

Our ref: T10188.01

Mr Paul Wickham

Sent via email to: PaulWickham@sehbac.com

15th January 2024

Dear Paul,

RE: 7 Willow Terrace, High Street, Eynesford, Kent DA4 0AH (23/02471/HOUSE) - Quotation for Archaeological Works

Further to your recent email, I would like to thank you for inviting Ravelin Archaeological Services to submit a cost quotation for undertaking archaeological works at the above site. A breakdown of these costs is detailed in the table below.

Your planning condition calls for an Archaeological Watching Brief which needs to be carried out in accordance with a Specification that has been approved by the Local Planning Authority.

This means that three phases of work are normally required; the preparation and submission of a Specification or Written Scheme of Investigation (WSI); the fieldwork; and then the preparation of a report detailing the finds. The WSI, that details the method of archaeological works, would need to be submitted to the Planning Officer for the first stage. The second stage will be the fieldwork which involves the archaeological monitoring of any excavation works, i.e., foundations, service trenches, and ground reduction associated with development. The third stage is a report which will include drawings and photographs.

I understand that you have spoken with Wendy Rogers at KCC, via Duncan Hawkins at RPS, and that you have been provided with a generic Specification (or Written Scheme of Investigation). I have therefore provided a fee proposal for archaeological monitoring (Item 1) during the proposed groundworks to ensure any archaeological finds and features are adequately recorded. Due to the works being dependent upon your schedule, I have provided this cost as a day rate to enable you to factor this into your programme. The rate is inclusive of all expenses. Following completion of the site works an illustrated Watching Brief report will be produced and submitted (Item 2).



If you are satisfied with the fee proposal and would like us to proceed with the works, we would require a formal written instruction/purchase order from the person/company paying the invoice. This can be as an email if preferred.

With regards to timing, we would be happy to fit in with your fieldwork timetable, although an indication of proposed dates would be helpful in advance if possible. We are relatively local to the site and remain flexible to suit your requirements.

I hope that you find the proposals and fee quote acceptable, but should you wish to discuss anything further please do not hesitate to contact myself on the number provided above.

Yours sincerely



David Britchfield BA MCIfA
Archaeological Director

Archaeological Watching Brief

7 Willow Terrace, High Street, Eynesford, Kent DA4 0AH (23/02471/HOUSE)

Quotation for Archaeological Works

T10188.01

Watching Brief		
1	Lead Archaeologist to monitor groundworks (Day Rate inclusive of all expenses)	£175/day
Post Excavation		
2	Production of a draft illustrated watching brief report detailing the finds of the fieldwork	£495

The above quotation assumes the following:

Confirmation that Ravelin Archaeological Services have been commissioned for the project will be required before any work commences.

The client will provide service/utility mapping plans prior to works commencing.

Invoice details will be required on commission.

Invoices will be submitted at the end of each itemised event listed above or at the end of each calendar month in respect of our costs to that date and/or the end of each month in respect of the balance of the total costs thereof, and invoices will be due for immediate settlement.

Digital mapping held by the client, or their consultants/subcontractors will be provided free of charge to aid the production of the post-excavation report.

Planning details held by the client, or their consultants/subcontractors will be provided free of charge to aid the running of the project and post-excavation report.

The client will coordinate all appropriate access permissions.

The field team are not required to attend briefings/inductions ahead of fieldwork commencing.

All fieldwork will be undertaken in accordance with a Written Scheme of Investigation that has been submitted to and approved by the relevant curatorial body.

PPE dress code (safety boots, hi-vis clothing, and safety helmet) will apply.

Staff will not enter deep (i.e., over 1m) excavations, nor any excavation regardless of depth where risk assessment deems it unsafe to do so.

Adverse weather conditions or other unforeseen circumstances will not delay progress.

The site is not contaminated and there is no requirement for remediation or specialist handling in respect of contaminated materials or existing invasive flora.

Ravelin Archaeological Services is not liable for the removal of any existing ground contaminants.

Ravelin Archaeological Services is not responsible for the removal or containment of existing invasive flora.

There will be a presumption that scientific dating (e.g., radiocarbon, etc.) will not be required.

There will be a presumption that de-watering will not be required.

There will be a presumption that above/below ground services will not unduly delay progress.

There will be a presumption that shoring will not be required.

There will be a presumption that specialist staff (e.g., osteology, geoarchaeology, artefacts, etc.) will not be required.

There will be a presumption that ecological constraints will not unduly delay progress.

There will be a presumption that human remains will not be excavated.

Fees are inclusive of all expenses unless otherwise stated.



Ravelin Archaeological Services' normal working day is 8 hours (8am-4pm), for day rate items; any additional hour or part thereof working or travelling will be charged pro rata.

Where time required on site equates to less than 8 hours, the full day rate will be charged.

Fees exclude additional consultations, site visits, and project or client meetings which will be charged at the appropriate staff rate.

Pre-approved overtime agreed at least one week in advance will be charged at an uplifted rate (1.5 x weekday mornings and evenings, 2.0 x weekends and Bank Holidays).

Whilst every effort will be made to co-ordinate site attendance with the Client, a full day's charge will be made for site visits that are aborted by the Client with less than 48 hours' notice.

Additional fees agreed in advance may apply for variations from the above caveats and assumptions.

This quote is valid for three months from date of issue.

All work will be subject to standard terms and conditions

Ravelin Archaeological Services 15/01/2024