

MENHENIOT AND MERRYMEET. Cornwall

FEE PROPOSAL V.01

Date 04. 02.2026

Prepared by Meiloci Landscape Architects
(By email)

NOTE: Total excludes VAT. Total includes expenses and mileage as noted.

Scope of Services

This proposal outlines the scope of landscape architecture services associated with the preparation of concept and developed design for Menheniot Open Space and also schematic design for the space currently in agricultural use at Merrymeet.

Menheniot:

Part 1: Preparation of conceptual landscape design proposals, based on the completed community consultations, to define options for the development of the space including 2 no online meetings and 1 no site visit and meeting. **£2,475.00**

Outputs will be in the form of 2 - 3 variations of the proposals in schematic form to suggest locations of new features, access arrangements, planting areas and seating etc. These preliminary drawings will be supported by examples of materials and precedent imagery.

Part 2: Based on feedback from Stage 1, develop a preferred option in more detail to clarify the proposals. Based on a topographic survey (supplied by others) develop an accurate design for the space, the access, peripheral areas connecting into the open space, furniture and features. **£4,250.00**

The final drawing will be an accurate plan and preliminary specification of materials and features. The 'CAD' plan will be supported with coloured graphics and 3d views sufficient to convey the design intent.

Part 2 includes 1 no presentation meeting at Menheniot, including printed plans. Following the meeting we will make any adjustments to the design and issue a PDF document for circulation.

At this stage we can prioritise elements of the proposals. Some elements may not need to have planning permissions and may not require further surveys and be simpler to achieve.

The level of detail at completion of Part 2 would be sufficient for submission as part of a planning application. Please note. There will be a requirement for ecological surveys, Arboricultural Surveys and some ground investigations etc depending on the proposals. We can coordinate these through 3rd party consultants for you however the cost of these is not included in our fee.

NOTE: The level of detail, although not sufficient for tender purposes, could be used as a guide for construction of some of the more simple elements at this stage. Equally, if the proposals include elements such as play equipment, skate/bike tracks etc or sports courts, the respective suppliers usually provide a detailed design service as part of their proposed delivery.

Part 3: Following the completion of Part 2 we are able, if required, to prepare detailed, technical design drawings which would be sufficient for tender purposes. This can be broken down into deliverable stages OR as a whole project which can be discussed further. **£6,400.00**

Part 3 includes full detailed drawings, sections, details and written specification, accompanied by any supporting information by 3rd party consultants (Engineer etc) if/as required. The drawings would be prepared to a level of detail sufficient to form part of a tender pack.

We can prepare the tender and contract information if desired however it is excluded from this fee for now pending confirmation of how the project is broken down into stages/phases etc.

We are able to prepare approximate cost analysis of the proposals however we would recommend appointing a QS/Cost Consultant to undertake a detailed analysis of cost prior to tender.

Merrymeet:

Concept Design **£1,575.00**

Develop a concept proposal for the use of the space at Merrymeet. The proposals to be a 'high level' design to demonstrate how the space could work in terms of access, and provision of community elements, allotments, growing spaces, orchard, play, seating, dog-walking area etc.

The proposals will be presented as schematic drawings, precedent imagery and scaled plans. For this stage of work we do not envisage the requirement for a detailed topographic survey. If the intent is to pursue this in more detail we can arrange for a top survey to be undertaken prior to any further work.

VAT is not included.

Please note, the above fee includes production of landscape plans, including hard landscaping, planting plans. All work will be submitted as digital (pdf/ jpg) formats.

Expenses including mileage are included. Mileage rates outlined in the T&C's.

Fees for Planning applications (condition discharge), or other necessary statutory permissions any necessary associated fees are not included. Payment terms and conditions are outlined on the attached T & C's. To accept this fee proposal please sign and return the attached T&C's.

Any additional work to that outlined above, may be undertaken for an additional agreed fee, if required.

Mei Loci Landscape Architects,

Old Chapel Yard, Millpool, St Clement Street, Truro, Cornwall TR1 1EX

e.studio@meiloci.co.uk www.meiloci.co.uk



TERMS & CONDITIONS

GENERAL. (i) Any work undertaken is always in the client's best interest. Meiloci Limited as the consultants, undertake to exercise reasonable skill, care and diligence in performing the service, and shall be liable only for negligent failure in performing said service.

(ii) All work carried out by Meiloci at the request of the client shall be chargeable, notwithstanding that such work shall have been performed on a purely experimental basis or otherwise.

(iii) Any property supplied to Meiloci by the client or on behalf of the client shall be accepted by Meiloci on the basis that at all times the risk of loss, damage or deterioration of the said property shall be borne by the client.

ENVIRONMENT (i) Meiloci Limited, is B Corp, which means as a company, we meet high standards of social and environmental performance, accountability, and transparency, certified by B Lab, balancing profit with purpose, considering impacts on all stakeholders, and commit to continuous improvement and transparency in their operations and impacts.

