

Wignall, Peter

From: Sephton, David [David.Sephton@shepway.gov.uk]
Sent: 03 November 2016 17:00
To: Samuel Durham
Subject: Automatic reply: Princes Parade - topographic survey

Thank you for your e-mail.

I am currently on leave and will not be back until Tuesday 8th November 2016 when I will respond to all enquiries. Please note that my e-mail will not be monitored during my absence.

Kind regards,

David Sephton.

Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 07 November 2016 09:26
To: 'Samuel Durham'
Subject: Princes Parade

Samuel

I have been going through the responses received in relation to the Princes Parade policy in the Places and Policies Local Plan (UA25). A couple of the respondents have mentioned the presence of Japanese knotweed and stated that this would not allow development to take place for several years. Has this species been picked up in the ecological surveys? If so does remediation of the site take that long?

Thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

www.shepway.gov.uk

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 07 November 2016 11:18
To: Dave.Shore@shepway.gov.uk
Cc: John Young
Subject: RE: Princes Parade

REFERENCE EML-OUT/3609/CI/20161107-105721-400

Morning Dave.

We have not recorded Japanese knotweed on site or adjacent to site during any of our surveys. I have spent a lot of time surveying for this plant species over the years, and have not seen any during my site work at Prince's Parade (March to September 2016).

An SDC contractor was on site deadheading and herbicide spraying Giant hogweed during one of our site visits. Like Japanese knotweed, giant hogweed is also listed under Schedule 9 of the Wildlife and Countryside Act 1981 (as amended).

During the Toolbox Talk for the topo strimming work, we will highlight known locations of this plant on site, and will provide advice / materials on how to identify it and avoid spreading it.

SDC should continue to treat giant hogweed on site through spraying and deadheading annually. Closer to the time of site clearance proper, we may need to consider some supervised excavation and on/off site disposal of giant hogweed-affected soil.

For reference, remediation for either of the above plant species can be immediate (e.g. excavation and on/offsite disposal of soil affected by Japanese knotweed), and there is no need for it to take years. If a large site was infested with Japanese knotweed, and remediation was limited to herbicide treatment, then yes, it could take several years to declare the site free of Japanese knotweed. However, there is always the option of supervised excavation of affected soil to speed the process up (although this adds cost).

Kind regards,

Samuel Durham BSc (Hons) ACIEEM
Senior Ecologist



Lloyd Bore Ltd.
33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 484 340
59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363
www.lloydbore.co.uk | E: samuel.durham@lloydbore.co.uk | M: 07471 036 663

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From: Dave.Shore@shepway.gov.uk [mailto:Dave.Shore@shepway.gov.uk]

Sent: 07 November 2016 09:26

To: Samuel Durham <samuel.durham@lloydbore.co.uk>

Subject: Princes Parade

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Samuel Durham BSc (Hons) ACIEEM
Senior Ecologist



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59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 08 November 2016 14:49
To: 'Samuel Durham'; 'jonathan.rodger@mlm.uk.com'; 'Robert Glavin'; 'Nathan Dellow'; 'Simon Maiden-Brooks'; martin
Cc: Jarrett, Andy; Smith, Sarah; Sue Rowlands; Matt Shillito; 'Claire Perrott'; 'Jeff Sims'; 'Pip Clarkson'
Subject: Princes Parade Public Consultation
Importance: High

As discussed at the recent Design Team Meeting the consultation events for the Princes Parade Planning application are scheduled to take place as follows :-

- 11am to 5pm on 29th November 2016 at Seabrook Church Hall
- 2pm to 8pm on 30th November 2016 at Hythe Town Hall

The presentation material for events will consist of a number of pop ups and display boards including a series of thematic pop ups covering the following subjects :-

- Ecology
- Transport
- Contamination and ground conditions
- Flood Risk and Drainage
- Heritage

I would be grateful if you could prepare some text, of no more than 250 words, covering your subject area in terms of the following

- The baseline position
- Key issues to address
- Proposed mitigation strategy

In order to meet the sign off/printing deadlines could you please send this to me by 10am on Wednesday 16th November at the latest. A list of frequently asked question is also being prepared that we may need your input into. This will be circulated shortly.

We will also need yourself or a member of your team to be present at each of the two sessions. Grateful if you could confirm who will be attending. Please give me a call if you wish to discuss further.

Many thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 08 November 2016 14:50
To: Shore, Dave
Subject: Automatic reply: Princes Parade Public Consultation

I am out on site with limited access to emails until Wednesday 9th November.

If your enquiry is urgent, please contact me on my mobile (number below) or contact John Young via our office number (also below).

For all non-urgent enquiries, I will respond on my return to the office.

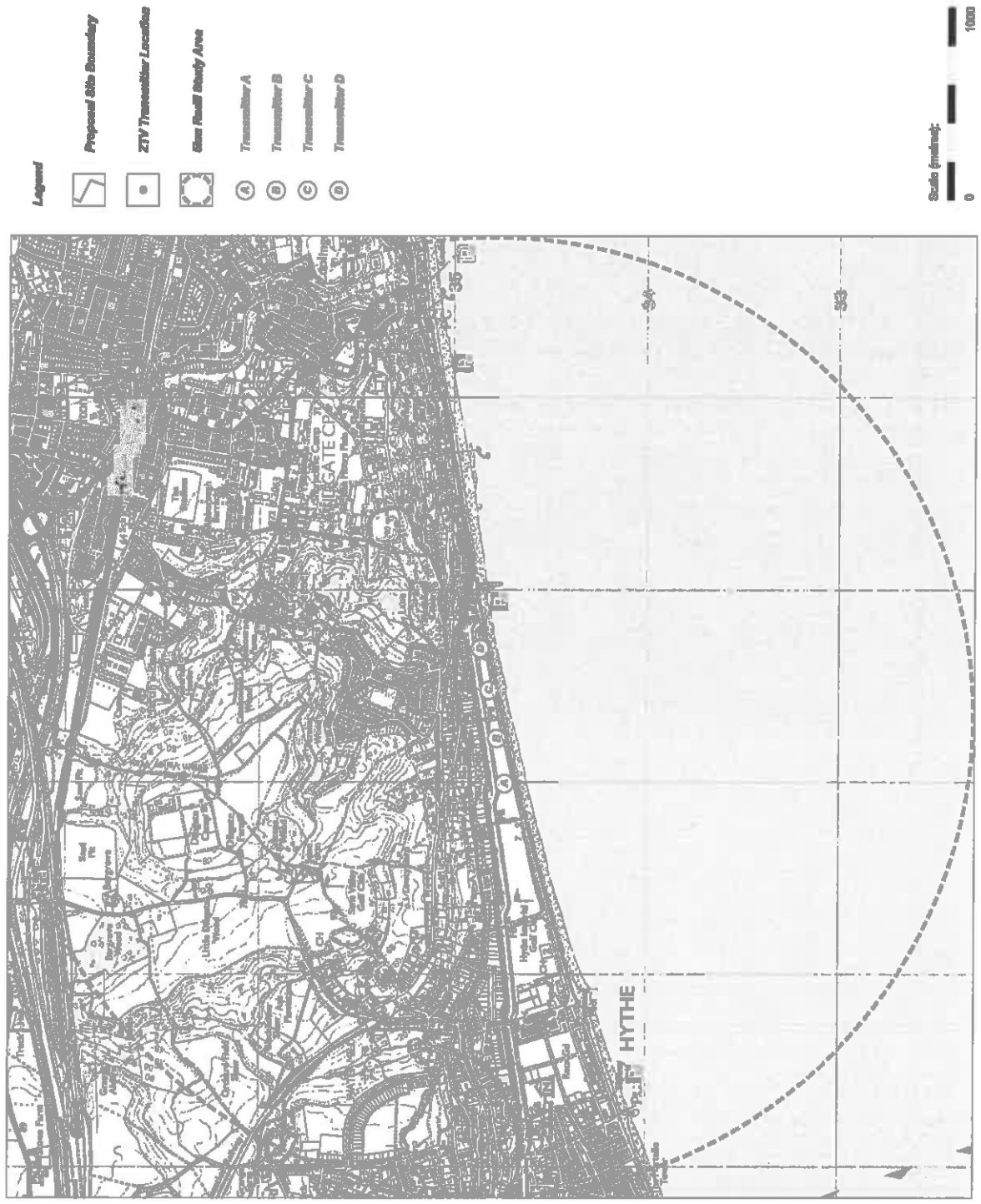
Kind regards,

Samuel Durham



**Princes Parade:
Viewpoint locations (as detailed in Land adjoining Princes Parade MM report 11/16)**

Figure 8.23: Diagram indicating the ZTV Transmitter Locations (A-G).



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Figure 8.24: Diagrams indicating the Zones of Theoretical Visibility for various transmitter locations (not to scale).

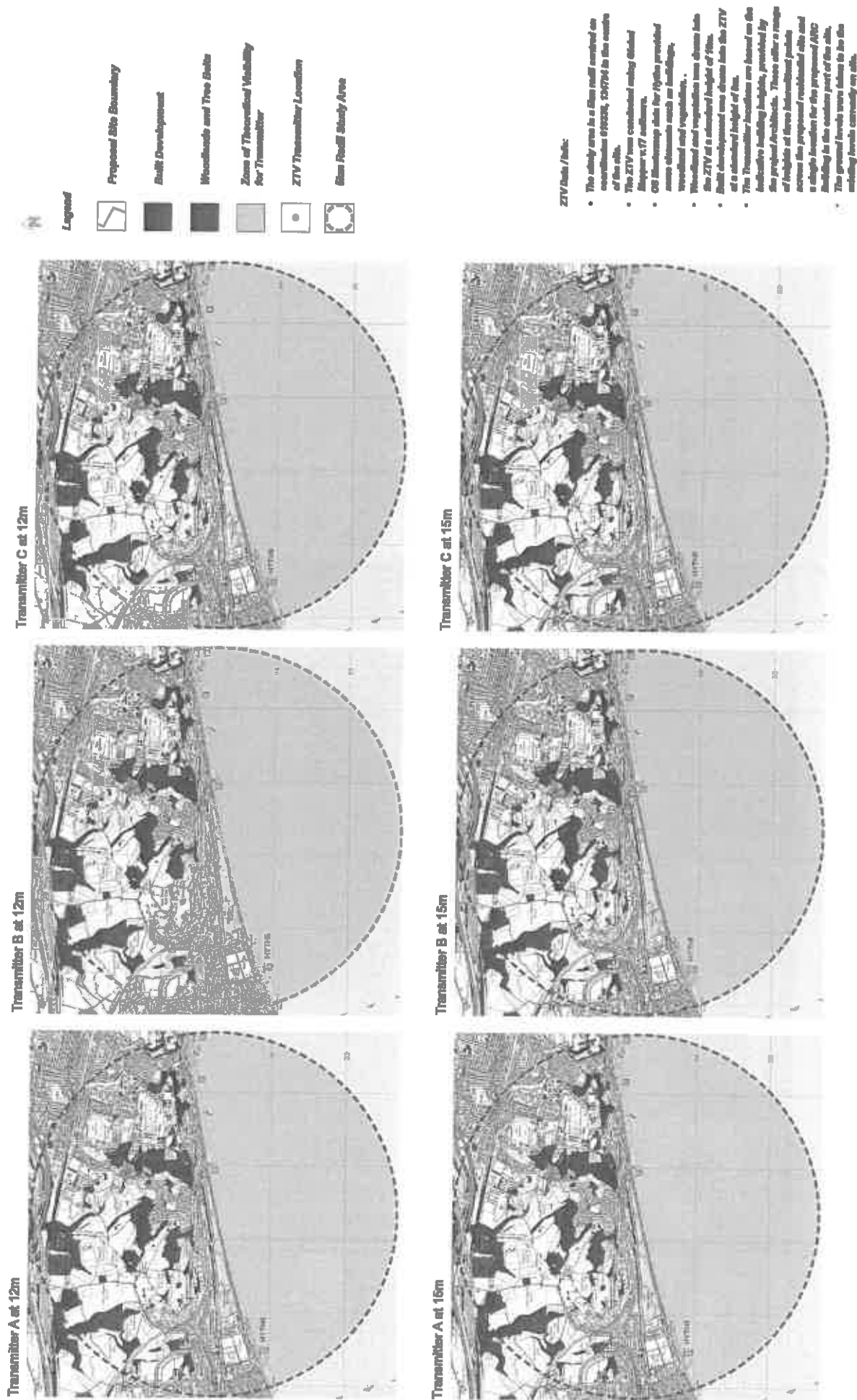


Figure 8.26: Diagram indicating the Zone of Theoretical Visibility for transmitters A, B and C at a height of 12m.

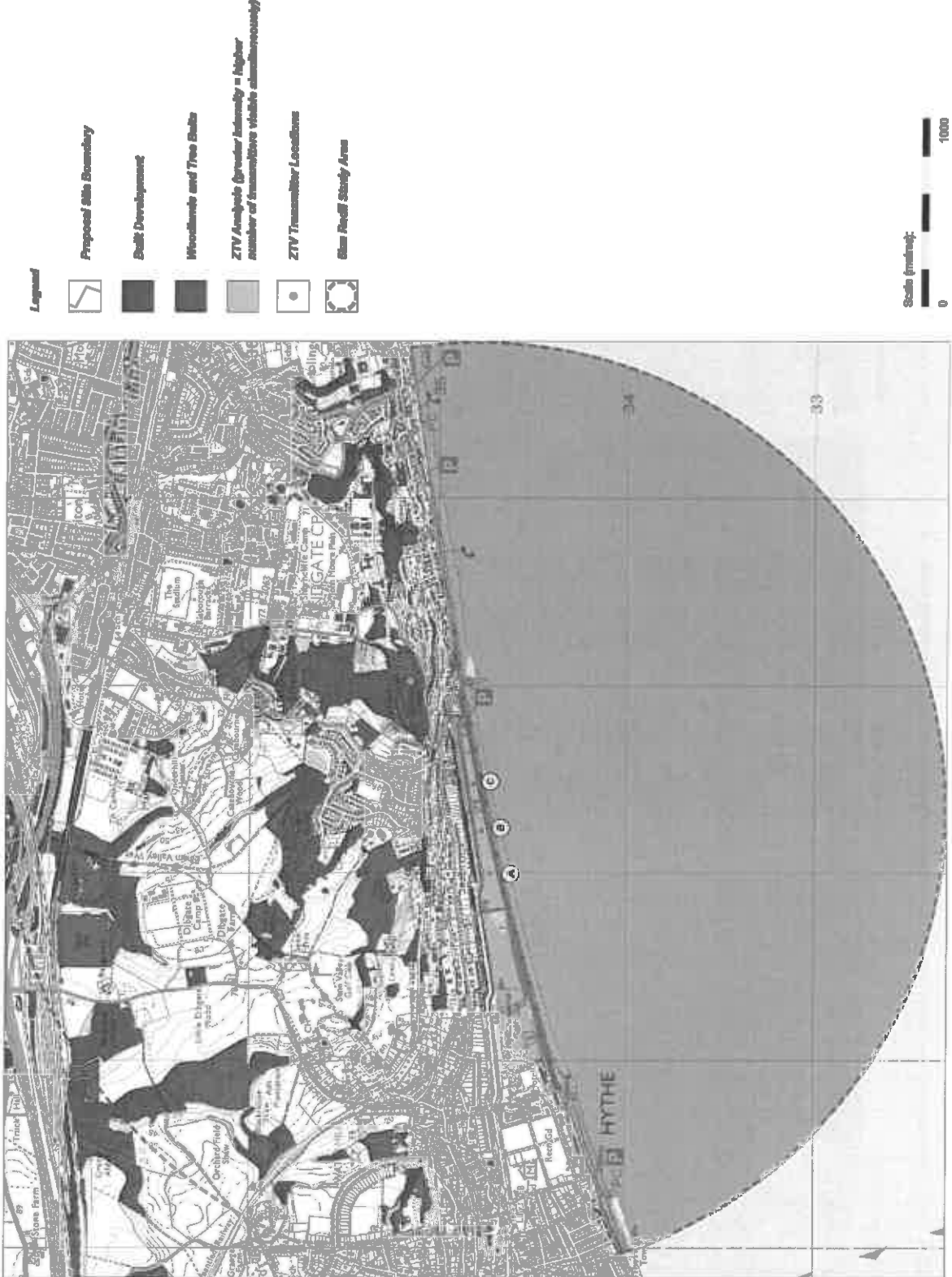








Figure 8.26: Diagram Indicating the Zone of Theoretical Visibility for transmitters A, B and C at a height of 15m.



Legend

-  Proposed Site Boundary
-  Built Development
-  Woodlands and Tree Belts
-  ZTV Analysis Greater Intensity a Higher number of transmitters visible simultaneously
-  ZTV Transmitter Locations
-  Site Road Study Area

Scale (metres):



ZTV Data / Info:

- The study area is a 15m radius circle centred on the transmitter location, HYTHE, in the centre of the site.
- The ZTV was conducted using Global Mapper v17 software.
- All buildings within the 15m radius were included in the analysis.
- Woodland and vegetation was shown into the ZTV at a standard height of 15m.
- Built development was shown into the ZTV at a standard height of 15m.
- The Transmitter locations are based on the Antenna's. These offer a range of heights at three additional points across the proposed residential site and a single location for the proposed JMC building in the eastern part of the site.
- The ground levels were taken from the existing levels currently on site.

Figure 8.27: Diagram indicating the Zone of Theoretical Visibility for transmitter D at a height of 11.5m.

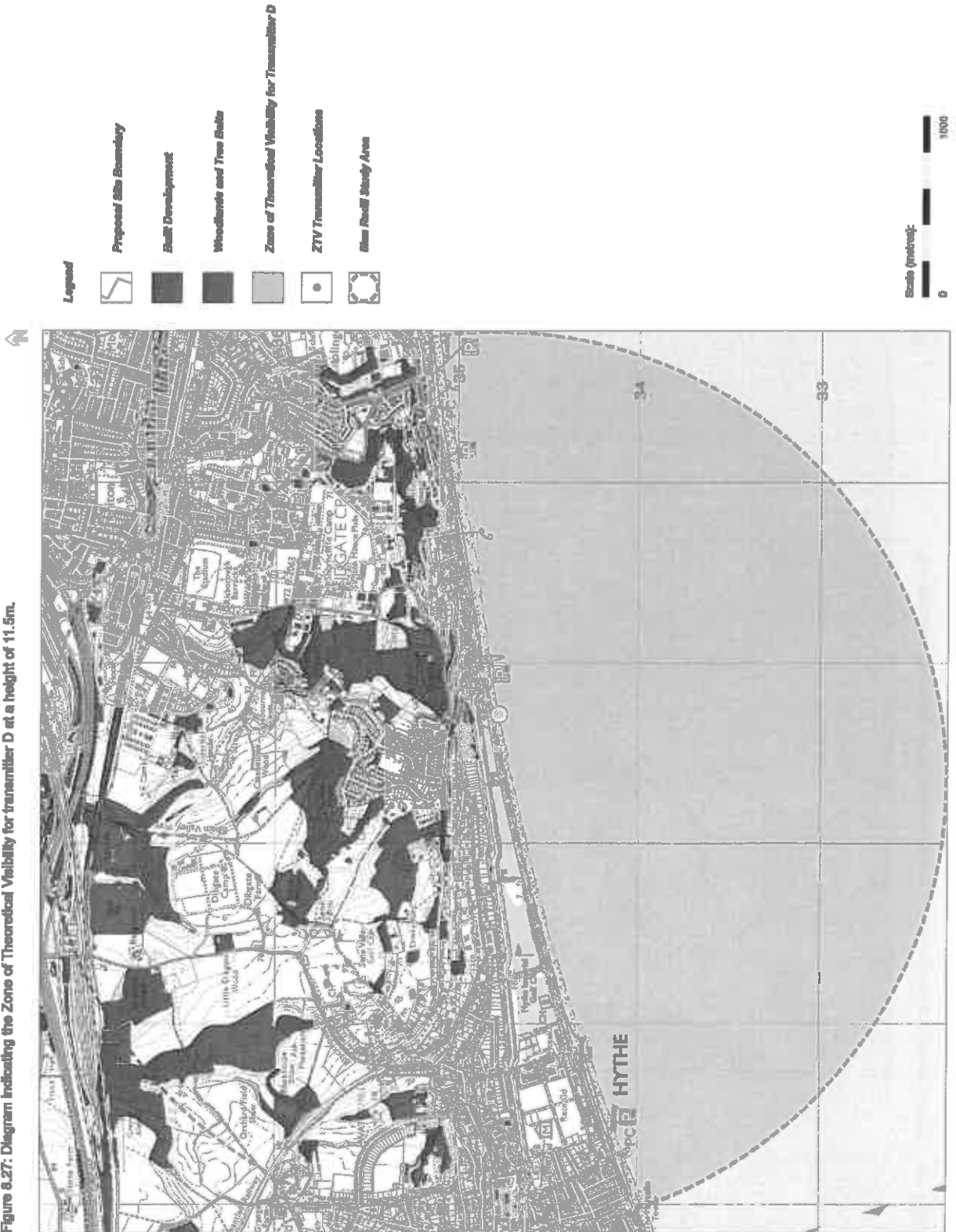


Figure 8.26: Diagram indicating illustrative photo origins between 1.5 and 2.5km radii study area.

