added memorials or generously donated stained glass, art and furniture in memory of loved ones or simply to enhance the church, a tradition which continues to this day. The church also features a peal of 6 bells cast at Taylors of Loughborough in 1880, and our project includes activities to revive the bell-ringing tradition at St Edward's to encourage people to take up this at-risk heritage skill.

St Edward's offers numerous community activities. We host a weekly parent and toddler group to encourage connection between the young families of the town. What began as a seasonal warm hub now runs all year round, as it quickly became apparent that there was a need to offer a social space for people of all ages; at these sessions we also offer 'digital champion' support, helping people to set up an email address, to fill in online forms, or with any other IT enquiries. There are quiz nights, film nights, discos and garden parties and a regular community breakfast. The Scouts visit to complete their Heritage badge, and we partner with local schools: our volunteers deliver assemblies and we welcome school groups for 'experience' events at Christmas and Easter.

Castle Donington is in a rural area. It is within commuting distance of Derby and near to East Midlands Airport, as well as a number of large distribution centres for companies including Amazon, Very, Nestlé and Games Workshop. The town has been enlarged by the building of two new housing estates, bringing new people to the area and highlighting the need for community-building opportunities within the town. There is an opportunity to engage new residents in heritage and cultural activities. We are partnering with Castle Donington Museum.

However, the Church is limited in fulfilling its potential due to the poor condition of the fabric and issues with access. The heating has failed and the church is now too cold to have any events or services within the church itself in winter; we will replace the broken,

Victorian heating with energy-efficient Far Infrared heating as part of this project. The AV system is inadequate and not fit for purpose. The floor is uneven and potential hazardous. There are serious issues with drainage which we are already working to address (outside the scope of this project); a combination of this and lack of heating mean that the church suffers from damp and is also subject to extreme temperature variations, which are of course having a detrimental effect on the historic fabric of the building and its many monuments. The most recent quinquennial inspection, in 2024, highlighted a need for repointing, repairs to stonework, guttering and windows, and repairs to the belltower and historic peal of bells. The church is on the Heritage at Risk Register due to its ongoing dilapidation.

Alongside this there is a need to ensure that the Church is more energy efficient and environmentally sustainable as well as more financially resilient.

Our project will establish what the community wants and what the building needs. We will engage:

- An Access Consultant to undertake an Access Audit
- An Environmental Consultant to undertake an Environmental Audit
- An Architect to collate surveys and produce designs to RIBA 4 for the Heating project and for the repairs to the fabric of the structure, and to produce an options appraisal and designs to RIBA 1 for future internal reordering to maximise use and accessibility
- A Quantity Surveyor to develop a cost plan in support of the works
- A Governance Consultant to help strengthen the PCC to support organisational sustainability
- A Fundraising Consultant to draft a fundraising strategy, undertake prospect research and make funding applications to support organisational sustainability
- An Audience Development and Community Engagement Consultant to work with existing local partners and identify new ones, forging relationships with diverse audiences (including older people, families, and new residents / commuters) to undertake consultation and pilot activities
- An Evaluation Consultant
- A Project Manager to collate and oversee the various strands of the project.

REQUIREMENT

An Architect is required to help determine the scale and scope of the repairs and capital works for the project. They will also serve as the Lead Adviser and Principal Designer for the project. Specifically, the Architect will:

- Undertake the Dilapidations Survey
- Collate and review the following surveys: glazing report, eco audit, bat surveys.
- Collate and review the surveys already complete: roof structural survey, heating report, bells survey, measured survey.
- Produce RIBA 4 designs for the Heating project and for future repairs
- Produce an options appraisal and RIBA 1 designs for potential reordering
- Liaise as necessary with the Quantity Surveyor to establish project costs

- Attend PCC meetings as required and all Project Team meetings
- Work closely and collaboratively to ensure all project outcomes are met
- Submit a monthly project update, reporting against the approved grant purpose, to the Project Manager
- Work with the evaluation consultants as required
- Report to the Project Manager.

PERSON SPECIFICATION

The successful candidate will be:

- A qualified and conservation accredited architect with experience of working in historic buildings and ideally places of worship
- Experience of leading the design side of heritage projects
- Experience of working with PCCs would be beneficial
- Excellent communication and engagement skills with people of all ages and abilities, both written and verbal.

FEE

A fee of £20,300 is available for this role, including expenses and VAT with the allocation broken down as follows:

- £1,780 to produce designs to RIBA stage 4 for the Heating project
- £12,020 to collate surveys and produce designs to RIBA stage 4 for repairs to the fabric and structure of St Edward's
- £6,500 to produce an options appraisal and designs to RIBA stage 1 for potential future internal reordering to maximise access and flexibility

TIMESCALES

Overall project programme: September 2026 to 31 August 2027.

TENDER SUBMISSIONS

A maximum of 3 sides of A4 covering:

- A methodology and Project Plan for carrying out the brief.
- Two or three case studies of similar work undertaken previously.
- Fee proposal, including VAT if applicable.
- CVs of each team member.

Any queries in connection with the tender process should be directed via email to the Project
Organiser- Maria Laxton PCC Secretary email: pccsecretary@cdlh-churches.org