



Cemetery Development Services

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A proposal for the production of a full cemetery development and management programme to West Rainton Parish Council



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Proposal Ref: CDSL/1225

**West Rainton Parish Council
Cemetery Development
Cemetery Development Programme**

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1.0 Introduction

Following a recent site meeting with Graeme Keedy and the Chairman Cllr Avril Wallage a series of proposals have been developed to address some of the issues of the cemetery these issues include but are not limited to the following areas:

- **Burial plans**- Burial plans need updating and surveyed in to be an accurate representation to what is on the ground currently and what is planned for the future
- **Burial records**-These require assessing and putting into an order that reflects what is on the ground
- **Potential new burial areas**- there is the possibility to increase the capacity of the current cemetery with some redesigning and landscaping
- **Management plan**- the site requires a brief on the appropriate grounds care and best management practice, the memorialisation safety policy needs to be implemented
- **Financial and administration plan**- the pricing of plots and memorials requires a review to ensure that the cemetery fees are appropriate and reflect the costs of operation and management. This will also require a review on the tenure and leasing of graves.

The details of the above elements can be found in section 3 of this proposal.

2.0 Names of staff, role and qualifications and allocation to this project

2.0 Biographies of Key Staff

CDSL are the only UK Company specialising in Cemetery Management and Design who have in-house resources of qualified professionals whose collective capabilities cover over 80% of our technical professional services.

Summary of in-house resourced disciplines:-

- Agronomy
- CDM Co-ordinator
- Computer aided design
- Construction site supervision
- Construction site setting out
- Data base development
- Design engineering
- Drainage engineering
- Environmental engineering
- Flood risk assessment
- Geotechnical engineering
- GIS development
- GIS mapping field surveying
- GPS surveying
- Landscape design
- Land surveying
- Memorial stability testing
- Planning consultancy
- Project management
- Site layout and design
- Soils engineering and soil science
- Water engineering

Justin Smith HND (Dist), CertFDE, BASIS, AICCM

Having obtained qualifications in Land Drainage Principles and Practice at the Cranfield Institute of Technology, Justin has specialised in soils and plant science in both the research and commercial sector at senior management and director level.

Justin was the founder of TurfTrax Group Limited in 2000 and was Managing Director of its soils consultancy and open space design division 2001 to 2004 where he developed the first approved engineered approach to deep drainage in cemeteries appointing and training many of the company's current senior staff in the principles of commercial drainage and soils management. Justin further developed his experience working in cemetery design and development.

Selling his shareholding in TurfTrax in 2004, Justin went on to specialise in what is now considered to be the UK's most experienced company in cemetery design and development.

Justin has undertaken numerous soil surveys on cemetery development sites with 105 successful T1/T2 cemetery feasibility studies since founding Cemetery Development Services.

Justin has over 15 years of consultancy experience relating to soil environmental studies, land drainage and the design and construction of cemeteries, playing fields, and amenity sites.

Justin has gained considerable experience in project management, working with councils and local authorities in both Cemetery and Open Space developments for the last 12 years.

Further Justin has attended courses run by the Institute of Crematorium and Cemetery Management and is a member of the ICCM giving him a broad insight into the cemetery and crematoria industry.

Dr. Mike Hann MSc, PhD, CEnv, CEng, FIAgrE

Dr Mike Hann specialises in the design of earthworks, structures, foundations, and systems for irrigation and drainage and has carried out research and consultative roles in:

1. Ground work and geotechnics including BP pipeline restoration, temporary roadways for the military, small dam construction, sports field development on restored land and work for the Highways Agency and British Gas;
2. Soil and water engineering including land drainage and soil management at over 100 venues ranging from racecourses and sports pitches to airfields.
3. Wetland wildlife reserves and their development
4. Housing development and flood risk assessment
5. Cemetery drainage designs

Dr Hann has a wide range of experience in ecological design and management and is currently a consultant to the RSPB

Alex Vickers BSc, MPhil, MI Soil Science

Alex has over 25 years of professional experience working in the field of applied soil and water management both in the UK and overseas.

