

### Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be issued by t	he Customer upon Contract Award	
2. Customer	Natural England Foss House, Kings Pool, 1-2 Peasholme Green York YO1 7PX United Kingdom		
3. Contractor(s)	Milestone Enviror Company registra	Milestone Environmental Ltd., PO Box 372, Wallingford, OX10 1GP. Company registration number - 9528119	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables:		
	Natural England		
5. The Agreement	This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.		
	Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.		
	The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):		
	a)	this Order;	
	b)	the terms and conditions at Appendix 1; and	
	c)	the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: □ Services Only: □ Good and Services: ⊠	
	Goods	As set out in Appendix 2 – Specification / Description	
	Services	As set out in Appendix 2 – Specification / Description	
7. Start Date	13/09/2024		
8. Expiry Date	15/04/2025		
9. Charges	The Charges for	The Charges for the Goods and Services shall be as set out in Appendix 3 – Charges	
	The Charges are	fixed for the duration of the Agreement.	
10. Payment	Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice		
	Payments will be Specification / De	made upon the delivery of milestones as set up in Appendix 2 – escription	

	Milestone	Initial Date	Invoicing	Invoicing date	]
	Initial suite of sites identified, permission secured, survey begun	20 September 2024			
	Update on sites surveyed and plans for field work completion Including Desk Study	30 September 2024			
	First site visit		1 <sup>st</sup> Invoice	15 <sup>th</sup> October 2024	
	Complete field work (second site visit)	30 October 2024	2 <sup>nd</sup> Invoice	15 <sup>th</sup> November 2024	
	Draft report and supporting data	30 January 2025	3 <sup>rd</sup> Invoice	30 <sup>th</sup> January 2025	
	Final report and finalised data	15 March 2025	4 <sup>th</sup> Invoice	15 <sup>th</sup> March 2025	
11. Contractor's Liability Cap (Clause 13.2.1)	A sum equal to £	5,000,000			
12. Customer's Authorised Representative(s)	For general liaiso Redacted under F	n your contact v OIA Section 40	vill continue to be Personal Informa	e ation	
13. Contractor's Authorised Representative	For general liaiso	n your contact	will continue to be		
Representative	Redacted u	nder FOIA	Section 4	0 Personal Inf	ormation
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer ha for the Agreemen	s chosen Optio t as set out in tl	n <b>B</b> in respect of ne terms and con	intellectual property rig ditions.	hts provisions
15. Progress Meetings and Progress Reports	The Contract	tor shall attend	progress meeting	s with the Customer ev	very month

16. Address for notices	Customer: Contractor:
	Redacted under FOIA Section 40 Personal Information
17. Key Personnel of the Contractor	Key Personnel Role: Key Personnel Contact Details: Name:
40. Breeduree and Balisia	Redacted under FOIA Section 40 Personal Information
18. Procedures and Policies	The Customer's additional sustainability requirements are: detailed in Appendix 2 – Specification / Description The Customer's health and safety policy is: detailed in Appendix 2 – Specification / Description
19. Special Terms	None.
20. Additional Insurance	None,
21. Further Data Protection Provisions	The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement were indicated below: Yes: ⊠ No: □

Signed for and on behalf of the Customer

Signed for and on behalf of the Contractor

## Redacted under FOIA Section 40 Personal Information

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**NE Version 1.0** 

#### **Appendix 1: Terms and Conditions**

The Customer's Standard Good & Services Terms and Conditions which can be located on the <u>Natural England Website</u> and which are called 'Standard Goods & Services Terms and Conditions'

#### **Appendix 2: Specification/Description**

#### SPECIFICATION OF REQUIREMENTS

#### 1. BACKGROUND

Following recent review and update of the Raised Bog inventory for England, it has become apparent that Northumberland supports a large number of raised bogs sites which have received little or no previous attention or recognition. Not only are there many sites, they are also relatively undamaged compared to similar sites elsewhere in the country. In addition to raised bogs, some sites also support minerotrophic wetlands including calcareous fens, acidic fens and species-rich *Molinia* meadow vegetation, significantly increasing their national importance. Other raised bog sites occur within tracts of thinner bog/blanket peat.

The biological information available for these sites is not comprehensive, and given their importance, improving our knowledge of the wildlife of these places is a priority. Additionally, previous management has damaged some sites and restoration is required. Information on damage that requires remediation, particularly drainage, is needed to inform prioritisation and development of restoration programmes. This is the second year of survey. A report (Eades & Tratt, in press) from the first survey is available to give an idea of the scope of work required.

Figures 1, 2 and 3 show the wider area and individual sites to be covered. Access information will be provided to the successful bidder. An estimate of time required for survey is provided, however, bidders will need to make their own assessment of time required.

