

Our Ref: DE/23/10/096

Rebecca Ward
Senior Heritage Consultant
Pegasus
Suite 4, Pioneer House
Vision Park
Histon
Cambridge
CB24 9NL

24 October 2023

By email only

Dear Rebecca,

Land at Cross Road, Walmer, Deal, Kent: archaeological evaluation

Many thanks for contacting us about this project. I now have pleasure in providing our costs for an archaeological evaluation at this site.

Scope of works

As per your email (dated 18 October 2023), we have costed on the basis of a c. 5% evaluation of the c. 4.93ha site. This equates to 46no 30m x 1.8m trenches. We reserve the right to review these costs if any changes to trench numbers/dimensions are required.

Project set-up

Our project set-up fee (Item 1) includes for the production of a Written Scheme of Investigation (WSI; i.e. archaeological project design).

Evaluation fieldwork

We have provided a fee to undertake the evaluation fieldwork (Item 2a). This fee includes for liaison with you and the Kent Council Planning Archaeologist, as well as Management attendance at up to one site meeting during the evaluation fieldwork.

As the site's archaeological potential is currently unknown, these costs assume a low level of archaeological remains. If more extensive/significant archaeological remains are revealed, then additional time on site/costs may apply. We will notify you as soon as possible if this is the case.

These costs assume that the site is secure and that we will not be required to provide fencing for the site boundary, footpaths, service lines or archaeological trenches, etc. These costs assume that the site will not be in active use at the time of the archaeological fieldwork and that we will not be required to secure any licences/permits/permissions to undertake the works. It is assumed that we will not be required to provide or erect any Chapter 8 signage. It is assumed that any overgrowth/tree cover in the required areas will be cleared prior to Cotswold Archaeology attending the site. Any delays caused by lack of access, howsoever caused, may incur additional costs.

Plant and welfare

We have provided a cost for site welfare for use by our team (Item 2b).

We have provided a cost for operated plant (Item 2c). Our costs have been calculated on the basis that we will use a c. 13-tonne metal-tracked 360 excavator to strip and backfill the evaluation trenches. It is assumed that the site is safely accessible by such plant, that site conditions will be suitable, and that the required fields/areas are inter-accessible without the need for additional low loader plant movements.

Reporting and archiving

We have provided a fee (Item 3) for a summary typescript report on the evaluation results. This fee also includes for the preparation of a project archive and its deposition with the receiving museum.

Programme

We can usually issue a draft WSI within a working week of instruction. The WSI should be reviewed and approved by the Kent Council Planning Archaeologist prior to the commencement of the archaeological works.

We anticipate that the evaluation fieldwork will require 11 days on site.

Subject to swift confirmation of instruction and approval of our WSI, we currently have some capacity to undertake the evaluation fieldwork from late November 2023, although our programme is changing rapidly.

The draft evaluation report would normally follow within six working weeks of the completion of archaeological fieldwork. If required, we can usually supply an interim summary report (comprising a brief text summary of the results and an annotated survey plan) within a working week of leaving the site.

I hope that this is useful. Please do not hesitate to contact me if you have any comments or queries, or if I can be of any further assistance.

Yours sincerely,



Derek Evans
Project Manager
Andover Office

mob: 07739 478 833

e: derek.evans@cotswoldarchaeology.co.uk

**Land at Cross Road, Walmer, Deal, Kent
Archaeological evaluation**

Item	Description	Fee
1	Project set-up, including production of WSI	£550
Archaeological fieldwork (assumes up to two days on site)		
2a	Archaeological fieldwork	£20,600
2b	Site welfare	£1,500
2c	Operated plant	£9,220
Reporting		
3	Analysis and reporting (typescript report); archive preparation and deposition	£4,130
Total:		£36,000

Other costs/contingencies

1) These costs provide for Cotswold Archaeology attendance at up to one site meeting during the evaluation fieldwork. Any additional management (including ad hoc archaeological advice) and attendance at meetings will be charged at **£85 per hour** (or part thereof; including travel time from our Andover Office).

2) The costs and timescales given in this letter assume that any monitoring/sign-off visits required by the Kent Council Planning Archaeologist/other parties are undertaken in good time for the specified timescales to be maintained.

