



The Stansted Centre
Parsonage Road,
Takeley
Essex CM22 6PU

Proposal

Ref Number: GEOPROP/MC/CP
Date: **Monday, 23 June 2025**
FAO: **Mat Norris**
Email: **mat@portfolioevents.com**
Phone: **01604 215606**

Project

The Sycamores
43 Kneesworth Street
Royston
SG8 5AB

Phase I Desk Study & Preliminary Risk Assessment

Prepared for

Unbuttoned Ltd
1a Melbourn Street
Royston
SG8 7BP

By

Massimo Cefala
Senior GeoEnvironmental Consultant



Summary Scope and Fees

Works	Fee
Phase I Desk Study & Preliminary Risk Assessment	£850.00

Above fees exclude VAT, this will be charged at the prevailing rate

Scope of Works

Further to your recent email and subsequent telephone call, SES is pleased to provide costs for undertaking the contaminated land assessment at the above site as request in Condition 6 of the Planning Application 22/01840/FP. Under current UK guidance, contaminated land is dealt with through a phased approach. The guidance proposes a four-stage assessment as detailed below:

1. Phase I comprising desk-based research and including a site visit to identify any contaminative uses that a site may have been used for. A Preliminary Risk Assessment (PRA) and initial conceptual site model are produced. In some cases, the PRA is sufficient to close out any planning conditions relating to contaminated land.
2. Phase II is an intrusive investigation where samples are taken from suspected areas of contamination and analysed for a range of contaminants. The sampling is based on the outcomes of the PRA. If ground gas has been raised as an issue in the PRA, then wells can also be installed and monitored over a period of time to ascertain the likelihood of gases being present. On completion of this phase of works a Generic Risk Assessment is produced detailing the levels of contamination present, if any. On more complex sites, and especially if groundwater contamination is an issue, a more complex Detailed Quantitative Risk Assessment may be necessary to identify the risks.
3. Phase III details the actions necessary to ensure that the site is brought to a safe condition for its intended use. This information is produced in a Remediation Method Statement.
4. Phase IV is the Validation Report which details any remedial works undertaken on site and provides evidence, usually through additional soil and/or water sampling, that the remediation has been successful.

1. Phase I Desk Study & Preliminary Risk Assessment

As an initial investigation, we will prepare a Phase I Desk Study and Preliminary Risk Assessment following the guidelines prepared by the Essex Contaminated Land Consortium. This will assess the suitability of the ground conditions of the site for its intended end use. The objective of the study will be to formulate a Conceptual Model and Preliminary Risk Assessment. The study will include;

- A physical site description including geology, hydrogeology, etc.
- The expected condition of soil and vegetation.
- A review of current and historical maps.
- On site appraisal.
- Comments on previous, present and proposed uses of the site and the direct vicinity.
- Details of any waste disposal practices.
- Details of spillage or pollution incidents.
- A search of the Council Building Control Records.
- A search of the Council Planning Records.
- An appreciation of the potential receptors on and outside the site.



The Risk Assessment derived from the Conceptual Site Model will indicate whether it is necessary for the Phase I Study be followed up by further 'Intrusive' or Phase II ground investigation and Generic Risk Assessment.

Our fee for undertaking the above scope of works to produce a Phase I Desk Study & Preliminary Risk Assessment will be **£850 + VAT**. The above scope of works includes the additional Local Authority enquiries if required by the Local Authority Contaminated Land Officer.

Terms & Conditions

This offer is subject to the Terms and Conditions set out in the final section of this document.

This quotation is valid for 6 months and works should commence within this period. Should works commence after this period, our fees will be reviewed in line with current inflation rates and agreed with you prior to commencing further works.

Payment

Payment to be arranged prior to us commencing the work. Please see acceptance form for the payment options.