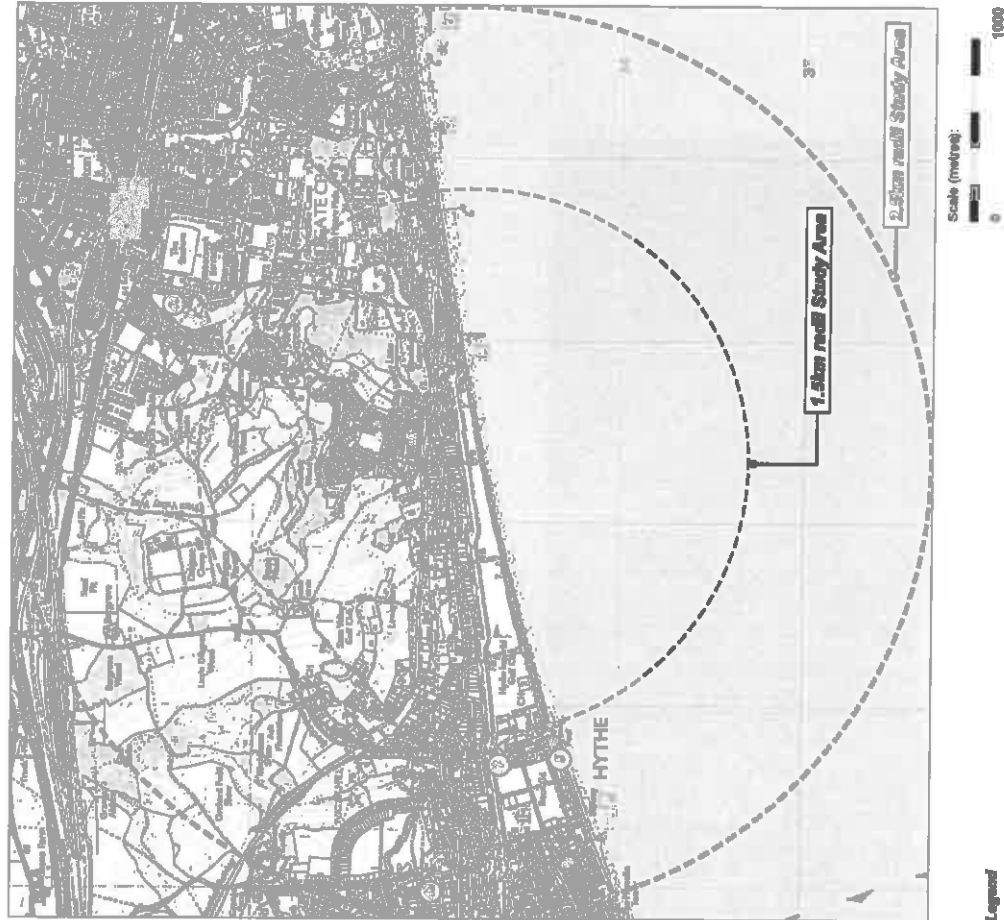
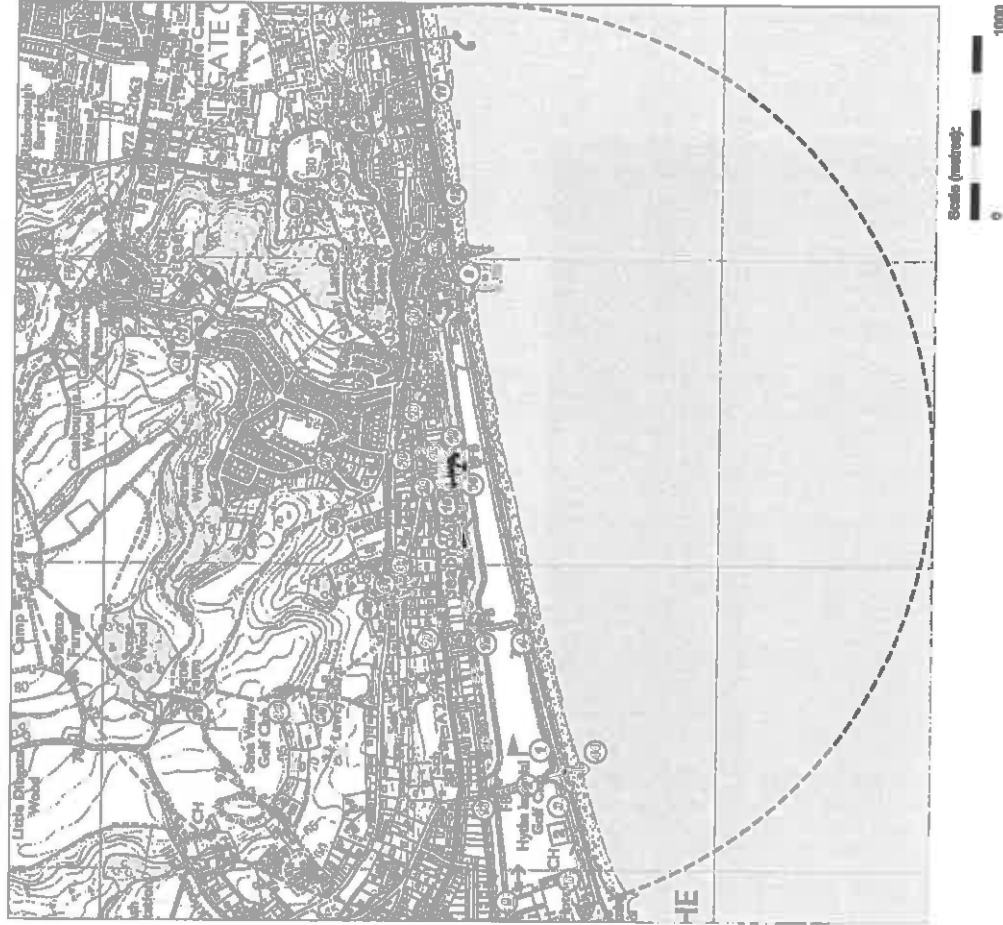


Figure 8.26: Diagram indicating illustrative photo origins within 1.5km radii study area.



Note: More detailed photo origin to be produced for photos close to the site.

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PRELIMINARY

Photo 1 Illustrative view north-east towards Princes Parade



Photo 3: Illustrative view north-west towards Princes Parade.



Photo 2: Illustrative view north from Princes Parade.

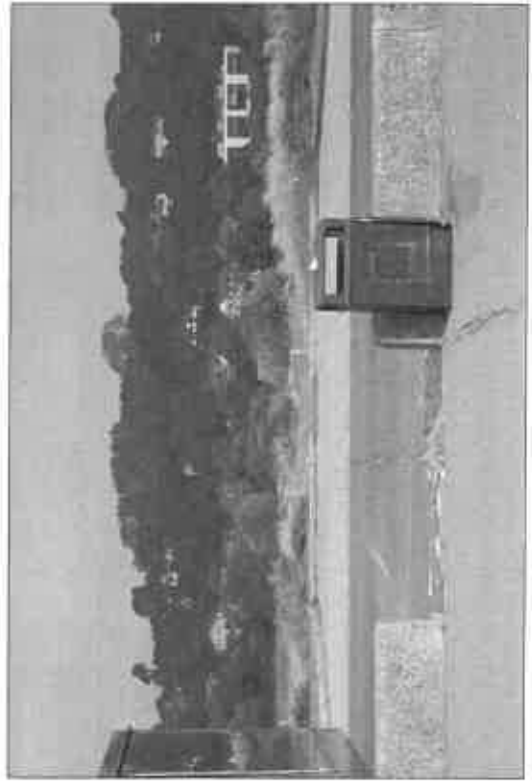
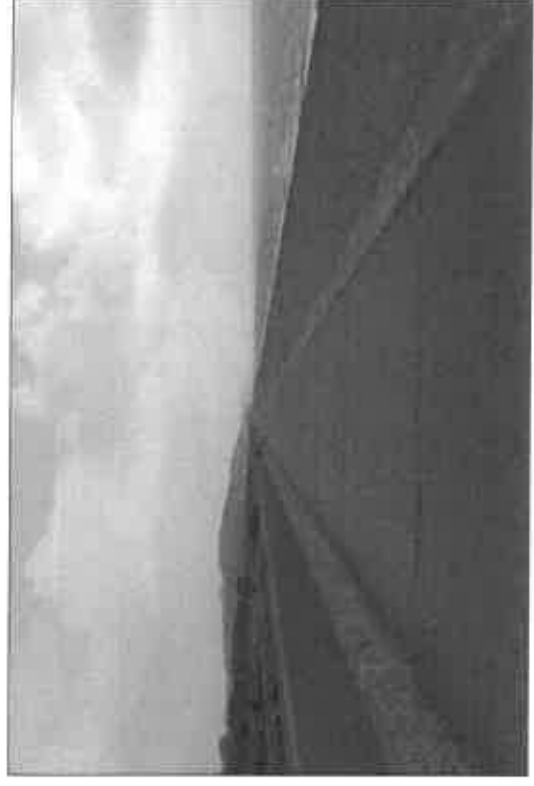


Photo 4: Illustrative view east along Princes Parade promenade.



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PRELIMINARY

Photo 5: Illustrative view east from Marine Parade (placeholder photo).



Photo 7: Illustrative view towards recent residential development at Imperial Green.



Photo 6: Illustrative view east from Princes Parade at Imperial Hotel.

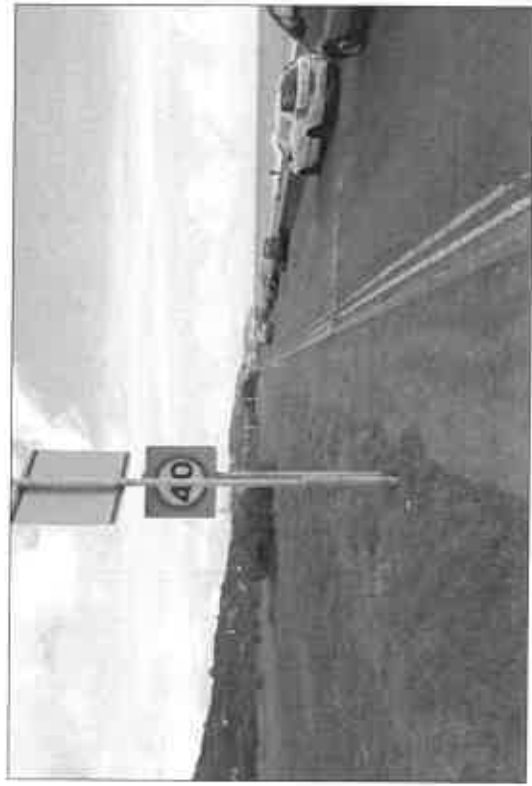


Photo 8: Illustrative view east from Imperial Green at ground level.



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PRELIMINARY

Photo 9: *Illustrative view north-west from Princes Parade, south-west of junction with Sandgate Esplanade and Princes Parade.*



Photo 11: *Illustrative view west from Sandgate Esplanade residential area.*



Photo 10: *Illustrative view south-west from Seabrook Road, north-west of junction with Sandgate Esplanade and Princes Parade.*



Photo 12: *Illustrative view west from Sandgate Esplanade, south-east of Shorncliffe Battery.*



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PRELIMINARY

Photo 13: Illustrative view east along Royal Military Canal.



Photo 15: Illustrative view south towards the Royal Military Canal from public bridleway HB65.



Photo 14: Illustrative view west along public bridleway HB65.



Photo 16: Illustrative view west along wooded section of public footpath HB66.



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PRELIMINARY

Photo 17: Illustrative view west along wooded section of public footway HB65.



Photo 19: Illustrative view east along Royal Military Canal from XXX bridge.



Photo 18: Illustrative view south-west across the Royal Military Canal from public bridleway
HB65.



Photo 20: Illustrative view south-west from Shorncliffe Military Cemetery.



Photo 21: Illustrative view south-west along public footway / HZ.



Photo 23: Illustrative view west from Hospital Hill at junction with Upper Corniche.



Photo 22: Illustrative view south / south-west from Hospital Hill, close to XXX Martello Tower.



Photo 24: Illustrative view south-west along Hospital Hill, between the junctions with The Corniche and Helena Corniche.



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PRELIMINARY

Photo 25: Illustrative view south-west from Lower Corniche.



Photo 26: Illustrative view south-west from Alexander's Corniche.



Photo 27: Illustrative view east / south-east from Seabrook Road.



Photo 28: Illustrative view south-east from Seabrook Road, at junction with Victoria Terrace.



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APPENDICES

PRELIMINARY

Photo 29: Illustrative view east along Seabrook Road, close to the junction with Cliff Road.

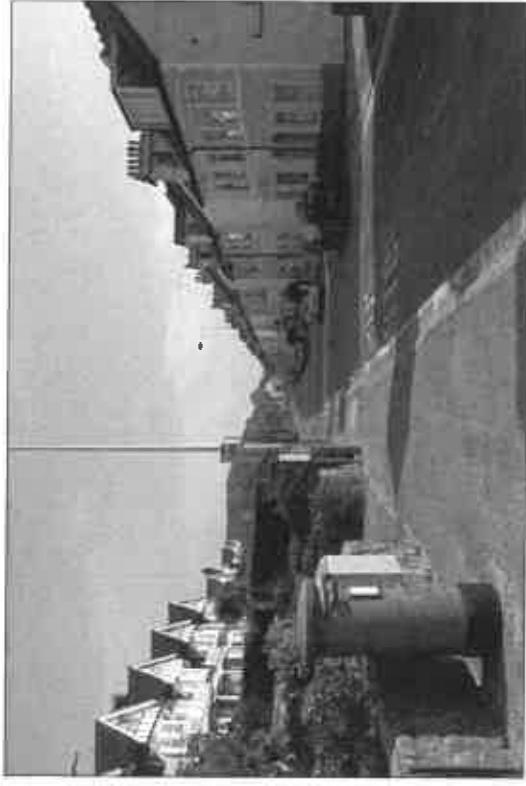


Photo 31: Illustrative view south from Cliff Road.



Photo 30: Illustrative view south along track leading between Seabrook Road and the Royal Military Canal, opposite junction with Cliff Road.



Photo 32: Illustrative view along Cliff Road (placeholder photo).



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PRELIMINARY

Photo 33: Illustrative view south / south-east from Cliff Road.



Photo 35: Illustrative view south-east from lower part of Sene Valley Golf Club (public brideway HB8).



Photo 34: Illustrative view south along public brideway HB8



Photo 36: Illustrative view south-east from upper part of Sene Valley Golf Club (public brideway HB8).



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PRELIMINARY

Photo 37: Illustrative view south from Bridle Way (placeholder photo).



Photo 39: Illustrative view south-west along Horn Street (placeholder photo).



Photo 38: Illustrative view south from the intersection between Whitebrook and public
highway, HB18.



Photo 40: Illustrative view south from public footpath HB13 (close to Pavaneer Way).



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PRELIMINARY

Photo 41: Illustrative view south from public footpath HB13, at intersection with Parker Way.



Photo 43: Illustrative view south-east from North Road.



Photo 42: Illustrative view south from public footpath HF42, west of Risborough Barracks.

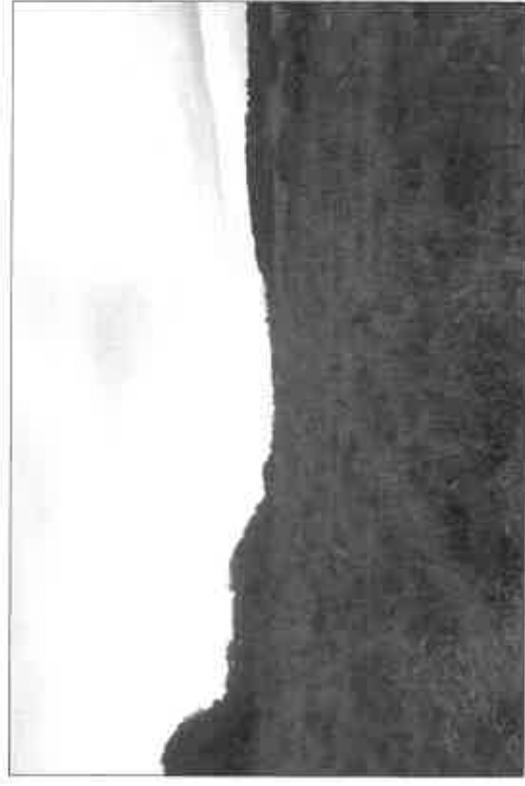
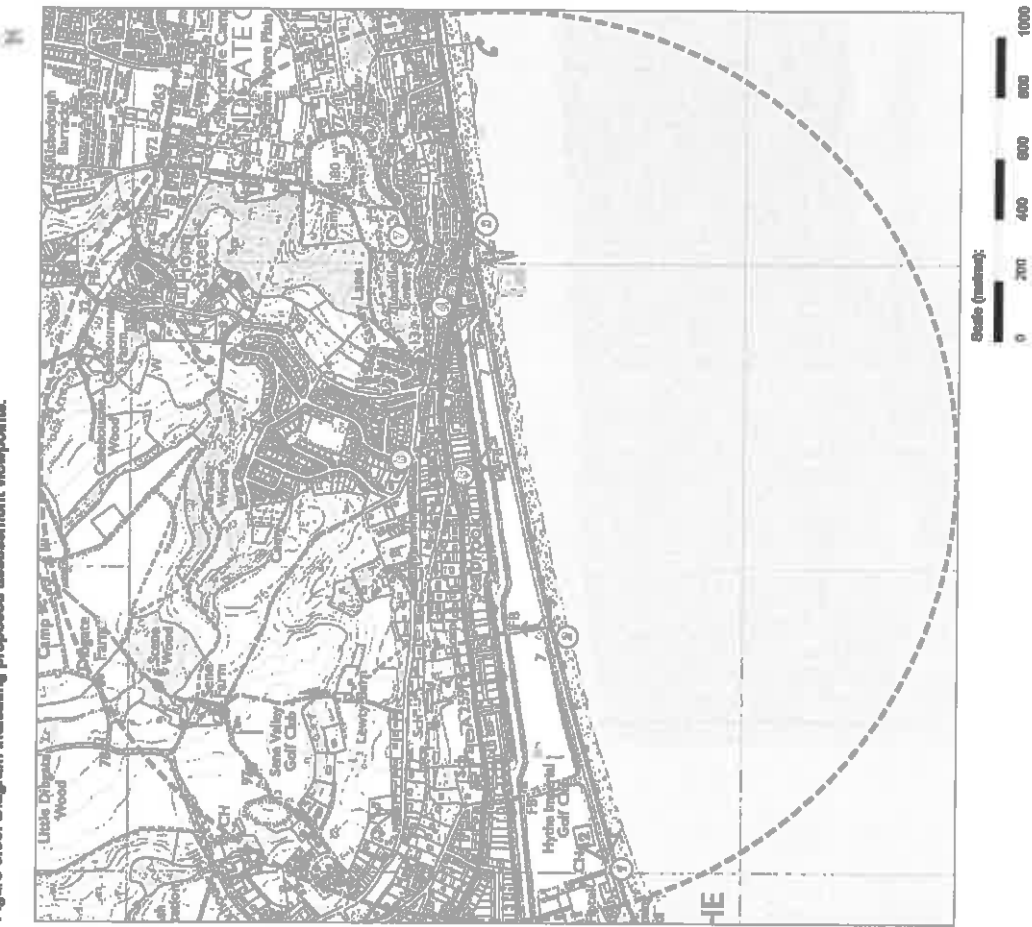


Photo 44: Illustrative view south towards the English Channel, south of Princes Parade and Hythe.