3) These costs allow for the taking and processing of up to 6no. 20 litre bulk soil sample. Any further bulk samples (if required) will be charged at **£90 per sample** (each sample up to 20 litres in volume).

Terms and Conditions

The details in the above tender are based on the following Terms and Conditions. If there is any proposal to amend our Terms and Conditions in any way, we reserve the right to change our submitted costs and programme.

COVID-19

Cotswold Archaeology has a documented and robust Covid-19 operating procedure that we strictly adhere to. This means that a suspected case of Covid-19 and/or a positive test result amongst our staff does not necessarily require testing of the whole team or their self-isolation. Should a client or their agents require such whole team testing and/or stand down of our staff, the associated cost and any delays or stand down time will be the responsibility of the client, and they will be billed accordingly.

Business Terms

This tender is valid for 90 days from date of issue, and is exclusive of VAT, which will be charged at the standard rate.

Cotswold Archaeology will not commence work until a written order or signed agreement with, if appropriate, a purchase order number is received from the client.

Should the project be delayed or cancelled with less than 48 hours' notice, the client will be responsible for any costs incurred.

We shall not be in breach of contract or liable to the Client if the provision of the Work is delayed or prevented by force majeure, pertaining to circumstances beyond the reasonable control of Cotswold Archaeology.

Invoices will be submitted on a monthly basis for the works undertaken. This arrangement can be varied by agreement to suit specific project requirements. A final invoice will be submitted when the final report is presented to the client. Preliminary results will be supplied as work progresses or as agreed.

This tender does not include for any fees or charges made by the local planning authority or its archaeological advisors for the provision of data, review of documents or reports, monitoring visits etc. These charges will be notified to the client when known and will be invoiced to the client at cost.

Cotswold Archaeology will not take on the role of Principal Contractor or Designer under CDM Regulations.

Overtime or weekend working does not form part of this tender; the standard working day is 7.5 hours. It may be possible to arrange for overtime or weekend working for additional fees.

Should variations to the scope, programme or fees be required this will be communicated, in writing and in good time, via an agreed notification process.

It is assumed that Cotswold Archaeology will be working under the direction of a Principal Contractor on site, and will adhere to their Health & Safety plans and instructions.

Prices and/or rates are subject to a 3% annual increase from 1 April each year for the duration of the works.

Plant costs are influenced by the cost of fuel, which is very volatile at present. We therefore reserve the right to vary the cost of plant from that shown. Any variation will be notified to you before work commences.

Provision of Information

This tender assumes provision by the client of:

- relevant information and/or constraints to the work in a timely manner, to enable Cotswold Archaeology to plan, manage and monitor the project accordingly.
- digital mapping for the site in .DXF or .DWG format, prior to the commencement of the project.
- information regarding services.

Any reduced productivity, failed mobilisations, re-mobilisations or stand-down resulting from failure to supply such information in advance of Cotswold Archaeology's site operations may accrue additional fees.

All personal information supplied to Cotswold Archaeology relating to the execution of commission will be securely processed, held and disposed of, in line with the General Data Protection Regulation 2016/679.

Site Assumptions

It is assumed that the site is in a suitable condition for the carrying out of the archaeological services specified in this tender. It is assumed that access can be had to all areas of the site with mechanical excavators, and that the works can be carried out as a single, unbroken operation. Any additional machine mobilisations or stand-down due to factors beyond Cotswold Archaeology's direct control would accrue additional fees.

It is assumed that an UXO survey is not required either prior to or during the archaeological works.

It is assumed that special health and safety equipment, beyond the standard site PPE, is not required.

Unless otherwise specifically itemised within the tender it is assumed that no specific procedures for the protection of wildlife/protected species or mitigation measures are required.

It is assumed that Cotswold Archaeology, in advance or during the execution of the services, is not required to liaise with the statutory undertakers, such as the relevant Highway Authority or National Grid. Furthermore, it is assumed, unless specified within the tender, that no special measures are required to traverse or work within proximity to known buried or over-ground services.

It is assumed that only one delivery of plant and welfare, and one collection, will be necessary – further movements may accrue additional fees.