Prepared by

Massimo Cefala

For and on behalf of
Stansted Environmental Services Ltd
Tel: 01279 902327
Email: massimo@sestesting.com



The Stansted Centre
Parsonage Road,
Takeley
Essex CM22 6PU

Proposal

Ref Number: ENVPROP/HE/CP
Date: Monday, 23 June 2025
FAO: Mat Norris
Email: [REDACTED]
Phone: 01604 215606

Project

The Sycamores
43 Kneesworth Street
Royston
SG8 5AB

Environmental Noise Assessment

Prepared for

Unbuttoned Ltd
1a Melbourn Street
Royston
SG8 7BP

By

Hugo Evans
BA (Hons), AMIOA
Environmental Consultant



Summary Scope and Fees

Works	Fee
Environmental Noise Assessment	£2,325 + VAT

1. Environmental Noise Assessment

The following noise assessment is proposed.
SES will carry out the following;

- Visit the site to set up 2 no. fixed noise monitoring stations, which will measure noise over a continuous period of approximately 4-6 days including 1 full weekend period, to cover a number of 16-hour daytime and 8-hour night-time periods.
- The noise monitors will be setup at the following locations:
 - 1) Mounted externally at first floor level at the façade of the building facing Kneesworth Street (the microphone will be mounted outside of the window belonging to proposed bedroom 4)
 - 2) Setup internally within proposed bedroom 3 which overlooks Baldock Street
- In addition, SES will undertake an attended 1-hour external noise measurement within the proposed garden amenity space to the rear of the building, during daytime hours.
- The noise data collected will then be used to calculate internal and external noise levels as stated in BS8233:2014 "Guidance on sound insulation and noise reduction for buildings" for the proposed dwellings.
- Assessment of any required mitigation measures.
- Provision of a full and detailed environmental noise report.
- All work carried out by Members of the Institute of Acoustics.

Our fee for undertaking the above scope of works will be [REDACTED] We will provide you with the report within 10 days of the monitoring being completed.

Any other work that may be required after initial assessment (e.g., further/additional design advice) will be charged at an hourly rate of £105.00 +VAT. This will be agreed with you in the first instance prior to commencing work.



Terms & Conditions

This offer is subject to our terms & conditions, a copy of which can be found on our website, together with our privacy notice. Please visit [Stansted Environmental Services Terms & Conditions](#).

This quotation is valid for 6 months and works should commence within this period. Should works commence after this period, our fees will be reviewed in line with current inflation rates and agreed with you prior to commencing further works.

Payment

Payment to be arranged prior to SES commencing works. Please see the Acceptance Form at the back of this Fee Proposal for payment options.

Prepared by



Hugo Evans

For and on behalf of

Stansted Environmental Services Ltd

Tel: 01279 873380

Email: hugo@sestesting.com



Acceptance of Proposal

Please proceed with the works in your proposal letter dated 23 June 2025 regarding The Sycamores, 43 Kneesworth Street Royston, SG8 5AB (please tick):

Phase I Desk Study & Preliminary Risk Assessment	Cost	Accepted
	£850.00 + VAT	☒

SIGNED

I standard terms and conditions and agree to pay SES the sum shown above + VAT

PRINT NAME: MATTHEW NORRIS

DATE:

ON BEHALF OF:

E-MAIL:

CORRESPONDENCE ADDRESS:

NAME: 32 Redwing Rise

COMPANY:

ADDRESS: Royston, Herts

POST CODE: SG8 7XU.

METHOD OF PAYMENT

All payments to be made to SES Ltd, at the address below, where the agreement will be deemed to have been made. This agreement shall continue unless terminated by one quarter's notice in writing. This agreement is subject to an annual price review. The services agreement is made under SES's standard terms and conditions – a copy of which can be found on our website, and is available on request.

I would like to pay by using the following payment method and enclose a (please tick one of the following) (Required prior to commencing works):



Completed Credit/Debit Card Payment Request Form.



Completed BACs Payment (HSBC, 90 Baker Street, London, W1M 2AX / Sort Code: 40-01-06 / Account Number: 12283565 / Account Name: Stansted Environmental Services Ltd)

Please note: An Invoice/VAT Receipt will be issued for all the above payment options.

INVOICE DETAILS

Invoice To:

As Above. ↑

Invoice Address:

Post Code:

Order Number:

Accounts Contact:

Accounts Tel:

SITE DETAILS

Site Manager/Contact:

43 Kneesworth Street, Royston

Site Address:

Site Telephone:

Post Code: SG8 5AB.

Please return by email to admin@sestesting.com



Standard Terms and Conditions of Engagement

General Privacy Notice

General Data Protection Regulation

In this policy the "Company" shall be used to refer to Stansted Environmental Services Limited as subsidiary of Weston Group Plc.

