

Diane Bratt
Adderbury Parish Council

By email
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Reference: TT2796-Adderbury Sports and Community Centre-L01-PEA-Fee Proposal-Rev00

Fee Proposal for a Preliminary Ecological Appraisal at the proposed Sports and Community Centre site, Milton Road, Adderbury

Dear Diane,

Thank you for asking Turnstone Ecology Ltd to provide you with a fee proposal for a Preliminary Ecological Appraisal in association with the proposed development at the above site.

Surveys have been recommended at the pre-planning phase and records exist of Badger and Great Crested Newt within 2 km of the proposed site. If the results of the survey show that protected species are, or have the potential to be, present then further surveys may be required. The results of the further surveys will provide sufficient information to allow determination of a Planning Application. If necessary, the results will also be used to inform an application to Natural England for a European Protected Species (EPS) Licence to allow the proposed works to proceed lawfully.

Preliminary Ecological Appraisal

The Preliminary Ecological Appraisal will include a Phase 1 Habitat Survey and Protected Fauna Survey. The aim of the Phase 1 Habitat Survey is to provide an initial record of vegetation and wildlife habitat over a large area. Each distinct vegetation habitat is mapped along with the dominant species and is designed to identify areas or features of particular interest either in terms of the vegetation present, and/or habitat potential for protected species. Further details regarding the methodology used are given in the Handbook for Phase 1 Habitat Survey: A technique for environmental audit (JNCC 2010). During the Phase 1 Survey any evidence of protected species on the site will be recorded and habitats and features that are suitable for use by protected species also identified. A Habitat Suitability Index (HSI) assessment of ponds within 500m of the proposed site will also be completed where access allows.

Reporting

A full report detailing the methods, results and assessment for all completed surveys will be produced on confirmation of the proposals and/or completion of any required further surveys.

Proposed Fees

Task	Details	Days/Miles	Number of Visits	Day Rate	Total
PEA	Senior Ecologist	0.25	1	£300.00	£75.00
Final Reporting	Senior Ecologist	1	n/a	£300.00	£300.00
				Total	£375.00

Assumptions

The following assumptions have been made in order to complete this fee proposal.

- Confirmation of full access to the site and land owners/tenant's details.
- Appropriate electronic plans will be provided by the client to enable annotation and mapping of surveyed areas.

General Information

All survey costs are based on full access provision, which is the responsibility of the client. Work will only be initiated once such express permission has been given in writing. These costs are valid for 30 days from the date of this quotation.

Our quotation does not include VAT, which will be charged at the Standard Rate.

Turnstone Ecology staff are members of the Chartered Institute of Ecology and Environmental Management and they would be individually liable to disciplinary action by the Institute if they were to act in breach of their Code of Professional Conduct. All work will therefore be undertaken in accordance with the code. It will also be undertaken with due regard to the responsibilities and duties placed upon our staff as holders of licences to work with protected species.

Work will be subject to risk assessment and will be undertaken in accordance with Turnstone Ecology Ltd Health and Safety policy.

If you require any further information or have any questions, please do not hesitate to contact Simon Parker on 07766 088846 or at sparker@turnstoneecology.co.uk.

Kind Regards,



Simon Parker
Principal Consultant



Mark Gash
Director (Review)

Terms and Conditions

Tender information

The proposed approach and methodology is protected by copyright and no part of this document may be copied or disclosed to a third party, either before or after the contract is awarded, without the written consent of Turnstone Ecology Limited.

Costs

- The quoted costs do not include VAT, which will be charged at the standard rate.
- Costs are valid for 30 days from the date of the quotation and include one paper copy of the final report. In attempt to reduce carbon footprint this copy will be provided only upon specific request by the client; additional paper copies will be charged at cost.
- Any additional meetings or other work that may be required will be charged at our standard daily rate as indicated in the quote.
- Unless otherwise stated, travel to and from site is included in the time allocation quoted.
- Our rates are normally reviewed in January each year. Revised rates may therefore apply to work that has been quoted for in one calendar year but is not undertaken until the following calendar year, unless agreed otherwise.
- Costs are based on the understanding that appropriate basemaps, both in hard copy and suitable electronic format (in order of preference MapInfo tables, dxf or jpg), will be supplied free of charge, together with any copyright permissions (e.g. OS licence numbers) needed for their use. If the necessary basemaps are not supplied, these will be purchased and the purchase price will be passed onto the client at cost.