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Figure 8.30: Diagram indicating proposed assessment viewpoints.



Legend



Proposed Site Boundary



1.5km Radius Study Area



Indicates view origin and direction

①

Assessment View 1: East from Imperial Hotel Hythe on Princes Parade.

②

Assessment View 2: North-east from Princes Parade.

③

Assessment View 3: West from Sandgate Esplanade, near Princes Parade Junction.

④

Assessment View 4: South-east from Sandgate Road, close to Starncliffe Road.

⑤

Assessment View 5: South from Royal Military Canal (public footpath HS89).

⑥

Assessment View 6: South from Malvern Road.

⑦

Assessment View 7: South west from Hospital Hill.

PRELIMINARY ASSESSMENT VIEWS

Note. Panoramic and single frame photography will be retaken with 50mm lens camera and tripod for purposes of final LVA Report.

Assessment View 1: East from Imperial Hotel Hythe on Princes Parade.



Assessment View 2: North-east from Prince Parade.



PRELIMINARY ASSESSMENT VIEWS

Note. Panoramic and single frame photography will be retaken with 50mm lens camera and tripod for purposes of final LVIA Report

Assessment View 3: West from Sandgate Esplanade, near Princess Parade junction.



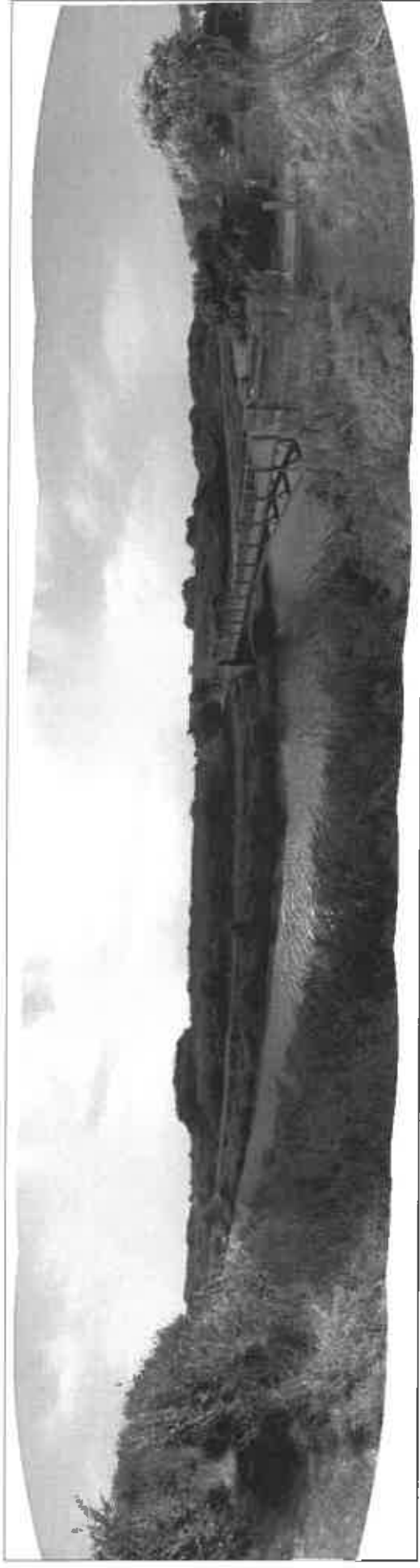
Assessment View 4: South-east from Seabrook Road, close to Shorncliffe Redoubt.



PRELIMINARY ASSESSMENT VIEWS

Note: Panoramic and single frame photography will be retaken with 50mm lens camera and tripod for purposes of final LVIA Report.

Assessment View 5: South from Royal Military Canal (public footpath HB56).



Assessment View 6: South from Nalldown Road.



PRELIMINARY

PRELIMINARY ASSESSMENT VIEWS

Note. Panoramic and single frame photography will be taken with 50mm lens camera and tripod for purposes of final LMA Report.

Assessment View 7: South west from Hospital Hill



Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 08 November 2016 16:56
To: martin@mjmckay.wanadoo.co.uk
Cc: Dave.Shore@shepway.gov.uk; firbank@callnetuk.com
Subject: Princes Parade, Hythe: Heritage Views Confirmation...
Attachments: 3609_RF_502-LVIA Appendix 2 - Views_PRELIM.pdf;
seabrook_viewpoint_locations_MM_0916_V1.pdf; 3609_RF_014-OS Colour 1-25000_3km_CROPPED.jpg

REFERENCE EML-OUT/3609/20161108-162310-437

Dear Martin,

Further to recent correspondence on Heritage Views, I enclose a copy of the document table at the DTM last week.

I am now in the process of finalising some text to support this, with the primary aim of:

1. Agreeing LVIA Viewpoints with Shepway D.C and;
2. Agreeing precise location and details of Views which are required by Heritage England.

I intend to add to the View Location Plan the locations of the following views, as indicated on your plan which I also attach for reference:

HE1: From on top of the redoubt (stone wall) at the basin looking south, directly out to sea.

HE2: From on top of Shorncliffe battery (which appears as a stone retaining wall alongside the sea road) towards the site. We understand that Heritage England have requested that the viewpoint be chosen that affords a view of the site beyond the recent buildings to its east (if one is available).

HE3: From the uppermost floor of Martello Tower No8. We understand that Heritage England previously requested a view from the roof, but we cannot do this due to Health and Safety Risks.

Firstly; I would be grateful if you could comment on the above please and confirm that I have the precise location, viewing direction and context correct?

Once we have this confirmed, I will approach David Shore in order to request his preferred method of our Photographer and Surveyor gaining authorised access to these locations to take photographs.

Secondly; Please could you confirm if these are the only Assessment Viewpoints that are required by Heritage England? You mentioned in a past telephone conversation that there may be others that have emerged in your correspondence with them.

Finally, I would like to confirm that it is our current intention to take Camera+Tripod+Surveyor views from all of the 7no. specified LVIA Assessment Viewpoint Origins and produce a wireline CGI for each of these.

We are also intending to take this kind of Photo and CGI from the 3no. Heritage Viewpoint Origins.

Please could you confirm if you require any additional Photos/CGIs for the purposes of your discussions with Heritage England or your assessment?

At this stage for example, we do not intend (and do not have fees agreed with Shepway) to take photos / produce CGIs from all of the positions marked with a red spot on your plan (A1-C3). That said, we do have a bank of photos from most of these locations taken with a standard 'point and shoot' camera, which we would be more than happy to share with you in due course via file download transfer (due to file size).

I hope this above is clear and helpful and I would be more than happy to discuss with you tomorrow.

If you are able to get back to me asap I would very much appreciate it, as I need to circulate this information to SBC and HE without delay.

I also attach a more detailed OS Plan, which may be useful for marking up in relation to the required views.

Many thanks,

Paul

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

www.lloydbore.co.uk | E: paul.whatley@lloydbore.co.uk | M: 07471 036 660

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Wignall, Peter

From: Peter Radmall [firbank@callnetuk.com]
Sent: 08 November 2016 17:16
To: Paul Whatley
Cc: Dave.Shore@shepway.gov.uk; Matt Shillito; martin
Subject: Re: Princes Parade, Hythe: Heritage Views Confirmation...

Paul,

Just to put my oar in. Since this will be a hybrid scheme - detailed for the ARC and outline for the remainder - the visualizations will ideally need to reflect this, i.e. fully rendered for the ARC and wireframe for the remainder. I don't know whether this has been factored into your budget, but thought I'd draw it to your attention. Happy to discuss if this raises any issues.

Regards,

Peter

— Original Message —

From: Paul Whatley
To: martin@mimckay.wanadoo.co.uk
Cc: Dave.Shore@shepway.gov.uk ; firbank@callnetuk.com
Sent: Tuesday, November 08, 2016 4:56 PM
Subject: Princes Parade, Hythe: Heritage Views Confirmation...

REFERENCE EML-OUT/3609/20161108-162310-437

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HE1: From on top of the redoubt (stone wall) at the basin looking south, directly out to sea.

HE2: From on top of Shorncliffe battery (which appears as a stone retaining wall alongside the sea road) towards the site. We understand that Heritage England have requested that the viewpoint be chosen that affords a view of the site beyond the recent buildings to its east (if one is available).

HE3: From the uppermost floor of Martello Tower No8. We understand that Heritage England previously requested a view from the roof, but we cannot do this due to Health and Safety Risks.

Firstly; I would be grateful if you could comment on the above please and confirm that I have the precise location, viewing direction and context correct?

Once we have this confirmed, I will approach David Shore in order to request his preferred method of our Photographer and Surveyor gaining authorised access to these locations to take photographs.

Secondly; Please could you confirm if these are the only Assessment Viewpoints that are required by Heritage England? You mentioned in a past telephone conversation that there may be others that have emerged in your correspondence with them.

Finally, I would like to confirm that it is our current intention to take Camera+Tripod+Surveyor views from all of the 7no. specified LVIA Assessment Viewpoint Origins and produce a wireline CGI for each of these.

We are also intending to take this kind of Photo and CGI from the 3no. Heritage Viewpoint Origins.

Please could you confirm if you require any additional Photos/CGIs for the purposes of your discussions with Heritage England or your assessment?

At this stage for example, we do not intend (and do not have fees agreed with Shepway) to take photos / produce CGIs from all of the positions marked with a red spot on your plan (A1-C3). That said, we do have a bank of photos from most of these locations taken with a standard 'point and shoot' camera, which we would be more than happy to share with you in due course via file download transfer (due to file size).

I hope this above is clear and helpful and I would be more than happy to discuss with you tomorrow.
If you are able to get back to me asap I would very much appreciate it, as I need to circulate this information to SBC and HE without delay.

I also attach a more detailed OS Plan, which may be useful for marking up in relation to the required views.

Many thanks,

Paul

Paul Whatley BA (Hons) CMLi

Associate Director / Landscape Architect



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

www.lloydbore.co.uk | E: paul.whatley@lloydbore.co.uk | M: 07471 036 660

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Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 09 November 2016 09:56
To: Peter Radmall
Cc: Dave.Shore@shepway.gov.uk; Matt Shillito; martin
Subject: Princes Parade, Hythe: Heritage Views Confirmation...

REFERENCE EML-OUT/3609/20161109-95341-289

Peter,

Thank you for pointing this out.

Our existing scope of works allows for 8no. LVIA Photos plus Wireline CGIs.

Paul

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



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From: Peter Radmall [mailto:firbank@callnetuk.com]
Sent: 08 November 2016 17:16
To: Paul Whatley <paul.whatley@lloydbore.co.uk>
Cc: Dave.Shore@shepway.gov.uk; Matt Shillito <matt.shillito@tibbonalds.co.uk>; martin <martin@mjmckay.wanadoo.co.uk>
Subject: Re: Princes Parade, Hythe: Heritage Views Confirmation...

Paul,

Just to put my oar in. Since this will be a hybrid scheme - detailed for the ARC and outline for the remainder - the visualizations will ideally need to reflect this, i.e. fully rendered for the ARC and wireframe for the remainder. I don't know whether this has been factored into your budget, but thought I'd draw it to your attention. Happy to discuss if this raises any issues.

Regards,

Peter

----- Original Message -----

From: Paul Whatley

To: martin@mimckay.wanadoo.co.uk

Cc: Dave.Shore@shepway.gov.uk ; firbank@callnetuk.com

Sent: Tuesday, November 08, 2016 4:56 PM

Subject: Princes Parade, Hythe: Heritage Views Confirmation...

REFERENCE EML-OUT/3609/20161108-162310-437

Dear Martin,

Further to recent correspondence on Heritage Views, I enclose a copy of the document table at the DTM last week. I am now in the process of finalising some text to support this, with the primary aim of:

1. Agreeing LVIA Viewpoints with Shepway D.C and;
2. Agreeing precise location and details of Views which are required by Heritage England.

I intend to add to the View Location Plan the locations of the following views, as indicated on your plan which I also attach for reference:

HE1: From on top of the redoubt (stone wall) at the basin looking south, directly out to sea.

HE2: From on top of Shorncliffe battery (which appears as a stone retaining wall alongside the sea road) towards the site. We understand that Heritage England have requested that the viewpoint be chosen that affords a view of the site beyond the recent buildings to its east (if one is available).

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Please could you confirm if you require any additional Photos/CGIs for the purposes of your discussions with Heritage England or your assessment?

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I hope this above is clear and helpful and I would be more than happy to discuss with you tomorrow.

If you are able to get back to me asap I would very much appreciate it, as I need to circulate this information to SBC and HE without delay.

I also attach a more detailed OS Plan, which may be useful for marking up in relation to the required views.

Many thanks,

Paul

--

Paul Whatley BA (Hons) CMLI

Associate Director / Landscape Architect



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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 09 November 2016 14:19
To: Pinkham, Laura; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: Princes Parade Site Clearance Works

Laura

I have had the go ahead to proceed with the Princes Parade clearance works based on the plan prepared by JC White. Can you could advise on the likely timing.

Samuel – Grateful if you could forward your fee proposal for ecological advice/supervision.

Thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 09 November 2016 14:27
To: Dave.Shore@shepway.gov.uk; Laura.Pinkham@shepway.gov.uk
Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; Mike@jcwhite.co.uk
Subject: RE: Princes Parade Site Clearance Works

REFERENCE EML-OUT/3609/CIT/20161109-142604-788

Dave,

Received and understood. Fee Proposal to follow.

Kind regards,

Samuel Durham BSc (Hons) ACIEEM
Senior Ecologist



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33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340
59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363
www.lloydbore.co.uk | E: samuel.durham@lloydbore.co.uk | M: 07471 036 663

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From: Dave.Shore@shepway.gov.uk [mailto:Dave.Shore@shepway.gov.uk]
Sent: 09 November 2016 14:19
To: Laura.Pinkham@shepway.gov.uk; Samuel Durham <samuel.durham@lloydbore.co.uk>
Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; Mike@jcwhite.co.uk
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Wignall, Peter

From: Pinkham, Laura [Laura.Pinkham@shepway.gov.uk]
Sent: 10 November 2016 10:50
To: Shore, Dave; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

Hi Dave

I can go week commencing 21st or 28th if that suits? I am conscious that we need to do some sort of comms prior to the work starting so the public are aware of what is happening on site – Sarah can you advise the likely timescale for that?

I will have at least 4 staff with brush cutters, small mowers and a small tractor and aim to complete the work within a week

Laura

Laura Pinkham
Grounds Maintenance Manager

Telephone: 01303 853681
Shepway District Council
Castle Hill Avenue
Folkestone
Kent CT20 2QY
Email: laura.pinkham@shepway.gov.uk
Website: www.shepway.gov.uk
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From: Shore, Dave
Sent: 09 November 2016 14:19
To: Pinkham, Laura; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 10 November 2016 11:06
To: Laura.Pinkham@shepway.gov.uk; Dave.Shore@shepway.gov.uk
Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; Mike@jcwhite.co.uk
Subject: RE: Princes Parade Site Clearance Works
Attachments: ~WRD000.jpg

REFERENCE EML-OUT/3609/Clt/20161110-110349-021

Dave,

At present either of those weeks work for us.

Once instructed, I will ensure that we have an ecologist available to conduct the Toolbox Talk and initial supervision / set up as per our fee proposal.

Our diaries are filling up fast, so the sooner we can get clarification on the timing of works the better.

Kind regards,

--

Samuel Durham BSc (Hons) ACIEEM

Senior Ecologist



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

59 Lambeth Walk, London, SE11 8DX | T: 02075 822 363

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From: Laura.Pinkham@shepway.gov.uk [mailto:Laura.Pinkham@shepway.gov.uk]

Sent: 10 November 2016 10:50

To: Dave.Shore@shepway.gov.uk; Samuel Durham <samuel.durham@lloydbore.co.uk>

Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; Mike@jcwhite.co.uk

Subject: RE: Princes Parade Site Clearance Works

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Laura

Laura Pinkham
Grounds Maintenance Manager

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Website: www.shepway.gov.uk
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From: Shore, Dave
Sent: 09 November 2016 14:19
To: Pinkham, Laura; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: Princes Parade Site Clearance Works

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Samuel – Grateful if you could forward your fee proposal for ecological advice/supervision.

Thanks

Dave

David Shore

Strategic Development Projects Manager

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m: 07976 958486

f: 01303 853502

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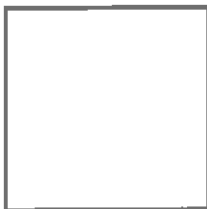
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Wignall, Peter

From: Smith, Sarah [Sarah.Smith@shepway.gov.uk]
Sent: 10 November 2016 11:10
To: Pinkham, Laura; Shore, Dave; 'Samuel Durham'
Cc: Jarrett, Andy; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

Hi,

As Laura says, this is very sensitive and I would rather let people know in advance than have them running to the media when they see people on site. We would have to react and it would look like we were wrong-footed. We can also put it out on social media.

If work starts on Monday 21, we would have to have something ready and agreed by tomorrow to go in next week's editions (16th and 17th) Press Releases here have to jump through a few hoops before they actually go out and more time to prepare would be great. So 28th could be better for me, if at all possible.

For any press release I would need to know (in layman's terms), what the work actually involves, and its purpose. What will people actually be able to see happening. The more we can explain – the less likely we are to have people screaming about it.

