



**FOUNDATION FOR
COMMON LAND**
A gathering of those with a stake in pastoral commons and their future

Our Common Cause: Our Upland Commons

Enabling a
shared future
for all

INVITATION TO TENDER

From Foundation for Common Land (on behalf of the National Trust)
For Harford and Ugborough Commoners' Association
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1. Overview

The Foundation for Common Land and its partners in the Our Common Cause: Our Upland Commons Project wish to appoint a Consultant/Contractor/Research Team to create:

A Commons Management Plan for Harford and Ugborough (HUG) Moors –
an holistic management plan for the two commons as one management unit.

Why?

Commoners' associations are required to create workplans to deliver their Higher Level Stewardship agreements, but these have tended to focus on specific management actions associated with key features or with regulating grazing timing and intensity. Due to the changes in agricultural policy, along with greater demands by society for climate change-related, pro-biodiversity and recreational outcomes, a much wider plan is required that incorporates the management of all the public goods that commons deliver.

Harford and Ugborough's HLS Agreement is due for renewal in December 2023. We would like to produce a Commons Management plan for HUG Moors that can act as a case study and provide a template for others to replicate on their commons.

2. Background Information: Our Upland Commons Project

The Foundation for Common Land and a broad partnership of organisations have secured a grant from the National Lottery Heritage Fund to deliver Our Upland Commons Project. A three-year, £3m, 25-partner project helping to secure the future of upland commons.

The focus is on 12 commons, including three on Dartmoor, and demonstrating that common land is vital for nature, archaeology, climate, wetlands, trees and our access, alongside livestock production.

Critical to the project's ethos is the belief that if we are to achieve the best outcomes for commons, we need to understand different perspectives and passions, we need effective collaboration and we need trusted facilitation to promote fruitful discussion and build consensus.

You can find out more about the Our Upland Commons Project [here](#)

3. Location

Harford & Ugborough Moors on southern Dartmoor.

Please see Annex 2 for a map of Harford and Ugborough Moor.

Harford and Ugborough Commoners Association

There are **45 members**, comprising

Landowners:

Harford Moor: John & Lorna Howell

Ugborough Moor: Leonard Hurrell and his two sons Robert and Andrew

The Duchy of Cornwall, Wrangaton Golf Course and Mr J Goodman own smaller areas to the north and south of the moors.

7 graziers and **33 non-graziers**

Landscape: The two commons occupy 1671 hectares, forming a nine-kilometre strip of land, reaching from the southern point of the moor above Ivybridge, up to the centre of the southern half of Dartmoor. They lie along the eastern side of the Erme valley, and across into the Avon catchment.

From the sheltered valleys to the broad, open upper reaches, there is a large variety in the habitats and landscape which is grazed by hardy hill cattle, sheep, and ponies. Much of the northern part is blanket peat bog – the southernmost blanket bog in Europe – with a predominant cover of purple moor grass. Bracken dominates the steeper lower slopes, with occasional oak and hawthorn trees.

A small china clay industry in the early twentieth century left a metalled track running along the tops, which now forms part of the Two Moors Way, providing public access to the interior of the moor.

Late Stone Age and Bronze Age remains are common, with some impressive standing stones, and the large medieval tin workings show that this was once a thriving industrial landscape.

Designations:

The moors are included in the Access Land of the Dartmoor Commons Act 1985.

The top half of the moors (north of Piles Copse) form part of South Dartmoor SSSI and Dartmoor SAC.

4. Scope of Services Required including Outputs

During the Development Phase of the project, a Vision for the Common (attached), was created, although due to time constraints it was never signed off by all parties.

The Mid Term Project Evaluation Report revealed that the process of creating a vision is more important than the vision itself, and that what commoners and landowners require are actionable outputs. In this case, it needs a clear generational, 30-year outline for the two commons, along with an adaptive management plan for the next 10 years (to be reviewed in year 5), and a detailed 5-year action and monitoring plan. These will make strong use of digital maps.

As well as the vegetation management of the common, it is imperative that this management plan includes a plan for managing *all the public goods provided by the common*. Where possible, methods of funding these actions should be identified in the 5-year detailed action plan.

