



STATEMENT OF CAPABILITIES

July 2011

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Cornwall Environmental
Consultants Ltd



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INVESTOR IN PEOPLE



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1 INTRODUCTION

Cornwall Environmental Consultants Ltd is a specialist environmental consultancy established in 1992 to meet the demand for professional ecology and landscape consultancy services, with technical back-up in the form of GIS mapping and interpretation and illustration.

The consultancy is based in Truro, Cornwall, undertaking projects throughout the UK and abroad.

CEC is headed by qualified environmental scientists, ecologists and landscape architects, and has access to a comprehensive computerised database of ecological records and specialist computer software and resources.

Staff are members of their professional bodies such as the Institute of Ecology and Environmental Management (IEEM), and The Landscape Institute. CEC is a registered practice with the Landscape Institute and a member of the Association of Wildlife Trust Consultancies.

CEC is wholly owned by the Cornwall Wildlife Trust, a registered charity, and all profits are covenanted to the Trust to aid its wildlife conservation work in Cornwall

1.1 Our Services

Cornwall Environmental Consultants **ecological work** ranges from habitat and individual species surveys, assessments and mitigation proposals to large-scale impact assessments. CEC also undertakes detailed botanical surveys to National Vegetation Classification methodology, site management planning for wildlife, research and advice on protected species and habitats, advice on wildlife legislation and assistance with applications for farm conservation grants such as Environmental Stewardship. We also have suitably qualified ecologists to undertake BREEAM / Code for Sustainable Homes assessments.

Landscape Consultancy services include initial site planning and appraisal to achieve planning permission, design work from master planning through to detailed design and implementation, landscape character and visual impact assessment (including the use of computer software to identify the extent of proposal visibility, for example for wind turbines and new roads). CEC has experience in public consultation and negotiations with local authorities. Staff skills cover sustainable design elements such as green roofs, landscape design for biodiversity, sustainable drainage systems and use of recycled building materials.

CEC provides mapping services including the use of GIS systems. We can provide computer and hand-rendered drawings and also use analytical software, which can generate, for example, topographical drawings and sections through development sites.

Stakeholder and community consultation becomes more and more important for successful project implementation, and is a key part of the emerging Localism Bill. CEC staff have been trained in Planning for Real techniques and have expertise in organising and conducting consultation exercises including preparation of events and presentational material, analysis of feedback from consultation sessions and preparation of reports summarising the consultation results and giving strategic guidance and recommendations. .

1.2 Our strengths

We pride ourselves on

- A high level of customer service, supported by our ISO9001 accreditation
- Delivering excellent work for our clients
- A commitment to site focussed and sustainable design
- Utilisation of creative thinking and problem solving to progress projects quickly and in the interest of the client
- Proven technical design ability
- Working to time and budget

We are aware of the time and budget constraints normally associated with projects and believe that good design does not need to be expensive. Rather, it is important to address basic masterplanning issues at the outset, which can save substantial amounts of money at a later date. We are ideally placed to masterplan sites with the range of expertise and knowledge base available in the company. We can work with teams and catalyse different requirements of team members into working and functional solutions that retain the quality and beauty expected from modern developments.

We can achieve our strengths only through the contribution of all of our staff in combination with effective management, administration and quality control systems in place.

Training is central to our company ethos, recognising that we have to keep up to date with our existing skills as well as adding new skills to address future change. This is supported by our accreditation as an Investors In People organisation since 2004.

Services, staff and systems are detailed further on the following pages.

Thank you for your interest in our company. Please don't hesitate to contact us if you require any further information or wish to work with us on one or more of your projects.

2 OUR SERVICES

2.1 Ecology

CEC is one of the leading ecological consultancies in the South West. Our ecologists' experience and qualifications enable us to undertake a comprehensive range of and wildlife and habitat surveys.

Many planning applications require the input of an ecologist. We advise clients on the appropriate levels of survey and assessment, and our local knowledge often helps to reduce costs by eliminating unnecessary work.

We have an excellent reputation for delivering projects on time and within budget, so clients can be confident they are receiving cost-effective professional advice.

2.1.1 Desktop Studies

CEC has access to an extensive database of ecological information through its links with the Cornwall Wildlife Trust and the Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS).

