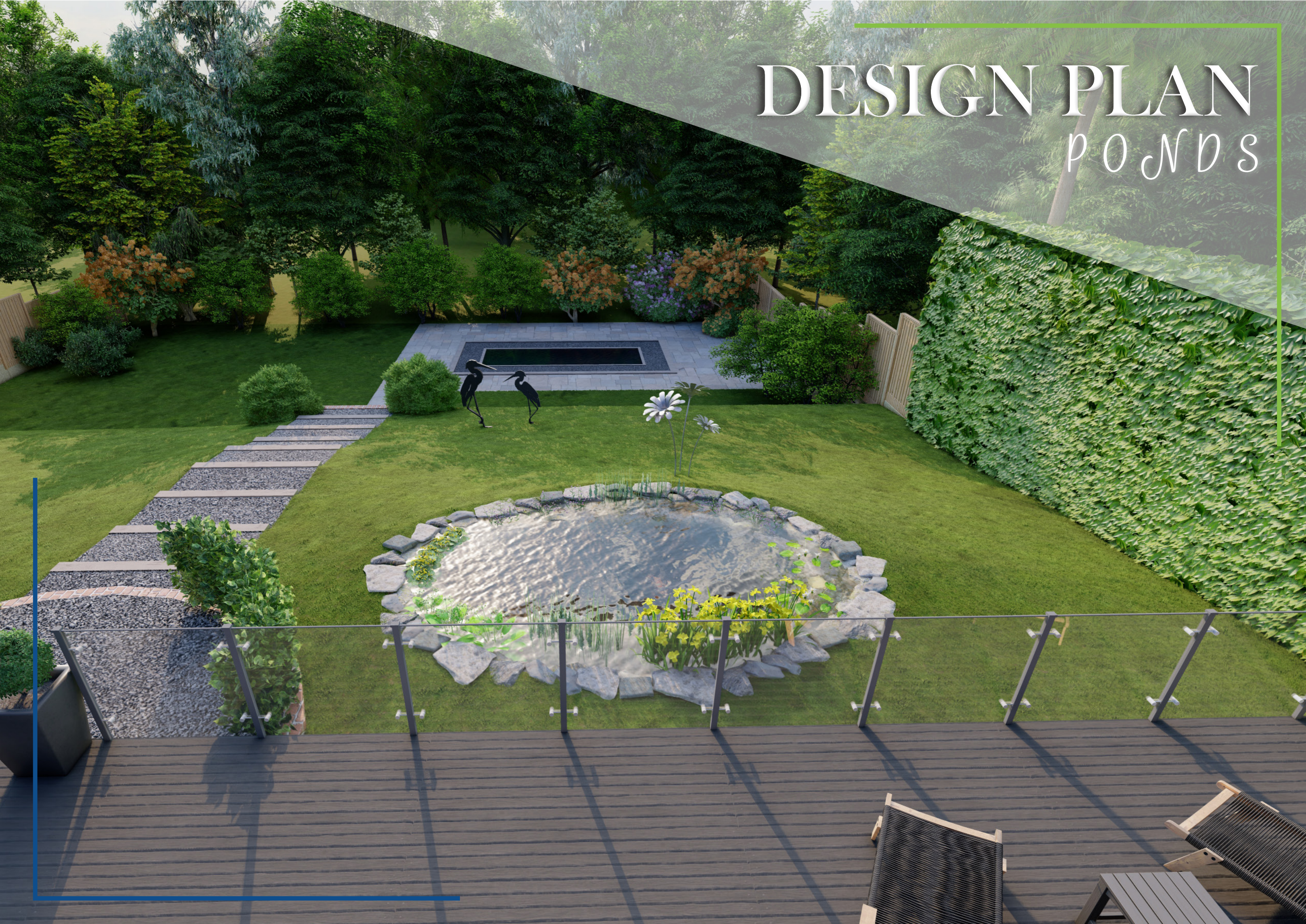


# DESIGN PLAN

## PONDS







# Welcome

Phone:

0116 240 3735

Email:

info@michaelwheat.co.uk



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## Your Everyday Paradise

*Over the last 11 years, we've worked with hundreds of clients to help build their dream Pond.*

*Now, we've refined our process for pond building to make it easier than ever for you to get what you want and understand how that works. And that all starts with the design of your Pond.*

*By planning and designing first, we can guarantee that the pond we build for you is exactly the same as your vision for your perfect Pond. You can rest assured we'll deliver the Pond you've always imagined.*

*Inside here, you'll gather all the information you'll need to completely understand how we work and see why we're the perfect company for you. We have put this document together because we felt it's important to show people why we operate the way we do. More importantly, why it is so successful.*

*We look forward to working with you soon.*

**Michael Wheat**  
Managing Director





# Why do we only build projects we design for you?

*As a company, we make sure every project is designed with our clients in mind.*

This collaborative process helps us deliver the perfect results because it allows us to focus on what matters: creating something unique for you!

Other companies get overwhelmed by all of their enquiries which means details disappear from emails or conversations as they try desperately to fulfil orders without losing sight that this work should be done efficiently and effectively first (and foremost).