Currently involved in applied soil science consultancy carrying out site assessment and development work for sports facilities, cemeteries and agriculture both in UK and overseas.

Prior to this Alex was an Agricultural Consultant working for BMS World Mission for 4 years and was based in Kampala, Uganda. This involved working with 16 small communities in Northern Uganda to develop sustainable, productive farming systems.

Alex was Principal Consultant for TGMS Ltd, formerly TurfTrax Group Ltd, providing a range of design and construction solutions for natural and synthetic sports surfaces in the UK. This work built on the expertise and experience he developed as a Lecturer in Soil and Water Management at Cranfield University, Bedfordshire, UK.

In this time Alex has produced over 200 consultancy and research reports, published 7 papers in a range of peer- reviewed scientific journals and over 30 conference papers dealing primarily with soil management in the amenity construction and performance.

John Prentis BSc (Hons)

As Managing Director of CDSL brings a wide range of large-scale project management skills to the business, John Graduated with a BSc Hons in Soil Science and is also Managing Director of the UK's largest soil consultancy business.

John has a wealth of experience in soil physics and chemistry along with expertise in landscape design and horticulture and has spent the last four years developing a thorough understanding of the burial and cremation industry. John is also a Church Warden and Tree Warden in his spare time!

Sue Brown BSc, Dip LA, CMLI Chartered Landscape Architect

Sue has over 16 years working in the Landscape profession as a Landscape Architect, within the private and public sector. Experience working within rural and urban landscapes, including residential, commercial and public realm developments, parks and play areas, sports facilities and cemetery design.

- Feasibility, Visual Impact Assessment & Masterplanning
- Detailed hard and soft Landscape design
- Community and stakeholder engagement
- Project Management

Sarah Mason BA (Hons)

As head of Data Management and Production, Sarah has over seven years' experience in the management and production of databases. A graduate of Manchester University with an Honours degree in Business and Marketing, Sarah is also qualified in AutoCad, ESRI GIS software and Pear Mapping and database software, and has developed bespoke databases and web sites for our clients.

As part of this project Sarah will be working with the surveyors and architects to put together the presentation material for planning

Paul Carvill BSc

Paul is experienced in producing 2D and 3D CAD drawings for reports for various disciplines which include Landfill Engineering Design, Waste Permitting & licensing, Hydrogeology & Hydrology, Ecology, Landscape Architecture and Arboriculture.

His broader range of knowledge encompasses the following activities:

Landfill engineering design where he was involved in the production of 2D & 3D drawings and reports for various Waste Management Strategies such as Landfill Cell Design, Materials Recycling and Composting Facilities for Local Authorities as well as Regional Government bodies. His experience also extends to:

- Site Surveying,
- The preparation of Tender Documents & Quality Assurance Reports.
- Waste permitting & licensing

- Producing Planning Applications, Permit Application and Closure Report drawings Environmental Impact Assessment
- Flood Risk Assessment and Water Management Schemes.

Paul has a wide range of experiences in a wide variety of software packages, some of these being: AutoCAD 2009, KTF, LSS, Cadcore (GIS) Corel Draw X4, Mcolour and Adobe Photoshop, Microsoft Word and Excel.

Richard Main BSc

Richard has been involved in engineering, architectural and industrial drawings for many years. His career has developed from basic automotive illustration at Haynes Publishing Group through to fully configured and co-ordinated 3D engineering drafting using the latest CAD and design software packages for major research projects for the MoD.

Richard also holds high level security clearance issued by the MoD.

Richard has completed numerous projects which include hotels, schools, offices, gardens, green field sites and public areas. These surveys are then developed to produce fully rendered 3D visualisations and subsequent fully co-ordinated design and construction drawings.

