



# Mousehold Heath Conservators

**Mousehold Heath Management Plan 2019 – 2028**  
**Appendix 2: Project register**



**NORWICH**  
City Council

## APPENDIX 2: PROJECT REGISTER

**19/20**

Items in bold with red shading are active and delivered at that point in time.

*N*

Items in italics with yellow shading are active at that point in time if necessary

N

Items in normal font and unshaded are not planned active

## PROJECT SPECIFICATION

<b>Project ref code</b>	AF00/01										<b>Project title</b>	Prepare annual budget											
<b>Brief description</b>																							
Develop annual budget for delivering annual work programme																							
<b>Proj lead</b>	POSM					<b>Delivered by</b>	POSM, MW					<b>Budget code</b>	[]					<b>Budget £s</b>	[]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18					<b>Priority</b>	Must						
<b>Project aims</b>																							
1. Operational budget developed based on delivering the annual work programme for the forthcoming financial year.																							
<b>Detailed project description</b>																							
1. Draft budget will be developed based on the annual work programme for the forthcoming financial year. The draft budget will be discussed with the Mousehold Conservators management Subgroup to infor a report to the Mousehold Conservators in January.																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		AF00/02		<b>Project title</b>		Budget monitoring															
<b>Brief description</b>																					
Develop annual budget for delivering annual work programme																					
<b>Proj lead</b>		POSM		<b>Delivered by</b>		POSM, MW				<b>Budget code</b>		[]				[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators								<b>Approval date</b>		15/06/18		<b>Priority</b>		Must					
<b>Project aims</b>																					
1. To monitor spend within year to ensure budget is not exceeded.																					
<b>Detailed project description</b>																					
1. The monthly spend against budget allocated will be monitored when planning or ordering works by the Mousehold Wardens, via there operational spreadsheet.  2. The budget situation will be reviewed monthly by the POSM and Mousehold Wardens at 1:1 meetings and cross referenced with Financial Services reports which are produced every two months.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		AF00/03		<b>Project title</b>		Electricity															
<b>Brief description</b>																					
Monitor use and pay bills																					
<b>Proj lead</b>		POSM		<b>Delivered by</b>		MW		<b>Budget code</b>		2851											
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
1. Pay within timescale due and understand usage levels.																					
<b>Detailed project description</b>																					
1. To monitor use and spend within year relative to budget and pay bills due.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>	AF00/04										<b>Project title</b>	Water											
<b>Brief description</b>																							
Monitor use and pay bills																							
<b>Proj lead</b>	POSM				<b>Delivered by</b>	MW					<b>Budget code</b>	2851											
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18				<b>Priority</b>	Must							
<b>Project aims</b>																							
1. Pay within timescale due and understand usage levels.																							
<b>Detailed project description</b>																							
1. To monitor use and spend within year relative to budget and pay bills due.																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		AP20/01		<b>Project title</b>		New management plan															
<b>Brief description</b>																					
Develop annual budget for delivering annual work programme																					
<b>Proj lead</b>		POSM		<b>Delivered by</b>		POSM, MW				<b>Budget code</b>		[]				[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To produce a new management plan to be adopted and in place for the start of financial year 2028</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>The project will developed in stages over the year involving the Mousehold Conservators management Subgroup to develop the plan in stages with each stage being approved by the Mousehold Conservators.</li> <li>The basic stages will be expanded with timescales nearer the time.</li> <li>Where <b>are we now?</b> Revision of factual information</li> <li>Where <b>are we going?</b> Review vision Review objectives</li> <li>How <b>will we get there?</b> Review and develop management prescriptions Review and develop projects Consultation</li> <li>How <b>will we know when we get there?</b> Recording and monitoring</li> <li>Publish document</li> </ol>																					
<b>Links to additional information</b>																					

## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>	AP20/02										<b>Project title</b>	Management plan review										
<b>Brief description</b>																						
Annual review of management plan																						
<b>Proj lead</b>	POSM					<b>Delivered by</b>	POSM, MW					<b>Budget code</b>	[]					[]				
<b>Years active</b>										<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M	
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18			<b>Priority</b>	Must							
<b>Project aims</b>																						
<ol style="list-style-type: none"> <li>To ensure that the management plan remains up to date to inform management decisions on the site.</li> </ol>																						
<b>Detailed project description</b>																						
<ol style="list-style-type: none"> <li>To review the management plan as required ensuring it remains a dynamic working document. Revisions may need to be made based on changes in legislation, resources and best practice etc.</li> <li>Revisions will be developed with the Mousehold Conservators Management Subgroup and formally approved at the Mousehold Conservators meeting at the time the precept is set and the annual work programme developed.</li> </ol>																						
<b>Links to additional information</b>																						
<b>Project map/plans</b>																						