This is because they offer this service for free, they can not put the time, resources and commitment into making sure the project is correct before starting.

It is no different to hiring an architect. You get an architect in to make sure your house build is presented to the contractor correctly. We do all that work within one company.



*Our company's primary focus is to build a Pond for you.*

The design process is a key part of making that happen. You invest in us and we invest in you. For us to be able to deliver this thorough industry-leading service there is an investment.

Once you see the work that goes in you will understand why we do it this way and be asking yourself why doesn't everyone! We take great pride in the detail and planning that goes into every project, which is why we make sure to give our designers time for one-on-one personalised consultations with clients.

This ensures your wants are met while staying true to what's best for you as a customer!

During the build, you're assigned a Project Manager and Team Leader. Each install team has 3 to 4 team members, one of which is your Site Manager. Then each team has its own Project Manager.

Lots of construction companies have a Project Manager running 20+ sites. We have one Project Manager per team, which means your project gets the focus needed.

This is a huge company investment, but we do it so we can deliver quality every time. All this leads to your project running smoothly from start to finish, to a high standard and quality and a stunning garden centre piece which will be covered by a 5 year guarantee so you can enjoy your new garden experience for many years.



# Pond Design Plan



## HERE'S WHAT YOUR DESIGN PLAN WILL INCLUDE:

### A complete site survey to check for:

- The access to your pond and for our deliveries.
- Obstacles for installation.
- Detailing on the pond to ensure we use the best method to complete the job.
- Accurate measurements.
- A review of the current sediment/water quality.
- Information for RAMs and a method statement.
- A review of the current materials onsite so they can be matched perfectly.



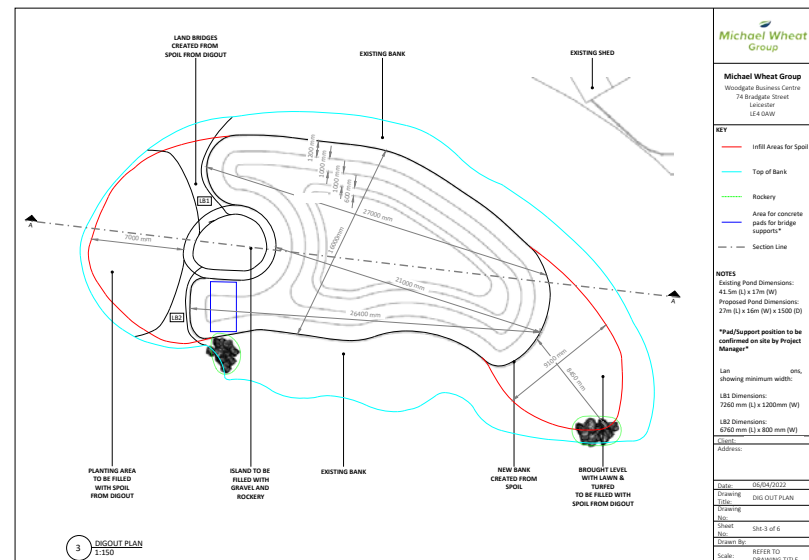
### A design and reveal meeting. At this point, we'll show you:

- A fully-rendered 3D CAD drawing – the visual representation of how the pond will look in your garden.
- Any plant selections/designs needed for the pond to fit the environment and create a natural, aesthetic look.
- Everything about how we'll tackle the project, equipment used etc.
- Information of company guarantees as standard.

What does it cost? **£997.00 inc VAT**

### Accurate Quantitative Surveying to ensure:

- A detailed feasibility study can be completed to give accurate costings.
- A detailed breakdown of materials to be used to fit in with your landscape is listed.
- Technical drawings for the creation of the project are produced, including dig out plans (*once the job goes ahead*).
- Full technical research and findings for pump, UV, and filtration are completed.
- CAD cross section drawings are created for installation purposes (*once the job goes ahead*).
- And you will have an update call with the consultant on your project's progress.



Planning every detail down to the last pebble...







# Company Intellectual Property

At Ponds by Michael Wheat, we have now built over 100 ponds, and we will be frank, we have learnt a lot. It's not a simple install, there are 10 technical considerations that need to be assessed to create the perfect swimpond.

As it's embedded in the company culture, we always deliver even if it's at our own cost. Over the last few years, the company has spent £330,764 in our research and development which has been a huge part of our learning process.

When we say we are going to deliver a pond with clear water, we mean it. Our clients have invested in ponds with clear water. We now have the formula for how we design our projects and water movements which means we can guarantee the success of our install.

However, our design plans don't reveal all our secrets. We give a full kit list and schedule of works, but we don't supply the information for self builds.



Our IP allows us to create amazing, long lasting, easy to maintain ponds with real value for your investment. Our support also extends past the build with maintenance schedules, and we even supply your first set of testing kits.

The minimum install we offer as a company is Lining/filtration/dressing. You can save money by doing your own ground works, decking and planting. We recommend you choose us for the entire project as we offer a turn-key service and then you will learn all our secrets!