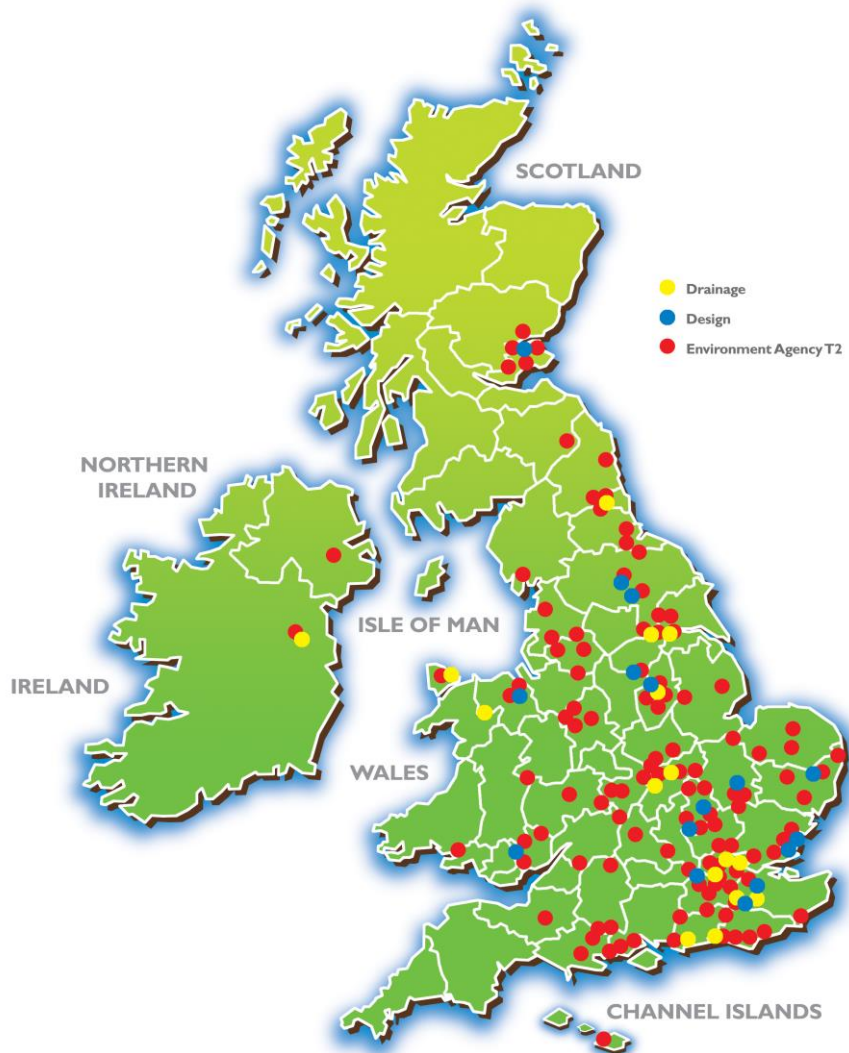
He is also competent in measured surveys of existing equipment in order to produce 3D visualisations and construction drawings for continued product development.

Richard has been involved in concept design projects creating 3D visualisations in order to maintain control and understanding of design problems and constructability.

Becky Ballinger

Becky has taken a number of developments successfully through the complex planning protocols. Becky will ensure all documentation is in place and liaise with the various primary consultees to ensure the planning process is smooth and that minimum delays occur during the application. Becky will act as the main link between the client and the team ensuring continuity and customer service is kept at the highest levels at all times.

