

[E-letter]

Name: William S Lewis
mailto: bill.lewis@office.magorundy.org.uk



25 September 2026

Dear William,

Re: Procurators House – Quinquennial Inspection Report

Further to our conversation on the 24th September 2026 regarding the scheduled monument procurator's house in Magor, I am writing to you regarding the quinquennial inspection, which is overdue by approximately one year.

I would undertake a condition review which would be nonintrusive and undertaken from ground level using binoculars to the upper extremities of the structure.

Following the survey, I would provide a written description of the repairs that are required and would provide budget estimates of the works that would be required. As discussed, this report does not outline the specification or nor does it provide a schedule of works – this work would follow the quinquennial inspection report and are the documents which the contractors would price against should this be required and also be submitted to Cadw for Scheduled Monument Consent.

My fee for undertaking the work in connection with the Quinquennial Inspection would be £1,500 plus VAT, and I would be able to undertake the survey in November with the report following no later than four weeks after the survey.

As the monument is open to the public, I would not need to make any appointment arrangements. However, I would notify you as to when I would be undertaking the survey. Should there be a need to appoint other professionals following the survey, I would advise on this within the quinquennial inspection reports.

I trust this provides you the information as required. However, should you need anything further in order to appoint me to undertake the quinquennial inspection, please do get in touch and confirm.

I look forward to hearing how you wish to proceed.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Amanda", is located below the "Yours sincerely," text.

Director & Accredited Conservation Architect
amanda@volutearchitects.co.uk

