

MOUSEHOLD HEATH CONSERVATORS MEETING 5 DECEMBER 2008- ITEM 4

Notes from Mousehold Heath Conservators Itinerant

24th October 2008 10.00 – 13.00 Mousehold Heath

Present:

Cllr. Bradford (DB) (Chair)
Cllr. Bearman (JB) (Vice - Chair)
Cllr. Little (SL)
Cllr Banham (MBa)
Malcolm Bryant (MB)
Mr D. Cannon (DC)
Mr C. Southgate (CS)
Simon Meek (SM)
Paul Holley (PH)
William Stewart (WS)

Apologies

Cllr. Lay
Cllr Brociek-Coulton
Mr M. Davies
Ms M Parker
Bob Cronk (BC)

1. Mottram Memorial

Bench replacement at the memorial - rough cost and in draft work programme. **(PH)**

2. Car park

Cut back edging of disabled path **(PH)**

Extend surfacing from where the path turns towards the memorial on in the direction of Kett's Hill up to the edge of the site. Costings needed. **(PH)**

Signs need to be reduced to DDA compliant height. **(PH)**

3. St James' Steps

Discussed the proposal but no conclusion reached on whether or not to take the proposal forward. Estimated cost of steps would be £25,000; there would be a safety issue as much of the route would run alongside a steep drop and there would be ongoing maintenance implications. Potential usage likely to be quite low when compared with the financial outlay.

4. Management of St James' Hill

Noted that there was good regeneration of heathland type vegetation, but that the trees felled in early 2008 were growing back vigorously. Various

management options were discussed, including regularly coppicing tree re-growth to keep the site open and retain city views. A suggestion was made that some areas could also be managed to re-establish heathland, but this would be difficult due to the steep slope and labour-intensive nature of work without the use of herbicides to control re-growth.

Management objectives of this area to be reviewed and presented to the Conservators along with management options. **(PH)**

5. Zaks disabled toilet

Problem with CityCare using a box for storage in the disabled toilet. Need to raise with CityCare removing obstructive box and replacing with one suitable for storing cleaning equipment that does not restrict access and egress. **(SM)**

Notes from Mousehold Heath Conservators Management Sub Group

24th October 2008 14.00 – 16.30 Wymer Room

Present:

Cllr. Bradford (DB) (Chair)
Cllr. Bearman (JB) (Vice - Chair)
Cllr. Little (SL)
Malcolm Bryant (MB)
Mr C. Southgate (CS)
Simon Meek (SM)
Paul Holley (PH)
Bob Cronk (BC)

1. Apologies

Cllr. Lay
Cllr Brociek-Coulton

2. Notes of Last Meeting and Matters Arising

2.1 CS expressed concerns to officers relating to the number of outstanding actions.

2.2 Fire Brigade Access

2.3 Fixed point photo monitoring into annual work programme. **(PH)**

2.4 Cost for surveying stability of the bank for consideration by Conservators to be put into next years budget and draft work programme. **(PH)**

2.5 Alternative access for fire appliances from Wingfield Open Space to be investigated; Fire Service to be contacted **(PH)**.

2.6 Car Park (Cost benefit)

2.7 Grass mound and wooden post options for protecting rear of Britannia Rd car park to be investigated and options/costs to be presented to Conservators **(PH)**

2.8 Disabled bay needs compliant surfacing and marking. **(PH)**

2.9 Cost of short term making good of car park surface as opposed to grass grid long term repair. **(PH)**

2.10 Duty Mobile

2.11 SM outlined the procedure which is in place for reporting issues and concerns on the Heath to Norwich City Council so that the appropriate person to respond to the call can be notified.

2.12 999 should be called for any incident that requires an emergency service to attend. The 0844 980 3333 number should be used report non emergencies, antisocial behaviour, reporting damage and general enquiries. This will ensure that the call can be passed to the appropriate person to deal with. Outside of office hours the call will be handled by the Norwich Community Alarm Service.

2.13 Byelaws

2.14 The Council's legal section have responded to the enquiry regarding the need to display byelaws on site. It is advisable to have the byelaws on the back of the boards and a note on the front of the information panel referring visitors to the byelaws on the back is acceptable.

2.15 BMX

2.16 Problem with additional area being used for BMX, which is of greater ecological value and more heavily used by visitors to the Heath. Resources are being targeted at stopping use in this area as a priority.

2.17 Vinegar Pond

2.18 The pond project is to take place in two phases. Phase 1 will involve dredging the pond to remove reed sweet grass and take place this financial year.

2.19 Phase 2 involving lining the pond and refilling will take place in the next financial year.

2.20 NCC officers to meet with MB and the Defenders to produce project paperwork – method statement, risk assessment, contractor details and confirmation that insurance documents etc have been checked for November Sub-group Meeting.