With our intimate knowledge of Cornwall's wildlife and our links with local wildlife experts and groups, we are well-placed to collate information on species and habitats and prepare desktop reports on the wildlife status of any site in Cornwall.

Each project we undertake begins with the consultation of definitive wildlife designation maps to determine if the project site falls within any sites of importance for conservation. Following this a search of all species records is undertaken. Published and unpublished sources of information held at county biological records centres and site registers for various species groups such as bryophytes are also consulted.

The desk study provides a sound basis for outlining the ecological scope of the project in terms of:

- whether or not there are expected to be issues of ecological importance and
- identifying the range of additional survey information which will be required.

2.1.2 Terrestrial Ecological Survey and Assessment

Field surveys provide essential baseline information about a site for projects involving developments, changes in land use or land management decisions. CEC undertakes:

- Phase I and extended Phase I habitat surveys
- Phase II surveys including National Vegetation Classification (NVC) surveys and mapping

- Environment Agency River Corridor and River Habitat Surveys
- Botanical surveys of both higher and lower plants
- Breeding bird surveys
- Wintering bird surveys
- Reptile and amphibian surveys
- Invertebrate surveys
- Fish surveys

2.1.3 Protected Species

CEC undertakes surveys and monitoring of protected mammals with staff licensed to undertake:

- badger work including initial surveys, bait marking surveys, sett closure, and artificial sett construction
- bats survey and DEFRA / English Nature licensing work
- dormouse survey using nest tubes and boxes
- otter surveys
- water vole surveys

2.1.4 Marine Ecological Surveys and Assessment

Surveys provide essential baseline information about a site for projects involving developments, changes in use or management decisions. CEC undertakes:

- Biotope surveys of littoral and sub-littoral biotopes
- Benthic sampling
- Marine mammal survey and assessment
- Specialist species surveys
- Fisheries assessments
- Diving and snorkelling surveys
- Site evaluation and impact assessment

2.1.5 Environmental Impact Assessment (EIA)

Under EC legislation certain development projects which potentially have a significant impact on the environment require an EIA. The range of projects for which an EIA is necessary has expanded since the implementation of the amending EC Directive (97/11/EEC) in 1999.

CEC undertakes:

- EIA scoping studies
- Full EIA project management
- Full ecological impact assessment

- Design of ecological impact mitigation measures
- Landscape and visual impact assessment
- Design of landscape and visual impact mitigation measures

2.1.6 BREEAM / Code for Sustainable Homes Assessments

CEC ecologists are suitably qualified under BRE criteria to prepare Ecology Reports for the full range of BREEAM and Code for Sustainable Homes projects. CEC are also able to facilitate the consultations required for some of the BRE credits.

2.1.7 Biodiversity Benchmarking

As a member of the Association of Wildlife Trust Consultancies (AWTC), CEC have access to assessors undertaking Biodiversity Benchmarking for developments. CEC staff are currently undertaking training to become accredited assessors in the future.

The Biodiversity Benchmark is the first recognised scheme to reward continual biodiversity improvement of landholdings. The Benchmark is flexible and adaptable, so that it can be applied to any organisation managing land, from businesses through to local authorities, service utilities, NHS, developers and charities. Similar to other standards for management systems (such as ISO 14001), the Biodiversity Benchmark is composed of a set of detailed requirements which an organisation must be able to demonstrate that it meets. The Benchmark integrates biodiversity into an organisation and achieves biodiversity improvement as a result.

2.1.8 Site Management Planning

Sites, primarily those which are protected or designated, often require management in order to conserve or enhance their wildlife interest. CEC:

- Undertakes baseline surveys and desk studies
- Prepares site management plans
- Advises on and undertakes monitoring work
- Provides specialist advice on habitat or species management issues (e.g. farm conservation plans and negotiation of conservation issues with agencies such as English Nature on behalf of landowners or agents).

2.1.9 Habitat Restoration and Monitoring

Habitat restoration projects are undertaken on land that has been previously altered by former development or changes in land use. CEC provides advice on the restoration and creation of semi-natural habitats.

Cornwall has more derelict land than any other county in England, with 12 per cent of the total national resource. This land is predominantly found as former metalliferous mining land.