# Do I need Planning?

As a guide, outdoor ponds (in back gardens) will often be treated as a permitted development and therefore will not require planning consent, but please see below some restrictions:

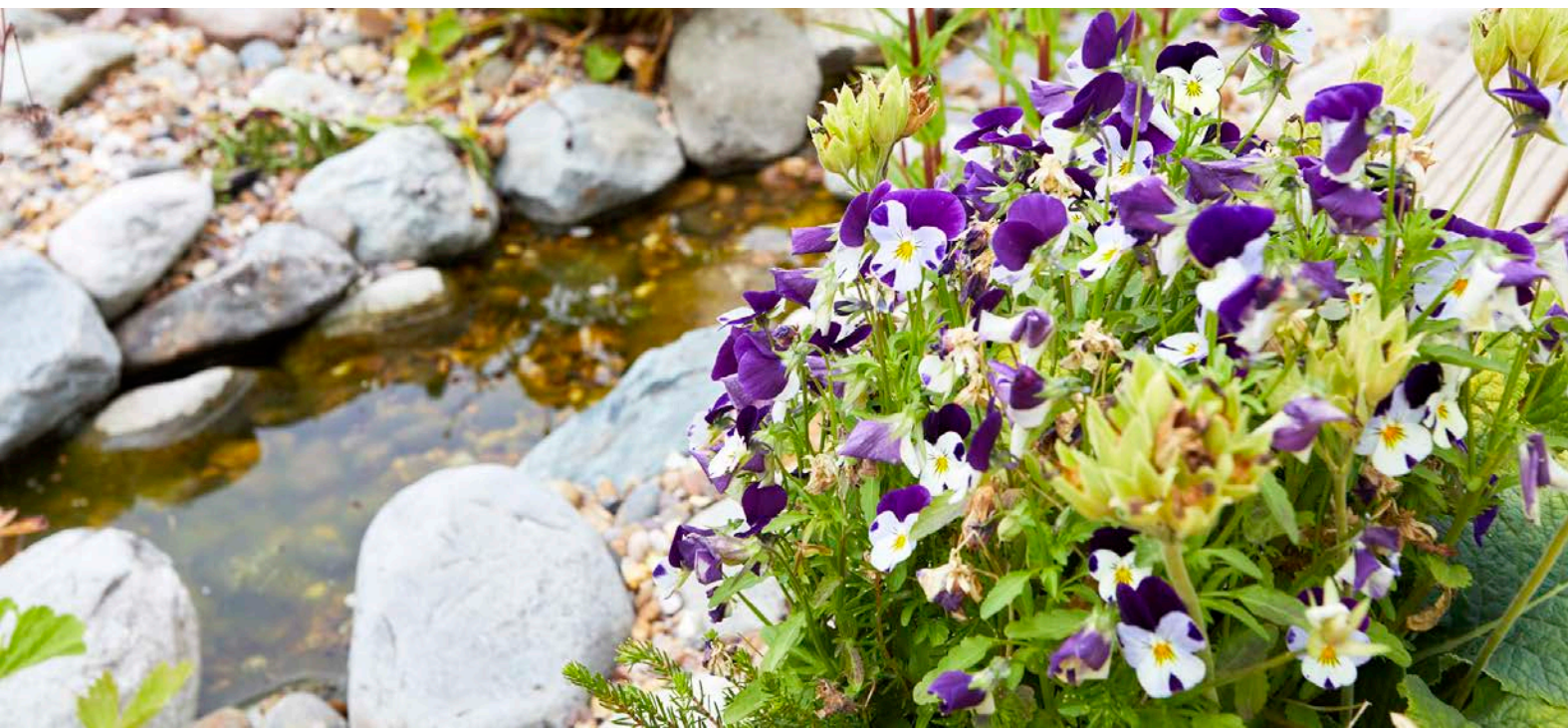


The relevant legislation is The Town and Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order 2008.

However, in the case of any land within the curtilage of the dwelling which is within;

- (a) a World Heritage Site,
- (b) a National Park,
- (c) an area of outstanding natural beauty or
- (d) an area of archaeological significance,

planning will be required.



# Can we help?

Yes, we can provide all the drawings, and statements needed for planning. We have currently worked on 19 projects that went through planning. All 19 got approved.

You can either pay us to submit planning which includes drawings and statements at £1,497...

Or pay a 10% holding deposit on the project and we will do the planning work for free.

We will also return this holding deposit if the project doesn't get planning.\*

**\*Any costs incurred toward the planning application will be deducted from the holding deposit.**





# Your Journey with us

## 01 Enquiry *We find out exactly what you want*

Here you will meet Tori our Design Consultant who will explain the whole process and based on your vision will be able to give you a ballpoint figure of your project.

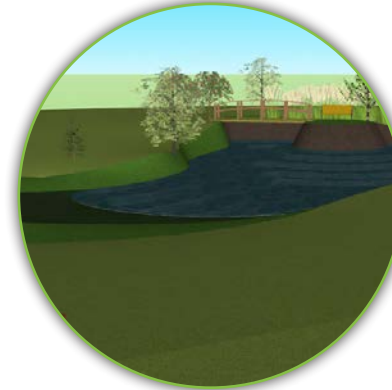


## *A sneak peak into your design* 04 Concept meeting

Our price for our service is done in stages. First, we price the job out exactly how we envision it. We then call you and explain exactly where the current costings are.

