

Our ref: P168-02\_2017.04.19\_Frodsham Cemetery\_AJDP covering letter

18<sup>th</sup> April 2017

Hazel Catt  
Town Clerk  
Frodsham Town Council  
Castle Park  
Frodsham  
WA6 6SB

Dear Hazel

### **Quotation Request – Frodsham Cemetery, Tarvin Road, Frodsham**

Thank you for inviting Harrison Design Development to visit the cemetery on the 22<sup>nd</sup> March to discuss the cemetery extension requirements with the Cemetery Committee, and the opportunity to prepare a proposal to progress the project.

Further to our meeting I have considered possible approaches to progress the project, and I have set out what HDD consider as a sensible approach below. You will see that this is divided into two elements – the Cemetery Extension Design, and recommendations to improve accessibility to the existing burial areas. I trust that I have understood your requirements correctly. Please find our fee proposal to undertake these works attached.

#### Cemetery Extension Design

From our discussions, I understand there is interest in the extension project from a number of key stakeholders, including: Councillors, individuals who have been involved in the cemetery previously and other local residents. I am aware that a Cemetery Committee has been established as a forum to discuss ideas and ultimately approve designs. As such I suggest an inclusive design process working to a defined brief. **Stage 1** of the proposal allows for the development of this brief, which I would anticipate being approved by the Cemetery Committee.

**Stage 2** of the proposal would follow, which involves collation of previous surveys and information relating to the existing cemetery – such as burial plot sizes etc. This would confirm the parameters the design is to work to and consider any adjustments which may benefit the operation of the site – such as increasing the burial plot size etc.

As you are aware, HDD have some previous involvement with the site, already have some information relating to it, and have undertaken some on site survey work. However, the previous involvement did not include a detailed measured survey of the sites levels. Given the sites inherent slope, it is recommended a Topographical Survey is undertaken. In so doing this would allow a robust assessment to be made in terms of the slope with regards to accessibility, and provide accurate level information for design purposes. This will also enable the Council to have more certainty as to the final number of plots that can be achieved. I would anticipate obtaining a firm quote from an external company to undertake this, and as such I have excluded this from the proposal. The cost is likely to be in the region of £600 excluding VAT. Alternatively this could be commissioned by yourselves. This approach (and the quoted fee) are reliant upon having this survey.

The information obtained within this stage would be collated upon a Constraints and Opportunities Plan, which would be made available to the Cemetery Committee.

**Stage 3** of the proposal considers possible Outline Design options for the extension. This would include the development of up to 2 layout designs to consider possible approaches - i.e a

continuation of the current alignments with stepped memorials and central path, and a sinuous path alignment to gently accommodate the slope. Pro's and Con's of each option would be documented, including likely implementation costs. I anticipate these options would be presented by HDD to the Cemetery Committee within a stakeholder workshop, and a preferred option agreed upon.

**Stage 4** of the proposal finalises the preferred option the produce a finalised Developed Design drawing, to enable full sign off by the Council. This stage includes the preparation of a Cost Estimate by ourselves, based upon our recent experience of implementing similar schemes with external contractors.

#### Recommendations to improve accessibility of the existing burial areas

An inherent difficulty within the existing layout is the ability to access the inner graves, due to the nature of their alignment against the sites slope. This is especially difficult to the cremated remains section as no cross-slope pathways have been included within the layout, and the area is surfaced as grass. Some adjustments could be made to improve the situation, such as installing reinforced grass and or hardstanding to act as footpaths. I have allowed for developing a simple report to document the situation, and consider possible options – including the likely cost to made any adjustment to assist the decision-making process.

#### Other Considerations

Depending upon the nature of the proposals, and the planning history of the site, it is possible that the scheme will require a Planning Submission to be made to Cheshire West and Chester Council. I have excluded the preparation of a full application from the proposal at the present time, but have included some time to review the planning history of the site to be in a position to advise upon the likelihood of one being required. This is on the basis that the historic planning information is made available to HDD.

Harrison Design Development (HDD) is an award-winning Landscape Institute Registered practice employing Chartered Landscape Architects. The company has £5 million PI insurance, £10 million Employers' Liability and £5 million Public Liability insurance. HDD holds ISO 9001 and ISO 14001 Quality and Environmental Management Systems accreditation.

HDD specialise in cemetery design, and seek to strike a balance between creating a pleasant user experience with the practical requirements to operate a cemetery. HDD are local to the site, with our offices being based in Mold and are readily available to meet on site or at your Frodsham offices to discuss any aspects of this proposal or indeed the project (should HDD be the successful tenderer).

Once again thank you for considering us for this work, do not hesitate to contact me if you have any queries relating to this quotation or any other matter please don't hesitate to contact me.

Yours sincerely



Andrew Percival

Encls  
Fee proposal

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