Cheers,

Sarah

Sarah Smith
Media and Communications
Shepway District Council
01303 853357
077 955 70002

From: Pinkham, Laura
Sent: 10 November 2016 10:50
To: Shore, Dave; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

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I will have at least 4 staff with brush cutters, small mowers and a small tractor and aim to complete the work within a week

Laura

Laura Pinkham
Grounds Maintenance Manager

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Email: laura.pinkham@shepway.gov.uk
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From: Shore, Dave
Sent: 09 November 2016 14:19
To: Pinkham, Laura; 'Samuel Durham'
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Thanks

Dave

David Shore

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 10 November 2016 11:25
To: Dave.Shore@shepway.gov.uk; Jonathan.rodger@mlm.uk.com; rglavin@merebrook.co.uk; ndellow@merebrook.co.uk; simon.mb@herringtonconsulting.co.uk; martin@mjmckay.wanadoo.co.uk
Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; sue.rowlands@tibbalds.co.uk; matt.shillito@tibbalds.co.uk; claire.perrott@tibbalds.co.uk; Jeff.Sims@edwardsharvey.com; Pip.Clarkson@edwardsharvey.com
Subject: RE: Princes Parade Public Consultation

REFERENCE EML-OUT/3609/Clt/20161110-112359-068

Dave,

I will produce the ecology text early next week and ensure that you have this on or before Weds 16th Nov.

Kind regards,

Samuel Durham BSc (Hons) ACIEEM

Senior Ecologist



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

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From: Dave.Shore@shepway.gov.uk [mailto:Dave.Shore@shepway.gov.uk]
Sent: 08 November 2016 14:49
To: Samuel Durham <samuel.durham@lloydbore.co.uk>; jonathan.rodger@mlm.uk.com; rglavin@merebrook.co.uk; ndellow@merebrook.co.uk; simon.mb@herringtonconsulting.co.uk; martin@mjmckay.wanadoo.co.uk
Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; sue.rowlands@tibbalds.co.uk; matt.shillito@tibbalds.co.uk; claire.perrott@tibbalds.co.uk; Jeff.Sims@edwardsharvey.com; Pip.Clarkson@edwardsharvey.com
Subject: Princes Parade Public Consultation
Importance: High

As discussed at the recent Design Team Meeting the consultation events for the Princes Parade Planning application are scheduled to take place as follows :-

- 11am to 5pm on 29th November 2016 at Seabrook Church Hall
- 2pm to 8pm on 30th November 2016 at Hythe Town Hall

The presentation material for events will consist of a number of pop ups and display boards including a series of thematic pop ups covering the following subjects :-

- Ecology
- Transport
- Contamination and ground conditions
- Flood Risk and Drainage
- Heritage

I would be grateful if you could prepare some text, of no more than 250 words, covering your subject area in terms of the following

- The baseline position
- Key issues to address
- Proposed mitigation strategy

In order to meet the sign off/printing deadlines could you please send this to me by 10am on Wednesday 16th November at the latest. A list of frequently asked question is also being prepared that we may need your input into. This will be circulated shortly.

We will also need yourself or a member of your team to be present at each of the two sessions. Grateful if you could confirm who will be attending. Please give me a call if you wish to discuss further.

Many thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 10 November 2016 11:28
To: Dave.Shore@shepway.gov.uk
Subject: RE: Princes Parade Public Consultation

REFERENCE EML-OUT/3609/CI/20161110-112652-298

Also, I will be in attendance on both days of the exhibition.
I may bring another ecologist (thoroughly briefed on the project beforehand). I will confirm this ASAP.

Kind regards,

Samuel Durham BSc (Hons) ACIEEM
Senior Ecologist



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Sent: 08 November 2016 14:49
To: Samuel Durham <samuel.durham@lloydbore.co.uk>; jonathan.rodger@mlm.uk.com; rglavin@merebrook.co.uk; ndellow@merebrook.co.uk; simon.mb@herringtonconsulting.co.uk; martin@mimckay.wanadoo.co.uk
Cc: Andy.Jarrett@shepway.gov.uk; Sarah.Smith@shepway.gov.uk; sue.rowlands@tibbalds.co.uk; matt.shillito@tibbalds.co.uk; claire.perrott@tibbalds.co.uk; Jeff.Sims@edwardsharvey.com; Pip.Clarkson@edwardsharvey.com
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- Key issues to address
- Proposed mitigation strategy

In order to meet the sign off/printing deadlines could you please send this to me by 10am on Wednesday 16th November at the latest. A list of frequently asked question is also being prepared that we may need your input into. This will be circulated shortly.

We will also need yourself or a member of your team to be present at each of the two sessions. Grateful if you could confirm who will be attending. Please give me a call if you wish to discuss further.

Many thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

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Wignall, Peter

From: Mike Guntripp - J C White [Mike@jcwhite.co.uk]
Sent: 10 November 2016 11:51
To: 'Sarah.Smith@shepway.gov.uk'; Laura.Pinkham@shepway.gov.uk;
Dave.Shore@shepway.gov.uk; samuel.durham@lloydbore.co.uk
Cc: Andy.Jarrett@shepway.gov.uk; Jim Jackson - J C White
Subject: 2016-11-10 - MJG- ALL - 1600128 - Princes Parade Site Clearance Works
Attachments: ~WRD000.jpg

Morning All,

From our discussions with Dave & Laura we suggested attending site at the start of the clearance work to perhaps spray mark the footpath to show the extent required for the main clearance area (ARC & car park) and for the 20m or 25m spaced 1m wide 'corridors' or sections, all as marked on our supplied plan.

We would only need to be on site for a few hours and from our work programme we have more flexibility to provide this information for clearance work starting on 28th November, rather than 21st November.

We would be able to attend site from around 8am or earlier on Monday 28th November, or dependent on other work we may be able to carry out the site during the preceding week.

I look forward to hearing from you once a date has been agreed.

Kind Regards

Mike

Mike Guntripp
Survey Director

J C White Geomatics Limited
Shrine Barn, Sandling Road, Postling, Nr. Hythe, Kent CT21 4HE

Tel: (01303) 261212 | Fax: (01303) 264040 | email: mike@jcwhite.co.uk | web: www.jcwhite.co.uk

From: Sarah.Smith@shepway.gov.uk [mailto:Sarah.Smith@shepway.gov.uk]
Sent: 10 November 2016 11:10
To: Laura.Pinkham@shepway.gov.uk; Dave.Shore@shepway.gov.uk; samuel.durham@lloydbore.co.uk
Cc: Andy.Jarrett@shepway.gov.uk; Mike Guntripp - J C White <Mike@jcwhite.co.uk>
Subject: RE: Princes Parade Site Clearance Works

Hi,

As Laura says, this is very sensitive and I would rather let people know in advance than have them running to the media when they see people on site. We would have to react and it would look like we were wrong-footed. We can also put it out on social media.

If work starts on Monday 21, we would have to have something ready and agreed by tomorrow to go in next week's editions (16th and 17th) Press Releases here have to jump through a few hoops before they actually go out and more time to prepare would be great. So 28th could be better for me, if at all possible.

For any press release I would need to know (in layman's terms), what the work actually involves, and its purpose. What will people actually be able to see happening. The more we can explain – the less likely we are to have people screaming about it.

Cheers,

Sarah

Sarah Smith
Media and Communications
Shepway District Council
01303 853357
077 955 70002

From: Pinkham, Laura
Sent: 10 November 2016 10:50
To: Shore, Dave; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

Hi Dave

I can go week commencing 21st or 28th if that suits? I am conscious that we need to do some sort of comms prior to the work starting so the public are aware of what is happening on site – Sarah can you advise the likely timescale for that?

I will have at least 4 staff with brush cutters, small mowers and a small tractor and aim to complete the work within a week

Laura

Laura Pinkham
Grounds Maintenance Manager

Telephone: 01303 853681
Shepway District Council
Castle Hill Avenue
Folkestone
Kent CT20 2QY
Email: laura.pinkham@shepway.gov.uk
Website: www.shepway.gov.uk
Follow us on [Twitter](#) and [Facebook](#)

From: Shore, Dave
Sent: 09 November 2016 14:19
To: Pinkham, Laura; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: Princes Parade Site Clearance Works

Laura

I have had the go ahead to proceed with the Princes Parade clearance works based on the plan prepared by JC White. Can you could advise on the likely timing.

Samuel – Grateful if you could forward your fee proposal for ecological advice/supervision.

Thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

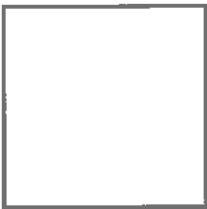
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SCHEDULE OF SERVICES AND FEES

**Ecological Consultancy Services
Shepway District Council
Land at Princes Parade, Hythe**

Ref: 3609_FP_005

Orig. Date. 9th November 2016

Originator: Samuel Durham

**LLOYD BORE LTD
33 ST GEORGE'S PLACE
CANTERBURY
KENT, CT1 1UT**

**Tel: 01227 464340
Fax: 01227 464341**

**mail@lloydbore.co.uk
www.lloydbore.co.uk**

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ecology
archaeology
arboriculture



1. LAND AT PRINCES PARADE, HYTHE

1.1 This document represents our scope of services and fee proposal for Ecology Consultancy Services in relation to the above project.

1.2 Our services are provided in accordance with the terms and conditions set out in this document and its attachments.

2. SCOPE OF SERVICES

2.1 We understand the extent of works to be that detailed in your e-mail on 9th November 2016.

2.2 The overall scope of services included in this fee proposal is detailed below.

Ecologist's Toolbox Talk

Scope of Work

2.3 Prior to vegetation clearance works on site an experienced ecologist will deliver a Toolbox Talk. The Talk will outline ecological constraints, provide guidance on vegetation clearance methods, and provide information on how to identify sensitive ecological features.

2.4 The ecologist will provide appropriate written / photographic material to assist with the above.

2.5 Price is inclusive of travel time and mileage.

Ecological Supervision

Scope of Work

2.6 An experienced ecologist will supervise vegetation clearance works as required.

Note:

2.7 The amount of supervision work required will be minimised wherever possible.

2.8 Three full days have been allowed to cover ecological supervision of the vegetation clearance associated with topographical survey of the application site, at the relevant consultant day rate of £440.00 per day. This day rate is inclusive of all travel time and mileage.

2.9 It is anticipated that significantly less time will be required to complete supervision works. If less than three full days of supervision are required, we will only invoice for the time spent on site and travelling to and from site, at the relevant consultant hourly rate of £55.00 per hour, plus mileage.

2.10 The competence of the appointed contractor, and their willingness to adhere to ecological constraints and working methods will be key to minimising the degree of direct ecological supervision required.

2.11 If the contractor is competent and works to ecological constraints / working methods, direct supervision will be limited to an initial half day, followed by intermittent checks by the ecologist.

2.12 If there is a risk that the contractor will not adhere to ecological constraints / working methods, the ecologist may need to be present for the duration of vegetation clearance works, which would incur additional supervision fees.

3. ADDITIONAL INFORMATION - ECOLOGY

3.1 The costs for any detailed survey work or necessary mitigation procedures are not included within this element of work.

3.2 If protected or priority species (that have not already been recorded on site during the 2016 ecological survey programme) are present, then we may recommend further specific survey work in order to provide sufficient information on presence / likely absence and if necessary to collect details of population class population densities, all to inform recommendations for mitigation.

3.3 Protected species surveys are seasonally and weather dependent. If additional survey work is needed, and in some cases, this may result in survey work being conducted in spring / summer 2017.

3.4 The above 'Additional information' points are included on a precautionary basis. As an extensive protected species survey programme has already been completed on site, the above points are unlikely to apply.

4. SCHEDULE OF FEES

4.1 Our fee for the provision of the services specified above shall be:

Ref. No.	Item	Fee (excl. VAT)
1	Ecologist's Toolbox Talk, Including preparation of handout materials	£ 295.00
2	Budget for ecological supervision, at relevant consultant day rate of £440.00 per day	£1,320.00
Total		£1,615.00

Additional Fee Information

4.2 Invoices shall be submitted at monthly intervals/on completion of key work stages, or another period/date agreed in advance with the client. Fees quoted are exclusive of VAT which will be added to our invoices at the prevailing rate.

4.3 This fee quotation is valid for **8 weeks from the date of this Proposal**, after which we reserve the right to amend our fee.

4.4 The above fee has been based upon being appointed for all elements quoted for. If you wish to confirm an appointment for a selection of the items listed above, we reserve the right to adjust our fees for each component accordingly.

Time Charges

4.5 Any additional services requested by the client including meetings, shall be charged using our standard hourly charge out rates, or on the basis of a lump sum, agreed in advance with the client. Details of our standard time charges are available upon request.

4.6 We would not undertake any work for which additional fees would be payable without the client's written agreement in advance.

Expenses and Disbursements

4.7 We have included in our fee for car mileage and/or public transport for the number of site visits/meetings specified above. Should additional site visits/inspections or meetings be requested by the client, mileage will be charged at a rate of 55p per mile (plus VAT), calculated from our office to the destination and return. Similarly, any additional public transport expenses would be passed on at cost.

4.8 Consistent with our environmental policy, all documents and reports will be issued via email as PDF files to save on paper and client expense. Paper copies (if required) will only be issued on client instruction and will be charged in line with our standard printing charges, details of which are available upon request.

Insurance

4.9 We shall maintain adequate levels of insurance cover for the period during which we are providing the services, save that in the case of the Professional Indemnity Insurance which we will maintain for a period of 6 years from practical completion of the services.

4.10 Details of our Professional Insurances are available on request.

Collateral Warranties, Novation Agreements, Letters of Reliance

4.11 Please note that the above fee does not allow for any costs associated with agreeing to or entering into any third party Collateral Warranties or Novation Agreements or providing Letters of Reliance, that may become required as part of the on-going development of this project.

4.12 Where we are requested to enter into such agreements, this will be at our sole discretion, and will be in accordance with clause 24, 47 and 48 of the Terms and Conditions which accompany this fee proposal.

4.13 All direct or indirect costs incurred by us in entering into such agreements, including the value of any time spent, would be passed on to the client and invoiced as an expense.

MEMORANDUM OF AGREEMENT

THIS SECTION IS TO BE COMPLETED BY THE OWNER/DIRECTOR/PARTNER OF THE COMPANY (OR INDIVIDUAL PERSON) AUTHORISED AND RESPONSIBLE FOR SETTLING ALL FEE INVOICES RAISED BY LLOYD BORE LTD. IN CONNECTION WITH THE PROJECT QUOTED FOR IN THIS AGREEMENT.

By signing and dating this I/we accept the fees quoted in the Schedule of Works (Ref: 3609_FP_005) for Lloyd Bore Ltd. to undertake the specified work and agree to the terms listed below.

(Please complete, sign and return 1 copy of this agreement.)

This Agreement

Is made on the _____ day of _____ 20____

Between (Client)

Name: _____ Signature: _____

Position: _____

Company: _____

Address: _____

Telephone No: _____ Email: _____

And (The Consultant)

Company Name: **Lloyd Bore Ltd.**

Name: **Julian Bore** Signature: 

Position: **Managing Director**

NOW IT IS HEREBY AGREED

That upon the terms and conditions listed below, save as excepted or varied by the parties hereto in the Schedule of Services and Fees, hereinafter called the 'Schedule', and subject to any special conditions set out in the Schedule:

1. The Consultant will perform for the Client the services listed in the Schedule in respect of
Service(s): **Ecological consultancy**
Site: **Land at Prince's Parade, Hythe**
 2. The Client will pay the Consultant on demand for the services, fees and expenses indicated in the schedule.
-

BILLING INFORMATION:

Purchase Order No (if applicable): _____

Billing Address: _____

Contact Person: _____

Telephone No: _____ Email: _____

TERMS & CONDITIONS

GENERAL

1. Defined terms used in these terms and conditions shall have the same meanings ascribed to them in the proposal letter to which they are attached (Proposal). We means Lloyd Bore and You means the Client to whom the Proposal is addressed.
2. The Proposal and its attachments (including these terms and conditions) shall together form the Agreement made between us (this Agreement).
3. This Agreement sets out the entire agreement between us in relation to its subject matter.
4. In the event of a conflict between these terms and conditions and the Proposal, these terms and conditions shall prevail.
5. This Agreement shall commence on the date of the Proposal or the date of commencement of the Services, whichever is the earlier.
6. The application of these conditions shall be governed by the laws of England and Wales and the parties shall submit to the exclusive jurisdiction of the courts of England and Wales.
7. The Services shall include any Additional Services that are agreed in accordance with clause 14.

OBLIGATIONS

8. We will use reasonable skill, care and diligence, ordinarily exercised by qualified professionals of a similar size undertaking work under similar circumstances when performing the Services or Additional Services.
9. You are required to provide us with such information and make such decisions as are necessary for proper performance of the agreed Service.
10. Notwithstanding any contrary provision in this Agreement, the standard of care set out in clause 8 shall apply to the whole of the Services and we shall not be under any fitness for purpose obligation in relation to the Services.
11. Our obligation to maintain the insurances set out in the Proposal is subject to its availability at commercially reasonable rates and on commercially reasonable terms.
12. Nothing in this agreement shall be deemed to limit our right to bring a claim for contributory negligence or an indemnity against you or any third party.

VARIATIONS / MODIFICATIONS

13. The Fee is based on the programme, scope of work and information made available at time of tendering. You acknowledge that the Fee is based upon the assumptions and exclusions set out in this Agreement.
14. You will use reasonable endeavours to comply with a request to carry out any Additional Services and, on acceptance of an instruction to carry out any Additional Service we will submit a revised Proposal including any additional fees, for approval.
15. We retain the right to revise the conditions of our appointment (including the fee) due to changing circumstances resulting from unforeseen factors or matters beyond our control at the date of appointment, including changes to the scope of services requested or changes to the design proposals following prior approval by you.

EXCLUSIONS

16. Unless otherwise expressly stated within the Proposal, no allowance has been made for:
 - a. preparation of material for, attendance at meetings, or time spent liaising with, any third party consultants;
 - b. pre-design work arising from consultation with third parties prior to submission of planning applications;
 - c. preparation of material or attendance at meetings for marketing purposes;
 - d. preparation, review or submission of, tender/tender materials, applications for planning permission and associated fees;
 - e. co-ordination or management of other members of the Project team;
 - f. any services required as a result of value engineering;
 - g. work in relation to an Ecotransition Code for Sustainable Homes and/or BREELAM assessment;
 - h. preparation, review or submission of an Environmental Statement;
 - i. preparation of Temporary works or treatment Drawings, As Built/Record Drawings, Maintenance and Management Plans;
 - j. input into and review of operation and maintenance manuals;
 - k. co-ordination of below ground service covers with paving design;
 - l. production of physical and computer models;
 - m. liaison with artists and input/consultation of public art strategy;
 - n. the detailed technical design in respect of above and below ground drainage, earth modelling and structural design including, foot slabs, sub-bases, footings, foundations, road and paths retaining elements, walls and fences and foundation design;
 - o. providing setting out information relating to highways or buildings;
 - p. the detailed technical design of all external lighting and associated mechanical and electrical systems; water features irrigation systems; water proofing and related engineering works;
 - q. providing advice or services in connection with the presence/risk of contamination/pollution by harmful substances and/or notifiable flora and fauna under the Wildlife and Countryside Act 1981;
 - r. performing site inspection, monitoring or checking duties;
 - s. the detailed design of, and/or for inspecting/supervising work carried out on, sports pitches and play equipment;
 - t. providing and checking bills of materials or cost estimates in relation to our design;
 - u. assuming GDM Co-ordinator responsibilities; and/or
 - v. topographical survey and detailed technical architectural suggestions.