2.1 Projects ongoing and delivered by CDSL



Authority	Project					
	Environmental Audit and Feasibility	Design	Drainage	Mapping	Planning	Memorial testing
City of Westminster Council	•	•	•		•	•
Lancaster Town Council	•	•			•	•
Harrogate Borough Council	• X 3	•	•	•		
Broxbourne District Council	• X 3	•	•			
Derwentside District Council	• X 4	• X 3	•	•		
Arun District Council	•	•				
Huntingdon Town Council	•	•		•		
Fleet District Council	• X 2	•	•			
Banbury Town Council	• X 2	•	•	•	•	•
Wakefield District Council	• X 8					
Ickleford Parish Council	•	•		•		
Winchfield	•					
Wyre Forest District Council	•	•				
Stevenage Borough Council	•				•	•

Authority	Project					
	Environmental Audit and Feasibility	Design	Drainage	Mapping	Planning	Memorial testing
Dunstable Town Council	•					
North Herts District Council	•					
London Borough of Haringey					•	•
Thurrock District Council	•					
Blackburn with Darwen Borough Council	•					
Rochford District Council	•					
Ellesmere Town Council	• X 4					
Thanet District Council					•	• X 3
Rushmoor Borough Council					•	•
Jerusalem Chapel Pontrhydyfen					•	• X 2
Hedge End Town Council	•	•	•			
Adur District Council	•	•	•			
Fife District Council	• X 8	• X 2				
Hinckley Borough Council	•	•	•			
Tonbridge and Malling Borough Council					•	• X 4
St Albans District Council	•	•	•			
Crawley Town Council			•			
Bath and North Somerset Council	•					
Sherfield-on Loddon PC	•					
Harwood Park Crematorium	•					
Wetherby Town Council	•	•	•			
Costessey Parish Council	• X 2					
London Borough of Hammersmith and Fulham					•	• X 4
Dagenham Wildlife Trust		•				
Flintshire Council	• X 3	•	• X 2			
Milton Keynes City Council	•	•	• X 3			
Coventry City Council	•	•	• X 3			
Sandwell District Council			•			
Eastbourne Borough Council		•	•			
Co-Op Funeral Care	• X 4	• X 2	• X 3		•	
Tribute Ltd	• X 4	•	•			
Dereham Town Council	• X 3	•	•			
Sprowston Town Council	•	•			•	
Forest Row Town Council	•	•	•		•	
East Staffordshire District Council	•					
Wyre Borough Council	•					
High Peak Council	•	•	•		•	
London Borough of Southwark	•	•	•			
Macclesfield Borough Council	•					
Dover District Council	•	•	•		•	

Authority	Project					
	Environmental Audit and Feasibility	Design	Drainage	Mapping	Planning	Memorial testing
	•					
Wimbourne Woodland Burial Trust	•					
Poole Borough Council	• X 2	• X 2	•			
Bishops Stortford Town Council	• X 4	•			•	
Littleport Town Council						
Newport Town Council	• X 3	•				
Iwade Parish Council	•	•	•	•	•	
Wolverhampton City Council	•		•			
Leeds City Council	• X 5	•	•			
Memoria Ltd	• X 5	• X 4	• X 4	• X 4		
Acle Parish Council	•	•				
St Neots Town Council	•	•	•			
Iver parish Council	•					
Stotfold Town Council	•					
East Devon Crematorium Ltd		•				
Co-Op Midlands	•					
Oxford City Council						
London Borough of Islington	•	• X 3	• X 2	• X 2		
London Borough of Croydon	• X 4	•	•	•	•	
Hartshill PC	•	•			•	
Royston TC	•	•	•	•	•	
Slough Borough Council	•	•	•	•	•	
Islad	•	•	•	•	•	
Catherine de Barnes	•	•	•	•	•	
Thaqwa	•	•	•	•	•	

2.2 References

<p>Mr Graham Harrison Leisure and Community Services Manager Derwentside DC Morrison Busty Depot Annfield Plain Stanley Co Durham DH9 7RX</p>	<p>Seán T Holloway Operations Manager Islington and Camden Cemetery Services Islington and St Pancras Cemeteries & Crematorium High Road, East Finchley, London N2 9AG Tel: 020 7527 8809</p>
<p>Mr Mark Recchia Town Clerk Banbury Town Council Town Hall Bridge Street Banbury Oxfordshire OX16 5QB</p>	<p>Kevin Pilkington Head of Bereavement Services Planning & environmental department Cemeteries & crematorium office Mitcham Road cemetery Croydon</p>

3.0 Proposal

Item 1 Burial plans-

Current burial records are recorded on Velum plans and are considered to be out of date and inaccurate.