## PROJECT SPECIFICATION

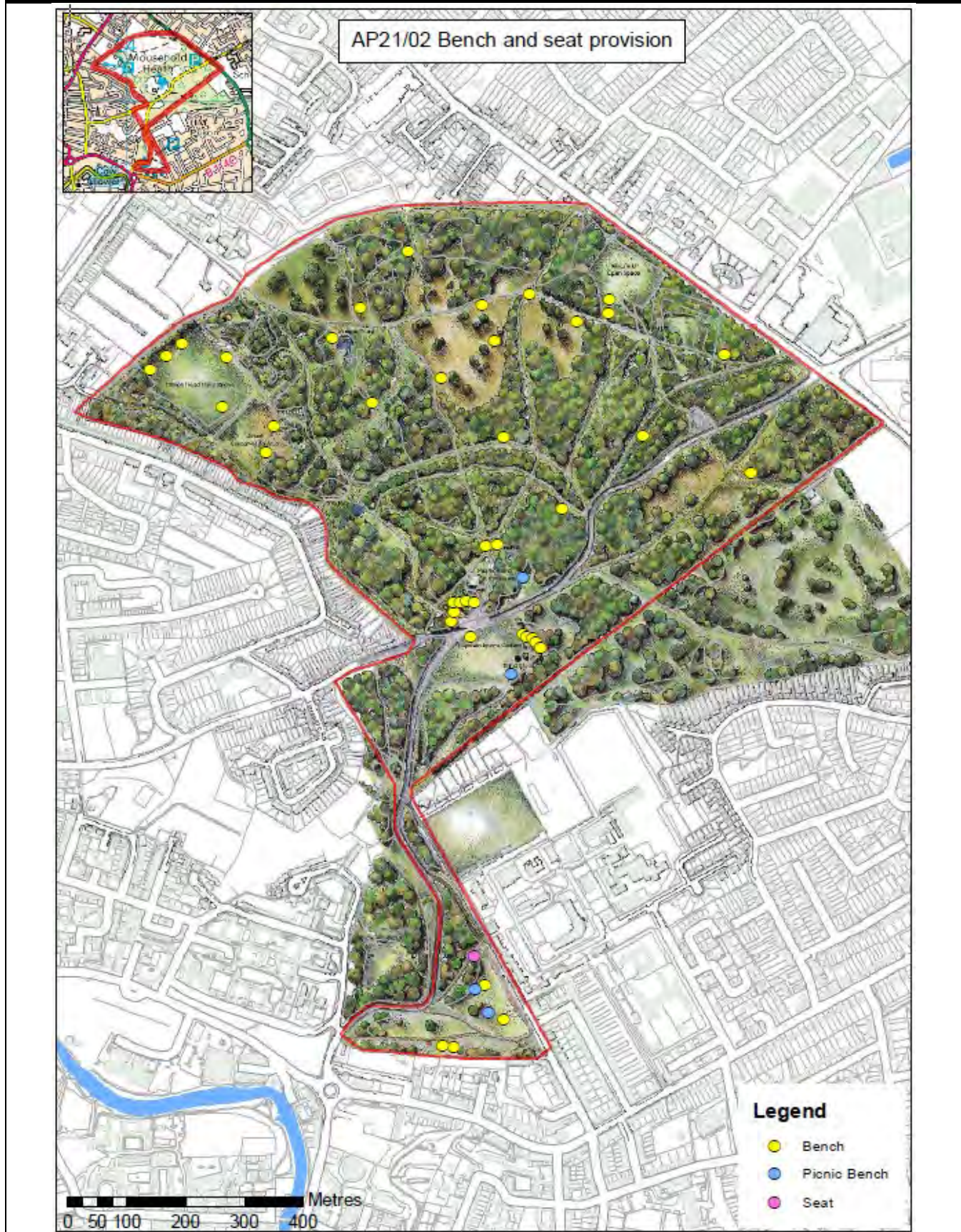
<b>Project ref code</b>	AP21/01										<b>Project title</b>	Environmental strategy											
<b>Brief description</b>																							
To contribute to the delivery of the council's environmental strategy																							
<b>Proj lead</b>	POSM					<b>Delivered by</b>	MW					<b>Budget code</b>	[]					[]					
<b>Years active</b>											<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators										<b>Approval date</b>	15/06/18					<b>Priority</b>	Should					
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. Where possible and appropriate projects to contribute to the delivery of the environmental strategy.</li> <li>2. Increase awareness of the work of the conservators contributing to the environmental strategy.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Be aware of the council's environmental strategy.</li> <li>2. Contribute to future revisions of the strategy</li> <li>3. Contribute to annual performance review reports.</li> <li>4. Report on contribution in the Mousehold Conservators Annual report</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

Project ref code		AP21/02		Project title		Bench and seat provision																																					
Brief description																																											
Provision of seating at agreed locations across the site.																																											
Proj lead		NH		Delivered by		MW		Budget code		421020 2090		Budget £s																															
Years active									Months active																																		
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by				Mousehold Conservators						Approval date				15/06/18		Priority		Should																									
Project aims																																											
1. To provide produce a strategic plan for seating at appropriate locations across the site. 2. Locations for future benches to be agreed by committee. 3. Benches to be the same style, design and construction, in keeping with the surrounding environment i.e. formal or informal locations to ensure consistency across the site.																																											
Detailed project description																																											
1. To review the site to identify strategic seat, bench and picnic table location. 2. Review existing locations of seating and if necessary remove and relocate. 3. Identify appropriate specifications for each location. 4. Map locations of existing retain, existing remove, future provision. 5. Produce style specifications for type of location																																											
Links to additional information																																											



## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>		AP21/03		<b>Project title</b>		Volunteer strategy															
<b>Brief description</b>																					
To develop a strategy relating to the marketing, increasing, retention and development of volunteer involvement on the heath.																					
<b>Proj lead</b>		POSM		<b>Delivered by</b>		MW		<b>Budget code</b>													
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	25/26	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Increase awareness of volunteer opportunities.</li> <li>2. Increase volunteer involvement</li> <li>3. Retain volunteers</li> <li>4. Develop volunteers in skills and the range of projects that they can undertake.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Develop a strategy based on industry best practice to:</li> <li>2. Increase awareness of volunteer opportunities.</li> <li>3. Increase volunteer involvement</li> <li>4. Retain volunteers</li> <li>5. Develop volunteers in skills and the range of projects that they can undertake.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AP21/04				<b>Project title</b>	Signage and interpretation strategy															
<b>Brief description</b>																					
To develop a signage and interpretation strategy to guide the development and provision of interpretative material an signage.																					
<b>Proj lead</b>	POSM				<b>Delivered by</b>	MW				<b>Budget code</b>											
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18				<b>Priority</b>	Should						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure that all signage, information panels and leaflets etc is recognisable as being the Mousehold Conservators.</li> <li>2. Strategic approach for the provision of information on the heath. Key messages etc</li> <li>3. A Mousehold Conservators brand</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. To develop a strategic approach to the provision of information and key audiences to the heath.</li> <li>2. To develop a brand and colour scheme so that all information provided is easily recognised as being from the Mousehold Conservators.</li> <li>3. To identify key audiences and key messages.</li> <li>4. To inform a transition programme to switch all signage over to conform with the new strategy.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>	AP21/05				<b>Project title</b>	Access hubs															
<b>Brief description</b>																					
To develop "Access Hubs" to the heath at the main visitor arrival points.																					
<b>Proj lead</b>	POSM				<b>Delivered by</b>	MW				<b>Budget code</b>											
<b>Years active</b>											<b>Months active</b>										
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18				<b>Priority</b>	Should						
<b>Project aims</b>																					
1. To provide key information when visitors arrive at the site to orientate themselves and provide key information about the heath and who it is managed by.																					
<b>Detailed project description</b>																					
1. The detailed project description will be developed as part of the scoping work for this project.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