CONSULTANTS / THIRD PARTY INFORMATION

17. Consultants may be appointed by either party subject to acceptance by each party.

18. We will not sub-contract any part of the commission without your consent and formal agreement on the division of responsibility.
19. We will not be held liable for the work of other Consultant's appointed under clause 16.
20. We will not be held liable for the execution and performance of work undertaken by a specialist contractor, sub-contractor or supplier employed by the Client.
21. When supplied with digital information (including survey drawings) on which we are to base our work, we assume that all permissions have been sought by you and granted by the originator for us to use the information, prior to receiving it. Unless specified otherwise within the Proposal, such information should be provided in Auto-CAD format or in such other format which we reasonably request.
22. The Fee is based on us receiving accurate and useable base plan information to work on from other consultants. The Fee does not include for time cleaning up and formatting base plans for use, before we can commence work. In these instances we will use reasonable endeavours to either return the base plan to the supplier to have it properly formatted, or charge an additional fee (on a time spent basis) to format it ourselves. We will advise you in writing should this situation arise.
23. You (or others on your behalf) will provide us (at your best) with the following information if reasonably requested:
 - a. Existing site information/plans including a detailed site topographical survey(s), detailing:
 - i. the location, layout and levels, of all existing buildings/structures and areas of hard standings
 - b. the location of underground services
 - b. Land ownership details;
 - c. Tree survey(s) and method statements (including works in root protection zones);
 - d. Site investigation: Contamination, Archaeological, Soil Analysis, Water and drainage survey(s)/report(s);
 - e. Historic ecological survey(s);
 - f. Ecotall report(s); and
 - g. Proposed site information/plans including a detailed layout showing:
 - i. the location, layout and levels, of all proposed buildings/structures and areas of hard standings,
 - ii. the location of proposed underground services

NOVATION

24. We shall not be obliged to enter into a novation agreement in relation to the provision of the Services unless we have specifically agreed to do so in the Proposal. Any novation agreement which we may at our sole discretion agree to provide shall be in a form acceptable to us and shall be subject to payment of a reasonable fee.

COPYRIGHT / CONFIDENTIALITY

25. The following clause is considered on to apply once all fees due have been submitted or paid.
The copyright in all plans, drawings, specifications, calculations, schedules, reports, software (whether or not computer generated) and other work prepared by or on behalf of the Consultant in relation to the Project and all amendments and additions to the same whether now or hereafter at any time in existence and any work, design or invention of the Consultant incorporated or inferred to in them (together referred to as "Copyright Material") shall remain vested in the Consultant.
The Consultant hereby grants to the Client and the Beneficiary an royalty-free nonexclusive licence to use in perpetuity and reproduce any Copyright Material for all purposes relating to the Project including, without limitation, the construction, completion, reconstruction, modification, extension, alteration, refurbishment, repair, maintenance, letting, promotion, advertisement or use of the Project, but such licence shall not include a licence to reproduce the design contained in any Copyright Material for any extension of the Project.
The Consultant shall not be liable for the consequences of any use by the Beneficiary or any other party of any Copyright Material for any purpose other than that for which it was prepared or provided.
26. Each party agrees to keep confidential any confidential information disclosed to it by the other in the course of providing the Services (save for information which may be (i) disclosed to a party's professional advisers, (ii) in the public domain or (iii) required by law to be disclosed).

FEE & APPLICATIONS FOR PAYMENTS

27. You shall pay us the fees and expenses detailed in the Proposal (Fee) in accordance with the provisions set out below:
 - a. The Fee shall be exclusive of VAT, unless otherwise stated;
 - b. Invoices shall be submitted in line with the payment schedule as detailed in the Proposal;
 - c. The date on which an invoice is submitted by us pursuant to 25 b shall be the Due Date;
 - d. Not more than 5 days after Due Date, you shall issue us with a Payment Notice, setting out the sum considered by you, together with the basis of the calculation of these sums, to be due to us and this sum shall be the Notified Sum;
 - e. If you fail to issue a Payment Notice within the period specified in 25 d above, we may issue you will a Default Payment Notice and this sum shall be deemed the Notified Sum (in Default);
 - f. The Final Date for Payment of the Notified Sum shall be 30 days from the Due Date unless a Pay Less Notice, containing the amount to be deducted together with the basis on which that calculation is made, is issued by you at least 10 days prior to the Final Date for Payment;
 - g. If you issue a Pay Less Notice relating to part of the Notified Sum or Notified Sum (in Default), you must pay any remaining sum by the Final Date for Payment;
 - h. Where we have issued a Default Payment Notice pursuant to clause 25 c, the Final Date for Payment of the Notified Sum (in Default) shall be extended from the date established under clause 25 f by the number of days that elapsed between the final date by which you should have issued a Payment Notice and the date on which we issued a Default Payment Notice;
 - i. Our fees and expenses incurred in relation to variations/changes or additional services (clause 14) shall be paid, in accordance with the payment schedule as detailed in the Proposal.

- g. Invoices remaining unpaid after the Final Date for Payment shall bear interest at the applicable statutory rate of 8% above the Bank of England base rate from the date the debt becomes overdue, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
- h. In the event of non-payment by you of any amount due and payable under this Agreement 7 (seven) calendar days after written reminder from us or 7 days after the Final Date for Payment, we may forthwith terminate this Agreement (or at our option, the appointment under it only) or suspend the provision of the Services, in which case clause 28 will apply.
- i. VAT tax reconciliation invoice will be issued on receipt of payment.
- j. When paying by electronic transfer (BACS) please ensure we receive a remittance advice.
- 28. We will assume, unless advised otherwise, that our invoice(s) will be made out to the person/company who has signed the Memorandum of Appointment.
- 29. Any hourly rates quoted within the Proposal are subject to periodic review. We reserve the right to amend these rates subject to providing 14 days notice of our intention to do so.

SUSPENSION / TERMINATION

- 30. We shall be entitled to suspend performance of the Services, in whole or in part, in the event that you fail to make payment in accordance with clause 22c.
- 31. We shall have no liability for any failure to provide the Services in accordance with this Agreement (including the Programme) as a result of any delay or default by you or a third party.
- 32. We shall give notice in writing to you of any situation arising from force majeure which makes it impractical to carry out any of the Services and agree with you a suitable course of action.
- 33. If the Programme is delayed by more than 3 months, either party will have the right to suspend their performance of the Services or their obligations under this Agreement by providing not less than 7 days written notice to this effect on the other party.
- 34. Following the notice in accordance with clause 27, if no additional instruction to proceed has been received within 3 months this Agreement shall be treated as terminated.
- 35. In the event of the failure by either party to comply with any material obligations under this Agreement, the non-breaching party may upon not less than 21 days notice in writing to the breaching party terminate the Appointment and/or this Agreement.
- 36. Any termination of the Appointment and/or this Agreement shall not prejudice or affect the accrued rights or claims of either party to this Agreement.
- 37. Upon termination of this Agreement (or the appointment under it only) or the suspension of the provision of the Services, you will pay our fees and other costs and expenses accrued in providing the Services up until the date of termination or suspension, plus any reasonable termination charges which shall include, without limitation, costs of personnel or equipment, rescheduling or reassignment, interest, costs of collection and reasonable legal fees and all other costs related to the termination or suspension.
- 38. The parties' right to bring a claim for unpaid fees, loss, damage or any other claim arising out of or in connection with this Agreement shall not be diminished by termination or suspension pursuant to clauses 26 and 30.

DISPUTES

- 39. Any dispute or difference arising out of this Agreement may be referred to adjudication by a person to be agreed upon between us or, failing agreement, a person nominated by the President for the time being of the Landscape Institute upon application by either party.

LIABILITY

- 40. Notwithstanding any other provision in this Agreement, our total liability under or in connection with this Agreement (and any other agreements entered into pursuant to it or in connection with it, other than for death, personal injury or fraud), whether in contract, tort, breach of statutory duty or otherwise shall not exceed the aggregate sum of £1m.
- 41. Subject to any other limitation herein but notwithstanding anything to the contrary contained in this Agreement, such liability of the Consultant for any claim or claims shall be further limited to such sum as it would be just and equitable for the Consultant to pay having regard to the extent of his responsibility for the loss or damage suffered as a result of the occurrence or series of occurrences in question.
- 42. Any and all claims against us under or in connection with this Agreement must be made before the expiry of the 5 year period immediately following substantial completion of the Services or such shorter period as may be prescribed by law.
- 43. Without prejudice to any other exclusion or limitation of liability, damages, loss, expense or costs, our liability for any claim or claims under this Agreement shall be further limited to such sum as it would be just and equitable for us to pay having regard to the extent of our responsibility for the loss or damage giving rise to such claim or claims.
- 44. Unless expressly stated to the contrary no provision of this Agreement is intended to or creates any right or benefit enforceable against the parties to the Agreement under the Contracts (Rights of Third Parties) Act 1999 or otherwise.
- 45. The Client's entire rights and benefits under this Agreement may only be assigned with the consent of the Consultant and on two occasions only (references to the Client include its permitted assignees).
- 46. We will have no liability for any unforeseen foot impact, tree removal, settlement or heave as a result of the provision of the Services.

COLLATERAL WARRANTIES

- 47. Unless we have specifically agreed to provide collateral warranties to third parties in connection with this Project in the Proposal, we will not be under any obligation to do so. Any collateral warranties which we may at our sole discretion agree to provide shall be in a form acceptable to us, in circumstances approved by us and shall be subject to payment of a reasonable fee.
- 48. Any collateral warranty that we provide for the benefit of a Purchaser or Tenant will be limited to the First Purchaser and/or the First Tenant and the form any warranty will be subject to prior agreement.

ECOLOGY DATA

- 49 For any Ecology related services we provide, it is the policy of Lloyd Bore Ltd to submit any records resulting from survey work to the appropriate County Biological Records Centre, unless specifically requested by the Client not to do so.

SITE SAFETY

- 50 We will assume, unless advised otherwise, that there are no exceptional health & safety issues requiring specific appropriate precautions, such as presence of asbestos, ground contamination requiring specific protective measures, structures which are not safe to enter, unprotected sides, wall openings, and floor holes and similar. Our fee proposal does not include for the cost of provisions necessary to address specific appropriate precautions and we shall incur no liability for any loss, damage or otherwise arising out of or in connection with any health and safety issues of which we were not expressly made aware.
51. You are required to provide us with all health and safety information relating to the site to prior to the commencement of the Services and also, as soon as practicable after receipt of any new information related to health and safety issues. We shall have regard for health and safety issues that arise however we shall incur no liability for any loss or damage arising out of or in connection with any issues that may arise except where such loss or damage arises out of any act or omission to comply with an absolute statutory duty.

CDM REGULATIONS 2007

- 52 Design services provided to you under the terms of our appointment will be subject to compliance with the CDM Regs. 2007.
- 53 We are required to make you aware that you will have duties as the 'Client' in regard to the regulations. Details of your duties can be obtained from the HSE (Health and Safety Executive) and from the CDM Regulations 2007.
- 54 If your Project is notifiable under the regulations you will be required to appoint and advise us of the CDM Coordinator for the Project before design work progresses beyond feasibility.

PLANNING PERMISSION

55. Please note that we shall exercise reasonable skill and care to address successfully the relevant Landscape/Ecology Conditions attached to a planning permission however no liability is accepted for, the decision to approve or reject a scheme, which resides with the local planning authority.

Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 10 November 2016 12:12
To: Dave.Shore@shepway.gov.uk
Subject: Prince's Parade - Fee proposal - Toolbox Talk and supervision
Attachments: 3609_FP_005-Fee Proposal_Eco.pdf

REFERENCE EML-OUT/3609/FN/20161110-115912-374

Dave,

Please find attached our fee proposal for the Toolbox Talk and supervision work.
As per the fee proposal, I have budgeted for three full days of supervision but anticipate that we can make do with significantly less than this.

Kind regards,

Samuel Durham BSc (Hons) ACIEEM
Senior Ecologist



Lloyd Bore Ltd.
33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340
59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363
www.lloydbore.co.uk | E: samuel.durham@lloydbore.co.uk | M: 07471 036 663

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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 10 November 2016 13:51
To: 'Samuel Durham'
Subject: RE: Prince's Parade - Fee proposal - Toolbox Talk and supervision

Samuel

Thanks for fee proposal. I will raise a purchase order and get back to you on the timing.

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

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From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 10 November 2016 13:52
To: Dave.Shore@shepway.gov.uk
Subject: RE: Prince's Parade - Fee proposal - Toolbox Talk and supervision
Attachments: ~WRD000.jpg; image003.jpg; image004.jpg

REFERENCE EML-OUT/3609/FN/20161110-135121-158

Great. Thanks Dave.

Kind regards,

Samuel Durham BSc (Hons) ACIEEM
Senior Ecologist



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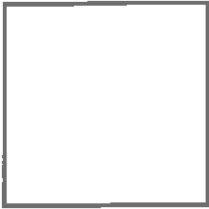
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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 10 November 2016 16:04
To: Pinkham, Laura; 'Samuel Durham'; Smith, Sarah; Mike Guntripp - J C White
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

Hi

I suggest we go for w/c 28th November. This works better from a communications perspective and also for JC White.

Laura – Are you able to provide a timetable for the clearance works around which the other consultants can work?

Thanks

Dave

David Shore

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t: 01303 853459

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From: Pinkham, Laura
Sent: 10 November 2016 10:50
To: Shore, Dave; 'Samuel Durham'
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

Hi Dave

I can go week commencing 21st or 28th if that suits? I am conscious that we need to do some sort of comms prior to the work starting so the public are aware of what is happening on site – Sarah can you advise the likely timescale for that?

I will have at least 4 staff with brush cutters, small mowers and a small tractor and aim to complete the work within a week

Laura

Laura Pinkham
Grounds Maintenance Manager

Telephone: 01303 853681
Shepway District Council
Castle Hill Avenue
Folkestone
Kent CT20 2QY
Email: laura.pinkham@shepway.gov.uk
Website: www.shepway.gov.uk
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From: Shore, Dave
Sent: 09 November 2016 14:19
To: Pinkham, Laura; 'Samuel Durham'
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Wignall, Peter

From: Pinkham, Laura [Laura.Pinkham@shepway.gov.uk]
Sent: 11 November 2016 09:45
To: Shore, Dave; 'Samuel Durham'; Smith, Sarah; Mike Guntripp - J C White
Cc: Jarrett, Andy; Smith, Sarah; Mike Guntripp - J C White
Subject: RE: Princes Parade Site Clearance Works

Hi Dave

The 28th works for me – we will start on the Monday morning at the ARC site and work our way down towards the Imperial.

The staff can be on site in the car park for 8am on the Monday for a tool box talk from the ecologist if that suits? It is difficult to say exactly how long the work may take as it depends on ground conditions and which machinery we can use.

It may be a good idea for someone from JC Whites to also be on site so the guys are clear on exactly what needs doing

Do you want me to input into the comms message at all?

Many thanks

Laura

Laura Pinkham
Grounds Maintenance Manager

Telephone: 01303 853681
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Castle Hill Avenue
Folkestone
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Email: laura.pinkham@shepway.gov.uk
Website: www.shepway.gov.uk
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Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 11 November 2016 11:15
To: Dave.Shore@shepway.gov.uk
Cc: andy.jarrett@shepway.gov.uk; sue.rowlands@tibbon.co.uk; matt.shillito@tibbon.co.uk; claire.perrott@tibbon.co.uk; firbank@callnetuk.com; martin@mjmckay.wanadoo.co.uk; mgowdridge@gt3architects.com; ctlsiasiotl@gt3architects.com; sdunstan@gt3architects.com
Subject: Princes Parade, Hythe: Prelim Baseline Visual Assessment (for comment)..
Attachments: 3609_RP_007-Preliminary Baseline Visual Assessment.pdf; 3609_RF_501-LVIA Appendix 1 - Baseline Studies.pdf; 3609_RF_502-LVIA Appendix 2 - Views REV A.PDF

REFERENCE EML-OUT/3609/DI/20161111-105346-257

Dear David,

Further to recent correspondence, please find attached our Preliminary Baseline Visual Assessment, with supporting maps.

Please could I ask for these to be passed to your relevant colleagues in order to provide us with confirmation that the proposed LVIA Assessment Views are acceptable?

Secondly, these documents are provided to Martin for his discussions with Heritage England.

Provided the three 'Heritage England' Views are agreed, please could I request that we have a quick conversation early next week re. access?

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Finally, I will call both Architects in shortly to discuss the amount of detail that they intend to provide in relation to us producing the CGI Wireline Views.

By copy to the team, I would be grateful for any further comments.

I will upload these docs shortly to Box.com.

Many thanks,

Paul

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



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33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 484 340

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Wignall, Peter

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Sent: 11 November 2016 12:35
To: 'Paul Whatley'
Subject: RE: Princes Parade, Hythe: Prelim Baseline Visual Assessment (for comment)...

Importance: High

Paul

Thanks – I presume it is the views of the relevant planning officers that will be determining the planning application that you would like me to seek?

Dave

David Shore

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m: 07976 958486

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Sent: 11 November 2016 12:45
To: Dave.Shore@shepway.gov.uk
Subject: Princes Parade, Hythe: Prelim Baseline Visual Assessment...

REFERENCE EML-OUT/3609/20161111-124215-472

Yes please David.

It states in GLVIA3 that, where applicable It is helpful for assessment views to be agreed with the LPA in advance of carrying out the assessment.

This will also save time later, so that we can crack on asap and get the baseline photography done.

It is important for the officer(s) to consider the emphasis on 'representative' views towards the site, rather than gathering a number of views from where the proposed development would be visible.

Are you available this afternoon for a quick chat?

Thank you,

Paul

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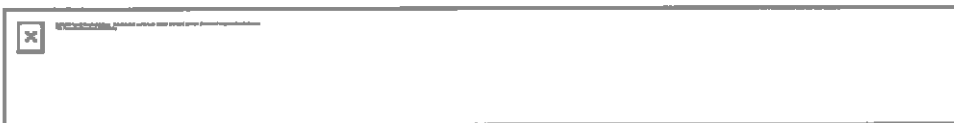
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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 11 November 2016 13:07
To: 'Paul Whatley'
Subject: RE: Princes Parade, Hythe: Prelim Baseline Visual Assessment...

Paul

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Dave

David Shore

Strategic Development Projects Manager

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It states in GLVIA3 that, where applicable It is helpful for assessment views to be agreed with the LPA in advance of carrying out the assessment.

This will also save time later, so that we can crack on asap and get the baseline photography done.

It is important for the officer(s) to consider the emphasis on 'representative' views towards the site, rather than gathering a number of views from where the proposed development would be visible.

Are you available this afternoon for a quick chat?

Thank you,

Paul

Paul Whatley BA (Hons) CMLI

Associate Director / Landscape Architect



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

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From: Dave.Shore@shepway.gov.uk [<mailto:Dave.Shore@shepway.gov.uk>]

Sent: 11 November 2016 12:35

To: Paul Whatley <paul.whatley@lloydbore.co.uk>

Subject: RE: Princes Parade, Hythe: Prelim Baseline Visual Assessment (for comment)...

Importance: High

Paul

Thanks – I presume it is the views of the relevant planning officers that will be determining the planning application that you would like me to seek?

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

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From: Paul Whatley [<mailto:paul.whatley@lloydbore.co.uk>]

Sent: 11 November 2016 11:15

To: Shore, Dave

Cc: Jarrett, Andy; sue.rowlands@tibbalds.co.uk; matt.shillito@tibbalds.co.uk; claire.perrott@tibbalds.co.uk; firbank@callnetuk.com; martin@mjmckay.wanadoo.co.uk; mgowdridge@gt3architects.com; ctslasloti@gt3architects.com; sdunstan@gt3architects.com

Subject: Princes Parade, Hythe: Prelim Baseline Visual Assessment (for comment)...

REFERENCE EML-OUT/3609/DI/20161111-105346-257

Dear David,

Further to recent correspondence, please find attached our Preliminary Baseline Visual Assessment, with supporting maps.

