

BIODIVERSITY SERVICES

FOR LEAFIELD PARISH COUNCIL

ST MICHAEL'S CHURCHYARD, LEAFIELD |

FEE PROPOSAL: 14/03/2023 |

VERSION 1



For the attention of ANNE OGILVIE,

Dear Anne,

Thank you for asking Future Nature for a quotation to undertake a rapid baseline habitat survey of the St Michael's Churchyard in Leafield, in order to consider potential opportunities for enhancing biodiversity at the site.

We look forward to working with you and receiving your feedback.

About us.

Future Nature WTC is the wholly owned trading subsidiary of Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT), and a member of the Wildlife Trust Consultancy (WTC) association, which now comprises a network of 24 UK-wide consultancies. As such our profits are reinvested in the charitable aims and objectives of the Wildlife Trust, enabling your fees to contribute to Nature's Recovery locally.

As a standalone consultancy we integrate the expertise and integrity of the Wildlife Trust movement with the commercial, pragmatic and responsive services you need to successfully deliver projects on time and in budget. With offices in Oxfordshire, Berkshire and Buckinghamshire, we operate in all three 3 counties. We also work across the UK, through the trusted network of local experts that the WTC association offers, whether it be an invertebrate specialist, licensed protected species surveyor or a biodiversity metric advisor. Giving you confidence that we can get the right team on the project when and where you need them.

The Brief

It is understood that maintenance of St Michael's churchyard is now the responsibility of Leafield Parish Council, and that there is a desire to understand how management practices at the site can be made to enhance biodiversity by providing new opportunities for wildlife. As such, a baseline habitat survey of the site is recommended, inclusive of reporting which will set out recommendations for managing the habitats present. It has been noted that there is specific interest in the value of the trees present and their value to wildlife, such as roosting birds (rooks). Our proposed approach for providing this information is set out below.

Methodology

Service	Description	When
'Rapid' Habitat Assessment	<p>An initial survey visit will be undertaken, which will include a walkover of the site in order to provide a high-level understanding of the habitats present. Consideration will be given to those habitats which are already of elevated ecological value, in addition to those habitats which may have the potential to receive enhancements or beneficial management practices in order to maximise their value for wildlife.</p> <p>Any incidental sightings or evidence of fauna at the site will also be recorded, with due consideration given to the potential presence of protected or notable species.</p>	<p>May - June 2023 (optimal season)</p>
Data (optional)	<p>A data search from Thames Valley Environmental Records Centre (TVERC) will be requested to inform the Preliminary Ecological Appraisal of species records on the site and in the surrounding area. This would help place the site in the local context.</p>	<p>April 2023</p>
Baseline Report	<p>The findings of the above survey work would be presented within a baseline report, which would provide a concise summary of the survey findings, indicating those areas of elevated ecological value and those which may be suitable for enhancing.</p>	<p>June – July 2023</p>
Habitat Management Plan / Habitat	<p>Future Nature would also be pleased to provide input into / to produce a more detailed habitat management plan, where appropriate and helpful. Such a document would include monitoring targets to understand the results of any</p>	<p>Following the above baseline survey</p>

Service	Description	When
Monitoring (if required)	changes in management practices, which can be assessed through subsequent monitoring survey visits. This would be discussed following the completion of the above survey work.	work, with subsequent annual monitoring visits.

Timescales

Upon successful appointment we will be available to commence work on your project within the recommended survey season (from May 2023).

Fixed Fees

Please find our fixed costs for the survey, travel and report production required to undertake the aforementioned services.

Itemised Fee Breakdown

Proposed Service	Quantity	Unit Cost (£)	Amount (£)
Rapid Baseline Habitat Survey and Reporting	1	£605.00	£605.00
Desk Study (optional)	1	£70.50*	£70.50
Habitat Management Plan / Future Monitoring Surveys (if required)	TBC	TBC	TBC
Total			£675.50

TBC = To Be Confirmed

Inclusive of discount provided by TVERC to Parish Councils when using data for conservation purposes – this may require the Parish Council to submit the request.

Notes on Costs

- All fees are exclusive of VAT which will be charged at the standard rate.
- One reiteration of reports will be provided upon receipt of client feedback, further amendments will be charged at an hourly rate.
- Data from Local Environmental Record Centres (LERCs) is supplied at cost price. Please note that some client organisations may have access to the same data under licence and should check to avoid duplication of cost.

- All reports are provided in electronic format only.
- This quote is valid for 60 days.

Points to Note

- Meeting attendance separate to our visit, should it be requested, will be charged at £65 per hour with mileage charged at £0.50 per mile beyond the fixed fees here.
- The client is responsible for securing access permission and no cost is provided for this element as such.

