Good afternoon Mr Cardy

I have been asked by my colleague, Mr Mark Houliston to provide you with a copy of our current rates to undertake a scheme of archaeological groundworks monitoring associated with the possible development to the rear of 59 St Dunstan’s Street, Canterbury, Kent.

If during the planning application process the local planning authority impose the requirement of an archaeological watching  brief onto your proposed development, then, as per any archaeological condition imposed by a Local/County Planning Authority, for Scheduled Ancient Monument Consent, or Diocesan Faculty granting, it is the initial requirement to have an Archaeological Watching Brief Written Scheme of Investigations (WSI) document, known also as a specification of works, composed by your appointed archaeological contractor, and is the initial stage of any condition imposed by either of these governing bodies. If you wish to commission Canterbury Archaeological Trust to be your appointed archaeological contractor associated with an archaeological watching brief, I require the return of the portion of our document (page 4) to myself with the relevant section infilled by yourself, or your client, for invoice purposes.

Following completion of this administration process, and our formal appointment as your archaeological contractor, we can undertake the composition of this WSI document, which we usually complete within 48hrs of our commissioning. Following receipt of this document you are required to forward it to the case officer of the local/county planning authority, or of Historic England, to illustrate your compliance with any imposed condition. Subsequent to this initial scheme of works we can then discuss the timings regards the commencement of the groundworks. If the proposed development scheme possesses the requirement of an archaeological watching brief then our attendance will be required throughout the duration of the groundworks. Following completion of the monitoring phase of this monitoring scheme, it will be necessary for us to produce a final report, regardless of the level of archaeological items are encountered, or not, the submission of which to the governing planning authority will fully release the imposed planning condition. This is all based on limited finds, features or archaeological deposit being encountered, the discovery of which may increase our need on site.

With regards to the requirement of our services on site, we are only necessary during the initial ground clearance, and or, the excavation of any new groundworks below those following removal of recent deposits, or topsoil and would not be required on site once the initial groundworks are complete and construction works are progressing. If these groundworks are to be over a prolonged period, then it may be possible only intermittent site visits are undertaken to fulfil the requirements of the planning condition. However, it may also be necessary for continued monitoring of groundworks in association with new service installation and hard landscaping.

I include as an attachment, a copy of our current fees to undertake these current works, which I hope this meets with your approval and I look forward to hearing from you in the near future.

In the meantime, if I can be of any further assistance, please don’t hesitate to contact me again.

Kind regards

Andy Linklater