Project ref code		AP50/01		Project title		Vehicle on site policy																																					
Brief description																																											
Prepare, revise plan, safety.																																											
Proj lead		WS		Delivered by		MW,.		Budget code				Budget £s																															
Years active									Months active																																		
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by		Mousehold Conservators							Approval date				15/06/18				Priority				Must																						
Project aims																																											
1. To have procedures in place to allow safe vehicle access to the site																																											
Detailed project description																																											
1. Adhere to vehicle policy in the Mousehold Heath Bylaws 2. All vehicles entering the site must have the permission of Norwich City Council. 3. All vehicle drivers must have signed vehicle on site risk assessment. 4. Access supervised by the Mousehold Wardens																																											
Links to additional information																																											
Project map/plans																																											

## PROJECT SPECIFICATION

<b>Project ref code</b>	AP50/02					<b>Project title</b>	Tree safety inspection policy review														
<b>Brief description</b>																					
Review the tree safety policy																					
<b>Proj lead</b>	POSM		<b>Delivered by</b>	MW, AO					<b>Budget code</b>	[]											
<b>Years active</b>											<b>Months active</b>										
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18			<b>Priority</b>	Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure that the trees on the site are inspected on a regular basis to identify any hazardous trees to enable work to be carried out to manage the risk posed to visitors and property.</li> <li>2. To carry out tree safety inspections in accordance with the Council's Tree Safety Policy to ensure industry best practice and insurance requirements are fulfilled.</li> <li>3. To retain standing dead, dying and decaying wood based on risk assessment in accordance with project MH08/01.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. To review the current tree safety inspection protocol to ensure that as a minimum it complies with the City Council's Tree Safety Policy.</li> <li>2. To ensure that the inspection frequency is proportional to the risk zone.</li> <li>3. To ensure staff are trained to the standard required to carry out their role as identified in the policy.</li> <li>4. To put in place a robust recording and mapping system to enable tree inspection data to be held in the Norwich City Council database.</li> </ol>																					
<b>Links to additional information</b>																					
Link to Mousehold Heath Tree Safety Policy.																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		AP60/01		<b>Project title</b>		Annual work programme															
<b>Brief description</b>																					
Develop annual work programme																					
<b>Proj lead</b>		POSM		<b>Delivered by</b>		POSM, MW		<b>Budget code</b>		[]											
<b>Years active</b>										<b>Months active</b>											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To develop an annual work programme to contribute to the delivery of the management objectives in the management plan, taking into consideration financial and staff resources available.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>An annual work programme will be drafted taking into consideration the 10 year work programme and the staff and financial resources available. The draft work programme will be developed with the Mousehold Conservators Management Subgroup for approval at the January meeting when the precept is also approved.  The annual work programme for each project will include: Primary objective it helps to deliver Project status Priority Project ref code Project title Brief description of work Location Map location Budget Months active Project lead Project delivered by</li> <li>Any revisions to the annual work programme will be brought to the Mousehold Conservators for approval where timeliness of a decision is not an issues.</li> <li>Cases which require a decision to be made in between meetings will be made under delegated powers involving the Head of neighbourhood services and the chair and vice-chair of the Mousehold Conservators subject to no increase in total budget provision and first taking the matter to the management Subgroup unless a an urgent decision is needed. (report of Exec head of business relationship management 22/01/2016)</li> </ol>																					

### Links to additional information

<\\city.norwich.gov.uk\Share\Democracy\Council & Cttee\Drafts\Mousehold Heath Conservators\2016\2016-01-22\REP MHC 07 Terms of reference 2016-01-22.docx>

<\\city.norwich.gov.uk\Share\Democracy\Council & Cttee\Drafts\Mousehold Heath Conservators\2016\2016-01-22\REP MHC 07 Terms of reference APPENDIX 2016-01-22.docx>

### Project map/plans

## PROJECT SPECIFICATION

<b>Project ref code</b>	AP60/02										<b>Project title</b>	Annual work programme monitoring											
<b>Brief description</b>																							
Monitor delivery of the work programme during the year																							
<b>Proj lead</b>	POSM				<b>Delivered by</b>	POSM, MW					<b>Budget code</b>	[ ]				[ ]							
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18				<b>Priority</b>	Must							
1. To ensure that the annual work plan is delivered each year.																							
<b>Detailed project description</b>																							
1. To monitor progress delivering the annual work programme on a monthly basis at 1:1s with the wardens. This will reduce the risk of the work programme not being delivered. It will also enable issues arising to be identified and reported to the Conservators as required, and also to seek approval for any changes to the work programme if necessary. 2. Monitoring of the annual work programme will be alongside AF00/02 budget monitoring.																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

Project ref code		AP80/01		Project title		Mousehold Conservators meeting															
Brief description																					
Mousehold Conservators meeting																					
Proj lead		[ POSM ]		Delivered by		[ POSM, MW ]		Budget code		[ [ ] ]											
Years active										Months active											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		[ Mousehold Conservators ]		Approval date		[ 15/06/18 ]		Priority		[ Must ]											
Project aims																					
<div>1. To fulfil the obligation of the Norwich City Council Act 1984 to hold at least two meetings of the Mousehold Conservators each year.</div> <div>2. To enable the Mousehold Conservators to fulfil their responsibilities under the Norwich City Council Act 1984 efficiently and effectively.</div>																					
Detailed project description																					
<div>1. A public meeting with people allowed to ask a question once every 6 months.</div> <div>2. Serviced by Democratic services.</div> <div>3. Draft reports are to be with Democratic services 10 working days before the date of the meeting.</div> <div>4. Standard agenda items.<div>June<div>Appointment of chair</div><div>Appointment of vice-chair</div><div>Appointments to management subgroup</div><div>Provisional out turn for financial year</div><div>Mousehold Heath work programme update</div><div>Mousehold Conservators Annual Report</div><div>Itinerant meeting</div></div><div>September<div>Budget monitoring report</div><div>Mousehold Heath work programme update</div></div><div>January<div>Precept</div><div>Annual work programme for following year</div><div>Mousehold Heath work programme update</div></div><div>March<div>Budget monitoring</div><div>Mousehold Heath work programme update</div></div></div>																					

