

COSBY PARISH COUNCIL

Clerk: Mr Les Phillimore
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Whetstone
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Re: Cemetery Development 2025

Cosby Parish Council are inviting tenders for works to the Cemetery on Narborough Road, Cosby, Leicestershire. The work is to include the development of the currently unutilised area at the top left-hand corner of the cemetery to accommodate the interment of and scattering of ashes and placement of memorial plaques to those who's ashes have been scattered.

It is the Parish Councils intention to provide an area solely for the interment of cremated ashes and tenders are invited from suitably qualified and / or experienced Landscape Designers and suppliers.

The overall development area measures approximately 560 metres square with a large golden cypress tree in one corner taking up approximately 4 square metres. A basic design is attached to this document (Appendix A) and details of the requirements for installation of memorials is supplied. *(Measurements are approximate and it is highly recommended that you take your own measurements before submitting any plans)*

Designs and materials should be sympathetic to the rural nature of Cosby Cemetery.

Under the terms of the Audit Regulations and the Council's Standing Orders, I am required to seek more than one tender for the contract and this invitation is being advertised through the Public Sector "Find a Tender" (Previously - Contracts Finder) (Open Procedure) and advertising on the Cosby Parish Council website.

Outline contract requirements:

- a) Two double rows of Cremation Plots to be installed along the two outside edges of the plot that can be accessed via existing tarmac pathways. The plots should be 2ft x 2ft and should be edged with a shingle infill. (approximately 100 plots)
- b) DDA compliant pathways are to be constructed of the suppliers recommended material to give access to the memorial structures, benches and scattering areas.
- c) A circular area to be constructed at the centre of which is to be located a memorial tree (area 1)
- d) Prepare a suitable base at the centre of area 1 for a Memorial Tree to be installed. Details supplied see Appendix B.
- e) A circular area to be constructed at the centre of which are to be located a memorial sculpture (area 2)
- f) Prepare a suitable base at the centre of area 2 for a Woodland Wing Sculpture with base of 160cm to be installed. (Appendix C)
- g) Dig out two flower beds between the circular areas on either side of the pathway. The flower beds should be edged and prepared for planting.

- h) Install seven 2 metre bench plinths of the supplier's recommended material
- i) Install one Wooden Memorial Bench (Supplied by Cosby Parish Council – see Appendix D)
- j) Dig out two planting areas between the circular areas on either side of the pathway. These should be edged and prepared ready for planting.

Tender process:

- a) Tenders should be submitted no later than **Thursday 31st July 2025** in a sealed envelope bearing "Confidential Tender - Cemetery" on the front to the address above.
- b) Tenders should include a copy of your Public Liability Insurance, PPE policy and evidence of any accreditation. **Photographic and location evidence of previous work is required.**
- c) The Council aims to consider tenders prior to **Thursday 14th August 2025**.
- d) Subject to Parish Council approval on the **14th August 2025**, Bidders will be notified of the outcome within 28 days of this date.
- e) Any points of clarification required are to be emailed to the Parish Manager or Assistant Parish Manager only.
- f) No contact is to be made with any Parish Councillor during the tender period.

Key Contacts:

The Cosby Parish Council, Parish Manager or Assistant Parish Manager will be the main point of contact. Contractors will be required to provide a main point of contact with direct telephone and email access and demonstrate adequate supervision of workers while on site.

Health and Safety:

Staff employed to work on the contract must be fully trained, be aware of the risks associated with working in the public domain and adhere to any method statements, codes of conduct and working practices set out by the Contractor.

All work must stop and contractors vacate the cemetery during periods of service and internment.

Contractors to consider screening the working area off during the construction phase.

Where an unexpected matter of the health, safety and welfare of members of the public within the cemetery is identified, the contractor must be prepared to respond to requests from the Parish Council for support within 24 hours.

Invoice and payment terms:

A deposit will be paid if required on confirmation of the order.