If this is too high, we can re-evaluate the job/design to see what can be altered to fit your budget. We love our concept meetings as they help us to provide our clients with exactly what they desire.

This is a collaborative method to resolve any issues, as well as confirm the complete investment and installation date.



## *The Initial Design meeting* 02 Consultation

We have an industry leading Design Plan which is a collaboration between design and consultation.

It consists of; Site Survey, Technical drawings, 2D model, 3D renders and Virtual Tour, and a dedicated consultant to ensure we deliver your exact vision.

Before proceeding to a site visit a design plan is committed to by the client. This design plan document is issued so a thorough understanding is obtained by the client ensuring them they will receive the utmost professionalism to ensure we deliver their dream Pond.



## 05 Design Reveal *Your design completed and project booked in*

In this meeting we will confirm the following:

- Investment needed (which will be communicated at the concept meeting)
- The design of the project
- What the investment includes
- Our guarantees and how we'll deliver our aftercare service
- Payment terms
- The all-important start date
- And introducing you to your installation team



## 03 Site Survey *We come to you - Review levels, access and layout*

We will spend 2-6 hours when we complete the site visit.

We treat every project as an architect company would in terms of drawings, and as structural engineers would in terms of structural cross sections.

Then our construction work is complete to the same level you'd expect from any professional construction company.



## *We deliver exactly what we have designed for you* 06 Install

We mutually agree on the install date once the securing deposit is paid. The Project Coordinator will go through the finer details of the installation.

During the installation, the team will work 7 am – 6 pm. When completed the project manager will check the project with the client to confirm they are happy.

Labour is guaranteed for 5 years' and filtration system has its own guarantee.





# 01 Enquiry

Your Journey Starts Here...

Firstly, no matter the size of your project, thank you for downloading this guide and taking the time to consider us to build it. Hundreds of people engage with companies who say they can 'build ponds' and waste their investment. We make sure that doesn't happen.

Tori is our consultation co-ordinator. She has been part of the company for five years. She knows how we operate and the kind of projects we handle.

She'll also have a good idea on ballpark costings to give you an estimated starting price when you enquire.

With every call that comes into the company, we handle it with care, passion and enthusiasm. We LOVE building ponds.

Tori will explain the process, so you know what to expect once you get in front of our consultants. Every single person in our company cares about our clients and what we do for them.



# 03 Site Survey

Time to level up...

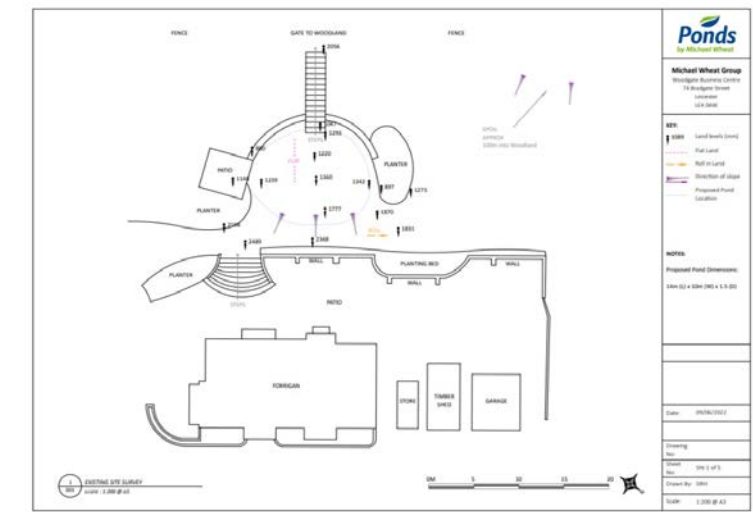
Our site survey process is thorough.

Levels play such a huge part in pond work because water is so unforgiving.

We treat every project as an architect company would in terms of drawings, and as structural engineers would in terms of structural cross sections.

Then our construction work is complete to the same level you'd expect from any professional construction company.

These are some of our level specifications and technical drawings from site surveys.



# 02 Consultation

The next step!

I'll be frank. We're not like most pond companies - we don't come out for free. We're passionate about maximizing our time as everything we do in our business is efficient.

This is what our clients expect.

We can spend 2-6 hours at this appointment. We want to give your project the attention it deserves.

To some people we understand they may view what we do as 'just a pond'.

But to us, our whole company setup is based around delivering the best service, quality, and value for money in ANY industry.

That's how much we care about what we do.



Tim will only do a maximum of 2 consultations a week.

We don't rush around dealing with everyone that gets in touch; we would love to help everyone, but it just isn't possible. We value your time, and our time is vital to us.

Our consultation visit is a collaboration between our consultant, their design experience, and you - the client.

We want to make sure we design and build something that's at an investment level you're comfortable with.

Once this meeting is finished, we move into the next phase, the site survey and pricing the project!



# 04 Project Costing

Working to your budget

We don't do any finger-in-the-air type pricing. We don't aim to max out people's budgets or deliver something they don't need. We deliver our pricing in a methodical way, and it's not done by our pond consultants; we have a dedicated costing team to ensure our pricing is consistent.