<b>Links to additional information</b>
<a href="#">Norwich City Council Act 1984</a>
<b>Project map/plans</b>



## PROJECT SPECIFICATION

<b>Project ref code</b>	AP80/02										<b>Project title</b>	Mousehold Conservators Subgroup meetings										
<b>Brief description</b>																						
Mousehold Conservators Subgroup meeting																						
<b>Proj lead</b>	POSM					<b>Delivered by</b>	POSM, MW					<b>Budget code</b>	[]					[]				
<b>Years active</b>											<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M	
<b>Approved by</b>	Mousehold Conservators										<b>Approval date</b>	15/06/18					<b>Priority</b>	Must				
<b>Project aims</b>																						
<ol style="list-style-type: none"> <li>To provide a mechanism for consulting on issues arising between Mousehold Conservators meetings.</li> <li>To assist with the development and delivery of the annual work programme.</li> <li>To exercise the devolved power between Mousehold Conservators meetings</li> </ol>																						
<b>Links to additional information</b>																						
<a href="#">2016 01 22 Minutes approving ToR</a> <a href="#">2016 01 22 ToR report</a> <a href="#">2016 01 22 ToR report appendix</a>																						
<b>Detailed project description</b>																						
<b>1 Membership</b> <ol style="list-style-type: none"> <li>Members of the Mousehold Heath Conservators management sub-group shall be appointed by the Mousehold Heath Conservators at the beginning of the civic year;</li> <li>The Mousehold Heath Conservators management sub-group will consist of the chair and vice chair of the conservators and up to three other conservators (at least half the members to be city councillors).</li> <li>The sub group will elect its chair and vice chair at its first meeting in each civic year.</li> </ol> <b>2. Attendance at Meetings</b> <ol style="list-style-type: none"> <li>Any other Mousehold Heath Conservator may attend sub-group meetings;</li> <li>The Mousehold Wardens will attend as will other officers as required and the meetings will be minuted.</li> <li>Others shall attend by agreement of the sub group chair;</li> </ol> <b>3. Frequency of Meetings</b>																						

a. At least one meeting shall be held between each of the full meetings of the Mousehold Heath Conservators.

b. The schedule of meetings shall be agreed by the Mousehold Heath Conservators at the beginning of the civic year

#### **4. Responsibilities**

a. To develop the work programme and specific pieces of work to meet the objectives contained within the Mousehold Heath management plan for approval by the Mousehold Heath Conservators;

b. To review the implementation of the annual work programme;

c. To inform decisions required outside of the full Mousehold Heath Conservators meetings that are in line with the conservator's scheme of delegation/devolved power.

#### **5. Reporting**

a. The Mousehold Heath Conservators management sub-group minutes will be will submitted to the Mousehold Heath Conservators for its recommendations to be considered.

### **Project map/plans**

## PROJECT SPECIFICATION

<b>Project ref code</b>		AP80/03		<b>Project title</b>		Mousehold Conservators itinerant															
<b>Brief description</b>																					
Annual committee site visit																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MHW		<b>Budget code</b>													
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>For the Mousehold Conservators to visit the site to review the previous year's work and to inform decisions relating to the following years work programme.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>The date to be agreed at the June meeting of Mousehold Heath Conservators.</li> <li>Suggested project areas to visit suggested at this meeting.</li> <li>Mousehold Wardens to facilitate the itinerant.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		[AR01/01]		<b>Project title</b>		[Car Park surfacing review]	
<b>Brief description</b>							
[To investigate alternative car park surfacing, including all public car parks]							
<b>Proj lead</b>		[NH]		<b>Delivered by</b>		[MW]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]
[27/28]	[28/29]	[A]	[M]	[J]	[J]	[A]	[S]
[O]	[N]	[D]	[J]	[F]	[M]		
<b>Approved by</b>		[Mousehold Conservators]		<b>Approval date</b>		[15/06/18]	
<b>Priority</b>		[Could]					
<b>Project aims</b>							
[ ]							
<ol style="list-style-type: none"> <li>To look investigate alternative hard surfacing and maintenance regimes and lifetime costs for all public car parks across the site.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>Seek advice from professional suppliers of re surfacing companies.</li> <li>Request costing for various surfacing recommendations.</li> <li>Calculate lifetime costs</li> <li>Look into any grants available.</li> <li>Look into partnership working for outside funding.</li> </ol>							
<b>Links to additional information</b>							
[ ]							
<b>Project map/plans</b>							
[ ]							

