



Cornwall Environmental  
Consultants Ltd

## **STATEMENT OF CAPABILITIES**

**January 2005**

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**INVESTOR IN PEOPLE**

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## 1 INTRODUCTION

CEC is a professional consultancy specialising in research and advice on environmental issues such as impacts of development projects, site management for nature conservation and habitat creation.

The company is headed by qualified environmental scientists and professionals and has access both to a network of specialist ecologists and to a comprehensive computerised database of ecological records. We are therefore excellently placed to offer the following services:

- ecological surveys – terrestrial & marine
- Environmental Impact Assessment
- monitoring
- site management planning
- landscape architecture
- interpretation
- community consultation and facilitation

We undertake most of our work in the south west but are also able to carry out work in other areas of the country and internationally.

We also operate a plant nursery which specialises in native wild flower and tree species, and we can provide advice on planting schemes and habitat creation.

CEC is wholly owned by the Cornwall Wildlife Trust, a registered charity, and all profits are covenanted to the Trust. The company is a member of the Association of Wildlife Trust Consultancies

All ecological staff are members of the Institute of Ecology and Environmental Management and all landscape staff are members of the Landscape Institute.

## **2 SERVICES OFFERED**

### **2.1 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 Published and unpublished sources of information held at county biological records centres and site registers for various species groups such as bryophytes are also consulted.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.

### **2.2 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

### **2.3 PROTECTED SPECIES**

CEC undertakes surveys and monitoring of protected mammals such as badgers, bats, otters, water voles and dormice. Application for protected species licences from DEFRA and / or English Nature

## 2.4 MARINE ECOLOGICAL SURVEY 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

## 2.5 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
- Landscape and visual impact mitigation measures

## 2.6 TREE SURVEYS

Trees on development sites usually require a condition survey 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

## 2.7 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).

## **2.8 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.

## **2.9 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.

## **2.10 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.

## **2.11 LANDSCAPE ARCHITECTURE**

To complement our established ecological services CEC is pleased to offer landscape architectural services. Our two Chartered Landscape Architects have over 25 years experience in the landscape field and can offer;

- Visual and landscape impact assessment (Environmental Impact Assessment)
- Habitat creation & restoration – wildlife habitats, wetland, woodland & forestry, grassland
- Site survey and assessment, including tree surveys
- Masterplanning
- Detailed and planting design

- Town centre regeneration / urban design
- Specification and tendering
- Contract administration
- Sustainable design and permaculture
- Open space strategies
- Design guidance & development briefs
- Landscape management
- Garden design
- Feasibility studies

## **2.12 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.

## **2.13 TRAINING**

All the consulting staff at CEC are educated to postgraduate or postdoctoral level and are experienced in their fields. We can provide training courses in the following survey and identification techniques:

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

## **2.14 GRAPHIC ILLUSTRATION & DESIGN**

CEC offers a full range of original artwork, graphics, design and illustration. We have a library of wildlife illustrations created by our in-house art and graphics department. Additionally, we have a slide library of 15,000 slides of native plants, animals and habitats. We can:

- Undertake mapping work using GIS (Esri ARCview), AutoCAD and CorelDRAW
- Design publicity materials
- Create information boards
- Design and create murals and 3D displays
- Produce new illustrations
- Scan slides and photographs for output to CD or Zip disc

### 3 QUALITY ASSURANCE

**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
- **Tender referencing** system, with all tenders allocated a unique reference number
- **Project referencing system**, with all projects allocated a unique reference number
- **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
- **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
- **Health & Safety** procedures
- Commitment to **Continuing Professional Development**

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#### 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.

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## 4 PERSONNEL

<b>Managing Director:</b>	<b>Trevor Edwards</b> BSc, MIEEM
<b>Directors:</b>	<b>Trevor Edwards</b> BSc, MIEEM <b>Nick Tregenza</b> BAMB Bchir DCH (CAMB) Hon. Res. fellow University of Plymouth <b>Phil Hills</b> BA DipTP, DipLA, MLI
<b>Consultancy Manager:</b>	<b>Phil Hills</b> BA DipTP, DipLA, MLI
<b>Senior Ecologists:</b>	<b>Dr Janine Wilkins</b> BSc, PhD, MIEEM <b>Steve Adams</b> BA, MSc, MIEEM
<b>Ecologists:</b>	<b>Caroline Arkley</b> BSc, MSc, MIEEM <b>Michael Davies</b> BSc, MSc, MIEEM <b>Veronica Lawrie</b> MA, MSc, AIEEM <b>Jenny Stuart</b> BSc, MSc, MIEEM
<b>Bat Ecologist</b>	<b>Steve Marshall</b>
<b>Landscape Architect</b>	<b>Birgit Höntzsch</b> BA MLI
<b>Mapping Technician</b>	<b>Alex Howie</b> BSc, MSc
<b>Graphic Artist:</b>	<b>Sarah McCartney</b> BA, PGDip
<b>Graphic Designer:</b>	<b>Sheila McCann</b> BA, PGCE
<b>Administrative Assistant:</b>	<b>Sarah Cheeseman</b>

## **5 INSURANCE**

Cornwall Environmental Consultants are currently covered by the following insurances:

- Professional Indemnity Insurance - £2,000,000
- Public Liability Insurance - £1,000,000
- Employers Liability Insurance - £10,000,000

These levels of insurance can be increased if required for specific projects or clients.