The remainder of the invoice will be paid within 30 days of the works being completed and signed off and the invoice received.

Standards of Operation:

No secure storage will be provided – please make your own arrangements and include any costs within the tender.

There are no welfare facilities available on site – please make your own arrangements and include any costs within the tender.

This cemetery will be in use by the general public during the time of works. Please ensure the working area is fenced off for the safety of other users. Please make your own arrangements to provide fencing and include any costs within the tender.

All surfaces should be made good on completion of works. No trip hazards should be left. Soil should be backfilled, and reseeded with grass if required, around edges of surfacing to ensure consistent ground level.

All existing paths should be kept clear and clean for the benefit of the general public who will have access to the cemetery at all times.

All waste should be removed from site. Please make your own arrangements for waste removal including any licences/permits required and include any costs within the tender.

A comprehensive after sales service should be available in order to cover any guarantees or repairs in the future. Please confirm details of any after sales service.

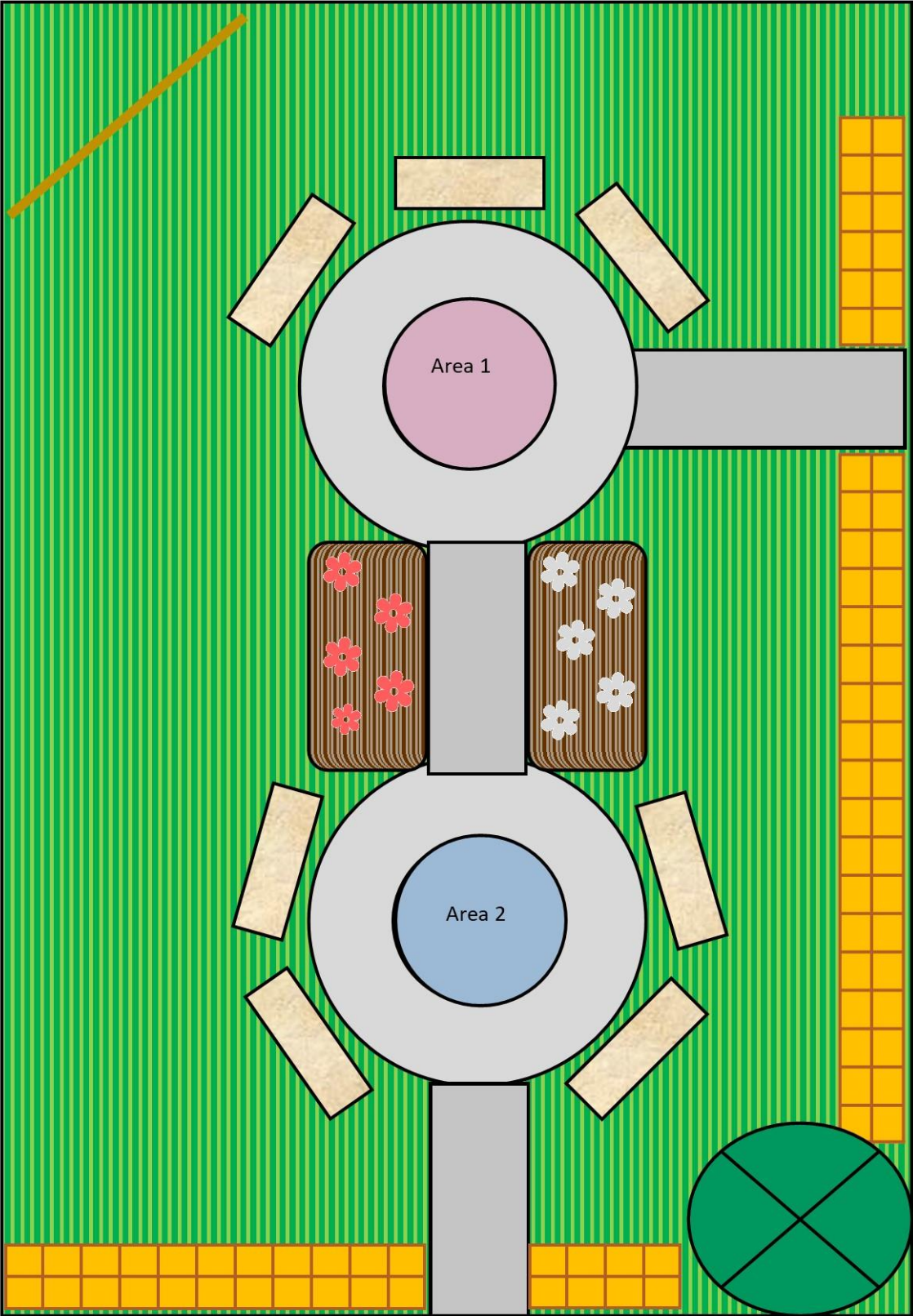
Principle Scope of Works: -

- a) Set up of site to include any fencing required, storage required and any welfare facilities**
- b) Creation of square plots for the interment of ashes**
- c) Creation of DDA compliant pathways and Circular areas for the erection of Memorial Tree and Memorial Sculpture**
- d) Installation of base suitable for Memorial Tree**
- e) Installation of base suitable for Woodland Wing Memorial Sculpture**
- f) Creation of two flower beds**
- g) Installation of seven plinths for the siting of Memorial benches**
- h) Installation of one Memorial bench (supplied)**
- i) Natural screening to be installed to mask area from compost heap.**
- j) All surfaces to be made good. All edges to be back filled and any holes to be filled/ covered to avoid trip hazards.**
- k) All spoil and waste to be removed from site**
- l) Removal of any fencing, storage & welfare facilities once all works completed**

Les Phillimore
Parish Manager.
Cosby Parish Council
E: Clerk@cosbyparishcouncil.org.uk

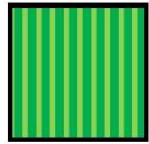
Appendix A

Plan of Area (not to scale)

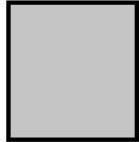


Cosby Top End Cemetery Project 2025

Key:



GRASS



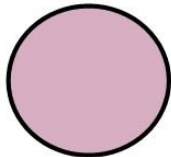
Paving



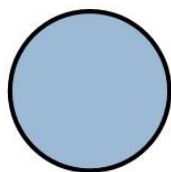
Flower Bed for
Scattering



Existing Tree



Area 1 = Base for
Silver Birch
Memorial Tree



Area 2 = Base for
Woodland Wing
Memorial Sculpture



BASE for Memorial
Bench



Willow Screen



Gravel Squares for
Ashes burial

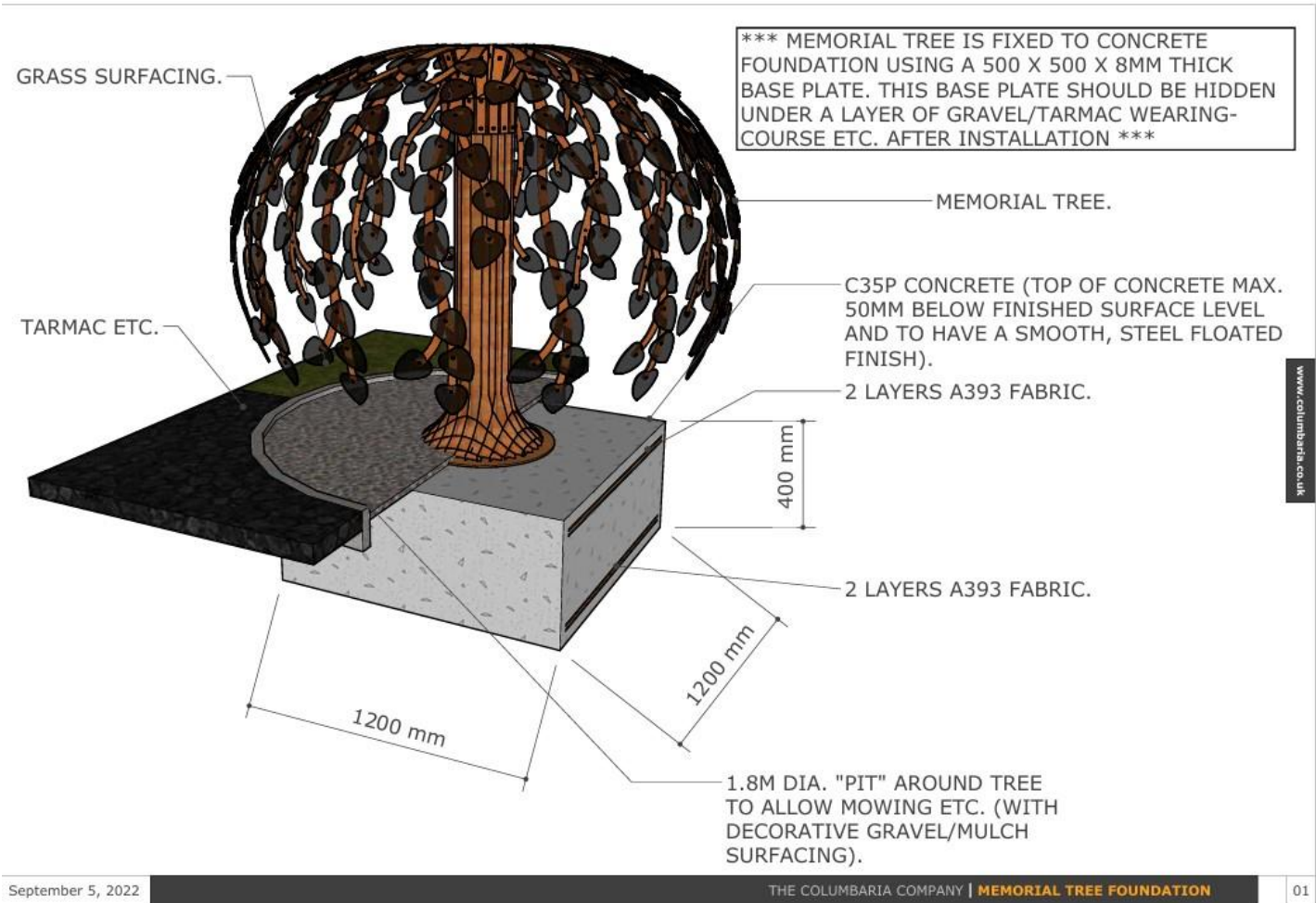


Silver Birch Tree

The Birch Tree is entirely manufactured in the UK from galvanised steel, powder-coated and then hand-finished to give an authentic look of a Silver Birch, a tree native to the UK. The trunk of the tree is hand-painted by our resident artist to accurately depict a Silver Birch. The acrylic memorial leaves have been designed to emulate a birch leaf and can be inscribed with memorial details.



Appendix B – Details of Base Require for Memorial Tree





Woodland Wing

Providing 120 low-cost plaques.