Please could I ask for these to be passed to your relevant colleagues in order to provide us with confirmation that the proposed LVIA Assessment Views are acceptable?

Secondly, these documents are provided to Martin for his discussions with Heritage England.

Provided the three 'Heritage England' Views are agreed, please could I request that we have a quick conversation early next week re. access?

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Finally, I will call both Architects in shortly to discuss the amount of detail that they intend to provide in relation to us producing the CGI Wireline Views.

By copy to the team, I would be grateful for any further comments.

I will upload these docs shortly to Box.com.

Many thanks,

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Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 11 November 2016 13:21
To: Dave.Shore@shepway.gov.uk
Subject: RE: Princes Parade, Hythe: Prelim Baseline Visual Assessment...

REFERENCE EML-OUT/3609/20161111-132021-583

Great, thank you Dave

I will call at 2.30pm

Paul

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



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From: Dave.Shore@shepway.gov.uk [mailto:Dave.Shore@shepway.gov.uk]
Sent: 11 November 2016 13:07
To: Paul Whatley <paul.whatley@lloydbore.co.uk>
Subject: RE: Princes Parade, Hythe: Prelim Baseline Visual Assessment...

Paul

Thanks -- I will seek the views of the LPA. 2.30pm would be a good time to speak. Is that OK for you?

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

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From: Paul Whatley [<mailto:paul.whatley@lloydbore.co.uk>]

Sent: 11 November 2016 12:45

To: Shore, Dave

Subject: Princes Parade, Hythe: Prelim Baseline Visual Assessment...

REFERENCE EML-OUT/3609/20161111-124215-472

Yes please David.

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SCHEDULE OF SERVICES AND FEES

Landscape Architecture Services

Shepway District Council

Land at Princes Parade, Hythe

Ref. No. 3609_FP_004A

8 July 2016

Originator: Julian Bore

Revisions:

8 August 2016: inclusion of additional fees for verified wireframe CGIs

**LLOYD BORE LTD
33 ST GEORGE'S PLACE
CANTERBURY
KENT, CT1 1UT**

Tel: 01227 464340

Fax: 01227 464341

mail@lloyd bore.co.uk

www.lloyd bore.co.uk

1. PROJECT NAME: LANDSCAPE ARCHITECTURE SERVICES - LAND AT PRINCES PARADE, HYTHE

1.1 This document represents our scope of services, methodology and fee proposal for Landscape Architecture (assessment) consultancy services in relation to the above project.

1.2 Our services are provided in accordance with the terms and conditions set out in this document and its attachments.

2. SCOPE OF SERVICES

2.1 We understand the scope of works to be to undertake a Landscape and Visual Impact Assessment (LVIA) to inform a planning application for the above project, and to form the landscape chapter within the Environmental Statement. The work will be undertaken in accordance with the GLVIA guidelines (3rd Edition 2013) published by the Landscape Institute and IEMA, and guidance on Landscape Character Assessment produced by the Countryside Agency (now Natural England) and Scottish Natural Heritage (2002). Viewpoint photography will be prepared in accordance with the Landscape Institute's Advice Note 01/11 'Photography and photomontage in landscape and visual impact assessment (2011).'

2.2 The detailed scope of services included in this fee proposal is set out below.

Baseline Assessment

Scope of Work

2.3 We will undertake a baseline assessment of the site including, where relevant:

- Ordnance Survey (OS) base maps.
- Planning policy and conservation designations from the Local Plan, Local Development Framework, Supplementary Planning Guidance and other sources, as applicable.
- Tree Preservation Order (TPO) information.
- Existing Landscape Character Assessments.

2.4 We will carry out a site visit and undertake field survey work to support our desktop studies and identify key views and visual receptors (defined as the people who will experience these views).

2.5 We will prepare a selection of viewpoint locations for discussion and agreement with you.

2.6 The baseline assessment will include the following illustrative material:

- Location plan and study area extents.
- Landscape / townscape planning designations.
- Topography.
- Built form / urban grain.
- Key vegetation and landscape features.
- Published landscape character areas. Please note that the site in question is covered only by the national and Kent-wide character area studies, and that there is currently no district-wide Shepway Landscape Character Assessment. It will therefore be necessary for a brief project-specific landscape character appraisal to be undertaken in order to complete the baseline work (see below).
- Photographic viewpoints plan.
- Illustrative photos and assessment views.

Outputs

- 1no. baseline assessment report (A4) with supporting plans and photographs (A4 / A3 as appropriate).

Project-specific Landscape Character Appraisal

Scope of Work

2.7 We will undertake a project specific landscape character area appraisal, utilising the information collected as part of the baseline assessment. This will identify individual landscape character areas within the study area,

and establish baseline conditions against which further assessment can be undertaken as part of the LVIA process.

- 2.8 The landscape character appraisal will include an assessment of the value, condition and sensitivity of the identified character areas and will involve field work to support our findings.

Outputs

- 1 no. Landscape character appraisal plan (A3) supported by written character area descriptions and assessments of value, condition and sensitivity for each identified character area for inclusion within the final LVIA report. This would be accompanied by supporting photographs and mapping as appropriate.

Landscape and Visual Impact Assessment

Scope of Work

- 2.9 We will undertake a landscape and visual impact assessment (LVIA), to determine the magnitude and significance of identified impacts upon landscape character and visual receptors.
- 2.10 To complete this element of work we will need to have sufficient architectural / engineering design available to us in order to make a proper assessment. In this regard we will maintain close liaison with the architecture and masterplanning team, and the heritage consultant.
- 2.11 Our work will include production of verified wireframe CGIs to inform the assessment process. These will be based on the project architect's finalised 3D digital model to be supplied to us. This model must be provided to world co-ordinates and/or include a minimum of two alignment points with their corresponding northing, easting and elevation to world co-ordinates.
- 2.12 We will undertake all necessary specialist photography. For the CGIs to be verified the viewpoint origins will need to be surveyed by the project topographical surveyor, who will need to digitally survey each camera location and relate these levels back to site levels, and survey existing 'reference' features to allow for accurate positioning of the rendered CGI's into the original photos.
- 2.13 We will produce a methodology document summarising the CGI process, to confirm that the images are verified.
- 2.14 The LVIA report will include the following, where appropriate:
- Project description. This will involve text and supporting drawings to describe as fully as possible the elements of the proposed development upon which our assessment will be based. This information is normally provided by the project architect, client or other members of the design team.
 - Review of landscape planning policy context.
 - Description of the assessment methodology.
 - Baseline assessment, including site-specific landscape appraisal (as described above).
 - Assessment of potential landscape and visual impacts.
 - Description of proposed mitigation
 - Summary of residual impacts.

Outputs

- 1 no. LVIA report (A4) with supporting plans and photographs (A4 / A3 as appropriate).

Production of landscape chapter for inclusion in an Environmental Statement

Scope of Work

- 2.15 As the project is screened as EIA development, we would produce a landscape chapter for inclusion within an Environmental Statement, based on the LVIA. This would include a non-technical summary. The full Statement would be compiled and co-ordinated by others.

Outputs

- ES landscape chapter and non-technical summary in Word format, supported by mapping and illustrative material as necessary, for inclusion within full ES.

Specialist Mapping

- 2.16 We assume that all necessary digital mapping will be made available to us by the client. If this is not the case we would purchase the required mapping and pass the cost onto the client as a disbursement. The cost of this is normally below £100 + VAT.

Zone of Visual Influence

- 2.17 We have included an optional additional service in our fee schedule for the production of a GIS based zone of visual influence diagram (ZVI). Please note that in our experience this methodology can give an exaggerated impression of the extent of visual influence, as it does not take into consideration the effect of existing development and vegetation. If this exercise is not required, it can be omitted from the scope of works. In order to produce an accurate ZVI diagram we will require precise building heights to be provided to us.

Lighting Assessment

- 2.18 The preparation of computer generated lighting models is excluded from the above. It is anticipated that any required supporting lighting model work would be prepared by a specialist visualisation consultant.

Built Heritage Issues

- 2.19 The assessment of built heritage would be undertaken by others. We would however, make reference to the landscape setting of any built heritage assets, such as the canal, in our LVIA report.

Arboriculture

- 2.20 Should you require an arboricultural survey to BS5837:2012, we could provide a fee quotation for this work.

Assessment of alternative sites and cumulative assessment.

- 2.21 We have not made allowance in our fee for the assessment of alternative sites.
- 2.22 As part of the EIA process we have included for assessment of cumulative (in combination) impacts of other planned developments.

3. SCHEDULE OF FEES

3.1 Our fee for the provision of the Services specified above shall be:

Ref. No.	Item	Fee (excl. VAT)
1	Baseline Assessment	£ 1,720.00
2	Project-specific Landscape Character Appraisal	£ 1,350.00
3	Optional: Production of ZVI diagram: £580 + VAT	
4	Photography for CGIs (assume 8 no. viewpoints @ £120)	£960.00
5	Rendering, alignment and composition for CGIs (assume 8 no. @ £450 / CGI).	£3,600.00
6	Production of methodology document	£900.00
7	LVIA Assessment and Chapter for inclusion in ES, including non-technical summary	£ 2,220.00
8	Attendance at meetings. Allow for 3 meetings with client / design team at SDC offices @ £280 + VAT/ meeting (including travel costs).	£840.00
Total		£ 11,590.00

Additional Fee Information

- 3.2 Invoices shall be submitted at monthly intervals/on completion of key work stages, or another period/date agreed in advance with the client. Fees quoted are exclusive of VAT which will be added to our invoices at the prevailing rate.
- 3.3 This fee quotation is valid for 8 weeks from the date of this Proposal, after which we reserve the right to amend our fee.
- 3.4 Our fee does not include for any services after the submission of a planning application.
- 3.5 Any design work produced for the planning application stage is not to be used for tendering or construction purposes.

Additional services

- 3.6 Any additional services requested by the client shall be charged on the basis of a lump sum, agreed in advance with the client. We would not undertake any work for which additional fees would be payable without the client's written agreement in advance.

Expenses and Disbursements

- 3.7 We have included in our fee for car mileage and/or public transport to undertake our landscape survey work for the LVIA, and for three meetings. Should additional site visits/inspections or meetings be requested by the client, mileage will be charged at a rate of 55p per mile (plus VAT), calculated from our office to the destination and return. Any public transport expenses would be passed on at cost.
- 3.8 Consistent with our environmental policy, all documents and reports will be issued via email as PDF files to save on paper and client expense. Paper copies (if required) will only be issued on client instruction and will be charged in line with our standard printing charges, details of which are available upon request.

Insurance

- 3.9 We shall maintain adequate levels of insurance cover for the period during which we are providing the services, save that in the case of the Professional Indemnity Insurance which we will maintain for a period of 6 years from practical completion of the services.
- 3.10 Details of our Professional Insurances are available on request.

Collateral Warranties, Novation Agreements, Letters of Reliance

- 3.11 Please note that the above fee does not allow for any costs associated with agreeing to or entering into any third party Collateral Warranties or Novation Agreements or providing Letters of Reliance, that may become required as part of the on-going development of this project.
- 3.12 Where we are requested to enter into such agreements, this will be at our sole discretion, and will be in accordance with clause 24, 47 and 48 of the Terms and Conditions which accompany this fee proposal.
- 3.13 All direct or indirect costs incurred by us in entering into such agreements, including the value of any time spent, would be passed on to the client and invoiced as an expense.

MEMORANDUM OF AGREEMENT

THIS SECTION IS TO BE COMPLETED BY THE OWNER/DIRECTOR/PARTNER OF THE COMPANY (OR INDIVIDUAL PERSON) AUTHORISED AND RESPONSIBLE FOR SETTLING ALL FEE INVOICES RAISED BY LLOYD BORE LTD. IN CONNECTION WITH THE PROJECT QUOTED FOR IN THIS AGREEMENT.

By signing and dating this I/we accept the fees quoted in the Schedule of Works (Ref: 3609_FP_004A) for Lloyd Bore Ltd. to undertake the specified work and agree to the terms listed below.

(Please complete, sign and return 1 copy of this agreement.)

This Agreement

Is made on the _____ day of _____ 20____

Between (Client)

Name: _____ Signature: _____

Position: _____

Company: _____

Address: _____

Telephone No: _____ Email: _____

And (The Consultant)

Company Name: **Lloyd Bore Ltd.**

Name: **Julian Bore** Signature: 

Position: **Managing Director**

NOW IT IS HEREBY AGREED

That upon the terms and conditions listed below, save as excepted or varied by the parties hereto in the Schedule of Services and Fees, hereinafter called the 'Schedule', and subject to any special conditions set out in the Schedule:

1. The Consultant will perform for the Client the services listed in the Schedule in respect of
Project: **Production of landscape and visual impact assessment**
At: **Princes Parade, Hythe, Kent**
2. The Client will pay the Consultant on demand for the services, fees and expenses indicated in the schedule.

BILLING INFORMATION:

Purchase Order No (if applicable): _____

Billing Address: _____

Contact Person: _____

Telephone No: _____ Email: _____

TERMS & CONDITIONS

GENERAL

1. Defined terms used in these terms and conditions shall have the same meanings ascribed to them in the proposal letter to which they are attached (Proposal). We means Lloyd Bore and You means the Client to whom the Proposal is addressed.
2. The Proposal and its attachments (including these terms and conditions) shall together form the Agreement made between us (this Agreement).
3. This Agreement sets out the entire agreement between us in relation to its subject matter.
4. In the event of a conflict between these terms and conditions and the Proposal, these terms and conditions shall prevail.
5. The Agreement shall commence on the date of the Proposal or the date of commencement of the Services, whichever is the earlier.
6. The application of these conditions shall be governed by the laws of England and Wales and the parties shall submit to the exclusive jurisdiction of the courts of England and Wales.
7. The Services shall include any Additional Services that are agreed in accordance with clause 14.

OBLIGATIONS

8. We will use reasonable skill, care and diligence, ordinarily exercised by qualified professionals of a similar size undertaking work under similar circumstances when performing the Services or Additional Services.
9. You are required to provide us with such information and make such decisions as are necessary for proper performance of the agreed Service.
10. Notwithstanding any contrary provision in this Agreement, the standard of care set out in clause 5 shall apply to the whole of the Services and we shall not be under any fitness for purpose obligation in relation to the Services.
11. Our obligation to maintain the insurances set out in the Proposal is subject to its availability at commercially reasonable rates and on commercially reasonable terms.
12. Nothing in this agreement shall be deemed to limit our right to bring a claim for contributory negligence or an indemnity against you or any third party.

VARIATIONS / MODIFICATIONS

13. The Fee is based on the programme, scope of work and information made available at time of tendering. You acknowledge that the Fee is based upon the assumptions and exclusions set out in this Agreement.
14. We will use reasonable endeavours to comply with a request to carry out any Additional Services and, on acceptance of an instruction to carry out any Additional Service we will submit a revised Proposal, including any additional fees, for approval.
15. We retain the right to revise the conditions of our appointment (including the fee) due to changing circumstances resulting from unforeseen factors or matters beyond our control at the date of appointment, including changes to the scope of services requested or changes to the design proposals following prior approval by you.

EXCLUSIONS

16. Unless otherwise expressly stated within the Proposal, no allowance has been made for:
 - a. preparation of material for, attendance at meetings, or time spent liaising with, any third party consultees;
 - b. re-design work arising from consultation with third parties prior to submission of planning applications;
 - c. preparation of material or attendance at meetings for marketing purposes;
 - d. preparation, review or submission of, tenders/tender materials, applications for planning permission and associated fees;
 - e. co-ordination or management of other members of the Project team;
 - f. any services required as a result of value engineering;
 - g. work in relation to an Ecohomes, Code for Sustainable Homes and/or BREEAM assessment;
 - h. preparation, review or submission of an Environmental Statement;
 - i. preparation of Temporary works or treatment Drawings, As Built/Record Drawings, Maintenance and Management Plans;
 - j. input into and review of operation and maintenance manuals;
 - k. co-ordination of below ground service covers with paving design;
 - l. production of physical and computer models;
 - m. liaison with artists and input/formulation of public art strategy;
 - n. the detailed technical design in respect of above and below ground drainage, earth modelling and structural design including: roof slabs, sub-bases, footings, haunchings, road and paths, retaining elements, walls and fixings and foundation design;
 - o. providing setting out information relating to highways or buildings;
 - p. the detailed technical design of all external lighting and associated mechanical and electrical systems, water features, irrigation systems, waterproofing and related engineering works;
 - q. providing advice or services in connection with the presence/absence of contamination/pollution by harmful substances and/or notifiable flora and fauna under the Wildlife and Countryside Act 1981;
 - r. performing site inspection, monitoring or checking duties;
 - s. the detailed design of, and/or for inspecting/supervising work carried out on, sports pitches and play equipment;
 - t. providing and checking bills of quantity or cost estimates in relation to our design;
 - u. assuming CDM Co-ordinator responsibilities; and/or
 - v. topographical survey and detailed structural arboricultural inspections.

CONSULTANTS / THIRD PARTY INFORMATION

17. Consultants may be appointed by either party subject to acceptance by each party.

18. We will not sub-contract any part of the commission without your consent and formal agreement on the division of responsibility.
19. We will not be held liable for the work of other Consultant's appointed under clause 17.
20. We will not be held liable for the execution and performance of work undertaken by a specialist contractor, sub-contractor or supplier employed by the Client.
21. When supplied with digital information (including survey drawings) on which we are to base our work, we assume that all permissions have been sought by you and granted by the originator for us to use the information, prior to receiving it. Unless specified otherwise within the Proposal, such information should be provided in Auto-CAD format or in such other format which we reasonably request.
22. The Fee is based on us receiving accurate and useable base plan information to work on from other consultants. The Fee does not include for time cleaning up and formatting base plans for use, before we can commence work. In these instances we will use reasonable endeavours to either return the base plan to the supplier to have it properly formatted, or charge an additional fee (on a time spent basis) to format it ourselves. We will advise you in writing should this situation arise.
23. You (or others on your behalf) will provide us (at your cost) with the following information if reasonably requested:
- Existing site information/plans including a detailed site topographical survey(s), detailing:
 - the location, layout and levels, of all existing buildings/structures and areas of hard standings;
 - the location of underground services;
 - Land ownership details;
 - Tree survey(s) and method statements (including works in root protection zones);
 - Site investigation, Contamination, Archaeological, Soil Analysis, Water and drainage survey(s)/report(s);
 - Historic ecological survey(s);
 - Footfall report(s), and;
 - Proposed site information/plans including a detailed layout showing:
 - the location, layout and levels, of all proposed buildings/structures and areas of hard standings;
 - the location of proposed underground services;

NOVATION

24. We shall not be obliged to enter into a novation agreement in relation to the provision of the Services unless we have specifically agreed to do so in the Proposal. Any novation agreement which we may at our sole discretion agree to provide, shall be in a form acceptable to us and shall be subject to payment of a reasonable fee.

COPYRIGHT / CONFIDENTIALITY

25. The following clause is considered on to apply once all fees due have been submitted or paid.
- The copyright in all plans, drawings, specifications, calculations, schedules, reports, software (whether or not computer generated) and other work prepared by or on behalf of the Consultant in relation to the Project and all amendments and additions to the same whether now or hereafter at any time in existence and any works, designs or inventions of the Consultant incorporated or referred to in them (together referred to as "Copyright Material") shall remain vested in the Consultant.*
- The Consultant hereby grants to the Client and the Beneficiary a royalty-free nonexclusive licence to use in perpetuity and reproduce any Copyright Material for all purposes relating to the Project including, without limitation, the construction, completion, reconstruction, modification, extension, alteration, refurbishment, repair, maintenance, letting, promotion, advertisement or use of the Project, but such licence shall not include a licence to reproduce the designs contained in any Copyright Material for any extension of the Project.*
- The Consultant shall not be liable for the consequences of any use by the Beneficiary or any other party of any Copyright Material for any purpose other than that for which it was prepared or provided.*
26. Each party agrees to keep confidential any confidential information disclosed to it by the other in the course of providing the Services (save for information which may be (i) disclosed to a party's professional advisers, (ii) in the public domain or (iii) required by law to be disclosed).