Cornwall Environmental Consultants will:

- Provide sensitive advice on the restoration of semi-natural habitats on derelict land
- Advise on the creation of semi-natural habitats including grasslands, heathlands and wetlands on land which has been altered by changes in land management
- Undertake monitoring of habitat restoration schemes.
- Provide designs of wildlife areas and habitats within developments and in rural areas in co-operation with CEC Landscape

2.1.10 Applied Research

CEC undertake both field and desk based research on a contract basis for clients in the public and private sectors.

With our access to the extensive Wildlife Trust and Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS) library and database we are in a position to undertake wide ranging research throughout Cornwall.

2.1.11 Watching Briefs

CEC is involved in projects from their inception to their completion and can provide an overseeing service where on-site advice is given during the construction works. This includes liaison with developers, contractors, archaeologists, engineers and statutory bodies such as English Nature and the Environment Agency.

2.2 Landscape Consultancy Services

Cornwall Environmental Consultants' landscape architects are experienced, dedicated and enthusiastic professionals delivering a unique approach which combines traditional methods with innovative ideas to achieve sustainable, practical and lasting design solutions.

Involving a landscape architect in the early stages of the design process can add real value to a project – all site constraints and opportunities are addressed, natural features and resources can be fully utilised and the planning process is speeded up. We believe that careful and considered masterplanning is the key to achieving sustainability, long-term financial viability and the overall success of a project.

During the design process, we work to ensure the initial concepts and ideas are retained whilst also addressing all the necessary regulations and requirements. Our involvement during contract and implementation stages reassures our clients that quality standards are maintained and value for money solutions are achieved.

We are a registered practice with the Landscape Institute and British Association of Landscape Industries (BALI) and apply the same quality standards and attention to detail, whether the project is a small scale garden design or a large commercial development.

2.2.1 Site survey, analysis and project feasibility

Site survey and feasibility information is important to inform any design and masterplanning proposals during early project stages. We specialise in providing targeted and detailed information suited to individual project needs, with the aim to achieve sustainable designs and masterplans that respond to existing site conditions and natural resources. The following outputs can be generated:

- Site appraisal plans
- Photographic documentation for sites and proposals including panoramic views
- Feasibility studies to inform development proposals including landscape designations and landscape character
- Constraints and Opportunities Plans and Reports
- SWOT analysis

2.2.2 Project management and team leading

As landscape architects and designers, we are ideally positioned to lead and project-manage design projects. The scope of landscape architecture means that our work ranges across a broad range of disciplines and subjects, requiring a generic understanding of issues combined with good analytical skills. This enables us to effectively manage teams, understand concerns of other team members, spot issues and problems early and put forward holistic and sustainable long-term solutions. Also see masterplanning services below.

2.2.3 Planning application work and negotiations

We can prepare and submit planning applications for clients including co-ordination of input required to it from various consultants. Our experience also

includes negotiations and liaison with planners and preparation of information to discharge landscape-related planning conditions.

2.2.4 Landscape and Visual Impact Assessment

Landscape and visual impact assessments form an important part of our work. A number of our staff have specialised in this type of work. CEC offer a high quality service supported by computer-modelling software and detailed mapping. Outputs are tailored to the needs of each scheme with normally 6 to 10 drawings and 5 to 10 photograph sheets. All drawings and photographs are prepared in house using AutoCAD and Photoshop software. Photographs are taken with a digital SLR camera with settings allowing the use of photographs for preparation of photomontages.

Assessment services include the input of the Landscape and Visual Assessment chapters to Environmental Statements in terms of the EIA Regulations. All our assessments are based on current guidance and methodology as issued by The Landscape Institute, The IEEM, Natural England and English / Scottish Heritage.

The following assessment types can be provided:

- Landscape Character Assessment, local and strategic
- Brief Landscape and Visual Appraisals to inform masterplanning
- Standard Landscape and Visual Impact Assessment to support planning applications
- Landscape and Visual Impact Assessment as part of Environmental Impact Assessment (EIA) as defined in the Town and Country Planning Regulations 1999
- Co-ordination of EIA's including compilation of a team to provide the input to the various technical chapters

We have prepared LVIA's for a wide range of projects, including renewable energy proposals for small and large wind turbines and solar installations.

