



Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	To be confirmed when Purchase Order is raised	
2. Customer	Natural England	
3. Contractor(s)	Conisbee 1-5 Offord Street London N1 1DH Company Registration Number: 3458459	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: Natural England	
5. The Agreement	<p>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.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none">a) this Order;b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Goods	None
	Services	<p>Description: Identify the repair work that needs to be carried out at the South Range Barn, and for a specification for the works and schedule of works to be produced, as set out in Appendix 2 – Specification / Description.</p> <p>To be performed at Paston Great Barn, Bacton Road, Paston, Norfolk, NR28 9TZ.</p> <p>Date(s) of Delivery: 02-12-2024- 31-01-2024</p>
7. Start Date	02-12-2024	
8. Expiry Date	31-01-2024	
9. Charges	The Charges for the Goods and/or 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.
11. Contractor's Liability Cap (Clause 13.2.1)	A sum equal to £5,000,000.
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be Redacted under FOIA Section 40 Personal Information
13. Contractor's Authorised Representative	For general liaison your contact will continue to be Redacted under FOIA Section 40 Personal Information
14. Optional Intellectual Property Rights ("IPR") Clauses	<p>The Customer has chosen Option B(Default Option) in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.</p> <p>Default Option- Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.</p>
15. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> The Contractor shall attend progress meetings with the Customer at: <ul style="list-style-type: none"> Contract inception After submission of draft report Additionally, as required by project officer.
16. Address for notices	<p>Customer:</p> <p>Contractor:</p> <p>Redacted under FOIA Section 40 Personal Information</p>
17. Key Personnel of the Contractor	<p>Key Personnel Role:</p> <p>Key Personnel Name:</p> <p>Contact Details:</p> <p>Redacted under FOIA Section 40 Personal Information</p>

18. Procedures and Policies	For the purposes of the Agreement: All relevant policies and procedures have been outlined in the Guided Buying Request for Quotation document.
19. Special Terms	N/A
20. Additional Insurance	N/A
21. Further Data Protection Provisions	The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>

[Guidance note: Please note that typically the Contractor should sign first and return the copy to the Customer to sign]

Signed for and on behalf of the Customer	Signed for and on behalf of the Contractor
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Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](#) and which are called 'Standard Goods & Services Terms and Conditions'

Appendix 2: Specification/Description

Specification of Requirements

1) National Nature Reserve (NNR) Heritage at Risk Project

Many of Natural England's NNRs contain Scheduled Monuments of which a proportion have been assessed by Historic England as being At Risk or Vulnerable and placed on the Heritage at Risk register. Natural England have secured funding for an NNR Heritage at Risk Project to undertake the work of conservation of these scheduled monuments to enable them to be removed from the At-Risk register.

2) Paston Great Barn National Nature Reserve (NNR)

Paston Great Barn is a 16th century thatched barn with associated outbuildings and is one of the best preserved, and few remaining, thatched great barns left in England. It also supports the only known breeding colony of Barbastelle bats to be found in a building. The Great Barn itself is both a designated Scheduled Ancient Monument and a Grade II* listed building and has several adjoining outbuildings which form part of the curtilage of the Great Barn as a listed building.

Location: Bacton Road, Paston, Norfolk, NR28 9TZ.

NGR: TG 32193 34544.

W3W: slanting.resolved.dorm.