Please see Annex 1 for an outline of the suggested plan coverage. However, we expect this will be revised and edited by the successful contractor.

We are looking for someone who will use their expertise to create a practical, useable plan, which all stakeholders who have a management role in the common, take ownership of and action.

Examples of Management Plans and Planning guides that may provide a useful starting point.

[Creating a Common Management Plan](#) Foundation for Common Land

[A Guide to Management Planning](#), Mike Alexander FCIEEM FRSB

“...[set] aside the view that conservation should always be concerned with recreating or maintaining something that once occurred in the past and, instead, [...] recognise a need to manage places to optimise their future potential...” (Alexander , 2020).

Please note that potential contractors are not expected to go into specific details but to set out the principles of how they would consult on and deliver the required plan, including approaches to visualisation and mapping. The baseline information cited in (section 4.1) is indicative and not comprehensive. A full review of this information forms part of contract, and this information will not be made available at tendering stage (although potential suppliers may wish to use resources in the public domain such as MAGIC maps to put the common in context).

4.1 Background information available

There is a lot of information relating to HUG Commons held by the landowners and within HUG Commoners’ Association.

1. www.harfordmoor.org - Website created by the Owner.
2. *Draft* Harford and Ugborough Commons Vision (June 2019) – Created during the development phase of the project. Summary of the Vision Management Actions to Implement the Vision.
3. *Draft* Management Map for Harford and Ugborough Commons (Nov 2019).
4. HUG Moors Vision for Birds (June 2019).
5. HUG Management of a Common Vision including Statement, Visions for Future Management and Suggested Management Actions (June 2019).

Recent baseline mapping includes:

1. An ecological habitat survey of Harford and Ugborough Commons, commissioned by Dartmoor National Park Authority - due June 2023.
2. Ecological surveys of two spring mires on Harford and Ugborough (Oct 2021).
3. Healthy Trees for Tomorrow Survey: Our Upland Commons project commissioned a to map all the trees naturally regenerating on the Common (Oct 2022).
4. Whinchat and important moorland breeding birds survey and management recommendations – due April 2023.
5. Archaeology: PAL surveys for Ugborough and the Upper Erme.

We are working closely with Dartmoor Headwaters Project, South West Peatland Partnership, Wildlife Trusts and Dartmoor National Park Authority (DNPA) to deliver this project.

DNPA is publishing a tender for nature enhancement opportunity mapping of the Yealm and the Erme Catchment in June. The results of this exercise will be a useful resource for the successful contractor, and we would like them to be considered as part of this contract.

DNPA will supply base mapping, air photos and vegetation and tree cover mapping recently developed by University of Exeter SWEEP.

Dartmoor Headwaters Project, Natural Flood Management Officers will provide detailed water run off maps and management recommendations for NFM interventions.

The owners will provide mapping and details of commonly used access routes and erosion lines across the two commons, along with other details.

Digital Mapping Technology: we are currently using **LandApp** to map and share information with HUG Commoners Association.

Drone imagery: we do not have this currently but are keen to explore it as a useful visual baseline & monitoring tool; this might be an aspect considered by bidders.

4.2 Activities

Note: To make this plan successful it is imperative that sufficient time is spent gaining consensus within the Commoners' Association to agree the detail of the action plan. Exact locations and areas for any tree planting, purple moor grass control and habitat restoration schemes for example.

Note: It is expected that the contractor's time commitment will be divided between the activities as per % allocation.

- 1 **Desk Review: 10%**
 - Collate and review baseline information, evidence, research and review the local and regional contexts of the commons.

- 2 **Initial Stake holder Consultation 20%**
 - Share/discuss with key stake holders baseline information and evidence.
 - Seek stakeholders' views to evaluate what are the most important issues for the commons over the next 5 to 10 years, within a 30-year longer term framework.
 - Identify likely constraints and opportunities for management.

- 3 **Create *First Draft Commons Management Plan*: 40%**
 - 3.2 Identify and describe priorities, measures and management and monitoring actions for delivering public goods on the commons.
 - 3.3 Analyse the potential to influence or change what we have.
 - 3.4 Tabulate the management and monitoring action plans.
 - 3.5 Develop appropriate digital baseline and management maps and imagery.
 - 3.6 Identify suitable funding streams and resources to deliver the short-term actions.

