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Our Ref: 10-179Higham.docx
Your Ref:

Mr. Andrew Emery,
Emery Architectural Design,
Greenacres,
South Kilworth Road,
North Kilworth,
Leicestershire
LE17 6HE

09 July 2010

Dear Andrew,

Elms Farm, 70 Main Street, Higham on the Hill

Thank you for your enquiry requesting details and costs for undertaking a programme of archaeological work at the above site. The Historic and Natural Environment Team, Leics. County Council require an archaeological watching brief to be maintained during groundworks in connection with the construction of the new building to replace the existing stable.

The work will involve the presence on site of an archaeologist to observe any groundworks, and prepare a record of significant features by photography, drawings and written account as appropriate (a 'watching brief'). The archaeologist will cooperate at all times with the contractors to ensure that their work is not delayed or hindered. All work will adhere to the University's Health and Safety policy and will follow the Institute of Field Archaeologists (IFA*) Standard and Guidance for Archaeological Watching Briefs.* Our charges will amount to £258 (excl. VAT) per day of attendance (min) and £140 (excl. VAT) per half day, subject to our standard Conditions of Contract. I suspect the fieldwork will be over in a day. Analysis of the results of the work, including specialist identification of any finds, will also be required, together with the preparation of a final report and archive for deposition with the County Museums Service. Costs for this will depend very much on the extent of archaeological finds recovered and features observed, but time engaged typically amounts to 1-2 days @ £250 for every day spent on site, therefore our minimum cost for the preparation of a report will be £250 (excl. VAT). Reports will normally be released upon payment of the final account.

If you wish to proceed on this basis, please sign and return the attached copy of this letter in confirmation, I shall then prepare a written specification for the approval of the Senior Planning Archaeologist. We shall need a minimum 1 week's notice of commencement in order to ensure staff availability and a full set of plans of the proposals. Please do not hesitate to contact me if you require any further information.

With many thanks,

Yours sincerely,

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THE UNIVERSITY OF THE YEAR 2008/9