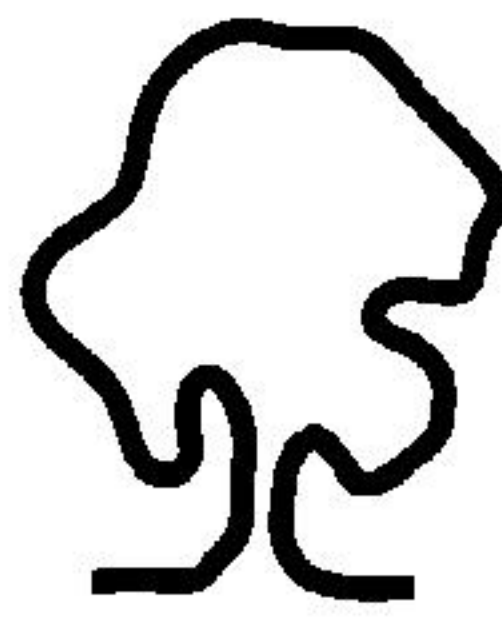




Environmental Assessment Services Limited

Unit 4b, The Courtyard, Holmsted Farm, Cuckfield, West Sussex RG17 4JT

Tel: +44 (0) 1444 882 552 email: info@easltd.co.uk

web site: www.easltd.co.uk

PR/GB/KeysfordBarn/PCRA

Email only: [REDACTED]

25 September 2024

Dear Sam,

KEYSFORD BARN, TREEMANS ROAD, HORSTED KEYNES,
WEST SUSSEX, RH17 7EA

Preliminary Contamination Risk Assessment

Following your email of 25 September 2024, we understand that you require a quotation for a Preliminary Contamination Risk Assessment (PCRA) in relation to the proposed redevelopment / change of use of the above site.

Please find as follows our proposed scope and cost for the PCRA.

1. SCOPE

The scope of the PCRA would comprise a desktop study and site walkover assessment including:

- i. A review of the underlying geology and hydrogeological sensitivity of the site. We would also comment on flood risk.
- ii. Review of the site development history from historic (OS) maps and other references, including war-time activities and bomb damage, where applicable.
- iii. Review of the site planning history from Mid Sussex District Council planning records.
- iv. Review of Environment Agency and other statutory authority data including aquifer protection status, groundwater concerns, proximity of licensed abstractions, plus comment on any other concerns relating to the site.

The site walkover assessment would comprise:

- v. A visit to the site to make an assessment of existing land use both within and adjacent to the site, including identification of potential contamination risk factors, both on the site and in the immediate vicinity.



The results of the above would be presented in a report, to include:

- A summary of any contamination risk factors identified during the study, and their significance.
- Superimposition of contamination risk factors on the conceptual (*contamination-pathway-receptor*) model with regard to proposed future land use.
- Conclusions with advice on the site owner's potential liability, a risk assessment matrix and recommendations for any further site investigations required.

Where any significant risk of contamination is identified, further intrusive investigation including soil, water and/or soil gas sampling and analysis targeting areas of potential contamination and vulnerable locations under the proposed scheme may be required. A scope for any such works should be agreed with the Council based on the findings of the PCRA, before proceeding with any Phase 2 investigation.

2. COSTS

We would be pleased to undertake the PCRA, as described above, for the sum of **£980.00 plus disbursements + VAT**. Disbursements will comprise the cost of the environmental search reports (budget £192.00 + VAT) and travel costs (budget £20.00). All costs are subject VAT at 20%.

3. TERMS

This offer is subject to our standard terms and conditions (see attached). Unless otherwise stated, offers are valid for 6 months from the date of this letter of offer.

Should you wish to accept this offer, please complete and return the Client Acceptance Form provided with this letter. We ask that the bill payer complete and return this form. It is company policy to request **50% of all Professional Services plus disbursement costs (in full)** prior to commencing the projects. Following the completion of the report we will then invoice for the final 50% and mileage expenses.

The fee does not include for attending any meetings over and above any indicated in the above scope or undertaking further work or providing further information following the submission of our report unless arising out of a deficiency in the provision of our services.

Any additional works would be charged at £60/hr for a Consultant and £90/hr for a Senior Consultant plus disbursements + VAT.

We trust that the above is of interest and look forward to hearing from you in due course. Please do not hesitate to contact this office should you have any query regarding this offer.

Yours sincerely,



Nathaniel Scott
Environmental Consultant

Enc. Terms and Conditions
 Client Acceptance Form

**CONDITIONS FOR PROFESSIONAL SERVICES UNDERTAKEN BY
ENVIRONMENTAL ASSESSMENT SERVICES LIMITED**

The following conditions apply to all professional services (the Services) undertaken by Environmental Assessment Services Ltd (hereinafter referred to as “the Company”) for clients.