## PROJECT SPECIFICATION

<b>Project ref code</b>		AR01/02		<b>Project title</b>		Public toilet provision review															
<b>Brief description</b>																					
To review the toilet provision to determine if the toilets will be retained and if so are improved and managed in the future																					
<b>Proj lead</b>		POSM		<b>Delivered by</b>		POSM, MW		<b>Budget code</b>													
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To make a decision on retaining the toilet block or not.</li> <li>2. To explore the options for the management of the toilets.</li> <li>3. If the toilets are retained to put in place a refurbishment programme.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. The detailed project description will be developed as part of the scoping work for this project.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR01/03				<b>Project title</b>	Formal and informal sports provision review															
<b>Brief description</b>																					
To review the current provision of formal and informal sports provision on the heath to identify any changes in the provision for the future.																					
<b>Proj lead</b>	POSM				<b>Delivered by</b>	POSM, MW				<b>Budget code</b>	[]				[]						
<b>Years active</b>											<b>Months active</b>										
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18				<b>Priority</b>	Must						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To review existing provision on a cost, use and income basis.</li> <li>To determine what provision to maintain and develop over the life of the plan to meet visitors needs.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>The detailed project description will be developed as part of the scoping work for this project.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		[AR01/04]		<b>Project title</b>		[Seat and bench sponsorship scheme]	
<b>Brief description</b>							
[Develop a bench sponsorship scheme for people who wish to donate a seat/bench to the heath.]							
<b>Proj lead</b>		[NH]		<b>Delivered by</b>		[MHW]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]
[27/28]	[28/29]	[A]	[M]	[J]	[J]	[A]	[S]
						[O]	[N]
						[D]	[J]
						[F]	[M]
<b>Approved by</b>		[Mousehold Conservators]		<b>Approval date</b>		[15/06/18]	
<b>Priority</b>		[Should]					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. To enable enquiries relating to the provision of a seat/bench on the heath to be dealt with quickly without every request requiring approval by the Conservators.</li> <li>2. To deliver the aims of AP21/02 relating to strategic seat and bench provision.</li> <li>3. To be clear about the cost of the bench and the conditions the sponsor agrees to when making payment.</li> <li>4. To make the process an online electronic one</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. To enable seats and benches to be provided and sponsored as replacements at existing locations identified in AP21/02 and new locations identified on AP01/04</li> <li>2. The type of seat and bench will be installed appropriate to the location as per AP21/02 and AR01/04. locations on the heath subject to funding being provided.</li> <li>3. Calculate costs for provision and installation of each type of seat/bench.</li> <li>4. Prepare T&amp;C of sponsorship to be signed prior to payment. <ul style="list-style-type: none"> <li>- able to carry out reasonable basic repairs to donated benches, but cannot, unfortunately, undertake to replace seats which are vandalised beyond economic repair or stolen. The decision on what is a reasonable repair will be made by the Mousehold Wardens.</li> <li>- memorial plaque can be installed on the bench.</li> <li>- no further items of flowers or memorabilia are attached or placed on or around the bench/seat.</li> <li>- the location of the bench/seat will be at a location approved by the conservators for seating.</li> <li>- on occasions there may be a need to move a seat for management reasons. The decision to do this will be made by the Mousehold Conservators.</li> </ul> </li> <li>5. To publicise the scheme on the Mousehold Conservators section of the website</li> </ol>							
<b>Supply and Installation of memorial plaques</b>							
<b>Supply</b>							
<ol style="list-style-type: none"> <li>6. To be consistent in requests received for memorial plaques the following guidelines will apply to all applications.</li> <li>7. Dimensions</li> </ol>							



- 15cm width
  - 7.5cm height
8. The plaque will be purchased by the requestor to the above specifications.
  9. The wording will be the responsibility of the requestor, ref below.
  10. The installation will be the responsibility of Norwich City Council.
  11. A draft version of wording to be provided and agreed with the Mousehold Wardens prior to ordering the plaque.

#### **Installation**

12. All plaques will be made of stainless steel due to its durability, being a very hard metal resistant to tarnishing and corrosion.
13. A hole in each corner of the plaque will be required for fixing, minimum size 5mm.
14. All attempts will be made to mitigate against vandalism and theft. Vandal proof fixings will be used. The Conservators will not take responsibility for the maintenance/replacement of vandalised or stolen plaques.

#### **Links to additional information**

## Project map/plans

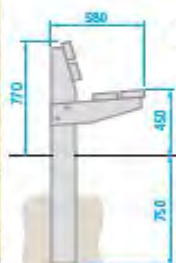






## Hawthorn Seat

The legs of this seat extend 750mm into the ground. The top face and edges of each seat board are planed, the remaining parts are rough sawn. When specified in Iroko all the surfaces are planed and sanded.



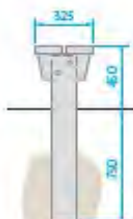
- Base boards 47 x 145mm approx. finished
- Back boards 47 x 120mm approx. finished
- Uprights and bearers 75 x 150mm approx. finished
- Length 2000mm in European oak or treated softwood, weight approx. 96kg. Length 1800mm in Iroko, weight approx. 92kg.
- European oak or treated softwood finished in a dark oak coloured spirit based woodstain, see pages 84 & 86
- Iroko supplied planed and sanded, see page 82
- Supplied with frames assembled, with separate boards to bolt on



## Woodland Bench

This bench is designed for ground fixing like the Woodland Seat, with the legs extending 750mm into the ground, and also has seat boards planed on the top face and edges.

Woodland Range



- Boards 47 x 145mm approx. finished
- Uprights and bearers 75 x 150mm approx. finished
- Length 2000mm in European oak or treated softwood, weight approx. 66kg. Length 1800mm in Iroko, weight approx. 64kg.
- European oak or treated softwood finished in a dark oak coloured spirit based woodstain, see pages 84 & 86
- Iroko supplied planed and sanded, see page 82
- Supplied with frames assembled, with separate boards to bolt on