2.2.5 Design and Access Statements (DAS)

Many developments require preparation of design and access statements. CEC can prepare such statements to current guidance. We can co-ordinate the preparation of the whole document, including input from other disciplines or feed landscape and ecology related information into statements prepared by others. Our input would normally be accompanied by high quality rendered drawings and design extracts to create a appealing and modern graphical appearance.

2.2.6 Master planning / town centre regeneration / urban design

The future success and sustainability of a project is determined at masterplanning stage, when all design factors and criteria are still evolving. Schemes are usually more sustainable if they respond sympathetically to their location and natural setting and make full use of the natural resources and potential on site. Having fully trained landscape architects and ecologists in-house as well as access to significant external resources, CEC are ideally placed to deliver future-proof masterplanning schemes with high sustainability ratings. We can undertake masterplanning for small and large projects, normally covering Stages C and D Landscape Institute guidance.

Town centre regeneration and urban design are closely linked to masterplanning, often requiring the same skills to deliver successful schemes. CEC Landscape staff have a good track record of involvement in regeneration and urban design. Masterplans can be taken forward to more detailed town centre or urban design schemes, including detailing of urban squares, streets and open spaces. Urban design requires a good knowledge of hard landscape and engineering issues, which CEC can offer.

2.2.7 Open space, recreational and landscape strategies

Strategic landscape work is required for preparation of Local Development Frameworks as well as to comply with regional and national wildlife and biodiversity guidance. Our staff have strategic planning experience and can address topics such as urban open space strategies, country parks, recreational landscapes and links, green corridors and incorporation of sufficient green space into new developments.

2.2.8 Sustainable design

Sustainable design is at the heart of our work ethos and we aim to incorporate as many sustainable design measures as possible into our projects, within reason and client budgets. We can advise on:

- Sustainable Urban Drainage System design (SUDS)
- green roofs and façade greening,
- grey water recycling and reed beds for foul water treatment,
- planting schemes with native and / or wildlife friendly plants (such as berries, fruits and flowers),
- use of recycled materials, and products with a good whole life cost rating
- best practice for new tree planting
- incorporation of existing hedges, trees and other landscape features into the design

2.2.9 Heritage landscapes and historic landscape design

Our staff have experience in working on heritage landscapes and undertake historically sensitive design. This includes work on listed parks and gardens and in grounds surrounding listed buildings, where setting is an important issue. We liaise with archaeologists and use archaeological reports to inform our work.

2.2.10 Detailed landscape and garden design

Detailed landscape and garden designs can be undertaken for all project types and sizes, including private gardens, residential developments, business parks and road schemes. Detail design would cover all services up to and including Stage E Landscape Institute Guidance. Such designs would normally be presented to the client in rendered colour drawings with high presentational quality.

2.2.11 Specification and tendering

When detail designs are approved, they will need to be taken forward to tender and construction stage information, which can be priced by contractors and are sufficient for implementing designs on the ground. This includes:

- Planting plans and plant schedules
- Hard landscape plans
- Construction details
- Specifications for works (normally using NBS)
- Bills of Quantities

In addition, we can undertake the tender process for the client obtaining prices from various contractors, comparing and evaluating submissions and giving recommendations. On tender award, we can prepare the contract and accompanying documentation on behalf of the client. These services are covered under Stages F to H of the Landscape Institute guidance.

2.2.12 Contract administration and project completion

CEC have the expertise to advise on contracts for landscape works and to supervise works on site to ensure implementation to requirements as defined in the tender drawings and specifications. This would consist of regular site inspections and meetings, administration of the contract terms such as interim certificates, variations and certification of completion, and dealing with on-site queries and issues arising during the implementation stage. Projects greatly benefit from our involvement during implementation avoiding poor workmanship and the need to resolve problems at a later stage, when they become apparent during use of the site. Those services are covered by Stages J to L Landscape Institute Guidance.

2.2.13 Landscape management plans

Once a landscape is designed and implemented, it needs maintenance and management to evolve it to its desired final state or to keep it functioning in the long-term. Landscape management is therefore required for new as well as for established sites, if certain aims are to be achieved. This can apply to natural as well as designed and ornamental landscapes and can cover hard and soft landscape components.