How To Commission Us

Future Nature require written/email acceptance of this proposal and our standard terms and conditions provided. We politely request a deposit of 20% of the total fixed fee (inclusive of VAT) of all clients to secure our services and can be arranged via BACS payment upon receipt of appointment. However, should this be a barrier to appointment then please let us know and we can discuss further.

Be Assured

All our work follows a clear quality control procedure and reports (including maps and target notes) go through a three-stage review process including a technical review and final sign off by the consultancy manager. We work safely, securely and to the highest standards following a robust Health & Safety Management system set out in our Health & Safety Policy & Procedures. This ensures that rigorous site-specific Risk Assessments are produced for every project undertaken and are updated in the field as and when new risks are identified.

We follow Government Regulations & Industry Guidance with respect to Covid-19.

We are insured at the following levels for your peace of mind; £10 million public liability, £5 million professional indemnity and £10 million employer's liability.

The Small Print

Disclosure Notice

This proposal is subject to copyright owned by Future Nature WTC (© Future Nature WTC Ltd. 2021). This proposal may not be copied or used other than for your own assessment of this proposal in connection with the aforementioned Project. It may not be used to modify, improve, or change your specification for the project without the prior agreement of Future Nature.

All information contained in this proposal regarding our fee structure, our method statements and our staff is provided to you in confidence and must not be disclosed to other parties apart from the client without the prior agreement Future Nature. Disclosure of that information may constitute an actionable breach of confidence or may otherwise prejudice Future Nature's commercial interests. Any third party who obtains access to this proposal by any means will, in any event, be subject to the Third-Party Disclaimer set out below.

Third Party Disclaimer

Any disclosure of this proposal to a third party is subject to this disclaimer. This proposal was prepared by Future Nature for the use of the client. It does not in any way constitute advice to any third party who is able to access it by any means and Future Nature excludes to the fullest extent of the law all liability whatsoever for any loss or damage arising from reliance on this proposal. No other warranty, expressed or implied, is made as to the professional advice included in this proposal.

Future Nature WTC Terms and Conditions

- 1. Access.** The Client shall be responsible for obtaining all necessary licenses, permissions, and consents to enable Future Nature WTC (and contractors) to obtain access to sites. If the Employer does not obtain such consents and in consequence Future Nature WTC (or its contractors) is unable to obtain access, this fact will be noted and reported back to the Client. Any costs incurred will be passed to the client.
- 2. Health & Safety.** The contract is undertaken by Future Nature WTC on the basis that the Client has disclosed to Future Nature WTC any fact or circumstances known to the Client, or which should be known to the Client, which would involve any officer, employee or contractor of Future Nature WTC involved or concerned with the contract in any hazard or hazardous activity. The Client shall indemnify Future Nature WTC and its officers, employees, or contractors from and against any losses or damage arising by virtue of such non-disclosure.
- 3. Copyright.** Copyright in all material produced by Future Nature WTC shall be and remain vested with Biodiverse Consulting, notwithstanding payment in full of all sums due to Future Nature WTC in respect of it.
- 4. Data and Information.** Future Nature WTC reserves the right to retain and use any data or information obtained in the course of the contract (other than information disclosed by the Client specifically on a confidential basis) for its own purposes.
- 5. Confidentiality.** Information supplied by the client will be treated as strictly confidential unless express written permission is granted. Future Nature WTC shall take all practical steps to ensure that the information is communicated only to persons engaged in the preparation and supervision of the contract and that such persons treat the information as confidential. The foregoing restrictions shall not apply to any information that is actually within the public domain or becomes so after it has been disclosed to Future Nature.
- 6. Liability.** Future Nature WTC does not accept liability for any loss or damage incurred by the client as a result of disclosure of information regarding a site unless advised that information reported is confidential, as stated in Point 5.
- 7. Report Production:** A draft report will be provided to the client and an invoice generated. No final report will be provided to the client until payment has been received.
- 8. Fees.** The fee payable by the Client for the contract covers only the work that Future Nature WTC Ltd undertakes to carry out in relation to the contract in the proposal from Future Nature WTC Ltd to the Client setting out the basis on which the contract is being carried out. In the event of additional work being required by the Client, this will be charged for as an extra item.

9. **Payment.** Payment shall be made within **14 days** of submission of a valid invoice by Future Nature WTC. Any payment not received by this date will be liable to surcharge of 12% per annum of any outstanding debt.

10. Acceptance of our Proposal includes acceptance of all the above Conditions.