FEE & APPLICATIONS FOR PAYMENTS

27. You shall pay us the fees and expenses detailed in the Proposal (Fee) in accordance with the provisions set out below:
- The Fee shall be exclusive of VAT, unless otherwise stated.
 - Invoices shall be submitted in line with the payment schedule as detailed in the Proposal.
 - The date on which an invoice is submitted by us pursuant to 27.b shall be the Due Date.
 - Not more than 5 days after Due Date, you shall issue us with a Payment Notice, setting out the sum considered by you, together with the basis of the calculation of those sums, to be due to us and this sum shall be the Notified Sum.
 - If you fail to issue a Payment Notice within the period specified in 27.d above, we may issue you with a Default Payment Notice and this sum shall be deemed the Notified Sum (in Default).
 - The Final Date for Payment of the Notified Sum shall be 30 days from the Due Date unless a Pay Less Notice, containing the amount to be deducted together with the basis on which that calculation is made, is issued by you at least 10 days prior to the Final Date for Payment.
 - If you issue a Pay Less Notice relating to part of the Notified Sum or Notified Sums (in Default), you must pay any remaining sums by the Final Date for Payment.
 - Where we have issued a Default Payment Notice pursuant to clause 27.c, the Final Date for Payment of the Notified Sum (in Default) shall be extended from the date established under clause 27.f by the number of days that elapsed between the final date by which you should have issued a Payment Notice and the date on which we issued a Default Payment Notice.
 - Our fees and expenses incurred in relation to variations/changes or additional services (clause 14) shall be paid, in accordance with the payment schedule as detailed in the Proposal.

- j. Invoices remaining unpaid after the Final Date for Payment shall bear interest at the applicable statutory rate of 8% above the Bank of England base rate from the date the debt becomes overdue, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
 - k. In the event of non-payment by you of any amount due and payable under this Agreement 7 (seven) calendar days after written reminder from us or 7 days after the Final Date for Payment, we may forthwith terminate this Agreement (or at our option, the appointment under it only) or suspend the provision of the Services, in which case clause 31 will apply.
 - l. VAT tax reconciliation invoice will be issued on receipt of payment.
 - m. When paying by electronic transfer (BACS) please ensure we receive a remittance advice.
28. We will assume, unless advised otherwise, that our invoice(s) will be made out to the person/company who has signed the Memorandum of Appointment.
29. Any hourly rates quoted within the Proposal are subject to periodic review. We reserve the right to amend these rates subject to providing 14 days' notice of our intention to do so.

SUSPENSION / TERMINATION

30. We shall be entitled to suspend performance of the Services, in whole or in part, in the event that you fail to make payment in accordance with clause 27.
31. We shall have no liability for any failure to provide the Services in accordance with this Agreement (including the Programme) as a result of any delay or default by you or a third party.
32. We shall give notice in writing to you of any situation arising from force majeure which makes it impractical to carry out any of the Services and agree with you a suitable course of action.
33. If the Programme is delayed by more than 3 months, either party will have the right to suspend their performance of the Services or their obligations under this Agreement by providing not less than 7 days written notice to this effect on the other party.
34. Following the notice in accordance with clause 30, if no additional instruction to proceed has been received within 3 months this Agreement shall be treated as terminated.
35. In the event of the failure by either party to comply with any material obligations under this Agreement, the non-breaching party may upon not less than 21 days' notice in writing to the breaching party terminate the Appointment and/or this Agreement.
36. Any termination of the Appointment and/or this Agreement shall not prejudice or affect the accrued rights or claims of either party to this Agreement.
37. Upon termination of this Agreement (or, the appointment under it only) or the suspension of the provision of the Services, you will pay our fees and other costs and expenses accrued in providing the Services up until the date of termination or suspension, plus any reasonable termination charges which shall include, without limitation, costs of personnel or equipment, rescheduling or reassignment, interest, costs of collection and reasonable legal fees and all other costs related to the termination or suspension.
38. The parties' right to bring a claim for unpaid fees, loss, damage or any other claim arising out of or in connection with this Agreement shall not be diminished by termination or suspension pursuant to clauses 30 and 34.

DISPUTES

39. Any dispute or difference arising out of this Agreement may be referred to adjudication by a person to be agreed upon between us or, failing agreement, a person nominated by the President for the time being of the Landscape Institute upon application by either party.

LIABILITY

40. Notwithstanding any other provision in this Agreement, our total liability under or in connection with this Agreement (and any other agreements entered into pursuant to it or in connection with it, other than for death, personal injury or fraud), whether in contract, tort, breach of statutory duty or otherwise shall not exceed the aggregate sum of £1m.
41. Subject to any other limitation herein but notwithstanding anything to the contrary contained in this Agreement, such liability of the Consultant for any claim or claims shall be further limited to such sum as it would be just and equitable for the Consultant to pay having regards to the extent of his responsibility for the loss or damage suffered as a result of the occurrence or series of occurrences in question.
42. Any and all claims against us under or in connection with this Agreement must be made before the expiry of the 6 year period immediately following substantial completion of the Services or such shorter period as may be prescribed by law.
43. Without prejudice to any other exclusion or limitation of liability, damages, loss, expense or costs our liability for any claim or claims under this Agreement shall be further limited to such sum as it would be just and equitable for us to pay having regard to the extent of our responsibility for the loss or damage giving rise to such claim or claims.
44. Unless expressly stated to the contrary no provision of this Agreement is intended to or creates any right or benefit enforceable against the parties to the Agreement under the Contracts (Rights of Third Parties) Act 1999 or otherwise.
45. The Client's entire rights and benefits under this Agreement may only be assigned with the consent of the Consultant and on two occasions only (references to the Client include its permitted assignees).
46. We will have no liability for any unforeseen cost impact, tree removal, settlement or heave as a result of the provision of the Services.

COLLATERAL WARRANTIES

47. Unless we have specifically agreed to provide collateral warranties to third parties in connection with the Project in the Proposal, we will not be under any obligation to do so. Any collateral warranties which we may at our sole discretion agree to provide shall be in a form acceptable to us, to beneficiaries approved by us and shall be subject to payment of a reasonable fee.
48. Any collateral warranty that we provide for the benefit of a Purchaser or Tenant will be limited to the First Purchaser and/or the First Tenant and the form any warranty will be subject to prior agreement.

ECOLOGY DATA

49. For any Ecology related services we provide, it is the policy of Lloyd Bore Ltd to submit any records resulting from survey work to the appropriate County Biological Records Centre, unless specifically requested by the Client not to do so.

SITE SAFETY

50. We will assume, unless advised otherwise, that there are no exceptional health & safety issues requiring specific appropriate precautions, such as presence of asbestos, ground contamination requiring specific protective measures, structures which are not safe to enter, unprotected edges, wall openings, and floor holes and similar. Our fee proposal does not include for the cost of provisions necessary to address specific appropriate precautions and we shall incur no liability for any loss, damage or otherwise arising out of or in connection with any health and safety issues of which we were not expressly made aware.
51. You are required to provide us with all health and safety information relating to the site prior to the commencement of the Services and also, as soon as practicable after receipt of any new information related to health and safety issues. We shall have regard for health and safety issues that arise however we shall incur no liability for any loss or damage arising out of or in connection with any issues that may arise except where such loss or damage arises out of any act or omission to comply with an absolute statutory duty.

CDM REGULATIONS 2007

52. Design services provided to you under the terms of our appointment will be subject to compliance with the CDM Regulations 2007.
53. We are required to make you aware that you will have duties as the 'Client' in regard to the regulations. Details of your duties can be obtained from the HSE (Health and Safety Executive) and from the CDM Regulations 2007.
54. If your Project is notifiable under the regulations you will be required to appoint, and advise us of the, CDM Coordinator for the Project before design work progresses beyond feasibility.

PLANNING PERMISSION

55. Please note that we shall exercise reasonable skill and care to address successfully the relevant Landscape/Ecology Conditions attached to a planning permission however no liability is accepted for the decision to approve or reject a scheme, which resides with the local planning authority.

PURCHASE ORDER

Purchase Order No: SD00143

This order number must be quoted on all correspondence and invoices related to this order.

Purchase Order Date: 22/08/16

Page: 1 of 1

LLOYD BORE
30 ST GEORGES PLACE
CANTERBURY
KENT
CT1 1UT

Supplier Code: LL7515
pam.borcher@lloydbore.co.uk

PRINCES PARADE PLANNING PROJ
SHEPWAY DISTRICT COUNCIL
CIVIC CENTRE
CASTLE HILL AVENUE
FOLKESTONE
KENT CT20 2QY

SHEPWAY DISTRICT COUNCIL
CIVIC CENTRE
CASTLE HILL AVENUE
FOLKESTONE
CT20 2QY
Email: invoices@shepway.gov.uk

Folkestone

Hythe & Romney Marsh
Shepway District Council



www.shepway.gov.uk

Sam O'Rourke

samantha.o'rourke@shepway.gov.uk

Tel: 01303 853000

Princes Parade - Landscape and Visual Impact Assessment
(as detailed in Schedule of Services and Fees ref 3608_FP_004A. Terms and
Conditions as set out in Lloyd Bore Limited Memorandum of Agreement)

23/08/16

11590.00

Conditions of supply

The terms and conditions of supply that apply to this purchase order can be found on the council's website.
Please go to <http://www.shepway.gov.uk/your-council/council-information/payments-to-suppliers>

**Total Value
(Excl. VAT)**

11590.00

Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 11 November 2016 14:58
To: Dave.Shore@shepway.gov.uk
Cc: samantha.o'rourke@shepway.gov.uk; Pam Beckett
Subject: Prince's Parade, Hythe: Lloyd Bore Purchase Order Ref. SD00143...
Attachments: P O 3609 FP004A.PDF; 3609_FP_004A-fee proposal_land.pdf

REFERENCE EML-OUT/3609/FN/20161111-145412-239

Dear David,

Further to our recent telephone conversation and Purchase Order in respect of our Fee Proposal; 3609 / FP 004 Rev A;

We have noticed that the ZTV exercise was omitted from the Purchase Order, as it was noted as an 'optional item' and excluded from the overall Fee Total in error.

As discussed, I would be very grateful if you could amend the original Purchase Order to cover for this item of work (an additional £ 680.00+VAT).

In doing so I would like to assure you that we will always aim to minimise client costs to all projects where ever possible and hope that you will be able to overcome this anomaly in this way.

Thank you for your consideration,

Yours sincerely,

Paul Whatley

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



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33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 484 340
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From: Dave.Shore@shepway.gov.uk
Sent: 19/08/2016 10:45:54
To: julian.bore@lloydbore.co.uk
Cc: Andy.Jarrett@shepway.gov.uk
Subject: RE: RE: RE: LVIA for Prince's Parade, Hythe

Julian

Further to my previous e-mail please find attached a signed copy of the Memorandum of Understanding.

Regards

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

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From: Shore, Dave
Sent: 19 August 2016 09:05
To: 'Julian Bore'
Cc: Jarrett, Andy; 'Sue Rowlands'; matt.shillito@tibbon.co.uk
Subject: RE: RE: RE: LVIA for Prince's Parade, Hythe

Julian

Further to the submission of your proposal for a Landscape and Visual Impact Assessment for the Princes Parade planning application I can confirm that Council wishes to appoint Lloyd Bore to undertake this work. I have raised purchase order and will forward to you shortly a signed copy of the Memorandum of Agreement.

Regards

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

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From: Julian Bore [<mailto:julian.bore@lloydbore.co.uk>]

Sent: 09 August 2016 10:16

To: Dave.Shore@shepway.gov.uk

Subject: RE: RE: LVIA for Prince's Parade, Hythe

REFERENCE EML-OUT/3609/20160809-100000-928

Good morning Dave

Attached is our revised fee proposal 3609_FP_004A, which includes for production of verified wireframe CGIs. All other elements of the fee proposal remain unchanged.

You will see I have included a fee for the production of a CGI methodology document, to demonstrate compliance with guidance and industry standards. This can be omitted from the fee if not required.

Please contact me if you have any queries.

Kind regards

Julian

--

Julian Bore BA (Hons) M Phil CML

Managing Director



Lloyd Bore Ltd.

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59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

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From: Dave.Shore@shepway.gov.uk [<mailto:Dave.Shore@shepway.gov.uk>]

Sent: 04 August 2016 14:08

To: Julian Bore <julian.bore@lloydbore.co.uk>; Dave.Shore@shepway.gov.uk

Cc: Andy.Jarrett@shepway.gov.uk

Subject: RE: RE: LVIA for Prince's Parade, Hythe

Julian

Apologies for the delay in responding. We have received a number of quotations differs in scope. In order to make a direct comparison are you able provide an addition quote for the provision of verified 'wireframe' photomontage images?

Regards

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

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From: Julian Bore [<mailto:julian.bore@lloydbore.co.uk>]

Sent: 11 July 2016 13:33

To: Dave.Shore@shepway.gov.uk

Cc: Andy.Jarrett@shepway.gov.uk

Subject: RE: LVIA for Prince's Parade, Hythe

REFERENCE EML-OUT/3609/CI/20160711-125544-066

Dave

Further to your invitation to tender for the Princes Parade LVIA, I attach our fee proposal, scope of works, staff CVs and professional experience as requested.

We have extensive experience in undertaking LVIA work to inform Environmental Statements, for both public and private sectors. As a local practice (and having been involved in the Imperial Hotel scheme nearby) we would be very interested to be working at Princes Parade.

Please note we also offer services in landscape masterplanning, detailed landscape design and management and tree survey work to BS5837:2012.

In terms of tasks and programme, we would envisage the work would be produced within the following time periods:

- Production of baseline studies and project specific character appraisal: 12 July – 23 August 2016: 6 weeks
- Production of LVIA assessment: 24 August – 28 September 2016: 5 weeks
- Preparation of final Landscape Chapter for inclusion in ES: 29 September – 27 October: 4 weeks.

Please note that the assessment stage cannot be completed until a final scheme / layout is available for assessment.

Our hourly rates are as follows:

- Director: £95/hr + VAT (£700 /day)
- Head of Landscape: £85/hr + VAT (£620 /day)
- Principal Landscape Architect: £80/hr + VAT (£580 /day)
- Senior Landscape Architect: £70/hr + VAT (£500 /day)
- Landscape technician / assistant: £55/hr + VAT (£400 /day)

Please contact me if you have any queries in connection with this fee proposal.

Thank you for inviting us to quote for this interesting work.

Kind regards

Julian

Julian Bore BA (Hons) M Phil CML

Managing Director



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

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From: Dave.Shore@shepway.gov.uk

Sent: 04/07/2016 14:20:16

To: samuel.durham@lloydbore.co.uk

Cc: andrew.cox@lloydbore.co.uk; stuart.hubert@lloydbore.co.uk; david.smith@lloydbore.co.uk;

Andy.Jarrett@shepway.gov.uk

Subject: RE: LVIA for Prince's Parade, Hythe

Samuel

Further to your e-mail dated 14th June 2016 I would like to invite Lloyd Bore to submit a fee proposal for a Landscape and Visual Impact Assessment (LVIA) for the Princes Parade Development. Please find attached a project brief. I look forward to receiving your proposal. Please call me if you wish to discuss further.

Regards

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

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From: Samuel Durham [<mailto:samuel.durham@lloydbore.co.uk>]

Sent: 14 June 2016 12:47

To: Dave.Shore@shepway.gov.uk; Andy.Jarrett@shepway.gov.uk

Cc: Andrew Cox; Stuart Hubert; David Smith

Subject: LVIA for Prince's Parade, Hythe

REFERENCE EML-OUT/9999/20160614-123407-204

Dave / Andy,

I noted during our inception meeting that you are yet to appoint a consultant to produce an LVIA for the Prince's Parade site.

As you may already be aware, this is a service that Lloyd Bore offer and have an excellent reputation in delivering.

Please let me know if you would like us to provide a fee proposal for the LVIA.

I have copied in our Principal Landscape Architect, Stuart Hubert and our Head of Landscape, Andy Cox.

If you would like to discuss the LVIA requirements further, Stuart has said that he would be happy to advise.

It would be great to extend our scope of works on this project and with Shepway in general.

Kind regards,

--

Samuel Durham BSc (Hons) ACIEEM

Senior Ecologist



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59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

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Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 14 November 2016 12:05
To: martin
Cc: matt.shillito@tbbalds.co.uk; ctsiasloti@gt3architects.com; Dave.Shore@shepway.gov.uk
Subject: Princes Parade, Hythe: Heritage Views...
Attachments: DSCN0345.JPG; DSCN0562.JPG

REFERENCE EML-OUT/3609/Con/20161114-114334-197

Hi Martin,

Thanks for responding, please see below my comments in RED.

Best wishes,

Paul

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



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From: martin [mailto:martin@mjmckay.wanadoo.co.uk]
Sent: 12 November 2016 13:09
To: Paul Whatley <paul.whatley@lloydbore.co.uk>
Subject: RE: Princes Parade, Hythe: Heritage Views Confirmation...

Thanks Paul. Sorry to get back to you earlier in the week.

I've had a look at this and the mail you sent yesterday to Dave Shore.

Comments as follows:

HE viewpoints:

- 1) Top of redoubt- if this can be accessed then looking out to sea- otherwise as close by as possible. It strikes me that this viewpoint could replace your proposed Assessment

Viewpoint 4. Noted, thank you. We will take two separate photos, as one is specific to the LVIA and the other to Heritage Assets.

- 2) With regard to the Shorncliffe battery, HE have said *'There is a question as to what is visible between the RMC and the Shorncliffe battery. Historically these were designed to be inter-visible for gun fire but today I am not sure how far development has closed off the views. I suggest that the top of the battery will need to be visited and an assessment made.* From this there is obviously a degree of judgement to be used as to the precise location of the viewpoint. If the view is somewhat obscured then only an illustrative photo or photos need be taken. Thank you. We are happy to investigate this on site on your behalf, as part of our LVIA Photography work.
- 3) I believe that there may be an accessible balcony on the roof. Otherwise, from the highest viewpoint towards the site is fine. Thank you. I am awaiting final confirming from David Shore as to how he would like access to be arranged to this private property.

HE also mentioned approach experiences from the east thus: *The Royal Military Canal is approached along the coast road from Sandgate, past the huge Shorncliffe battery, and the basin comes into sight and a long view down the canal opens up. How will this experience change?* This will be covered in our LVIA within the context of landscape and views, using the illustrative photos and assessment views provided.

I believe that your views show that not much of this experience remains- but it would be useful to check this out on site. Please see above.

Other illustrative views suggested by HE

- 1) From the eastern most 'kink in the canal on north bank, looking west along the canal and across to the site. Please see attached illustrative photo for your use (DSCN0345).
- 2) From the canal bank (north or south) by the golf course looking east along the canal towards the site. Distance of the viewpoint to the west of the site was not specified by HE, but I would suggest a reasonable distance so that the site and the canal can be seen in context- i.e a200m or so to the west of the site. We have not taken a view from this precise location and do not intend to as part of our LVIA work, because there are other representative views which illustrate what can be seen from this location. Please could you confirm if this is a location that you require taken with a camera and tripod and a CGI? If this is not required it may need to be an illustrative photo taken by yourself for the purposes of the Heritage Assessment commentary. We have taken the attached from the footpath leading north / south across the golf course to the west of the site (DSCN0562), if it is any use?