#### 2. THE PROJECT AIMS:

• To establish the extent and quality of raised bogs and other wetland habitats on a cluster of thirteen sites to the north of Bellingham, Northumberland. This will require survey of the areas of wetland identified in Figure 2 varying in size from c. 8 ha to c. 100 ha. This includes raised bog, with any associated blanket bog, fens and fen meadow/purple moor-grass & rush pasture type habitat.

#### **3. PROJECT REQUIREMENTS:**

Given the relatively late timing of the project it may not be possible to undertake a wholly comprehensive vegetation survey, in particular, some of the vascular plants such as sedges will be harder to identify. Despite this, the bryophyte component along with the identifiable vascular plants, peat depth and pH and electrical conductivity readings should be sufficient to provide a reasonable assessment of wetland vegetation types and value. The survey will therefore require very experienced botanists/vegetation ecologists who are very familiar with the identification of the lower plants of wetlands and the ecohydrology of mire systems.

The entire extent of the peatland/wetland areas should be surveyed, with no requirement to survey adjacent drier habitats, other than noting presence of BAP/S41 (Biodiversity Action Plan) Priority Habitat and likely hydrological links. The survey will also record (i) water pH and electrical conductivity (EC) where free water is available at quadrat location, ii) observations on any damage/modifications to features as result of current or historic land management activities, for example drains, burning etc.

Using the list of sites prepared by the Project Officer the contractor will draw up a programme of site visits. Natural England will make initial contact with landowners. Natural England will be able to provide any ownership details for sites. Natural England will provide a letter of introduction that contractors can show landowners. The contractor will then be required to:

• Make contact with the landowner to specify when the site will be visited. Please refer to Natural England's general terms regarding confidentiality of data and data protection.

#### Survey the area using the following method:

1. Carry out an initial walkover of the site to determine the extent of the wetland/mire habitats are present, including drained, afforested or otherwise damaged areas that are hydrologically linked to the mire that may not currently support wetland vegetation.

2. Draw a boundary around the extent of the wetland and where obvious around stands of NVC (sub-) community (if identifiable) or vegetation community. Map all watercourses, including natural watercourses and artificial drains, noting depth (from bed to ground surface).

3. Record at least five representative quadrats in stands of wetland vegetation (fewer quadrats may be appropriate if the area of habitat is very small, for example in an alkaline fen around a spring, or more may be necessary if vegetation is complex, extensive or varied). List all vascular plants and lower plants in the quadrat to species level with % cover values. Record location of quadrats using a good quality hand-held GPS device.

4. Particular attention should be paid to identifying and recording 'rare' and local species (with GPS coordinates) that can be associated with these habitats including bryophytes.

5. Compile a complete species list for the whole stand, recording species additional to those in the quadrats, using the DAFOR scale.

6. Spot readings of water pH and conductivity should be recorded using a calibrated hand-held pH/conductivity meter in or adjacent to quadrat where free water is present, with GPS co-ordinates of sampling points. Peat depth and/or soil characteristics (where peat not present) should be recorded for each quadrat.

7. Provide a summary assessment (in writing or as an annotated map) of condition, in particular noting signs of damage to features, e.g. severe poaching, succession to scrub/bracken, drainage or pollution. Also note characteristics of water supply, e.g. visible spring, seepage, flush. Familiarity with the Wetland Framework (Wheeler, Shaw & Tanner, 2009) would be beneficial. See https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/291616/scho0309bpof-e-e.pdf.

8. Provide digital photographs for each site, including individual vegetation stands, illustrating the overall character and extent of the feature and its context in the landscape. At least one photograph of each vegetation type at each site should be provided.

The consultants should carry out as many site visits as they feel necessary to achieve the deliver the project requirements.

9. Make any additional brief target notes on or accompanying the maps to support the vegetation survey or make any other necessary comments that support the decision. Where other BAP priority habitats are present in the field/management unit, these should be mapped to the relevant BAP priority habitat type, but no quadrat data are required. Particular note should be made of unusual or high value transitions, microtopography, hydrological linkages with adjacent land, and the naturalness of the hydrological regime, e.g. are channels deepened, have drains been dug?

The Minimum Mappable Unit for these habitats to be included in the inventories is not defined. Some of these habitats may occur at a very small scale, so all examples found should be mapped.

10. For each vegetation stand the contractor will record:

- Date surveyed
- Surveyor's name
- Site name

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- At least five quadrats with cover values (%) (fewer if wetland feature very small)
- Stand species list with DAFOR
- Field attribution of vegetation
- pH/EC where free water available
- Brief condition assessment, noting general condition of feature and any damage/pressures/threats, including presence of drains.
- Target notes
- Photographs.

Digital aerial photographs may be used to confirm boundaries drawn in the field, but they must not be used as an alternative to field mapping.

Natural England have existing information for some of these sites, and will make this available on contract award. A report from a previous survey illustrating the expected standard of survey and reporting is available on request.