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR01/05				<b>Project title</b>	Britannia car park provision review															
<b>Brief description</b>																					
To review the provision of a car park at Britannia Road																					
<b>Proj lead</b>	POSM				<b>Delivered by</b>	POSM, MW				<b>Budget code</b>	[ ]				[ ]						
<b>Years active</b>											<b>Months active</b>										
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18				<b>Priority</b>	Must						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To make a decision on the provision of a car park at Britannia Road based on the needs of visitors to the heath.</li> <li>2. To enable the car park to be managed to reduce use by people not visiting the heath.</li> <li>3. To reduce ASB</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. The detailed project description will be developed as part of the scoping work for this project.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR20/01										<b>Project title</b>	Mousehold Conservators Annual Report											
<b>Brief description</b>																							
Annual committee report produced detailing the work done over the previous years to contribute to the delivery of management plan objectives																							
<b>Proj lead</b>	SM			<b>Delivered by</b>	SM, MHW						<b>Budget code</b>	[]			<b>Budget £s</b>	[]							
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	21/09/18			<b>Priority</b>	Must								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To detail what work has been delivered to meet the management plan objectives in the preceding year</li> <li>2. To provide data where applicable to show how the habitat management on site is improving biodiversity, events, volunteers and guided walk figures.</li> <li>3. To provide detailed information for those members of the public who are interested in the management of the heath.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. To record information during the year to inform quarterly heath update reports.</li> <li>2. To gather survey data during the year to show the short term impact of the work, volunteer work and events and guided walk participants.</li> <li>3. To plot year on year data to show medium/long term trends.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR20/02										<b>Project title</b>	Mousehold Conservators Annual Report public summary											
<b>Brief description</b>																							
A brief report covering highlights of the year for the public based on the full Annual Report																							
<b>Proj lead</b>	[ SM ]					<b>Delivered by</b>	[ SM, MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[ Mousehold Conservators ]									<b>Approval date</b>	[ 21/09/18 ]			<b>Priority</b>	[ Must ]								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To promote the heath, its importance and the work of the Conservators.</li> <li>2. To make the public aware of key achievements in the year relating the management plan.</li> <li>3. To promote the heath and the activities and facilities available</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Select highlights of the work done in the year along with photographs to illustrate.</li> <li>2. Show how the work has improved the heath through trends in species monitored.</li> <li>3. Show the public involvement with the heath and how to get involved.</li> <li>4. Promote the events and walks on the heath, signposting to the website.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR30/01								<b>Project title</b>	General correspondence											
<b>Brief description</b>																					
Respond to general enquiries about the heath																					
<b>Proj lead</b>	POSM			<b>Delivered by</b>	MW,					<b>Budget code</b>	[ ]						[ ]				
<b>Years active</b>											<b>Months active</b>										
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18			<b>Priority</b>	Must							
<b>Project aims</b>																					
1. To respond to general correspondence within Norwich City Council's customer service standards																					
<b>Detailed project description</b>																					
1.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>	AR60/00				<b>Project title</b>	Mousehold Conservators Project approval and recording															
<b>Brief description</b>																					
Seek approval for new projects after the approval of the management plan																					
<b>Proj lead</b>	[ SM ]		<b>Delivered by</b>	[ SM, MHW ]				<b>Budget code</b>	[ ]		<b>Budget £s</b>	[ ]									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[ Mousehold Conservators ]								<b>Approval date</b>	[ 21/09/18 ]		<b>Priority</b>	[ Must ]								
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure all projects and associated budgets on the heath are formally approved by Mousehold Heath Conservators.</li> <li>2. To enable the wardens to progress projects within the parameters agreed by the Conservators.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Any new projects will have a project specification produced along with associated maps and budget requirements.</li> <li>2. The project specification may or may not be developed via the working sub-group depending on the complexity of the project.</li> <li>3. Formal approval to commence the project will be given at one of the four quarterly Conservator meetings, or in an emergency via the chair, vice-chair and the Director of Neighbourhoods, in an emergency under delegated powers.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR60/01										<b>Project title</b>	Mousehold Conservators Project Quarterly management update											
<b>Brief description</b>																							
To report quarterly to the Conservators on progress made in delivering the management plan objectives																							
<b>Proj lead</b>	[ SM ]			<b>Delivered by</b>	[ SM, MHW ]						<b>Budget code</b>	[ ]			<b>Budget £s</b>	[ ]							
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[ Mousehold Conservators ]									<b>Approval date</b>	[ 21/09/18 ]			<b>Priority</b>	[ Must ]								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To ensure all projects and associated budgets on the heath are formally approved by Mousehold Heath Conservators.</li> <li>2. To enable the wardens to progress projects within the parameters agreed by the Conservators.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Any new projects will have a project specification produced along with associated maps and budget requirements.</li> <li>2. The project specification may or may not be developed via the working sub-group depending on the complexity of the project.</li> <li>3. Formal approval to commence the project will be given at one of the four quarterly Conservator meetings, or in an emergency via the chair, vice-chair and the Director of Neighbourhoods, in an emergency under delegated powers.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR60/02										<b>Project title</b>	Mousehold Conservators Project Quarterly budget monitoring											
<b>Brief description</b>																							
To report quarterly to the Conservators on progress made in delivering the management plan objectives																							
<b>Proj lead</b>	VR					<b>Delivered by</b>	SM, MHW					<b>Budget code</b>	[]					<b>Budget £s</b>	[]				
<b>Years active</b>											<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators										<b>Approval date</b>	21/09/18					<b>Priority</b>	Must					
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To ensure the Conservators are aware of the spend against the agreed budget both revenue and capital.</li> <li>2. Seek any necessary approvals for adjustments due as a result of unavoidable under and over spends</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Any new projects will have a project specification produced along with associated maps and budget requirements.</li> <li>2. The project specification may or may not be developed via the working sub-group depending on the complexity of the project.</li> <li>3. Formal approval to commence the project will be given at one of the four quarterly Conservator meetings, or in an emergency via the chair, vice-chair and the Director of Neighbourhoods, in an emergency under delegated powers.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR60/03										<b>Project title</b>	Mousehold Conservators Annual work programme report											
<b>Brief description</b>																							
Seek approval for the annual work programme to be delivered in the following financial year to achieve management plan objectives																							
<b>Proj lead</b>	SM			<b>Delivered by</b>	SM, MHW						<b>Budget code</b>				<b>Budget £s</b>								
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	21/09/18			<b>Priority</b>	Must								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>To obtain approval for the annual work programme for the following year to deliver management plan objectives.</li> <li>To produce an annual work programme taking into account the precept report being submitted for approval.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>Draft annual work programme to be produced in conjunction with the management sub-group.</li> <li>Draft programme presented to the Mousehold Conservators for formal approval at January Committee</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>	AR60/04										<b>Project title</b>	Mousehold Conservators Precept											
<b>Brief description</b>																							
The purpose of this report is for the conservators to set the budget and approve the precept for the Mousehold Heath Conservators budget.																							
<b>Proj lead</b>	VR			<b>Delivered by</b>	SM, MHW						<b>Budget code</b>				<b>Budget £s</b>								
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	21/09/18			<b>Priority</b>	Must								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To set the annual budget to deliver the management plan objectives informed by the annual work programme.</li> <li>2. To set the precept to the council.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Review all subjective headings against the draft annual work programme.</li> </ol>																							
<b>Links to additional information</b>																							

**23.—(1)** The Council shall pay yearly to the conservators the requisite sum to enable the conservators to defray the expense of discharging their functions under this Part.