CEC have a good track record of preparing management and maintenance plans from both angles – ecological mitigation with maturing habitats as well as ornamental, highly pressured landscape in residential and urban areas.

2.2.14 Tree Surveys

Trees on development sites usually require a condition surveys and implications advice in accordance with BS5837 (Trees in Relation to Development). This identifies the species, age and condition of individual trees and groups of trees.

CEC undertakes:

- Tree surveys complete with identification tags
- Advice on the ecological status of trees and their potential for supporting protected species such as bats
- Scheduling and mapping of surveyed trees
- Advice of developers on issues of trees in relation to development, design around trees and production of Arboricultural Implications Assessments
- Tree protection plans and method statements

2.2.15 Public Inquiry / Expert Witness

CEC staff can attend public inquiries as expert witnesses to give evidence on landscape and ecological issues. We can support clients in preparation of materials for public inquiries and can carry out appropriate services and designs as detailed above.

2.3 Other Services

CEC uses ArcGIS software to produce mapping for projects and process data gathered on site. We have standard data sets provided by larger organisations such as Councils and Natural England as well as data provided from ERCCIS. We provide a wide range of graphic information design and applied arts, for surveys, reports, data collection and other design services on request.

We can also provide illustrations for community and stakeholder consultation and use software such as Adobe Creative Suite and AutoCAD.

2.4 Community Consultation and Facilitation

We can design and implement bespoke consultation exercises for various projects ensuring that all stakeholders and interested parties can contribute to the development of an agreed solution and feel some ownership of the end product.

Undertaking a consultation exercise can help people to understand the ideas behind a project and make decisions from an informed viewpoint. It is often a way of securing wider community support for a project at an earlier stage in the planning and development process.

2.5 Training

All the consulting staff at CEC are qualified to post-graduate or post-doctoral level and are experienced in their fields. We can provide training courses in the following survey and identification techniques, further topics could be covered on request:

- Phase I habitat survey
- Phase II vegetation survey (NVC)
- Botanical identification training
- Mammal survey and identification
- Reptile and amphibian survey
- Site management planning

Staff also work with Tremough Campus to deliver lectures to students, including Phase I habitat survey, Environmental Impact Assessment and Site Survey and Appraisal.

Seminars for various client groups are hosted at regular intervals; with topics such as Bats and Buildings, Use of Gabions, Permeable Paving and Green Roofs. Seminars can be arranged on request and can cover any topics listed in our services section.

3 TECHNICAL CAPABILITIES

Computer and technical equipment play a vital role in today's business world. Modern, fast and reliable computer systems and good equipment is an important benchmark for a client to assess the ability of a company to deliver projects.

3.1 IT Systems and software

CEC utilises a range of equipment and software to deliver results. Each full-time member of staff has a dedicated desktop computer with specifications and programs to suit their individual needs. The specification for almost all the workstations is for a standard business computer. The main application software on the workstations is Microsoft Office XP.

A dedicated IT department is on hand to review requirements, help with projects and address problems. The IT system consists of a number of different servers (file server, database server and Active Directory server) linked to provide maximum speed, system and data security. Regular daily and weekly backups are carried out so that lost data can be retrieved easily in the case of an emergency.

Email and Internet access is via a single BT business broadband connection with a backup satellite connection. Email is collected and stored on a central mail server and users can send and retrieve mail via the internal network or over the internet using a web-based client. Anti-virus, firewall and backup software is administered centrally on the server side.

The following software is available in the company:

- AutoCAD Map 3D
- KeyTerraFirma groundmodelling and visualisation software including visibility analysis
- WindFarm
- KeyScape Design Studio planting plan and design software
- ArcGIS
- Adobe Photoshop
- Adobe InDesign
- Adobe Acrobat full version
- SketchUp
- CorelDraw
- Microsoft Office package
- Software to analyse bat calls

3.2 Printing and scanning equipment

A full range of printers and scanners is available to produce high quality prints, scans and copies. The following equipment is kept in the offices:

- HP800 DesignJet – large format colour printer for up to A0 oversize, can use a range of media from draft and black and white printing to high gloss presentational prints
- Sharp MX-2300N A3 colour copier, scanner and printer
- HP LaserJet 4500 A4 black and white printer
- Slide Scanner