In order to provide detailed plans, a topographic survey of current graves and site boundaries including all assets will be required.

Once this has been completed and crosschecked with current plans a final ground truthing exercise will be undertaken to ensure that registers maps and site data are all correlated.

A final production of hard copy and digital maps will be produced.

Item 2 Cemetery Design

Using the topo data from above, a layout and landscape plan for future burial areas can be drawn up. It is believed that at least a further 30 years of burial could be found on site once a proper design has been implemented.

CDSL would look carefully at a number of design issues. CDSL have the philosophy that cemeteries and crematoria should be as much about the living as they are for the deceased. This may be a paradox but CDSL strongly feel that a cemetery is judged by the visitors and relatives for many years to come, not just of today. Therefore the design approach should consider changing precepts in aesthetics, styles and memorialisation.

CDS would review current client requirements with those of the past and provide either a contemporary, traditional or a stylised design most suited to the population and the environment setting.

The concept of the design would be to create a sustainable and aesthetically pleasing landscape that would provide a range of burial options sensitive to modern, formal and multicultural burial practice.

It is important that all phases of design take into account the practical management issues associated with grounds maintenance and gravesite access on both the formal and informal areas without creating an overly clinical perspective. On the areas where grass cutting and turf maintenance is required it should be undertaken quickly and tidily with minimal staff requirement. Roadways and pathways will be durable of low maintenance and be soft on foot and eye.

Landscape layout

The landscape layout provides initial sketch out designs of layout and planting and feature locations with burial type locations. This is used for general discussion and feedback and from these discussions a series of working plans are produced leading to the final landscape structure design. The quote allows for 2 major changes and 3 minor changes

- Planting schedules
- Once the landscape layout has been agreed the planting schedule is commenced the schedule includes all the details of type and number, the quote allows for two minor changes
- Burial plan. On completion of the above the final draft will include the burial plan. The burial plan will be produced as a definitive masterplan. Plots will be formatted as individual polygons and can be used with cemetery software companies for record keeping.

The quote allows for one pre start meeting and two further project meetings at the clients offices further meetings are charged by the hourly rate. Hourly rate £75 per hour

Tender and Construction Documentation

Once the new layout and designs have been approved by the committee, a specification and construction document will be produced.

This document will provide the detail and specification to be sent out to contractors for quotation of the works to be undertaken in line with the above design.

Item 3 Management Brief

This will include the construction of a management brief to ensure that all records and registers are up to date.

Financial and administration plan- the pricing of plots and memorials requires a review to ensure that the cemetery fees are appropriate and reflect the costs of operation and management. This will also require a review on the tenure and leasing of graves.

It is also noted that some of the memorials are unsafe and therefore a Memorial safety management programme will be drawn up.

Within the brief there will also be a maintenance programme. This programme shall include information such as:

- Grass cutting frequency
- Height at time of cut
 - Type of approved machinery
- Grave topping and levelling protocols
- Herbicide protocols
- Tree and shrub management

Key performance Indicators will be set and these will be used as measurements by which the maintenance programme is determined.

4.0 Fee Structure (ex VAT)

The fees and timescales associated with completing the scope of works outlined are presented in the table below:

Item	Provision	Fee (£ ex VAT)
Item 1 Site burial survey and production of new burial plans-	As described above	£5,250.00
Item 2 Cemetery Design		£3,850.00
Item 3 Management Brief		£1,550.00
Total		£10,650.00

5.0 Outline of working practices

Our working practices are based on the co-operation of all parties and very close team work which will incorporate a value engineering process to ensure the most economical designs are implemented.

A hands-on approach by the team leader results in the successful integration of all the consultees and ensures a first class end result, on time and on budget!