2.21 Malcolm to arrange meeting as soon as possible at convenient time with GW and officers. **(MB)**

2.22 Mousehold Conservators Donation to Defenders

2.23 The Conservators agreed a donation of £2500 to be made to the Defenders towards the cost of the pond project, to be paid from the insurance claim suspense account balance.

2.24 As soon as it is identified that phase one of the project is progressing email DB and JB for requesting approval to approve the spend. **(PH)**

2.25 **Fun Day**

2.26 The Defenders have expressed a requirement for cars to be allowed to park behind stalls, which is contrary to advice received from the Council's Events Team.

2.27 Conservators raised concerns that more movements on and off posed an increased safety risk on Gurney Road.

2.28 Discussion followed to clarify who gives approval for events on the Heath. As Conservators the decision to give approval for an event on the Heath is made by them and not the Council's Events Team. Officers will provide advice in relation to events on the site as requested, based on recommendations from the Events Team.

2.29 Although the Funday is viewed as a very desirable event to have on the heath there will not be a Conservator on the organising committee. The Funday committee have been in touch with the Events Team and are following their guidance in relation to organising an event and ensuring there is sufficient risk management in place. This will ensure that the event is covered by City Council insurance.

2.30 Mousehold Wardens will advise the organising committee on operational matters & practicalities, but not be a member of the committee.

2.31 The Events Team need to be aware that the approval process for events on Mousehold Heath is different to that of the City's other green spaces. **(SM)**

2.32 **Annual Tree Safety Inspection**

2.33 The Arboricultural Officer in Citizen Services has been contacted regarding Malcolm Bryant's request to see the inspections being done to understand the process. The officer will contact Mr Bryant direct to notify arrange a convenient time to meet him on site. *(Update not provided at the meeting due to time constraints).*

2.34 **Litter Problems**

2.35 The Conservators asked that the procedure for reporting problems to CityCare is outlined in the notes of the meeting.

2.36 Any problems relating to aspects of the CityCare contract such as overflowing bins, litter bags not being collected and split rubbish bags should be reported direct to the CityCare Help Desk 0845 650 2045.

2.37 **Solstice Event**

2.38 Conservators are fully supportive of the original event proposed, but concerns were raised in relation to additional proposals involving the use of a brazier and other equipment.

2.39 CS expressed concerns relating to the conditions imposed by the Events Team potentially restricting the use of the site.

2.40 Conservators asked for Helen Selleck to be invited to a Sub Group meeting in the new year, to look for positive advice to guide events delivery and discussing practicalities in relation to Mousehold Heath. Followed by a paper going to a future Conservators meeting with the DB requesting that an hour is allowed for discussion. **(SM)**.

2.41 St William's Chapel

2.42 CS asked what developments there have been in relation to this.

2.43 PH explained that an offer of a Section 17 agreement, which would provide £1000 for managing the Chapel site, had been received from Norfolk County Council. A requirement of the funding being provided is that a topographical survey of the chapel site costing £510 is undertaken, following on from the geophysical study that has been carried out.

2.44 It was reported that David Robertson (Norfolk Archaeology), had expressed satisfaction with recent management of the site undertaken by the Mousehold Wardens.

2.45 The sub group requested further information concerning the Section 17 agreement, to include: when was the grant payable, who would be doing the proposed survey, would the grant be an annual payment, and what would need to be done to comply with the Section 17 conditions **(PH)**.

2.46 Litter bins

2.47 A plan of existing litter/dog bin locations was circulated to the meeting, feedback from the Mousehold Wardens was that they are not aware of the need for any additional bins or any to surplus to requirements.

2.48 DB requested that the CityCare litter picker is asked to see if he is aware of any areas that would benefit from additional bins and report to the December Conservators Meeting. **(PH)**.

2.49 There are 4 bins at Zaks – 2 are Conservators responsibility. Who is responsible for the others **(PH)**

2.50 Cost of a new bin to be installed and its emptying added to the contract was circulated to the meeting: £224 – 264 for installation (exact cost depending on location) and £186 per year for emptying.

2.51 Draft annual work programme for 09/10 with project proposals and necessary budget implications. **(PH)**

2.52 City Centre Sign Posts

2.53 JB asked if the old city centre sign posts could be utilised on the heath as they were currently at the Mile Cross depot.

2.54 DB requested that Ben Webster (Design Quality Manager) is asked to attend a future sub group meeting regarding the installation of signs on the Heath when there is an appropriate agenda item **(SM)**

2.55 **Zaks' Lease**

2.56 Questions to look into:

Are we able to utilise space within it? **(SM)**

Is there a plan of the internal set up? **(SM)**

SL asked what the process was for listing. Request for advice on the process to be made to the Norwich Society **(CS)**

8. **AOB**

No issues were raised