The Company processes personal data it holds on individuals in accordance with the General Data Protection Regulation ("GDPR") in the following manner:

Who is the data controller?

The Company is the data controller and your data will be processed by employees of the Company for the purposes referred to below. Any questions in relation to this should be directed to the Company at email address gdp@weston-group.co.uk

What is collected?

The Company collects personal information from you at the outset of business relationship when required and will never collect more information than is necessary to process the request.

Why is your data collected?

Any personal data you provide to the Company will be processed for the purposes of a legitimate interest in accordance with the contracts or arrangements we establish, from time to time, with you and/or your company.

The personal data you provide will be used to pursue the contracts or arrangements referred to above and not for any other reason, other than to contact you from time to time on other business matters, this includes third-parties under the employment of the Company.

The Company does not routinely use a data subject's data for automated decision making, including profiling.

Requests for additional information

Sometimes the Company will require you to provide further personal information. This could be because you are thinking of using or are currently the offered services from the Company, or you have requested information surrounding specific developments/properties.

Marketing

The company collects personal data for marketing purposes with your explicit consent only, your data is collected via the Company's website (Register interest).

The Company takes privacy seriously and will only use your personal data to fulfil our agreement with you and to provide you with any other services you have requested from the Company.

The Company may inform you (by e-mail, telephone, text message, mail or otherwise) about products and services (including those of other companies and organisations) which we consider may be of interest to you. If you do not wish The Company, to use or share your information for marketing purposes, contact us via this e-mail link gdp@weston-group.co.uk

Third Parties

The Company does employ third-parties which could be passed your data to contact you on behalf of the Company for business related matters only.

Your data will never be sold or passed on to any third party that isn't under the employment of the Company.

Website

The Company's website is run by a third-party under the employment of the Company, any personal information collected via the website is used by the Company only.

When you register and use the website you will be asked to provide certain information such as your contact details. We will store this data and hold it on computers or otherwise. We will use this data to fulfil our agreement with you. We do not capture personal information without your knowledge.

In order that we can monitor and improve the site, we may gather certain information about you when you use it, including details of your domain name and IP address, operating system, browser and version.

Cookies (Website)

New technologies are emerging on the Internet that help us to deliver customised visitor experiences on the Company website. In particular, there is a technology called "cookies" which may be used by us to provide you with customised information from our web site. For information on our cookie policy: <https://stansted-environmental.com/cookie-policy/>

How long is your data retained?

The Company will retain your data for the time during which you and/or your company has a contract or arrangement with it and may be held in its records for future reference in circumstances where there is a legal requirement or the Company wishes to contact you, including to enter into a business arrangement with you and/or your company if it is regarded, in the future, as being a suitable business partner.

Access, Amend and Delete your data

You have the right under GDPR to request access/copies of your data or to amend and/or delete your data under the general data protection regulation (GDPR) via a method called a Subject Access Request (<https://ico.org.uk/your-data-matters/your-right-of-access/>).

Whenever the Company enters into a business arrangement with you and/or your company, your personal data will be processed in the manner referred to above, and at such times it is deemed unnecessary to process your personal data, your data will be destroyed.

In the case of a data deletion request data will be deleted where no longer required by the Company e.g. marketing data will be removed immediately. However, where data is related to legal matters e.g. a contract the data will be retained for the legally required time before being disposed of.

Contact Information

For the purposes of GDPR, The Company is the data controller and your data will be processed by employees of the Company for the purposes referred to above. Any questions in relation to this should be directed to the company at email address gdp@weston-group.co.uk

If at any time, you need to contact the Supervisory Authority about the way Stansted Environmental Services is processing your personal data, you should write to The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