Unless otherwise specifically itemised within this tender it is assumed that excavation in areas of hard standing and areas containing concrete (e.g. foundations and concreted or compacted material) is not required.

Trenches will not be excavated to a depth greater than 0.6m below present ground level, unless specifically identified as a requirement within the tender. Excavations below this depth may accrue additional fees.

It is assumed that arising from the trenches will be cast either side of the trenches and no additional movements of material are required. Other than samples taken for environmental processing, no bulk material will be removed from site.

Unless otherwise specifically itemised within this tender it is assumed that fencing for the site boundary, footpaths, service lines and archaeological trenches is not required.

The pumping of water from excavations and any necessary licences or consents required for such is excluded from this tender.

The reinstatement of land drains or the repair of services accidentally damaged during the works is excluded from this tender.

This tender includes for backfilling of the trenches with the arisings, but no allowance has been incorporated for compaction, or re-seeding, or for the removal of excess soil (derived from the excavations) from the site, or for any formal reinstatement or resurfacing.

Persistent bad weather may delay or halt progress of any of the work stages on site. This may result in a longer programme and additional fees.

Archaeological Assumptions

Assumptions have been made on the extent and complexity of the buried archaeological remains that are likely to be encountered. They have influenced the scope, programme and fees presented within this tender. Should the archaeological remains encountered during the course of the works be more complex or extensive than expected, this may accrue additional fees.

This tender includes for the cost of taking environmental bulk samples but excludes costs for the processing of these samples (except where indicated above), additional costs may be incurred for any specialist analysis or dating that may be required.

Unless otherwise instructed by the client, Cotswold Archaeology reserves the right to use information and images of archaeological interest arising from this commission across its social media platforms (including, but not limited to, the CA website, Facebook, Twitter, Instagram, etc.), with site locations suitably anonymised as appropriate.

Investigation, excavation and recording of human remains, skeletal or cremated, or for the conservation and analysis of material of artefacts/ecofacts recovered from such burials is excluded from this tender.

Conservation of any artefacts/ecofacts beyond stabilisation, and any specialist conservation or analysis which may arise from the discovery of artefacts which would fall under the provisions of the Treasure Act 1996 is excluded from this tender.

Cotswold Archaeology reserves the right to charge the client reasonable storage fees for archaeological records and materials held by Cotswold Archaeology in the event of a delay or hiatus in the project proceedings arising as a result of client instruction (or lack of instruction). If, following completion and submission of the final report, the finds and archives cannot be deposited with the relevant museums due to circumstances beyond our control, further costs may be incurred.

Terms of Payment

1. The account is due within 30 days of the date of the invoice.
2. Cotswold Archaeology has the right to charge interest at a rate of 8% per annum, calculated on a daily basis for late payments.
3. You must notify Cotswold Archaeology within 14 days from date of an invoice if you have any queries.
4. If payment is not received in accordance with these terms and conditions and third-party action is required, there will be an administration charge for the recovery of the debt.
5. Cotswold Archaeology reserve the right to obtain credit searches and may request you to provide further information (e.g. bank details/supplier references) to assist with this at any time.
6. Cotswold Archaeology reserve the right to amend our credit terms and invoice payment period at any time.

COTSWOLD ARCHAEOLOGY; REF No: DE/23/10/096



For internal use only. CA Project Number:	
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ORDER CONFIRMATION

**Land at Cross Road, Walmer, Deal, Kent
Archaeological evaluation**

I:	
of:	
for/on behalf of:	
hereby accept the costs and terms and wish to formally instruct Cotswold Archaeology to carry out the tasks as set out in CA Ref. No. DE/23/10/096. I confirm I am duly authorised to do so on behalf of the party responsible for payment for the project.	
signed:	date:

Name, address and telephone number for correspondence:	Name, address and telephone number for <i>invoicing</i>:

Your Company Registration no. :

Your purchase order number:

Name, address and telephone number of **legal landowner*:

*required for fieldwork projects so that we may discuss the deposition of artefacts with the appropriate museum.

Please post or email this form to:

Cotswold Archaeology (FAO: Derek Evans)
Stanley House
Walworth Road
Andover
Hampshire
SP10 5LH

Tel. 07739 478 833

E-mail: derek.evans@cotswoldarchaeology.co.uk