1. The Company agrees to provide the Services set out in its offer. The Client agrees to pay the Company’s fees and expenses as set out in the Company’s offer. The Client agrees to use any advice, drawing or report supplied by the Company only for the purpose for which it was provided.
2. The Client shall obtain all consents necessary to permit entry of the Company’s personnel onto the premises to be visited.
3. The Client shall supply to the Company without charge and in reasonable time all necessary relevant data and information in the possession of the Client and shall give such assistance as shall reasonably be required by the Company in the performance of the Services.
4. The Company’s obligation is to use reasonable skill and care in the performance of the Services.
5. The Company grants a licence to the Client to use the information, reports and designs provided by the Company for the purpose intended by this agreement. This licence may be revoked by the Company at any time until all monies due to the Company under this Agreement have been paid in full. The Company retains title and copyright to all such information, reports or designs which shall not be used by the Client for any other purpose.
6. Unless otherwise stated by the Company in its offer to the Client, the Company’s charges shall comprise of (a) a Fee and (b) out-of-pocket Expenses.
 - a. Fee – This shall be the fixed price stated in the Company’s offer or, if no such fee is stated it shall be on a time basis for the Company’s staff in accordance with the rates stated in the offer to the Client or otherwise if not so stated at the Company’s normal rates. All time, including travelling time, spent in connection with the Services is chargeable.
 - b. Out-of-pocket Expenses – unless otherwise in the Company’s offer, these shall comprise:
 - i. Copying, printing, reproduction and purchase of all documents, drawings, maps, etc. relevant to the Services including for all royalties.
 - ii. Travelling, subsistence, hotel expenses and other similar disbursements.
 - iii. Search fees charged by consultees such as the Environment Agency and Local Authorities for information required as part of the work.
7. The Company may render accounts at monthly intervals or on the completion of the Services, whichever is sooner. Accounts shall be based on the Company’s estimated value of the Services provided up to the date of the account. Where the Services include the preparation of a report and where that report is initially presented in draft, with the final report dependent on the input of the Client or a third party not within the control of the Company, an account for 70% of the fee plus reimbursable disbursements incurred to date will be rendered on presentation of one copy of the draft report and the balance on presentation of the final report. An electronic pdf version of the final report will be provided unless agreed otherwise by the Company.
8. Notwithstanding the provisions of Clause 7, the Company may require pre-payment by the Client against a pro-forma invoice for any materials or services that are to be purchased by the Company in connection with the provision of the Services. The Company may suspend all or any part of the Services until payment of the full amount of the pro-forma invoice is received or may consider its employment terminated in accordance with Clause 11 if payment of the full amount is not received within the period stated on the invoice or otherwise within 28 days.
9. This Agreement is between the Company and the Client. The Company may agree to invoice others for the Services at the request of the Client but the Client remains responsible for the payment of all monies due under this Agreement.
10. All sums due to the Company shall be paid within 28 days of the submission of accounts, or as indicated in our offer. Any sums remaining unpaid at the expiry of the period indicated shall bear interest thereafter; such interest shall accrue from day to day at a rate of 8% per annum above the base rate of Barclays Bank plc. If any item or part of any item of an account is disputed or subject to question, the payment of the remainder of that account shall not be withheld on those grounds and interest shall be paid at the rate aforesaid on such remainder, and also on the disputed or questioned item to the extent that it shall subsequently be agreed or determined to have been due.
11. The Client may terminate the Company’s employment under this Agreement for any reason on giving seven day’s notice in writing. On receipt of such notice, the Company may render an account for the full value of the Services completed to date plus the value of all reasonable costs and liabilities incurred or to be incurred by the Company as a consequence of this termination. This account shall be paid by the Client as set out in Clause 10 of this Agreement.
12. No person or organisation other than the Client or the Company may enforce a term of this Agreement under the Contract (Third Party Rights) Act 1999.

EAS Ltd 2024

CLIENT ACCEPTANCE FORM

Quotation Reference: PR/GB/KeysfordBarn/PCRA

Date: 25 September 2024

Should you wish to accept the abovementioned offer, with attached terms and conditions, please complete and return this form.

Company or Individual Name	
Signature or Typed name required for Instruction	
Date	
I confirm that the client has vested authority to:	
	(Agent Company)
as the client's agent to formally instruct the quoted works.	
Agent Address	
Post Code	
Telephone Number	
Mobile Number	
Email Address	
Company or Individual Name	
Contact Name	
Address	
Post Code	
Telephone Number	
Mobile Number	
Email Address	
Purchase Order No.	