6.0 Contact details

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7.0 Cemetery Development Services - Terms and Conditions

Cemetery Development Services (CDS)
Terms and Conditions for the Supply of Services

Interpretation

In these Conditions

AGREED FEE means the charges agreed between CDS and the Client in relation to the Specified Service (Fees exceeding £10,000 will require 25% of gross upon acceptance of order)

CLIENT means the person named on the Specification Sheet for whom CDS has agreed to provide the Specified Service in accordance with these Conditions

CONTRACT means the contract for the provision of the Specified Service

DOCUMENT includes, in addition to a document in writing, any map, plan, graph, drawing or photograph, any film, negative, tape or other device embodying visual images and any disc, tape or other device embodying any other data

INPUT MATERIAL means any Documents or other materials, and any data or other information provided by the Client relating to the Specified Service

OUTPUT MATERIAL means any Documents or other materials, and any data or other information provided by CDS relating to the Specified Service

SPECIFICATION SHEET means the sheet to which these Conditions are appended

SPECIFIED SERVICE means the service relating to geophysical surveys of land to be provided by CDS for the Client and referred to in the Specification Sheet

CDS means CDS (registered in England under number 05089827) or its subsidiary as stated on the Specification Sheet

The headings in these Conditions are for convenience only and shall not affect their interpretation.

Supply of the Specified Service

CDS shall provide the Specified Service to the Client subject to these Conditions. Any changes or additions to the Specified Service or these Conditions must be agreed in writing by CDS and the Client.

The Client shall allow CDS adequate access to its property at reasonable times and for so long as is necessary to enable CDS to provide the Specified Service in accordance with the Contract.

The Client shall at its own expense supply CDS with all necessary Documents or other materials, and all necessary data or other information relating to the Specified Service, within sufficient time to enable CDS to provide the Specified Service in accordance with the Contract. The Client shall ensure the accuracy of all Input Material.

CDS shall have no liability for any loss or damage, however caused, to the Input Material. All Output Material shall be at the sole risk of the Client from the time of delivery to or to the order of the Client.

The Specified Service shall be provided in accordance with the Specification Sheet subject to these Conditions.

Further details about the Specified Service, and advice or recommendations about its provision or utilisation, which are not given in CDS's brochure or other promotional literature, may be made available on written request.

CDS may correct any typographical or other errors or omissions in any brochure, promotional literature, quotation or other document relating to the provision of the Specified Service without any liability to the Client.

CDS may at any time without notifying the Client make any changes to the Specified Service which are necessary to comply with any applicable safety or other statutory requirements, or which do not materially affect the nature or quality of the Specified Service.

Charges

Subject to any special terms agreed, the Client shall pay the Agreed Fee and any additional sums which are agreed between CDS and the Client for the provision of the Specified Service or which, in CDS's sole discretion, are reasonably incurred as a result of the Client's instructions or lack of instructions, the inaccuracy of any Input Material or any other cause attributable to the Client.

All charges quoted to the Client for the provision of the Specified Service are exclusive of any Value Added Tax, for which the Client shall be additionally liable at the applicable rate from time to time.

CDS shall be entitled to invoice the Client on completion of the Specified Service.

The Agreed Fee and any additional sums payable shall be paid by the Client (together with any applicable Value Added Tax, and without any set-off or other deduction) within 30 days of the date of CDS's invoice.

If payment is not made on the due date, CDS shall be entitled, without limiting any other rights it may have, to charge interest on the outstanding amount (both before and after any judgment) at the rate of 4 % above the base rate from time to time of Barclays Bank plc from the due date until the outstanding amount is paid in full.

Rights in Input Material and Output Material

The property and any copyright or other intellectual property rights in:

any Input Material shall belong to the Client

any Output Material and any amendments or variations to the Input Material made by CDS shall, unless otherwise agreed in writing between the Client and CDS, belong to CDS, subject only to the right of the Client to use the Output Material for the purposes of utilising the Specified Service.