Our system of pricing and delivering jobs has seen us complete millions of pounds worth of projects over the past few years. We price them the same as any major construction work would.

We know it's just a Pond, but we deliver a first-class service with every part of the job. It isn't just a Pond for us, and it isn't for our clients either.

Our pricing is done in stages. First, we price the job out exactly how we imagine it. We then call you and explain exactly where the current costings are. If this is too high, we can re-look at the job/design to see what can be altered to fit your budget.

And when it comes to discussing your budget, it gives us a reasonable ballpark for what you're expecting. It isn't a target for us to aim at.

Giving us a budget doesn't mean we will make the cost of the project higher or lower. The cost is what it is. We would rather not have the project if it's not economically possible for us to deliver our usual standard of work.





## 05 Concept Meeting

### Collaborative Design



We love our concept meetings. Our main goal is to give our clients exactly what they want, and at an investment level which gives the client the best value for money.

For this reason, we believe it should be a collaborative process. We don't want to turn up at your design reveal and not deliver exactly what you're expecting. We will also have your install date ready.

So, at our concept meeting over Zoom, you will go over the project at this concept stage. We also go through some costs of the varying stages so we can set the design reveal meeting up and have all the info you need to make your decision.

## 06 Design Reveal

### Completing your vision

Our experienced pond consultant will come back out to see you and we get to show you what your project will look like. Our aim is to get our clients to fully understand what they get for their investment.

We hear so many horror stories of people investing their hard-earned money and not getting what they wanted, dealing with companies only interested in getting as much money as they can. This is NOT how we operate. Integrity is our most used word (after pond maybe).

We only believe in delivering the highest standard at a cost that's fair to everyone involved.

In this meeting we will confirm the following:

- Investment needed (which you will already know after the concept meeting)
- The design of the project
- What the investment includes
- Our guarantees and how we'll deliver our aftercare service
- Payment terms
- The all-important start date
- Your installation team

As a company we want to deliver high-quality builds all across the UK. We are so passionate about getting every detail exactly right, from the first phone call to the handover. We know when it comes to this, we're unrivalled in our delivery. By investing properly, the first time around, you can make sure your first investment is your last investment.

Below you can see some of our latest design work. They never compare to the real thing but should help put your vision and our vision together.



## 07 Install

### Building your dream

#### After paying your securing deposit

We will agree a start date mutually and book this into our diary.

We will order all materials needed for your project and organize a skip if needed which will be added to your final invoice.

We then schedule the right staff for your project; all our staff are highly trained and employed full-time by us.

Our Project Co Ordinator will call you before your start date to go through the final details.

We have a weekly meeting at our head office in Leicester on Monday mornings at 6.00am to brief all staff on that week's projects. If your start date is on a Monday, please be advised that the team will begin to travel to you after this meeting.

#### Whilst the team are working

It would be greatly appreciated if you could be at the pond site when the staff arrive.

Please allow some time to direct them to the water and electricity supply. We provide our own port a loos.

The team work on-site from 7.00am – 6.00pm. A skip will arrive on the first day, please let us know where this should be placed.

We always try to limit disruption during works as much as possible. At the end of each day, the team will try to leave your site as tidy as is naturally possible. We will bring wooden boards where applicable to try to protect the area surrounding the pond from footfall.

If there are any questions or queries the site team cannot answer, your project manager will be on hand.

#### When the project is complete

When the work is complete, your project manager will check you're happy with everything and they'll run through the electrical pond equipment and explain how it works if this is needed.

You'll be given a feedback form to complete and send back to us. The office team will send over your final invoice.

All our labour is guaranteed by us for five years. The Oase equipment we install has its own guarantee, as does the liner. Simply give our office a call on **0116 240 3735** if you ever have any issues.







Once we have everything agreed,  
the build commences!



## Our Job Packs

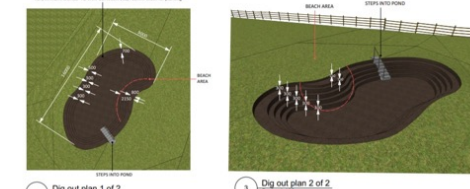
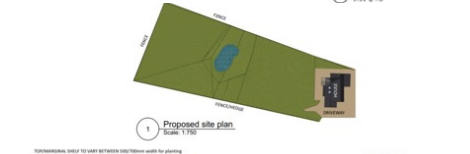
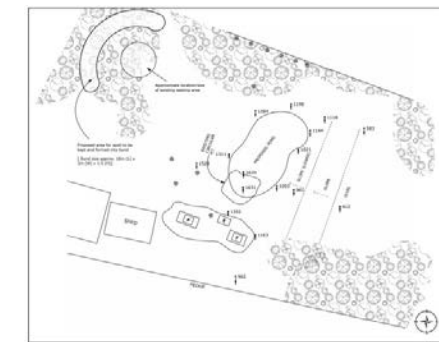
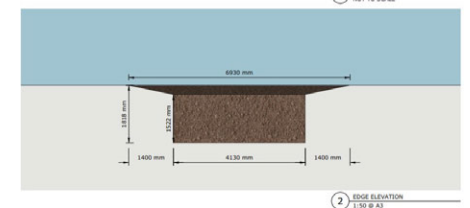
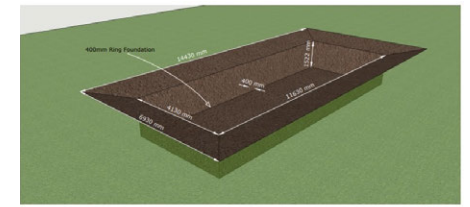
Ponds by Michael Wheat Ltd  
 Unit 1, Cherry Street  
 Lutterworth  
 LE17 4DR  
 Tel: 01454 833735