(2) Before 1st January in each year the conservators shall issue to the council a precept for the requisite sum required for the financial year beginning 1st April next following and subsections (4) and (5) of section 12 of the General Rate Act 1967 shall apply to any such precept as though the conservators were a precepting authority for the purposes of that section.

(3) The requisite sum shall be payable half-yearly by equal instalments on 1st July and 1st January in each financial year.

(4) In this section—

“financial year” means a period of 12 months ending on 31st March;

“the requisite sum” means the sum estimated by the conservators to be the sum required to meet their expenditure under this Part in the financial year following the issue of a precept made under subsection (2) above after taking into consideration any money in the hands of the conservators or likely to come into the hands of the conservators during that financial year but that sum shall not in any financial year exceed the product of a rate of 0.5 pence in the

pound or such greater sum as the Council may by resolution approve.

## PROJECT SPECIFICATION

<b>Project ref code</b>	AS00/00					<b>Project title</b>	Legal enforcement action														
<b>Brief description</b>																					
To take legal action to uphold the byelaws when appropriate and proportionate to do so..																					
<b>Proj lead</b>	[ SM ]		<b>Delivered by</b>	[ MHW ]					<b>Budget code</b>	[ ]		<b>Budget £s</b>	[ ]								
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[ Mousehold Conservators ]								<b>Approval date</b>	[ 21/09/18 ]		<b>Priority</b>	[ Must ]								
<b>Project aims</b>																					
1. To take legal action when it is deemed appropriate and proportionate to protect the heath using the site byelaws or other appropriate legal powers.																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Byelaw and other legal contraventions will be assessed taking into account how serious they are, frequency, impact on the heath and users, risk posed.</li> <li>2. Legal advice and support will be provided by N P Law.</li> <li>3. Any decision to pursue legal action will be taken by the Conservators.</li> <li>4. In many cases, the provision of information regarding a breach of legislation and a warning from the wardens to deter future reoffending will be the usual way of dealing with minor one off incidents, as the costs and staff resources to pursue an outcome via the courts is expensive and not often proportionate to the offence</li> </ol>																					
<b>Links to additional information</b>																					
<a href="\\city.norwich.gov.uk\Shared Folders\Leisure and Culture\Parks &amp; open space\Mousehold Heath\Norwich Act">\\city.norwich.gov.uk\Shared Folders\Leisure and Culture\Parks &amp; open space\Mousehold Heath\Norwich Act</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AS10/01				<b>Project title</b>	Licences and permits															
<b>Brief description</b>																					
To ensure that activities relating to requests to access the sites for works on site or adjacent to the site and for research are managed																					
<b>Proj lead</b>	SM				<b>Delivered by</b>	MHW				<b>Budget code</b>					<b>Budget £s</b>						
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	21/09/18				<b>Priority</b>	Must						
<b>Project aims</b>																					
1. To ensure that requests are reviewed and the implications to the heath and visitors are duly considered by the Conservators before any activity takes place.																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Requests to access the site for work on or adjacent to the heath will be reviewed and presented to full committee when timescales allow. If there is insufficient time prior to the next meeting the decision will be made under delegated powers with the chair and the director of neighbourhoods.</li> <li>Where approval is given NPS Norwich will act as agents on behalf of the conservators in preparing the licence. The Mousehold Wardens will monitor the work to ensure it is in accordance with the permission granted.</li> <li>Requests to gather data for studies on the site will be reviewed and presented to full committee when timescales allow. If there is insufficient time prior to the next meeting the decision will be made under delegated powers with the chair and the director of neighbourhoods.</li> <li>A condition of approval will be that the final report relating to the study will be made available to the contractors.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		AT00/01		<b>Project title</b>		Staff 1:1s															
<b>Brief description</b>																					
Regular 1:1 meetings to monitor progress against objectives and development																					
<b>Proj lead</b>		SM		<b>Delivered by</b>		MHW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		21/09/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To recognise high performance and to encourage and motivate staff.</li> <li>2. To keep performance on track</li> <li>3. Provide an opportunity for staff to actively participate in achievements, reporting on progress, barriers and difficulties</li> </ol>																					

## Detailed project description

Performance appraisal is a dynamic, 365-day a year, 24/7 process to encourage and recognise high performance, encourage and motivate staff, and keep performance on track. Our appraisal process has always encouraged informal one-to-ones in addition to the annual and mid-year formal appraisal meetings.

In order to improve performance even further, it is important that all employees' performance is informally discussed and reviewed at least once a month at a one-to-one meeting with their line manager. This gives the employee an opportunity to actively participate in the process, reporting on progress, achievements, barriers and difficulties. It also provides managers with the opportunity to give direction, support, coaching, feedback and encouragement.

These meetings should be an informal two-way discussion process between the employee and line manager, with the aim of monitoring progress and enhancing performance.

### Benefits for staff and line managers

There are many benefits of holding frequent one-to-one review meetings for staff and line managers, including:

- Difficult issues can be identified, discussed and resolved quickly, before they become more serious.
- Help and support can be given more readily. People rarely ask for help unless they see a good opportunity to do so – the regular informal review provides this opportunity.
- As priorities often change throughout the year, staff may need to be redirected and refocused. New assignments, tasks and objectives can be agreed, completed and reviewed quickly.
- Managers can take a more active role in staff development, setting out what they hope the employee will get from the development, discussing how it went, and making sure they have adequate opportunities to embed the new learning into their daily work.
- Effective working relationships and mutual understanding develops more quickly with greater frequency of meetings between line manager and team members. This is likely to reduce the anxiety that some staff may experience before formal appraisals.