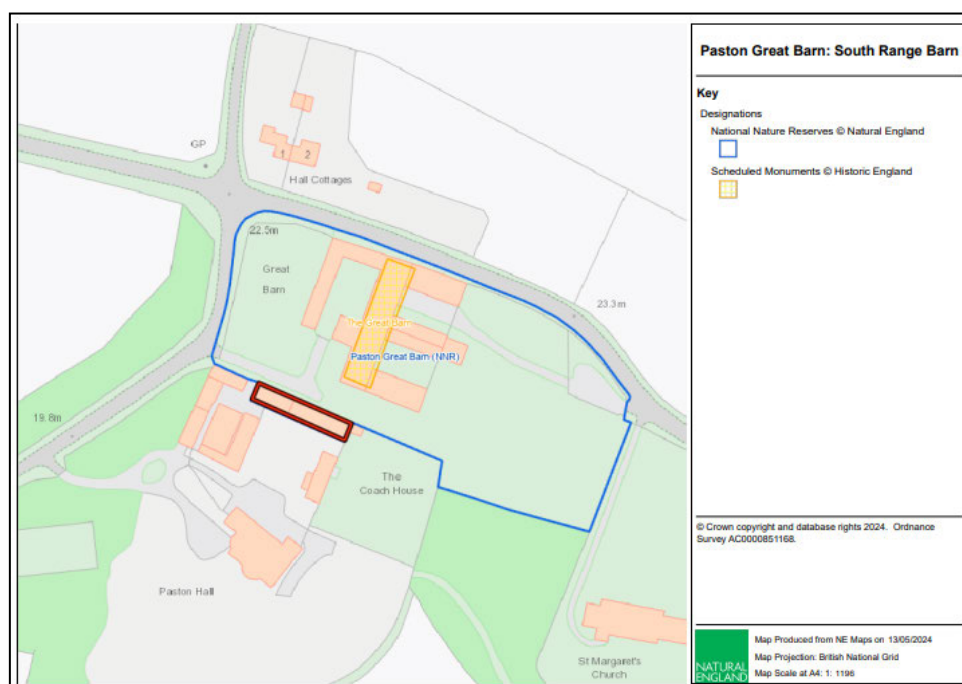


Figure 1: Paston Great Barn National Nature Reserve.

It is a double height 16th century brick structure constructed of solid brick and flint external walls with a thatched roof. There are several lower brick and flint barns connected to the great barn which generally have pan tiled roof coverings with walls of similar construction. There are also smaller barns with thatched roofs which are attached to the Great Barn.

Paston Great Barn supports an exceptional assemblage of bat species and represents one of the few known maternity roosts of Barbastelle bat *Barbastella barbastellus* in the UK (as well as the only confirmed barbastelle maternity roost in a building in the UK). In total, 7 species are known to have used the buildings: Barbastelle, Brown Long-eared, Common Pipistrelle, Soprano Pipistrelle, Nathusius' Pipistrelle and Natterer's. In addition, a further two species have been recorded from around the buildings: Noctule and Daubenton's. As a result, Paston Great Barn is designated as a Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR) and a Special Area of Conservation (SAC). The barn itself is closed to the public to minimise disturbance to the bats, but other access is provided.

The year-round high sensitivity for bats makes managing the conservation of the building fabric very challenging, and although undertaking works in winter reduces the disturbance to bats it does not eliminate it, particularly as the bats are often located within the features requiring repair, such as the crevices within door lintels and headings. Additionally, the winter is not necessarily the best time to undertake some repairs, particularly those involving the use of lime mortar.

3) Scope

The South Range Barn is an open fronted barn located separately from the Great Barn. A condition survey of Paston Great Barn and outbuildings undertaken by *Nicholas Warns Architects* for Natural England has identified structural faults relating to the roof of this building.