**Risk Assessment**  
 Risk Assessment Number: 128  
 Risk Assessment Date: 04/12/2020  
 Risk Assessment Author: Michael Wheat  
 Project Contact: Louise Green Team  
 Start Date: 07/12/20  
 Expected Job Duration: 22 days  
 Client contact: 0776020716  
 Description: GRASS POND INSTALLATION  
 Site Address: Housford Industrial Lane Winkfield WINDSOR SL4 0ES

Signature	Name	Title	Signature	Date
	Michael Wheat	Director		04/12/2020

Data Protection Statement  
 The information and data provided in this Risk Assessment applies only to the task, project or contract for which it was written. It shall not be disclosed, distributed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to the task, project or contract.  
 In the event of any modification, completion or update to the project of this Assessment, which has been produced in order to be a stand-alone document, it shall be subject to the approval of the project manager, contractor and client. All parties must ensure that any modification or update is consistent with the original project.  
 This Risk Assessment may contain certain data relating to one or more persons. Such data must not be disclosed to any third party or any person other than compliance with the Risk Assessment except with the written consent of the Company or the individual.

Site # 100 Site Report/Industrial Lane Windsor WINDSOR SL4 0ES Page 1 of 4  
 Site # 100 Site Report/Industrial Lane Windsor WINDSOR SL4 0ES Page 2 of 4  
 Site # 100 Site Report/Industrial Lane Windsor WINDSOR SL4 0ES Page 3 of 4  
 Site # 100 Site Report/Industrial Lane Windsor WINDSOR SL4 0ES Page 4 of 4



The health and safety of our team and clients are paramount.

## Health and Safety

Our project managers look after our teams on site. They write our risk assessments, sign them off, and administer any changes needed. Most of our team have also done a one day first aid course.

Workspaces  
 Projects Overview - Installation Work Only

Task	Start	End	Status	Assignee	Team	Job Cost	Job Status
Site Setup	07/12/20	07/12/20	Completed	Michael Wheat	Site Setup	1000	Completed
Excavation	07/12/20	07/12/20	In Progress	Michael Wheat	Excavation	2000	In Progress
Pond Installation	07/12/20	07/12/20	Not Started	Michael Wheat	Pond Installation	3000	Not Started

OPS: Labour guide instruction manuals  
 Labour - Set up

Task	Status	Manual
Pick up materials from lorry	Complete	Labour - Set up
Site through HSE	Complete	Labour - Set up
Site through Job pack	Complete	Labour - Set up
Measure and mark site	Complete	Labour - Set up
Check and adjust levels	Complete	Labour - Set up
Set up and Clear site before works commence	Complete	Labour - Set up

Michael Gates  
 Updates / 20 Info Boxes Activity Log  
 laid out all the lights set them up just need wiring in

Peter Godfrey  
 Updates / 21 Info Boxes Activity Log  
 @Everyone on this board had a really good day today.  
 Had a lot of rain today bit got alot block work done just need to lay 2 at bottom a

@mattyraney1990@gmail.com  
 @Everyone on this board had a really good day today.  
 Had a lot of rain today bit got alot block work done just need to lay 2 at bottom a

@Liz\_Noyes @mattyraney1990@gmail.com and team, looking spot on now

## Our Systems



We manage multiple projects at once, so to achieve this and continue to get 5-star Google ratings, we use an online cloud system called Monday.com which the team send us daily updates on. These are seen and reviewed by all of the management team. Our project managers will also do regular site visits to make sure your project is on track. Here are some snapshots of Monday.com and also some images showing how we manage consistency – each part of the labour on our job sheet has a company process which the team can access.





Hope Valley, UK

# WILDLIFE POND CASE STUDY 1



## CONCEPT MEETING

At concept stage we were able to visit the client in person to show them the progress of their design, which gave them a chance to discuss the elements of their project and the chance to make any amendments needed. In this instance the clients loved the design and didnt want to change any part of it.