Other points:

By just moving around a little bit views to the site from illustrative viewpoints 20, 24, and Assessment Viewpoints 6 and 7 could be improved (i.e more of the site could be seen). Noted, thanks. We will adjust this as required for the final LVIA Photos and HE1-HE3.

I agree with the selection Assessment Viewpoints (as compared to illustrative) but have not run this past HE. I am happy to send them off now (i.e ASAP) and will discuss this further with HE when I meet them on the 28th November. Thank you. We would emphasise again the use of Representative Views in our LVIA. These need to be clearly distinguished from the Specific Views that are required by HE.

Regards

Martin

From: Paul Whatley [<mailto:paul.whatley@lloydbore.co.uk>]
Sent: 08 November 2016 16:56
To: martin@mimckay.wanadoo.co.uk
Cc: Dave.Shore@shepway.gov.uk; firbank@callnetuk.com
Subject: Princes Parade, Hythe: Heritage Views Confirmation...

REFERENCE EML-OUT/3609/20161108-162310-437

Dear Martin,

Further to recent correspondence on Heritage Views, I enclose a copy of the document table at the DTM last week.

I am now in the process of finalising some text to support this, with the primary aim of:

1. Agreeing LVIA Viewpoints with Shepway D.C and;
2. Agreeing precise location and details of Views which are required by Heritage England.

I intend to add to the View Location Plan the locations of the following views, as indicated on your plan which I also attach for reference:

HE1: From on top of the redoubt (stone wall) at the basin looking south, directly out to sea.

HE2: From on top of Shornccliffe battery (which appears as a stone retaining wall alongside the sea road) towards the site. We understand that Heritage England have requested that the viewpoint be chosen that affords a view of the site beyond the recent buildings to its east (if one is available).

HE3: From the uppermost floor of Martello Tower No8. We understand that Heritage England previously requested a view from the roof, but we cannot do this due to Health and Safety Risks.

Firstly; I would be grateful if you could comment on the above please and confirm that I have the precise location, viewing direction and context correct?

Once we have this confirmed, I will approach David Shore in order to request his preferred method of our Photographer and Surveyor gaining authorised access to these locations to take photographs.

Secondly; Please could you confirm if these are the only Assessment Viewpoints that are required by Heritage England? You mentioned in a past telephone conversation that there may be others that have emerged in your correspondence with them.

Finally, I would like to confirm that it is our current intention to take Camera+Tripod+Surveyor views from all of the 7no. specified LVIA Assessment Viewpoint Origins and produce a wireline CGI for each of these.

We are also intending to take this kind of Photo and CGI from the 3no. Heritage Viewpoint Origins.

Please could you confirm if you require any additional Photos/CGIs for the purposes of your discussions with Heritage England or your assessment?

At this stage for example, we do not intend (and do not have fees agreed with Shepway) to take photos / produce CGIs from all of the positions marked with a red spot on your plan (A1-C3). That said, we do have a bank of photos from most of these locations taken with a standard 'point and shoot' camera, which we would be more than happy to share with you in due course via file download transfer (due to file size).

I hope this above is clear and helpful and I would be more than happy to discuss with you tomorrow.

If you are able to get back to me asap I would very much appreciate it, as I need to circulate this information to SBC and HE without delay.

I also attach a more detailed OS Plan, which may be useful for marking up in relation to the required views.

Many thanks,

Paul

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 464 340

59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

www.lloydbore.co.uk | E: paul.whatley@lloydbore.co.uk | M: 07471 036 660

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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 14 November 2016 15:50
To: Jarrett, Andy; 'Claire Perrott'; matt.shillito@tibbalds.co.uk; sue.rowlands@tibbalds.co.uk; martin@mjmckay.wanadoo.co.uk; 'Samuel Durham'; 'jonathan.rodger@mlm.uk.com'; 'Simon Malden-Brooks'; mgowdridge@gt3architects.com; ctsiasloti@gt3architects.com; 'Robert Glavin'; 'Jeff Sims'; Pip Clarkson; 'David Ellis'; 'Paul Whatley'; firbank@callnetuk.com
Cc: Smith, Sarah
Subject: Princes Parade Exhibition

When: 29 November 2016 11:00-17:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Seabrook Church Hall

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Outlook invite to the Princes Parade public consultation events. Please give me a call if you wish to discuss further.

Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 14 November 2016 15:52
To: Jarrett, Andy; Smith, Sarah; 'Claire Perrott'; matt.shillito@tibbon.co.uk; sue.rowlands@tibbon.co.uk; martin@mjmckay.wanadoo.co.uk; 'Samuel Durham'; 'Jonathan.rodger@mlm.uk.com'; 'Simon Malden-Brooks'; mgowdridge@gt3architects.com; ctsiasioti@gt3architects.com; 'Robert Glavin'; 'Jeff Sims'; Plp Clarkson; 'David Ellis'; 'Paul Whatley'; flrbank@calinetuk.com
Subject: Princes Parade Public Consultation

When: 30 November 2016 14:00-20:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Hythe Town Hall

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Outlook invite to the Princes Parade public consultation events. Please give me a call if you wish to discuss further.

Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 15 November 2016 09:14
To: Dave.Shore@shepway.gov.uk
Subject: Declined: Princes Parade Exhibition

David,

Thank you for the invitation to these exhibitions.

I will let those at Lloyd Bore know they are taking place, however unfortunately I am unable to attend.

Best wishes,

Paul Whatley

Wignall, Peter

From: Paul Whatley [paul.whatley@lloydbore.co.uk]
Sent: 15 November 2016 09:15
To: Dave.Shore@shepway.gov.uk
Subject: Declined: Princes Parade Public Consultation

Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 15 November 2016 12:00
To: 'Samuel Durham'; 'jonathan.rodger@mlm.uk.com'; 'Nathan Dellow'; 'Simon Maiden-Brooks'; martin
Cc: Smith, Sarah; 'Jeff Sims'; 'Pip Clarkson'
Subject: RE: Princes Parade Public Consultation

Hi

Following my e-mail below, grateful if you provide me with your 250 word summary by 10am tomorrow. Any problems, or if you want to discuss further, please give me a call.

Thanks

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

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From: Shore, Dave [<mailto:Dave.Shore@shepway.gov.uk>]
Sent: 08 November 2016 14:49
To: 'Samuel Durham'; 'jonathan.rodger@mlm.uk.com'; 'Robert Glavin'; 'Nathan Dellow'; 'Simon Maiden-Brooks'; martin
Cc: Jarrett, Andy; Smith, Sarah; Sue Rowlands; Matt Shillito; 'Claire Perrott'; 'Jeff Sims'; 'Pip Clarkson'
Subject: Princes Parade Public Consultation
Importance: High

As discussed at the recent Design Team Meeting the consultation events for the Princes Parade Planning application are scheduled to take place as follows :-

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- Contamination and ground conditions
- Flood Risk and Drainage
- Heritage

I would be grateful if you could prepare some text, of no more than 250 words, covering your subject area in terms of the following

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- Proposed mitigation strategy

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 15 November 2016 15:16
To: Dave.Shore@shepway.gov.uk
Subject: RE: Princes Parade Public Consultation

REFERENCE EML-OUT/3609/CIV/20161115-151551-862

Dave,

Will do this this evening.

Apologies for the delay.

Kind regards,

--

Samuel Durham BSc (Hons) ACIEEM

Senior Ecologist



Lloyd Bore Ltd.

33 St. George's Place, Canterbury, Kent CT1 1UT | T: 01227 484 340

59 Lambeth Walk, London, SE11 6DX | T: 02075 822 363

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Sent: 15 November 2016 12:00
To: Samuel Durham <samuel.durham@lloydbore.co.uk>; jonathan.rodger@mlm.uk.com; ndellow@merebrook.co.uk; simon.mb@herringtonconsulting.co.uk; martin@mjmckay.wanadoo.co.uk
Cc: Sarah.Smith@shepway.gov.uk; Jeff.Sims@edwardsharvey.com; Pip.Clarkson@edwardsharvey.com
Subject: RE: Princes Parade Public Consultation

Hi

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Thanks

Dave

David Shore

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From: Shore, Dave [<mailto:Dave.Shore@shepway.gov.uk>]

Sent: 08 November 2016 14:49

To: 'Samuel Durham'; 'Jonathan.rodger@mlm.uk.com'; 'Robert Glavin'; 'Nathan Dellow'; 'Simon Maiden-Brooks'; martin

Cc: Jarrett, Andy; Smith, Sarah; Sue Rowlands; Matt Shillito; 'Claire Perrott'; 'Jeff Sims'; 'Pip Clarkson'

Subject: Princes Parade Public Consultation

Importance: High

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- Key issues to address
- Proposed mitigation strategy

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We will also need yourself or a member of your team to be present at each of the two sessions. Grateful if you could confirm who will be attending. Please give me a call if you wish to discuss further.

Many thanks

Dave

David Shore

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t: 01303 853459

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Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 15 November 2016 15:39
To: Dave.Shore@shepway.gov.uk
Subject: Accepted: Princes Parade Exhibition

Wignall, Peter

From: Samuel Durham [samuel.durham@lloydbore.co.uk]
Sent: 16 November 2016 10:02
To: Dave.Shore@shepway.gov.uk
Cc: Paul Whatley; Julian Bore
Subject: ECOLOGY TEXT FOR: Princes Parade Public Consultation

REFERENCE EML-OUT/3609/CI/20161116-93623-369

Dave,

Please find below the ecology text for the exhibition display board (exactly 250 words):

Lloyd Bore were commissioned to conduct ecological surveys of the Prince's Parade site and adjacent canal section, and to provide advice to the design and planning teams - with the aim of minimising ecological impacts by design.

In 2015 a Preliminary Ecological Appraisal (PEA) was undertaken. This PEA was used identify requirements for additional ecological surveys. In 2016 surveys were undertaken for plants, Invertebrates, common toad, reptiles, breeding birds, badger, water vole, otter and bats.

The surveys established presence of common toad within the canal, and common lizard, slow worm and grass snake in the southern half of the proposed development site. Surveys revealed that bat activity was concentrated along the canal, with little bat foraging recorded over the proposed development site. Two disused badger setts were also recorded on the site. No evidence of water vole or otter was recorded on the canal. The southern grassland has some (limited) ecological importance for plants and invertebrates.

The key ecological issues to address are minimising light spill into the canal corridor - to avoid impacts upon bats by design, and translocating reptiles to a suitable off-site receptor habitat. The canal will also need to be protected from pollution during the construction and occupation phases.

The project ecologist is working closely with the designers, planners and lighting engineer to minimise illumination of the canal corridor. Lloyd Bore are also investigating options for offsite translocation of reptiles. Full detail of ecological avoidance, mitigation, compensation and enhancement will be submitted with the planning application.

Kind regards,

Samuel Durham BSc (Hons) ACIEEM

Senior Ecologist



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Cc: Sarah.Smith@shepway.gov.uk; Jeff.Sims@edwardsharvey.com; Pip.Clarkson@edwardsharvey.com
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David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

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Sent: 08 November 2016 14:49

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Cc: Jarrett, Andy; Smith, Sarah; Sue Rowlands; Matt Shillito; 'Claire Perrott'; 'Jeff Sims'; 'Pip Clarkson'

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Dave

David Shore

Strategic Development Projects Manager

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Wignall, Peter

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Sent: 16 November 2016 10:02
To: Dave.Shore@shepway.gov.uk
Cc: Paul Whatley; Julian Bore
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REFERENCE EML-OUT/3609/Clt/20161116-93623-369

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Cc: Sarah.Smith@shepway.gov.uk; Jeff.Sims@edwardsharvey.com; Pip.Clarkson@edwardsharvey.com
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David Shore

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Sent: 08 November 2016 14:49

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Cc: Jarrett, Andy; Smith, Sarah; Sue Rowlands; Matt Shillito; 'Claire Perrott'; 'Jeff Sims'; 'Pip Clarkson'

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Wignall, Peter

From: Shore, Dave [Dave.Shore@shepway.gov.uk]
Sent: 16 November 2016 10:25
To: Paul Whatley
Subject: RE: Prince's Parade, Hythe: Lloyd Bore Purchase Order Ref. SD00143...

Paul

I have spoken to our requisitions team and they have increased the value of the order by £680 to £12,270 to cover the optional Zone of Visual Influence work. Please invoice against the existing purchase order SD00143.

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

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From: Paul Whatley [mailto:paul.whatley@lloydbore.co.uk]
Sent: 11 November 2016 14:58
To: Dave.Shore@shepway.gov.uk
Cc: samantha.o'rourke@shepway.gov.uk; Pam Beckett
Subject: Prince's Parade, Hythe: Lloyd Bore Purchase Order Ref. SD00143...

REFERENCE EML-OUT/3609/FN/20161111-145412-239

Dear David,

Further to our recent telephone conversation and Purchase Order in respect of our Fee Proposal; 3609 / FP 004 Rev A;

We have noticed that the ZTV exercise was omitted from the Purchase Order, as it was noted as an 'optional item' and excluded from the overall Fee Total in error.

As discussed, I would be very grateful if you could amend the original Purchase Order to cover for this item of work (an additional £ 680.00+VAT).

In doing so I would like to assure you that we will always aim to minimise client costs to all projects where ever possible and hope that you will be able to overcome this anomaly in this way.

Thank you for your consideration,

Yours sincerely,

Paul Whatley

Paul Whatley BA (Hons) CMLI
Associate Director / Landscape Architect



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From: Dave.Shore@shepway.gov.uk
Sent: 19/08/2016 10:45:54
To: julian.bore@lloydbore.co.uk
Cc: Andy.Jarrett@shepway.gov.uk
Subject: RE: RE: RE: LVIA for Prince's Parade, Hythe

Julian

Further to my previous e-mail please find attached a signed copy of the Memorandum of Understanding.

Regards

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

Shepway District Council, Civic Centre,

Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

E: dave.shore@shepway.gov.uk

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From: Shore, Dave
Sent: 19 August 2016 09:05
To: 'Julian Bore'
Cc: Jarrett, Andy; 'Sue Rowlands'; matt.shillito@tibbonalds.co.uk
Subject: RE: RE: RE: LVIA for Prince's Parade, Hythe

Julian

Further to the submission of your proposal for a Landscape and Visual Impact Assessment for the Princes Parade planning application I can confirm that Council wishes to appoint Lloyd Bore to undertake this work. I have raised purchase order and will forward to you shortly a signed copy of the Memorandum of Agreement.

Regards

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

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From: Julian Bore [<mailto:julian.bore@lloydbore.co.uk>]

Sent: 09 August 2016 10:16

To: Dave.Shore@shepway.gov.uk

Subject: RE: RE: LVIA for Prince's Parade, Hythe

REFERENCE EML-OUT/3609/20160809-100000-928

Good morning Dave

Attached is our revised fee proposal 3609_FP_004A, which includes for production of verified wireframe CGIs. All other elements of the fee proposal remain unchanged.

You will see I have included a fee for the production of a CGI methodology document, to demonstrate compliance with guidance and industry standards. This can be omitted from the fee if not required.

Please contact me if you have any queries.

Kind regards

Julian

Julian Bore BA (Hons) M Phil CMLI

Managing Director



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From: Dave.Shore@shepway.gov.uk [<mailto:Dave.Shore@shepway.gov.uk>]

Sent: 04 August 2016 14:08

To: Julian Bore <julian.bore@lloydbore.co.uk>; Dave.Shore@shepway.gov.uk

Cc: Andy.Jarrett@shepway.gov.uk

Subject: RE: RE: LVIA for Prince's Parade, Hythe

Julian

Apologies for the delay in responding. We have received a number of quotations differs in scope. In order to make a direct comparison are you able provide an addition quote for the provision of verified 'wireframe' photomontage images?

Regards

Dave

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

f: 01303 853502

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From: Julian Bore [<mailto:julian.bore@lloydbore.co.uk>]
Sent: 11 July 2016 13:33
To: Dave.Shore@shepway.gov.uk
Cc: Andy.Jarrett@shepway.gov.uk
Subject: RE: LVIA for Prince's Parade, Hythe

REFERENCE EML-OUT/3609/CIV/20160711-125544-066

Dave

Further to your invitation to tender for the Princes Parade LVIA, I attach our fee proposal, scope of works, staff CVs and professional experience as requested.

We have extensive experience in undertaking LVIA work to inform Environmental Statements, for both public and private sectors. As a local practice (and having been involved in the Imperial Hotel scheme nearby) we would be very interested to be working at Princes Parade.

Please note we also offer services in landscape masterplanning, detailed landscape design and management and tree survey work to BS5837:2012.

In terms of tasks and programme, we would envisage the work would be produced within the following time periods:

- Production of baseline studies and project specific character appraisal: 12 July – 23 August 2016: 6 weeks
- Production of LVIA assessment: 24 August – 28 September 2016: 5 weeks
- Preparation of final Landscape Chapter for inclusion in ES: 29 September – 27 October: 4 weeks.

Please note that the assessment stage cannot be completed until a final scheme / layout is available for assessment.

Our hourly rates are as follows:

- Director: £95/hr + VAT (£700 /day)
- Head of Landscape: £85/hr + VAT (£620 /day)
- Principal Landscape Architect: £80/hr + VAT (£580 /day)
- Senior Landscape Architect: £70/hr + VAT (£500 /day)
- Landscape technician / assistant: £55/hr + VAT (£400 /day)

Please contact me if you have any queries in connection with this fee proposal.

Thank you for inviting us to quote for this interesting work.

Kind regards

Julian

Julian Bore BA (Hons) M Phil CMLI
Managing Director



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From: Dave.Shore@shepway.gov.uk
Sent: 04/07/2016 14:20:16
To: samuel.durham@lloydbore.co.uk
Cc: andrew.cox@lloydbore.co.uk; stuart.hubert@lloydbore.co.uk; david.smith@lloydbore.co.uk; Andy.Jarrett@shepway.gov.uk
Subject: RE: LVIA for Prince's Parade, Hythe

Samuel

Further to your e-mail dated 14th June 2016 I would like to invite Lloyd Bore to submit a fee proposal for a Landscape and Visual Impact Assessment (LVIA) for the Princes Parade Development. Please find attached a project brief. I look forward to receiving your proposal. Please call me if you wish to discuss further.

Regards

David Shore

Strategic Development Projects Manager

t: 01303 853459

m: 07976 958486

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Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

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From: Samuel Durham [<mailto:samuel.durham@lloydbore.co.uk>]
Sent: 14 June 2016 12:47
To: Dave.Shore@shepway.gov.uk; Andy.Jarrett@shepway.gov.uk
Cc: Andrew Cox; Stuart Hubert; David Smith
Subject: LVIA for Prince's Parade, Hythe

REFERENCE EML-OUT/9999/20160614-123407-204

Dave / Andy,

I noted during our inception meeting that you are yet to appoint a consultant to produce an LVIA for the Prince's Parade site.

As you may already be aware, this is a service that Lloyd Bore offer and have an excellent reputation in delivering.

Please let me know if you would like us to provide a fee proposal for the LVIA.

I have copied in our Principal Landscape Architect, Stuart Hubert and our Head of Landscape, Andy Cox.

If you would like to discuss the LVIA requirements further, Stuart has said that he would be happy to advise.

It would be great to extend our scope of works on this project and with Shepway in general.

Kind regards,

—
Samuel Durham BSc (Hons) ACIEEM

Senior Ecologist



Lloyd Bore Ltd.

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