- a) The following Standard Terms and Conditions of Engagement shall apply to all of the services carried out by Stansted Environmental Services Limited ("SES") on behalf of the Client. These Terms and Conditions together with the signed Acceptance of Proposal form constitute the entire agreement between the parties and no statement given orally or in writing should be deemed incorporated unless executed by a Director of SES.
- b) The services shall mean the Scope of Work, the duties and activities provided by SES to the Client as defined in the Proposal Letter or email as issued to the Client.
- c) The agreement is between SES and the Client.
- d) The Client confirms that it is entering into this agreement wholly on its own behalf and not on behalf of or for the benefit of any other party and agrees that in the event of any claim for breach of contract arising out of or in connection with this agreement, it shall be entitled to recover from SES only the losses, if any, it has itself suffered.
- e) SES shall in the performance of the services (as defined in the Proposal Letter) exercise and will continue to exercise the reasonable skill, care, and diligence to be expected of a qualified and competent consultant experienced in the provision of such services.
- f) The services shall be provided by SES for the sole benefit and use of the Client unless otherwise agreed in writing by SES and the Client. Unless otherwise agreed in writing, no person other than the Client may rely on any report or other communication made in writing or otherwise by SES in relation to the services.
2.
 - a) In consideration of performance of the services, the Client shall pay SES the fees stated in the proposal letter. If SES is required by the Client to provide additional services outside the scope and nature of the services set out in the Proposal Letter, the Client shall make a fair and reasonable additional payment to SES in consideration thereof. Such payment shall, where appropriate, be calculated by reference to the rates and sums set out in the Proposal Letter.
 - b) In the event that the Client requests the services to be aborted, the Client shall pay to SES the reasonable fees and expenses commensurate with the amount of work completed by SES. For the avoidance of doubt the reasonable fees will include for the preparation of reports and/or deliverable items actually carried out whether or not the Client requires them to be issued.
 - c) All monies due to SES shall be paid in UK pound sterling unless specifically detailed otherwise.
 - d) Unless the Client is exempt and sufficient evidence of this supplied to SES, VAT will be applied at the prevailing standard rate on all invoices rendered.
 - e) Payment is due on the date of each invoice rendered and accounts must be settled in full within 30 days of the date of the invoice.
 - f) The Client and SES jointly accept that the conditions of the "Late Payment of Commercial Debts Regulations 2013" shall apply to this agreement.
 - g) Where payment is unduly delayed, SES reserves the right to charge interest. The interest rate detailed under the Act is the Bank of England base rate that applies during the period in which the debt falls due, PLUS 8%.

SES shall not be liable for any delay, interruption, or failure in performance in carrying out the Scope of Works which is caused or contributed to by any circumstance which is outside its control. To the extent that any such delays are caused by the Client such loss and expense to SES arising from the delay shall be reimbursed, by the Client, to SES.

SES shall not be liable to the Client for loss of profits, loss of contracts (or other indirect or consequential loss or damage) resulting from any even or default by SES in the provision of the Scope of Works to the fullest extent permitted by law.

- h) Any works that are prepaid and not commenced or programmed by 12 months from the date of the invoice, will be retained in its entirety by SES.
- 3.
 - a) The amount of Professional Indemnity Insurance to be carried by SES for each claim or series of claims arising from the same original cause shall be £5,000,000 unless otherwise stated in the Proposal Letter. SES shall affect Professional Indemnity Insurance for a period of six years from completion of services, unless otherwise stated in the proposal letter, provided that such insurance is available in the market for such services at commercially reasonable rates and terms.
 - b) Subject as otherwise agreed in these Terms and Conditions, SES's aggregate liability in connection with these Terms and Conditions or the provision of the results from works undertaken, whether in contract or in negligence or in any other way, for damages or loss sustained or incurred by the Client shall be limited to an aggregate amount not exceeding the value of the work carried out by SES.
 - c) SES's liability for any claim shall be further limited to such sum as it would be just and equitable for SES to pay having regard to the extent of SES's responsibility for the loss or damage suffered as a result of each claim or series of claims in question and on the assumption that:
 - All other consultants and/or contractors shall have provided contractual undertakings on terms no less onerous than those applying to SES in respect of the carrying out of their obligations, and
 - There are no exclusions of or limitations or liability nor joint insurance or co-insurance provisions between the Client and any other party referred to in this clause and any other party who is responsible to any extent for the loss and damage is contractually reliable for the loss and damage, and
 - All other consultants and/or contractors have paid, or agreed to pay to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss and damage
 - d) No action or proceedings under or in respect of this agreement shall be commenced against SES after the expiry of a period of six years from the date of completion of the services or such earlier date as may be prescribed by law.
 - e) The limitations shall apply in relation to the Scope of Works as set out in the Proposal Letter.
 4. The amount of Public Liability Insurance to be carried by SES is £40,000,000 unless otherwise stated in the proposal letter.
 5. If requested by the Client, SES will consider the provision of warranty agreements to third parties in a form to be agreed by SES. In relation to property transactions the provision of such agreements will normally be limited to a funder, a first purchaser and a first tenant, and will be assignable no more than twice.
 6. In the event of a dispute which proves irresolvable by discussion and negotiation, SES and the Client hereby jointly agree to an initial period of mediation which, if unsuccessful, is to be followed by adjudication under the relevant statutory scheme. All costs, other than legal costs associated with the process shall be borne in equal share by SES and the Client.