3.3 Other equipment

The following range of other equipment is available to clients for their projects:

- Handheld GIS stations for use during site survey work
- Handheld GPS devices to determine locations and co-ordinates during site work
- Handheld bat detectors
- Anabat Remote Bat Detector Devices for long-term or repeat surveys in inaccessible or remote areas
- Digital SLR cameras Olympus E-400 and Sony A390 for visual assessment and photomontage photography including tripods
- Pentax Optio L50 digital cameras for general site work

4 QUALITY ASSURANCE AND ISO 9001

Cornwall Environmental Consultants undertakes work for a wide variety of clients, acting as both lead and sub-consultants. In order to ensure that our commitments to our clients are fulfilled and that all parties are kept informed of progress and development during projects we operate an extensive Quality Assurance system which includes:

- Procedures manual, regularly reviewed and updated, covering all aspects of consultancy administration from handling of telephone enquiries to survey methodologies
- Tender referencing system, with all tenders allocated a unique reference number
- Project referencing system, with all projects allocated a unique reference number
- Project Progress checklist, with all key stages recorded with dates and signatures
- Review of reports and signing off by senior staff before sending to clients
- Project archive system, with a clean loose-leaf top copy of all reports retained should clients require extra copies
- Regular team meetings, to ensure that all staff are aware of CEC's projects and programming
- Telephone call records system to log all project-related calls
- Meeting records system to log all project-related meetings
- Detailed time records for project and other work
- Financial management – all invoicing and payment handled by dedicated finance department, budgets reviewed quarterly, accounts audited annually
- IT Management – use of a dedicated in-house IT department for hardware and software support and development
- Health & Safety procedures
- Commitment to Continuing Professional Development

ISO 9001

CEC achieved accreditation to ISO 9001 (Quality Management Systems) in September 2008 (Reg No. 184477) confirming the high quality and effectiveness of quality procedures in place.

Investors in People

In recognition of our approach to staff and company development and our commitment to improving the quality of our services CEC was awarded Investor in People status in March 2004.

5 ENVIRONMENTAL MANAGEMENT AND ISO 14001

Cornwall Environmental Consultants (CEC) Ltd works to conserve Cornwall's wildlife for the benefit of this and future generations. As part of this work CEC aims to carry out its work in a sustainable manner and to maximise its contribution to a healthy living and working environment, as well as educating and motivating staff to work in an environmentally responsible manner.

CEC achieved ISO14001 accreditation in May 2009, which certifies the high standards of environmental management and awareness in the company.

6 PERSONNEL

Managing Director:	Trevor Edwards BSc, MIEEM
Directors:	Trevor Edwards BSc, MIEEM Phil Hills BA, DipTP, DipLA, MLI Nick Tregenza BA, MB, Bchir DCH (CAMB) Hon. Res. fellow University of Plymouth
Consultancy Manager:	Phil Hills BA, DipTP, DipLA, CMLI
Senior Ecologists:	Steve Adams BA, MSc, MIEEM Janine Bright BSc, PhD, MIEEM, CEnv Jenny Stuart BSc, MSc, MIEEM
Project Ecologists:	Michael Davies BSc, MSc, MIEEM Kim Jelbert MSc, AIEEM John Sproull BA, MSc, AIEEM
Bat Ecologists:	David Hunter BSc, MIEEM Nick Jones MSc Steve Marshall Sam Smith BSc
Senior Landscape Architect:	Birgit Höntzsch Dipl-Ing, CMLI
Project Landscape Architects:	Tom Murray Ma _{cantab} , CMLI Lucy Wilson-Richards BA, CMLI Amanda Neal BA DipLA ALI
Graphic Artist:	Sarah McCartney BA, PGDip
Graphic Designer:	Sheila McCann BA, PGCE
Business and Marketing Manager:	Emma Barrow DipBM Sarah Ross (Maternity cover)
Administration and Finance Assistant:	Clare Hedges

7 INSURANCE

Cornwall Environmental Consultants are currently covered by the following insurances:

- Professional Indemnity Insurance - £1,000,000
- Public Liability Insurance - £5,000,000
- Employers Liability Insurance - £10,000,000

These levels of insurance can be increased if required for specific projects or clients. Current certificates can be requested from the office or downloaded from our web site.