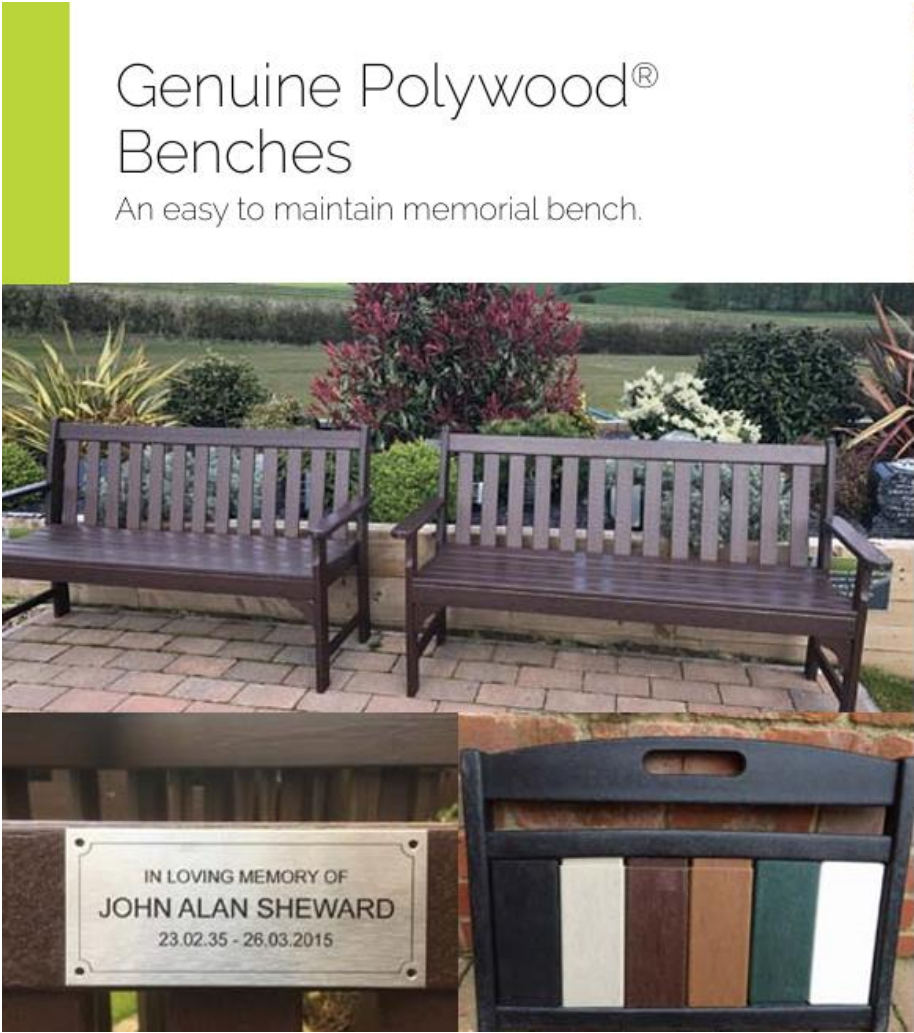
This double-sided granite memorial accommodates 120 laminated plaques in a stylised leaf design.

An organic and imaginative memorial that offers a low-cost alternative to traditional granite plaques. The asymmetrical design would enhance any communal scattering area, particularly those in less formal surroundings.

Colour shown is Alpine Brown.

	Height x Width x Depth	Plaques
Woodland Wing Base	10cm x 160cm	-
Wing	145cm x 173cm x 15cm	120
Plaque (Large)	12cm x 8cm x 1cm	50
Plaque (Small)	9cm x 6cm	70

Woodland Wing Base holds 20 metal vases.



The high-density polyethylene is handcrafted in the same way as natural timber to create a range of garden furniture that has proven unaffected by sun, rain, snow, wind, salt water, chlorine and mildew.

Polywood® is non-porous and uses stainless steel ground fixings and can be safely left outside all year round.

This product is made from 90% recycled material and can itself be recycled.

Available in a range of colours, sizes and designs.

	Height x Width x Depth
Traditional	90cm x 122cm x 60cm
Vineyard	90cm x 152cm x 60cm
Rockford (Small)	90cm x 152cm x 60cm
Rockford (Large)	90cm x 183cm x 60cm
Plaque	10cm x 20cm

- Colours:**
- Mahogany
 - Warwick Grey
 - Forest Green
 - Black
 - White
 - Teak
 - Sand
 - Bronze