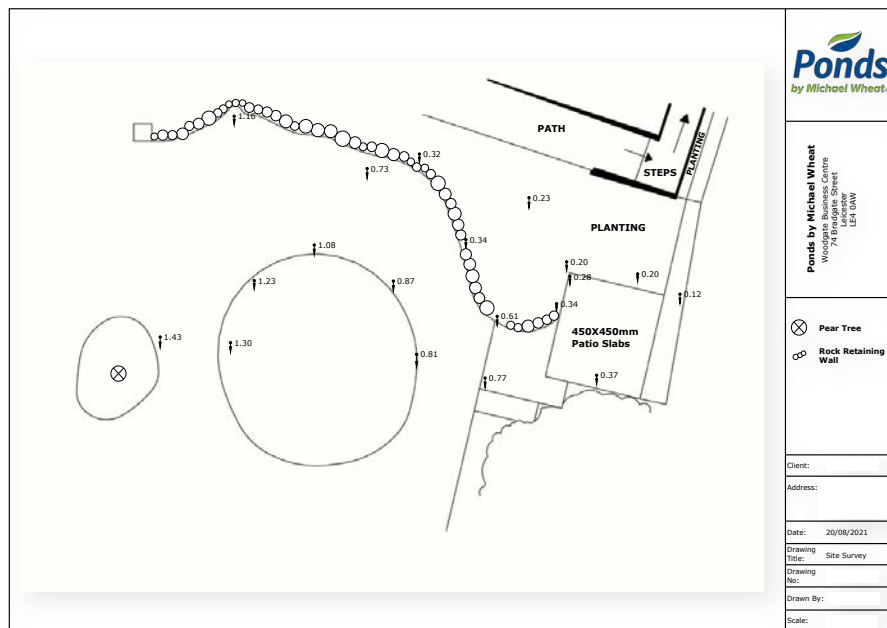


## SITE SURVEY / CLIENT BRIEF

For this site, we had to take extra care in the detail needed from the survey, just because of the difference in land levels!

The clients brief was that they wanted a stunning water course, which provided their garden with a haven for wildlife and to provide a tranquil running water sound effect for the garden. Also to take advantage of the difference in levels in the garden.

From the site survey we were able to produce detailed drawings, and get their project costed using our findings and photographic survey in order to progress to the next stage in their journey.



## DESIGN REVEAL

The project was then handed back to our CAD designer who then completed all of the project design, including final renders, detailed drawing plans and a virtual tour showing the client their finalised design ready for install.

They were so pleased with their design, and got booked in straight away!



DESIGN RENDER



COMPLETED PROJECT





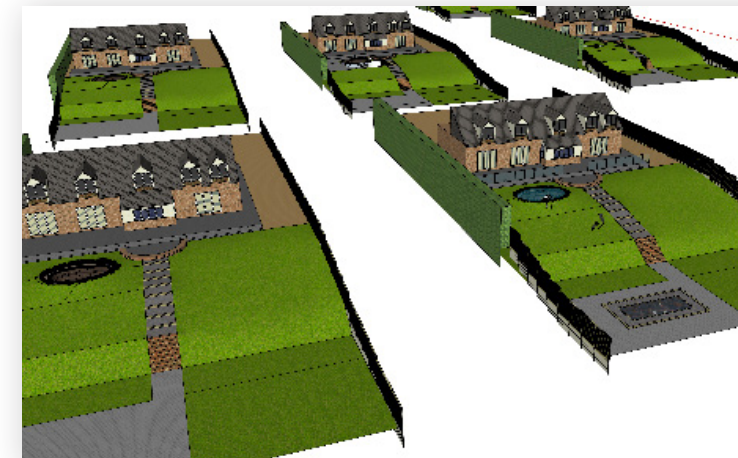
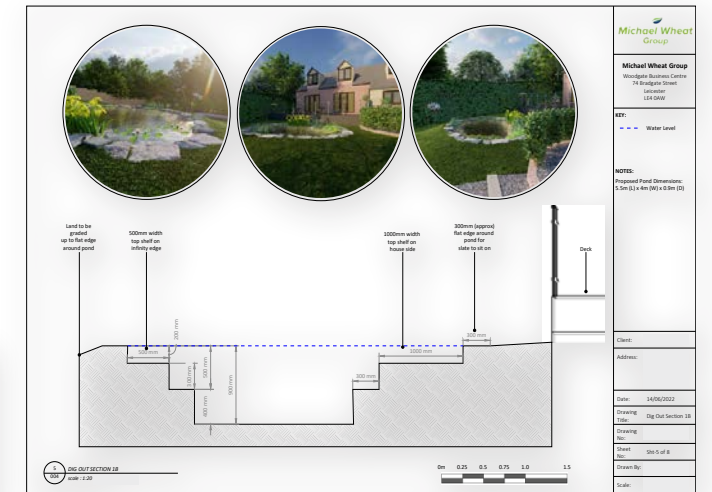
# FISH POND CASE STUDY 2

Bolton, UK



## CONCEPT MEETING

At concept stage we did a zoom call with the client, to show them the progress of their design and if they were happy with the positioning and integration of the pond in their landscape. They were super happy with the design and went ahead with no changes!