The Client acknowledges that the copyright and any other intellectual property rights as outlined under the Scope of Works in the Proposal Letter are and shall remain the property of SES and these Terms and Conditions do not purport to grant, assign, or transfer any rights to the Client in respect thereof.

SES and the Client agree that it will treat (and will cause its employees, agents, and servants to treat) as strictly private and confidential the results of the Scope of Works as set out in the Proposal Letter and any other associated works (together "the Information") so requested by the Client. The requirement in this clause to treat the information as confidential shall include a requirement to maintain adequate security measures to safeguard the information from unauthorised access, use or copying.

Stansted Environmental Services Ltd. ("SES") respects and complies with the EU General Data Protection Regulations (GDPR).

The Client agrees:

 - (i) not to remove, suppress, or modify any trade mark, copyright, or other proprietary marking belonging to SES from the results from works undertaken,
 - (ii) not to provide any aspect of the information or copies to third parties without the written permission of SES which shall not be unreasonably withheld.

SES may suspend or terminate the provision of the Scope of Works if the Client is bankrupt or insolvent or makes any voluntary arrangements with its creditors or becomes subject to an administration order or has an administrative receiver appointed over any of its assets or SES has reason to believe that any of the foregoing conditions may come into existence.

These Terms and Conditions shall at all times be governed, construed and enforced in accordance with English Law which shall be the proper law of these Terms and Conditions and both parties thereby submit to the exclusive jurisdiction of the English Courts.

(SES is UKAS Accredited for Sound Insulation Testing)

Stansted Environmental Services Ltd
Registered in England & Wales No. 4485853
VAT Reg No: 780 2297 23



Acceptance of Proposal

Please proceed with the works in your proposal letter dated 23 June 2025 regarding The Sycamores, 43 Kneesworth Street Royston, SG8 5AB (please tick):

Assessment	Cost	Accepted
	£2,325 + VAT	☐

SIGNED: [Redacted] I have read the terms and conditions and agree to pay SES the sum shown above + VAT

DATE: [Redacted] PRINT NAME: MATHEW NORRIS

ON BEHALF OF: [Redacted] E-MAIL: [Redacted]

CORRESPONDENCE ADDRESS: [Redacted]

NAME: 32 Redwing Rise COMPA: [Redacted]

ADDRESS: Royston

Herts

POST CODE: SG8 7XU

METHOD OF PAYMENT

All payments to be made to SES Ltd, at the address below, where the agreement will be deemed to have been made. This agreement shall continue unless terminated by one quarter's notice in writing. This agreement is subject to an annual price review. The services agreement is made under SES's standard terms and conditions – a copy of which can be found on our website, and is available on request.

I would like to pay by using the following payment method and enclose a (please tick one of the following) (Required prior to commencing works):

☐ Completed Credit/Debit Card Payment Request Form.

☒ Completed BACs Payment (HSBC, 90 Baker Street, London, W1M 2AX / Sort Code: 40-01-06 / Account Number: 12283565 / Account Name: Stansted Environmental Services Ltd)

Please note: An Invoice/VAT Receipt will be issued for all the above payment options.

INVOICE DETAILS

Invoice To: Mat Norris

Invoice Address:

Post Code:

Order Number:

Accounts Contact:

Accounts Tel:

SITE DETAILS

Site Manager/Contact: 43 Kneesworth Street, Royston

Site Address:

Site Telephone: [Redacted]

Post Code: SG8 5AB

Documentation:

Check list:

Plans ☐

Sections ☐

Elevations ☐

Full Specification ☐

Selected Method of Payment ☐

Please return by email to [Redacted]