Any Input Material or other information provided by the Client which is so designated by the Client and any Output Material shall be kept confidential by CDS, and all Output Material or other information provided by CDS which is so designated by CDS shall be kept confidential by the Client; but the foregoing shall not apply to any Documents or other materials, data or other information which are public knowledge at the time when they are so provided by either party, and shall cease to apply if at any future time they become public knowledge through no fault of the other party.

The Client warrants that any Input Material and its use by CDS for the purpose of providing the Specified Service will not infringe the copyright or other rights of any third party, and the Client shall indemnify CDS against any loss, damages, costs, expenses or other claims arising from any such infringement.

Warranties and Liability

CDS warrants to the Client that the Specified Service will be provided using reasonable care and skill and, as far as reasonably possible, in accordance with the Specification and at the intervals and within the times referred to in the Specification Sheet. Where CDS supplies in connection with the provision of the Specified Service any goods (including Output Material) supplied by a third party, CDS does not give any warranty, guarantee or other term as to their quality, fitness for purpose or otherwise, but shall, where possible, assign to the Client the benefit of any warranty, guarantee or indemnity given by the person supplying the goods to CDS.

CDS shall have no liability to the Client for any loss, damage, costs, expenses or other claims for compensation arising from any Input Material or instructions supplied by the Client which are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong form, or arising from their late arrival or non-arrival, or any other fault of the Client.

Except in respect of death or personal injury caused by CDS's negligence, or as expressly provided in these Conditions, CDS shall not be liable to the Client by reason of any representation (unless fraudulent), or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of CDS, its servants or agents or otherwise) which arise out of or in connection with the provision of the Specified Service or their use by the Client, and the entire liability of CDS under or in connection with the Contract shall not exceed the amount of CDS's charges for the provision of the Specified Service, except as expressly provided in these Conditions.

CDS shall not be liable to the Client or be deemed to be in breach of the Contract by reason of any delay in performing, or any failure to perform, any of CDS's obligations in relation to the Specified Service, if the delay or failure was due to any cause beyond CDS's reasonable control.

Termination

Either party may (without limiting any other remedy) at any time terminate the Contract by giving written notice to the other if the other commits any breach of these Conditions and (if capable of remedy) fails to remedy the breach within 30 days after being required by written notice to do so.

Insolvency of Client

This clause applies if:

the Client makes any voluntary arrangement with its creditors or (being an individual or firm) becomes bankrupt or (being a company) becomes subject to an administration order or goes into liquidation (otherwise than for the purposes of amalgamation or reconstruction); or an encumbrancer takes possession, or a receiver is appointed, of any of the property or assets of the Client; or

the Client ceases, or threatens to cease, to carry on business; or

CDS reasonably apprehends that any of the events mentioned above is about to occur in relation to the Client and notifies the Client accordingly.

If this clause applies then, without prejudice to any other right or remedy available to CDS, CDS shall be entitled to cancel the Contract or suspend any further provision of services under the Contract without any liability to the Client, and if the Services have been provided but not paid for the price shall become immediately due and payable notwithstanding any previous agreement or arrangement to the contrary.

General

These Conditions (together with the terms, if any, set out in the Specification Sheet) constitute the entire agreement between the parties, supersede any previous agreement or understanding and may not be varied except in writing between the parties. All other terms and conditions, express or implied by statute or otherwise, are excluded to the fullest extent permitted by law.

Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to the other party at its registered office or principal place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving the notice.

No failure or delay by either party in exercising any of its rights under the Contract shall be deemed to be a waiver of that right, and no waiver by either party of any breach of the Contract by the other shall be considered as a waiver of any subsequent breach of the same or any other provision.

If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be affected.

Any dispute arising under or in connection with these Conditions or the provision of the Specified Service shall be referred to arbitration by a single arbitrator appointed by agreement or (in default) nominated on the application of either party by the President for the time being of Institute of Arbitrators.

English law shall apply to the Contract, and the parties agree to submit to the non-exclusive jurisdiction of the English courts.