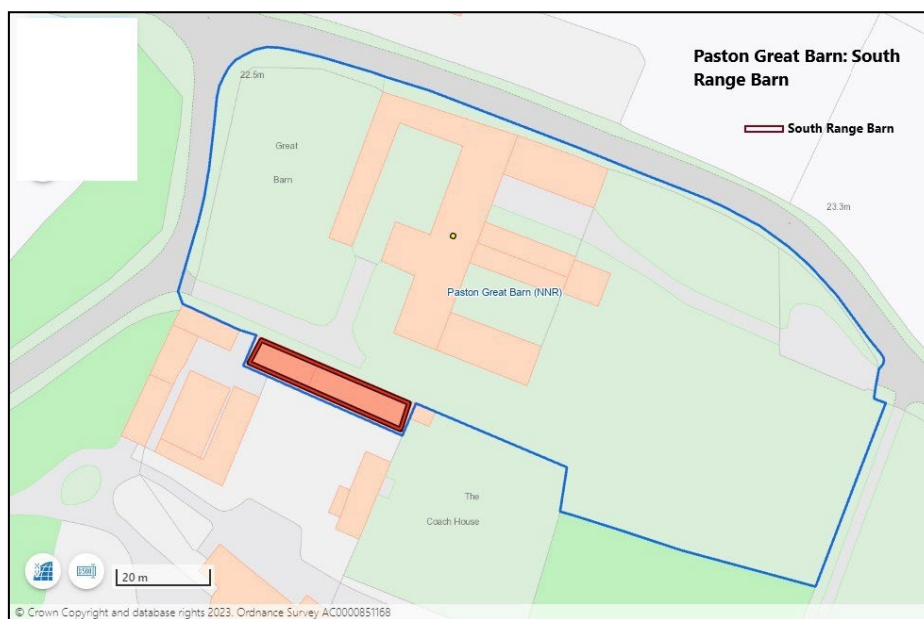


Figure 2: Paston Great Barn National Nature Reserve: South Range Barn.

The roof of the South Range Barn has a depression about mid-length where the structure below has failed. The connection between the truss and wall plate has broken and the wall plate has spread outwards and the truss has fallen down. The roof is relying on the short connection joints of the wall plate to prevent further spreading and collapse.



Figure 3: South Range Barn, showing collapsing roof (Photo: Nicholas Warns Architects).

Internally, the truss has disconnected from the wall-plate and fallen down, the wall-plate has been pushed outwards by the falling roof slope and the support post has moved and twisted and may pop out, which would lead to major collapse.



Figure 4: The roof truss has disconnected with the wall-plate and the roof has partially collapsed. Red arrow: Movement of the truss downwards. Green arrow: Movement of the wall-plate outwards (Photo: Nicholas Warns Architects).

Inspection of the internal roof shows that the trusses are bending and the connection between the trusses and support posts is weak, subsequently all the trusses appear to be sagging, and the repair plates are ineffective, and the tie beams are bending. Also, the principal truss rafters are bending and other support posts appear to show movement.

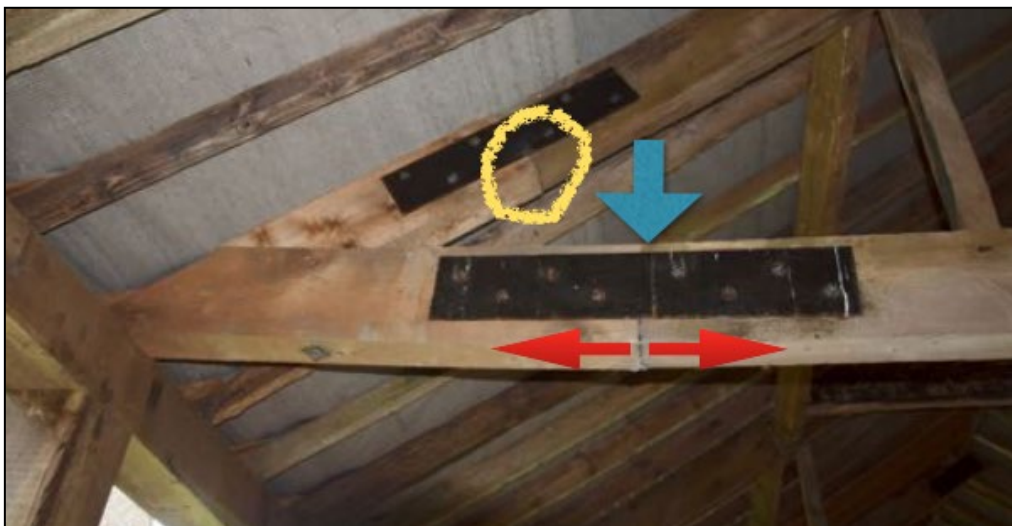


Figure 5: The repair plates are ineffective, and the tie beams are bending. Also, the principal truss rafters are bending (Photo: Nicholas Warns Architects).