(ii) As a registered practice with the Landscape Institute, we are also committed to protecting, conserving, and enhancing the natural and built environment. We adhere to the Landscape Institute's code of practice, which promotes landscape architecture for the benefit of the public. This aligns with the International Federation of Landscape Architects (IFLA) Global Ethical Principles, which aim to ensure ethical practice, public trust in the landscape profession, and environmental well-being.

(iii) Meiloci strives to provide landscape services that support sustainable development and responsible use of resources, promoting environmental responsibility throughout our work. In appointing Meiloci to undertake professional services, clients agree to follow these principles of environmentally and ethically responsible practice.

APPROVAL OF REPORTS, PLANS AND ARTWORK. (i) Proofs or Drafts of reports/ plans/artworks of work will be submitted by Meiloci to the client for approval and the client having approved the same (for the purposes of which, the client shall be deemed to have approved of all matters which are not expressly drawn to the attention of Meiloci) shall render Meiloci not liable for any errors or discrepancies in items which have been so approved by the client.

(ii) No modifications or alterations may be made to any artwork created for this appointment by Meiloci without the written consent of Meiloci. Any agreed alterations shall only be carried out under the supervision of Meiloci and shall be paid for at the agreed rate in advance.

(iii) Intellectual Property and Copyright laws apply to all drawings and artworks. (See Copyright below)

MODE AND TIME OF PAYMENT. (i) An advance payment of 25% will be payable upon acceptance of the fee proposal at project start-up.

(ii) Hereafter detailed accounts and invoices will be submitted on a FORTNIGHTLY basis for work carried out, notwithstanding that such work is still in progress, or at agreed phases of the project. Reimbursement of expenses shall be submitted at the same time.

(iii) All invoices will be due for payment within 14 days of issue.

(iv) Any account not paid after this period shall be subject to interest at 4% above the rate of the HSBC Bank, no further work will be undertaken until settlement of the account and the cost of recovering the debt will similarly be recoverable.

HOURLY RATES. (i) The rates for fees charged on a time basis shall be: £75.00 per hour for a Director, £65.00 per hour for a Senior Landscape Architect; £55/ £45 per hour for a Graduate Landscape Architect or Technician and £35.00 per hour for Administration services, plus expenses. (ii) Accounts will be rendered in respect of any alterations, corrections, amendments or other work additional to that upon which the original estimate was based if carried out on the client's instruction.

(iii) Any estimate shown in a "Schedule of Services" or within a covering letter is valid for three months and adjustments in the above hourly rates shall be made at intervals of not more than 12 months.

(iv) Records of time spent for services performed on a time charge basis will be maintained and such records will be available for the client's inspection at the offices of Meiloci.

EXPENSES. (i) All expenses are reimbursable, i.e. printing, reproductions, purchase of plans, documents, drawings, photography, travel expenses and subsistence. A postage & packaging fee may be charged on larger packages, this will be calculated subject to the cost of postage applied. Mileage shall be charged at the rate of 50 pence per mile for site visits and project associated travel.

In addition to expenses the client shall pay all fees in respect of applications under planning, building regulations and other statutory requirements.

AMENDMENT OF FEES. (i) The price for work to be carried out by Meiloci is based on the costs of production at the date of such an estimate and this figure may be varied upwards at any time after such an estimate to allow for subsequent increase in costs and the client shall pay such increased costs in addition to the estimated price.

(ii) Any estimates given at any stage are not lump sum quotations, but estimates of the likely time commitment and fees for the project as a whole or for clearly defined elements within the project. The fee account(s) will be amended in accordance with the actual time spent. This can result in some work not being required and therefore not charged. Revisions of additional work or services, which would result in a substantial increase in fees, will be brought to the attention of the client when an instruction is received to undertake such additional work.

SUSPENSION AND TERMINATION. (i) Any or all of the agreed services may be suspended by the client and the Landscape Architect's appointment may be terminated by either party, on expiry of three months notice being given in writing and full settlement of the account for work to date.

(ii) Meiloci shall at all times have the right to terminate such appointment forthwith in the event of any sum due and payable there under remaining unpaid for a period of 14 days.

SETTLEMENT OF DISPUTES. (i) Any differences or dispute arising out of the appointment that cannot be resolved shall be referred to arbitration. Meiloci is a registered practice with the Landscape Institute. If you are dissatisfied with the professional conduct of an LI member please follow The LI guidance for making a complaint.

COPYRIGHT. (i) Unless by prior written agreement, the copyright in all designs, documents and drawings prepared by Meiloci and in any works executed from such designs, documents or drawings shall remain the property of Meiloci.

(ii) Any fees paid to Meiloci shall not be deemed to include the assignment of copyright.

(iii) Unless the Client gives specific instruction to the contrary, Meiloci reserves the right for all artwork and negatives to be destroyed one year after completion of the work in question.

I have read, understood and agree to the fees, terms & conditions contained herein:

SIGNATURE:

DATE:

PRINT NAME:

COMPANY/ORGANISATION:

Please provide the full contact Name, Postal address and email address of whom invoices are to be directed below:

Meiloci is the trading name of Meiloci Ltd.

Registered Office -Old Chapel Yard, Millpool, St Clement Street, Truro, Cornwall TR1 1EX

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