

24 January 2017

Our Ref: BOLH/2311/ml/03

Andrew Hockenhull  
The House Crowd  
91-95 Hale Road  
Hale  
WA15 9HW

Dear Andrew,

## RE: Bolton Hall - Archaeological Evaluation

Further to your enquiry I am pleased to provide costs for the archaeological works required. Our costs are based on a written scheme of investigation supplied to South Yorkshire Archaeology Service (20 January 2017) with an accompanying trench plan.

### CFA Archaeology Ltd Capability statement

CFA Archaeology Ltd (CFA) is a professional cultural heritage consulting and contracting organisation with offices across the UK. CFA undertakes over 200 archaeological projects a year and has a great deal of experience of this type of archaeological work and an excellent record of completing high quality work to tight schedules. We have undertaken numerous projects under similar scopes of work in the region and we are well acquainted in working with the council's archaeological advisor.

CFA provides services on a range of projects including desk-based assessments; field monument and historic building survey and recording; planning and cultural resource management advice; EIA cultural heritage studies; coastal and marine studies; field evaluations; excavations; post-excavation analyses and publication. Clients range from leading multinational corporations and government agencies to local government bodies and single partner consultancies.

CFA is a Chartered Institute for Archaeologists (CIfA) Registered Organisation (RO). This status is a form of quality assurance conferred by the CIfA and is a sign of our commitment to provide the highest standard of professional service.

CFA is a Constructionline, Achilles and CHAS registered company.

### Health & Safety and the Environment

CFA operates strict compliance with the Health and Safety at Work act. All work is subject to a risk assessment and we have a number of managers with IOSH accreditation. Copies of our Health and Safety Policy, Policy Statement and Environmental Plan are available upon request.



Advice on archaeology and planning

Environmental archaeology

Field Evaluation & Excavation

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The company was formed in 2000 and since then we have not had any incidents that were reportable to the HSE and we have never been subject to any improvement or prohibition notices from the HSE. All CFA staff involved in site work have passed the Construction Skills health and safety test and hold the CSCS CRO (Archaeologist Technician) Card.

### **Archaeological Evaluation**

The written scheme of investigation proposes 11 trial trenches covering a total of 432m<sup>2</sup>. The cost for excavating the 11 evaluation trenches would be **£3,655** including plant hire, travel and expenses, with a report costing **£1,300** giving an overall cost of **£4,955**.

### *Contingencies for Environmental Sampling, Conservation and Scientific Dating*

It is possible that significant artefacts or well-preserved remains may be discovered which may require a programme of sampling, conservation and study or that there are remains which are required to be scientifically dated. We suggest a contingency of *£1000* to cover such eventualities. No contingencies would be activated without explicit instruction from the client.

### **Timetable**

We can usually deploy staff very quickly for this kind of work, we anticipate that the WSI will be approved by SYAS this week in which case we will be ready to undertake the fieldwork w/c 30 January. We would envisage the fieldwork taking 1 week and the report would be completed within 4-6 weeks of completing the site work.

I trust that this information is satisfactory but if you need to discuss any part of this proposal please do not hesitate to contact me directly.

Yours sincerely,



Martin Lightfoot BA MA MCIfA  
*Head of Commercial Operations*

## **Professional Indemnity**

CFA Archaeology Ltd maintains Professional Indemnity Insurance to a limit of £5 million, Public/Products Liability to a limit of £10 million, and Employer's Liability to a £10 million limit.

## **Assumptions**

Our proposal is subject to the assumptions that:

1. CFA will not be held responsible for any delays or additional costs incurred as a result of any force majeure occurrence;
2. Trenches will be no greater than 1m deep and will not require stepping or shoring;
3. The client will arrange access including for plant and vehicles;
4. The site is secure and the trenches will not require separate fencing;
5. The footpath through the site is closed and barriered;
6. Digital base mapping in CAD or GIS compatible formats will be supplied by the client;
7. The client will provide CFA with all relevant existing utility service information for the proposed development area in CAD;
8. By accepting this quote the client accepts that title to all finds forming part of the archive (excepting those covered by the Treasure Act) will pass to CFA Archaeology on the understanding that they will be transferred to a museum or other suitable repository;
9. Should highly significant or complex archaeological remains be encountered (including human remains), they will be left in situ;
10. Costs do not cover council fees for specifications or for site meetings or archive charges;
11. CFA will not be responsible for any reinstatement of drainage or services unavoidably damaged;
12. The client will retain the responsibility for dealing with the remediation and clean-up of any contaminated material or proscribed vegetation (Japanese Knotweed, Giant Hogweed, etc.) discovered during the works;
13. Trenches will be backfilled with as dug material and compacted, ground surfaces will not be reinstated.
14. The location/orientation of trenches may be altered due to non-archaeological constraints;
15. Excavation and other mitigation work are not included in this price;
16. We propose to invoice on completion of the fieldwork and on submission of the report;
17. Our invoice(s) will be paid within 30 days of receipt, and;
18. Our quotation is valid for your acceptance for 90 days.