Additionally, the underlay is modern felt, which is unsuitable for bats.

The section of roof with the failed truss has been propped and stabilised to prevent further damage and the roof tiles have been removed from the two associated bays to reduce the roof loading and a temporary covering employed. Additionally, the public footpath adjacent to the South Range Barn has been temporarily rerouted.



Figure 6: Temporary stabilisation and roof covering, and exclusion of public footpath from the South Range Barn (Photo: Natural England/ Howard Jones).

The Local Planning Authority is North Norfolk District Council, whose Conservation, Design & Landscape Team have previously communicated that *“unless the proposals would result in significant alterations being carried out to the South Range, it seems unlikely that the formal approval of the Local Planning Authority would be required”* for any repair works, although they have indicated that the requirement for Listed Building Consent should still be considered when

planning repairs. Natural England are working in consultation with Historic England regarding the ongoing management of Paston Great Barn.

4) Summary of Requirement

There is a need to identify the repair work that needs to be carried out, and for a specification for the works and schedule of works to be produced. This will enable Natural England to subsequently tender for the works to be undertaken by contractors in order to enable the repair and recovering of the temporarily covered section and to address the structural issues affecting the remainder of the roof.

5) Requirement

- Undertake a full and complete structural survey and assessment of the South Range Barn to identify all faults and works required to rectify the structural concerns identified regarding the roof and associated structures of this building.
- Design all required repairs, including but not limited to:
 - Undertake a measured and drawn survey
 - Design structural repairs where a structure has failed or is failing.
 - Design and specification of timber and other repairs
- Produce a specification for the repairs, detailing methods for repairs, materials, workmanship clauses, Schedule of Works etc. This document should be suitable for tendering for the repair works by Natural England, and may include but not limited to:
 - Preliminaries
 - Materials
 - Workmanship
 - Schedule of works
- To enable Natural England to plan for procurement of works, identify any phasing that should or may be employed for the subsequent works, such as sequencing and prioritisation of works, and identify estimated costs (materials and labour) for the subsequent works to enable Natural England to budget for the repairs.

Elements of the above requirements may be sub-contracted if required. Please indicate in your quotation if this is the case.

Any archaeological works and procedures proposed should be specified in accordance with the standards and guidance of the Chartered Institute for Archaeologists (CIfA), particularly *“Standard and guidance for the archaeological investigation and recording of standing buildings or structures”*.

6) Output

- A report containing the specification for the repairs and a schedule of works detailing methods for repairs, materials, workmanship clauses etc. This document should be suitable for tendering for the repair works by Natural England.

- Present a separate document detailing any phasing or prioritisation of works identified, and the ROM costs identified.
- A draft report should be presented to Natural England for review ahead of final report submission.

The reports should in the first instance be presented as an electronic version (MS Word or PDF). A hard copy may also be presented if this is standard for the contractor/ consultant, but Natural England's corporate document storage system requires an electronic version.

Any hard copy should be sent to:

Redacted under FOIA Section 40 Personal Information



7) Materials and equipment

All materials and equipment to be provided by the contractor.

8) Health and Safety

All work is to be carried out with full regard to the safety of the workforce and any visitors to the work site. A risk assessment specific to this work is to be completed in consultation with the Project Officer before work begins. The quotation must indicate whether any working at height may be involved (including low-level ladder inspection).

Appendix 3: Charges

Descriptions of Tasks and / or Products	Cost per product / or Cost per Hour / Day (i.e. rate)	No of products / Hours / Days	Total Cost per Task
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Redacted under FOIA Section 43 Commercial Information

Total Overall Cost	£7,369.00
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Appendix 4: Processing Personal Data

Contract:	[XXXX]
Date:	[XXXX]
Description of authorised processing	Details
Identity of Controller and Processor for each category of Personal Data	
Subject matter of the processing	
Duration of the processing	
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	
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	