## DESIGN REVEAL

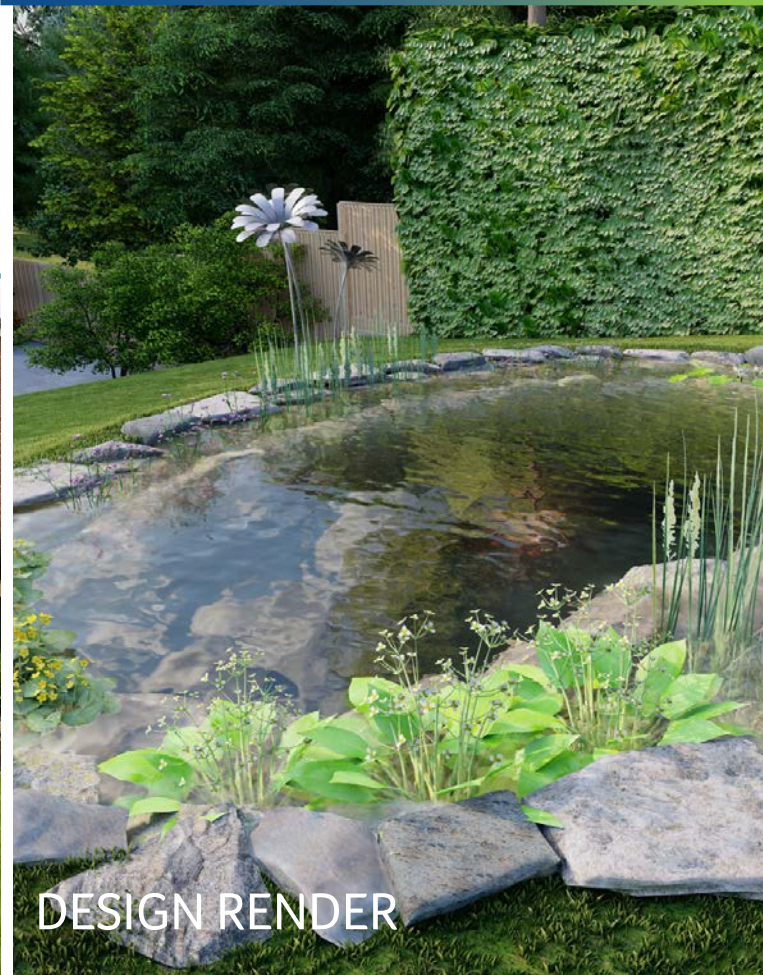
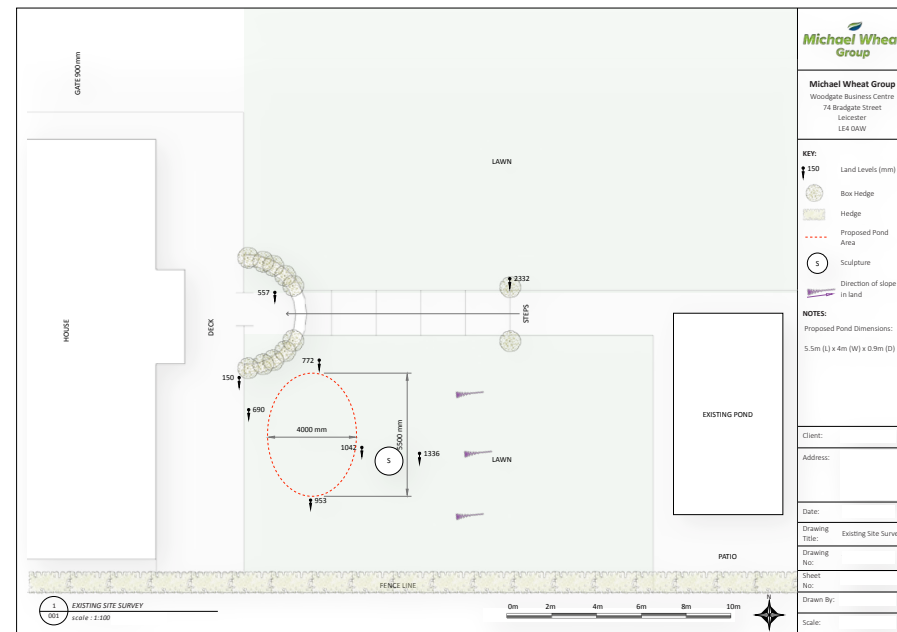
The project was then handed back to our CAD designer who completed all of the project design, including final renders, detailed drawing plans and a virtual tour. We went to site to present the Design Reveal to the client, they were shocked at how real the renders looked, and loved that we had included existing elements of their garden in their design.

## SITE SURVEY / CLIENT BRIEF

When doing the site survey for this project, we were very lucky that the client knew exactly where they wanted the pond, and how big they wanted it to be.

The client wanted a slate edge fish pond, which gave an infinity edge feel to fit in with the sloping essence of their garden.

We had to work with the land levels to create a flat water table, and had to build up the land around the pond to create a reinforced natural gradient of the land after the pond was in place.



DESIGN RENDER



COMPLETED PROJECT



# ENQUIRE TODAY

Complete an enquiry form online and we will call you back at a convenient time:

[www.pondandgardendesign.co.uk](http://www.pondandgardendesign.co.uk)

Call Us On:

**0116 240 3735**

Follow us on our socials  
**@pondsbymichaelwheat**

We also offer a premium design package which includes a Virtual Reality experience!  
Ask about this when you enquire for more information.