Payment terms

- Unless otherwise agreed, payment is due on completion of site survey work or other preparatory work (e.g. licence preparation) and within 30 days of date of invoice. Reports will not be provided and licence applications will not be submitted until full and final payment has been received.
- Interest on late payments as well as compensation and reasonable costs will be charged in line with “The Late Payment of Commercial Debts (Interest) Act 1998”. Accordingly, interest on any late payments will be charged at 8% over Bank of England Base Rate (at the previous 31st December or 30th June). Interest will be claimed for the period starting with the date the invoice should have been paid and ending with the date it was actually paid and will be claimed on invoices that were not paid within the credit period but have since been paid.

Health, safety and welfare

- Surveys will be undertaken on the basis that the site is in a safe condition. If at any time our surveyors feel it is unsafe to proceed, work will be terminated until the site can be made safe.
- All work will be subject to risk assessment.
- Where a continued presence on site is required (e.g. supervision of roof removal, installation of fencing etc.) adequate toilet facilities must be provided or made available.

Professional Standards and Conduct

- All our staff are members of the Chartered Institute of Ecology and Environmental Management. All work will be undertaken in accordance with the Institute's Code of Professional Conduct.
- In order to meet standard legislative and local authority requirements, survey reports will normally contain recommendations which will follow industry good practice. These will be based on the professional interpretation of survey results and may also include recommendations in relation to protected species observed on the site other than those for which the survey was commissioned.
- We can accept no responsibility for any repercussions arising from a client not carrying out our recommendations in full.

Liaison with responsible authorities

It is often necessary, and beneficial to the client, for us to discuss details of the approach to and/or results of surveys and other contracts with the responsible authorities (local authorities, Natural England etc.), particularly where planning permission or a protected species licence is required. This helps us to ensure that our approach will provide precisely the information required by the relevant authority in order to determine an application, and therefore we will normally undertake this on behalf of the client. Where possible we will discuss this with the client in advance; however, on occasion (e.g. where the authority has contacted us directly to clarify certain issues) we may undertake such discussions without further reference to the client, unless expressly instructed not to do so in advance.

Wildlife crime

If we consider a potential wildlife crime has been committed, or we believe a crime may be about to be committed, we will bring this to the client's attention immediately. The relevant authorities must be notified if a crime is committed and we reserve the right to communicate with them directly at any stage should we feel this is necessary in order to determine the appropriate course of action.

Delays and cancellations

If agreed work dates have to be altered as a result of delays caused by the weather, or by availability of access permissions, or by safety issues, or by any other circumstances outside our control, the next available date will be programmed, taking into account pre-existing bookings. We make no guarantee that we can arrange revised work dates to meet the original deadlines. Any cancellations resulting from such delays will be subject to an appropriate charge. Work that is curtailed by a client or for other reasons beyond our control part way through a pre-booked day (e.g. supervisory works) or cancelled at less than 24 hours' notice will be charged the full daily rate.

Site access

We will require full access permission to be arranged. No site survey will commence until all such permissions are confirmed.

For bat surveys, access is required to all loft spaces and other areas as detailed in the quote. If access is not possible to all areas, the assessment may be incomplete and the local authority may require further surveys to be undertaken. If we have to visit the site a second time because full access was not available on the first visit, an additional charge will be made.

Ecological records

It is our policy to supply to local records centres or specialist recording groups any ecological records obtained during surveys of this kind, in order to better inform future ecological surveys. If a client has any objection to this, they must inform us in advance.

General

No work will be booked into our programme nor undertaken until the quoted costs and all terms and conditions have been accepted in writing.

We expect the client to provide us with any documentation relevant to the contract, in particular any copies of previous ecological surveys undertaken on the site and available to the client. If we find that such documents or any other pertinent information has been withheld without good reason, we reserve the right to terminate the contract without notice and to require payment for any expenses incurred.

Subcontracting

Turnstone Ecology Ltd will be entitled to subcontract any part of the work to another consultant, adviser or contractor (the subcontractor). Turnstone Ecology Ltd will remain responsible for the performance of any services performed by the subcontractor.