- 4 **Consult with key stakeholders 20%**
 - Seek views and feedback
 - Identify changes needed
 - Gain consensus on management actions –this will need to be a process that presents multiple iterations of the proposed management plan to key stakeholders before consensus can be achieved.

- 5 **Produce Final Draft 10%**

4.3 Outputs

1 x Desk Review

2 x Stakeholder consultation periods, around 40% of the contracted time.

1 x Draft Management Plan

1 x Final Management Plan

4.4 List of key stakeholders:

1. Members of HUG Commoners' Association including both landowners' & commoners
2. Dartmoor National Park Authority specialist officers: archaeologist, ecologist, sector ranger, access and recreation officers.
3. Dartmoor Headwaters Team (Peatland & Natural Flood Management)
4. Academic Institutions
5. Natural England
6. Historic England
7. Devon Wildlife Trust, RSPB, Buglife (important invertebrate areas), Moor Trees, Dartmoor Preservation Association (representing the access lobby).

5. Other Reporting

Support the recording and reporting of Our Upland Commons project to deliver to the National Lottery Heritage Fund and other funders by updating the project officer on progress (verbally or by email) for quarterly NLHF claims. Recording volunteer hours and in-kind contribution of landowner's or commoners' time. Cooperate with consultants appointed to evaluate the Our Common Cause Project.

1. A brief end of project report
2. Verbal/email updates on progress as reasonably requested by project team.
3. A record of volunteer involvement, attendance at sharing events and involvement by commoners and employees of other organisations.

Note: *The OCC project team will support record keeping etc to ensure it is as simple and undemanding as possible while still meeting the requirements of project funders.*

Intellectual Property Rights

Intellectual property rights for the concepts and proposals developed under this contract will belong to the Foundation for Common Land.

National Lottery Heritage Fund Requirements

National Lottery Heritage Fund must be acknowledged in accordance with their guidance, on any outputs or communications/advertising material. Any digital outputs must comply with NLHF's requirements which can be found on their website.

6. Skills and Experience Required

The successful consultancy or contractor should demonstrate that the named individual(s) delivering this project have the suitable skills and qualifications to deliver the project. It should also evidence successful delivery of similar projects by the consultancy. In particular it should demonstrate skills and experience in the following areas:

- Physical land, heritage and recreation management.
- Delivering habitat management advice to farmers, commoners and landowners.

- Reaching consensus on complex overlapping management demands in a multi-user landscape.
- Writing Site Management Plans

7. Budget and Schedule

This work is funded through a partnership project, and the main contributor is the National Lottery Heritage Fund.

Total Budget is £ 9,500 excluding VAT.

- The completion date for the contract is **29 February 2024**. It is up to the contractor to produce a project timeline to meet this deadline.
- Payment will be made in staged payments to be agreed on award of contract. The Tender should include a proposed payment schedule with payments linked to the completion of identified milestones. Unless otherwise agreed, payments will be in arrears for work completed, and 20% of the total contract value should be reserved until the completion of all works and the submission of the final project report.

8. Contract Management

This contract will be managed by the Our Upland Commons Project Officer, Tamsin Thomas, who is employed by the National Trust and seconded to the Foundation for Common Land. The contract will be with the National Trust and will need to comply with the Trust's General Terms & Conditions (attached).

9. Health and Safety, and Insurance

The contractor will be responsible for the health and safety of its employees, volunteers and participants in events it is delivering, as well as for ensuring that none of the work it is delivering under this contract adversely affects the health or safety of the public or any other persons.

The contractor will be required to produce a suitable risk assessment covering the works delivered under this contract prior to the commencement of the contract, and to provide any documentation relevant to the safe delivery of the project.

The contractor will need to demonstrate evidence of the following insurance policies:

- Employers liability £5 million
- Public Liability £5 million
- Professional Indemnity Insurance £0.5 million (or demonstrate that the advice given under this contract is covered by the contractor's public liability policy).