#### 4. OUTPUTS FOR THE SURVEY

The contractor will provide the following contract product:

- Digital map showing location, boundaries and extent of wetland vegetation for the site.
- Maps to be in ArcGIS version 9.3.1 or above (preferred option) or MapInfo Version 6.0 or above and digitised by snapping to existing OS MasterMap features wherever possible. Standard attributes to be attached to each polygon include vegetation type and notes relating to the vegetation.
- To include an ESRI shapefile projected to the British National Grid or ESRI ARC-GIS Geodatabase format.
- An Excel spreadsheet that contains site name, stand reference, vegetation (sub-) community, quadrat number, a species list with cover values for all quadrats recorded, constancy values, and a species list with DAFOR values for the stands, notes on site condition.
- A separate Excel spreadsheet that combines all quadrat details, including species present (vascular plants and bryophytes) with cover values, constancy, pH & conductivity, peat depth and GPS co-ordinates.
- Results of the vegetation analysis in tabular form.
- A Project Report setting out the methodology and analysis of results, descriptions of sites and vegetation within sites, along with any issues and problems encountered during the work, limitations and constraints of the dataset and an assessment of information gaps and any recommendations for further refinement. To be completed in Natural England publications template (provided).
- Two hard copies of the report to be provided, along with an electronic copy.
- Photographs of sites on a CD.

#### 5. MILESTONES

Description	Date
Initial suite of sites identified, permission	September 2024
secured, survey begun	

Update on sites surveyed and plans for field	30 September 2024
work completion	
Complete field work	20 October 2024
Draft report and supporting data	30 January 2025
Final report and finalised data	15 March 2025

Glossary

BAP: Biodiversity Action Plan DAFOR: Dominant Abundant Frequent Occasional Rare NVC: National Vegetation Community

SSSI: Site of Special Scientific Interest



Figure 1. Showing rough location of cluster of bogs for survey in Northumberland



Figure 2. Showing individual mire sites for survey.



Figure 3a & 3b. PDFs showing aerial images of sites and boundaries



Table 1: Commercial Response (to be completed by Supplier)



#### **Appendix 4: Processing Personal Data**

Contract:	Survey of Raised Bogs and associated wetland vegetation in Northumberland Lot 1: Bellingham Hills cluster
Date:	15/03/2024

Description of authorised	The supplier will:
processing	Use landowner data supplied by Natural England to secure written permission from landowners for Natural England and contractor to collect, use and publish survey data recorded on their land.
	<ul> <li>Use landowner data supplied by Natural England to contact landowners who have granted permission to arrange a suitable survey date(s).</li> </ul>
	<ul> <li>The contractor may 'clean' the data set, for example, removing duplicates, and updating inaccurate / out of data contact details.</li> </ul>
	Manage landowners' personal data appropriately and securely.
	• Provide details of correspondence with landowners to arrange a survey (including written permission) back to Natural England.
	Regularly provide Database/spreadsheet of all updated landowner information back to Natural England.
Identity of Controller and Processor for	The customer is the controller and the supplier is the processor for all
each category of Personal Data	personal data relating to this contract.
Subject matter of the processing	Use landowner data supplied by Natural England to secure written permission from landowners for Natural England and contractor to collect, use and publish survey data recorded on their land.
Duration of the processing	For the contract duration only
Nature and purposes of the processing	Data is collected from the Land Registry and Land Infrastructure Data Mart by Natural England and provided to the contractor.
	The contractor must store the data in a way that limits access to authorised persons only, and to use encrypted devices for field surveyors.
	The contractor may 'clean' the data set, for example, removing duplicates, and updating inaccurate / out of data contact details.
	The data will be used to contact landowners and interested parties asking for permission to access their land to carry out NCEA field surveys, asking them to update their contact details if necessary or provide alternative contacts if the correct individuals haven't been contacted, request phone numbers and/or email addresses to make future contact easier.
	Log all correspondence between the contractor and landowners which will be stored securely Some data may be held as scanned copies of the returned access permission forms which are held in a controlled access SharePoint Site.
	All data will be returned to Natural England in a format compatible with Excel, CSV and GI system databased during the contract close phase via a secure approved method.
	Share landowner contact details with field survey staff so they can make arrangements to conduct the survey or contact the landowners if required during the survey. Done by way of a site-specific survey pack located on a restricted access site.
	Surveyors will delete landowner details from their device once they have no further need to contact the landowner.

Type of Personal Data	Name
	Address
	Post code
	Email address
	Telephone number
	Mobile Phone Number
	<ul> <li>Ownership of, or nature of authority as an interested party to, specific landholding(s).</li> </ul>
	Feedback from chance interactions between surveyor and land owner.
Categories of Data Subject	Land owners and land managers
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	Data will be returned via Quatrix after which the contractor will destroy any copies of the data they hold.
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	A controlled access SharePoint site only.
Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	Use our company data policy. Data will be deleted when no longer required.