10. Timetable

The tender application should include a timetable of key project milestones, showing when main outputs are scheduled. Key dates for set up of contract are shown below.

MILESTONE	DEADLINE
<i>Submit tenders in response to this brief</i>	<i>Friday 30 June 2023</i>
<i>Selection of preferred contractor (including possible telecall/meeting to discuss the work further)</i>	<i>WC 17 July 2023</i>
<i>Contract start date and inception meeting</i>	<i>WC 31 July 2023</i>
<i>Completion of all works and submission of final report</i>	<i>29 February 2024</i>

*Please note this project must be completed by 29 February 2024 and it is up to the contractor to produce a project timeline to meet this deadline.

11. Tender Submission

Please submit a short proposal (no more than 12 sides A4) outlining how you would approach this work to tamsin@foundationforcommonland.org.uk by **5pm on Friday 30 June**. We will aim to finalise the appointment by 31 July. Your proposal should include:

- An outline of how you would deliver the work, including approach to engaging stakeholders.
- Details and relevant experience and qualifications of the individual(s) who will be delivering the work.
- Examples of similar work completed for other projects.
- An outline budget broken down into the different components of the work:
 - o The fee structure for the individual/s involved including estimated time allocation
 - o Estimated costs for travel and any accommodation or other subsistence
 - o Total cost for all work and expenses, excluding VAT
 - o VAT status.
- A timetable outlining key milestones and outputs; and a proposed payment schedule with payments linked to the completion of the identified milestones.

12. Indicative Selection Criteria

	Proposed Methodology (technical approach to the work, scope of proposed delivery, response to the tender)	Demonstrating by Doing (approach to engaging stakeholders, maximising learning, sharing and gaining consensus)	Suitability for the Work (Experience of delivering similar projects, skills and qualifications of team, sector knowledge)	Value for Money (Proposed day rates, allocated costs compared to scope of delivery)
Weighting	30%	30%	30%	10%

The Project Manager and Project Officer reserve the right to reject the proposal if they are not satisfied with the content, or not to appoint the cheapest or any tender for any reason.

ANNEX 1 : Suggested List of topics the plan will cover

2. WATER, SOIL AND PEAT

“Clean and Plentiful Water” and “Climate Change Mitigation and Adaptation”

- 2.1 Principles: Water and Carbon Storage
- 2.2 Watercourses
- 2.3 Flood Alleviation
- 2.4 Mire Conservation
- 2.5 Peat Rewetting
- 2.6 Other Soils
- 2.7 Erosion Control

3. VEGETATION AND FAUNA CONSERVATION AND GRAZING MANAGEMENT

“Thriving Plants and Wildlife”

- 3.1 Principles: Conservation of Nature and Farming
- 3.2 Soil-Vegetation Baseline and Habitats
- 3.3 Species abundance and diversity
- 3.4 Agricultural Grazing, including an annual grazing calendar
- 3.5 Agriculture and Management in Neighbouring Areas including contiguous commons.
- 3.6 Wildfire Control
- 3.7 Swaling and Cutting
- 3.8 Bracken Control
- 3.9 Management of Molinia
- 3.10 Heather
- 3.11 Tree health and Regeneration

4. VISUAL LANDSCAPE AND ARCHAEOLOGY

“Beauty and Heritage”

- 4.1 Principles: Protection of the Landscape and Archaeology
- 4.2 Sustaining the Visual Landscape
- 4.3 Scheduled Ancient Monuments
- 4.3 Other Archaeology

5. VISITORS AND RECREATION

“Engagement”

- 5.1 Principles: Provision of Health Benefits and Recreation
- 5.2 Information
- 5.3 Access Points and Moor Gates
- 5.4 Rights of Way and the Redlake Track
- 5.5 Visitor Behaviour: Byelaws and the Countryside Code including impacts on livestock and grazing patterns
- 5.6 Walkers
- 5.7 Horse Riders
- 5.8 Hunting
- 5.9 Cyclists
- 5.10 Camping
- 5.11 Recreation in Neighbouring Areas

ANNEX 2: Map of Harford and Ugborough Moors within the Erme and Yealm Catchments.