- Regular one-to-ones means the formal appraisal reviews should be quicker as much of the review will have already been covered. Team members should be better prepared for the formal appraisal, at which there should be no unpleasant surprises. Managers will find that frequent one-to-ones produce richer performance data and reduces the risk of overlooking things at the formal appraisal. This makes the whole performance management process more effective and saves a substantial amount of management time.

- Regular one-to-ones will bring good working practices and success stories to the surface which we can share and use to improve performance in our own departments, directorate and the council as a whole, encouraging us to work as 'one council'.

## Process

- Line managers should ensure regular one-to-one meetings are held with each member of their team at least once a month.

- The duration of the meetings will vary, but in general should last for 30 to 60 minutes.

- Line managers should ensure they have allocated sufficient time for the meeting, have organised an appropriate office or meeting space to hold the meeting, will be free from interruptions, have thought about and are prepared for the meeting.

- The most important factor in reviewing performance is the giving of meaningful feedback. Line managers should therefore think about and prepare feedback that is useful and timely to support the delivery of objectives. Feedback should focus equally on things that have been done well and areas for improvement. It is important to encourage a two-way dialogue with the employee playing an equal role in the discussion.

- The frequency and content of these meetings should be briefly recorded by the line manager using the attached or similar 'Record of one-to-one review meeting form' as this will provide 80% of the information needed for the formal appraisal. Ideally, the records should be stored electronically, as this reduces the possibility of records getting lost or mislaid and means the notes can be cut and pasted into the formal appraisal record at the end of the year.

- Both the employee and the line manager are encouraged to take and keep copies of the notes of the meeting.

## Links to additional information

## Project map/plans

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT00/02										<b>Project title</b>	Staff performance reviews											
<b>Brief description</b>																							
Performance review (PR) is an ongoing two-way discussion between all employees and their managers/supervisors. It helps employees understand what is expected from them during their employment at the council and ensures a regular focus on performance, conduct and behaviour.																							
<b>Proj lead</b>	[ SM ]			<b>Delivered by</b>	[ MHW ]						<b>Budget code</b>	[ ]			<b>Budget £s</b>	[ ]							
<b>Years active</b>											<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[ Mousehold Conservators ]									<b>Approval date</b>	[ 21/09/18 ]			<b>Priority</b>	[ Must ]								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To review the previous year and recognise achievements.</li> <li>2. Identify areas for improvement</li> <li>3. Identify key objectives for the coming year</li> <li>4. Identify development required to achieve the objectives</li> <li>5. Produce learning and development programme</li> <li>6. Identify anything the manager can do to assist with performance generally.</li> </ol>																							
<b>Detailed project description</b>																							
<b>Performance Review timetable</b>																							
Step	Activity	Timeline	Key documents																				
			Complete	Refer																			
1	Initiate	April		Preparation Form Employee Competencies (relevant to role) Corporate Plan																			
2	Preparation	April to May	Preparation Form	Employee Performance Review Employee Competencies (relevant to role) Corporate plan Departmental/Team plan																			
3	PR meeting, write up and	May to end July	Employee Performance	Preparation Form Employee Competencies																			

	sign off		Review	(relevant to role) Corporate plan Departmental plan
4	1-1s	Every four weeks	1-1 Form	Employee Performance Review Competencies (relevant to role)
5	Mid-year review	6 months after PR (November to January)	Employee Performance Review	Competencies (relevant to role) Team Plans PR
<b>Links to additional information</b>				
<a href="https://norwich-cc.metafaq.com/help/faq/performance/compframework">https://norwich-cc.metafaq.com/help/faq/performance/compframework</a>				
<b>Project map/plans</b>				

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT00/03										<b>Project title</b>	Staff development plans											
<b>Brief description</b>																							
To develop a rolling development plan including an annual review linked to the annual performance review to enable annual budget requirements for learning and development to be identified.																							
<b>Proj lead</b>	SM			<b>Delivered by</b>	MHW						<b>Budget code</b>	[]			<b>Budget £s</b>	[]							
<b>Years active</b>											<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	21/09/18			<b>Priority</b>	Must								
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1.</li> <li>2. To develop a rolling development plan linked to the annual performance review.</li> <li>3. To look beyond the year to ensure refresher training is identified along with new projects in the forthcoming year which will require development to deliver.</li> <li>4. To revise in year as required via 1:1s</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Hold regular 1-1 meetings monitoring progress against objectives and competencies and checking that development activities are taken place.</li> <li>2. Make adjustments and set new targets as required, completing the 1-1 documentation accordingly.</li> <li>3. In addition hold discussions prior to and following the completion of a development activity. Initially this is to establish expectations that the development will deliver. Once the development has been completed a further discussion must take place to review the impact of development received and whether this has met the need identified. At this stage this will also be a good opportunity to provide feedback on any changes observed as a result of the development.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		AT00/04		<b>Project title</b>		Best practice visits	
<b>Brief description</b>							
<p>Mousehold Conservators and the Mousehold Wardens to visit sites and other practitioners as appropriate, ensure that management methods used in the management of public open space and more specifically heathland follow industry best practice.</p>							
<b>Proj lead</b>		[ SM ]		<b>Delivered by</b>		[ MHW ]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		[ Mousehold Conservators ]		<b>Approval date</b>		[ 21/09/18 ]	
<b>Priority</b>		[ Should ]					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. To learn from industry best practice.</li> <li>2. To develop Mousehold Conservators understanding of heathland and public space management</li> <li>3. To identify innovative and new ways to manage the heath more effectively and improve visitor experience.</li> <li>4. To inspire future aims and objectives</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. Best practice visits to be arranged for the wardens as part of the annual performance review framework relating to areas of learning and development identified. Particularlry where new projects are to be developed and delivered.</li> <li>2. Best practice visits to be arranged for the Conservators based on future decisions to be made relating to future projects to be delivered in the management plan.</li> </ol>							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT00/05				<b>Project title</b>	Safeguarding															
<b>Brief description</b>																					
To ensure external contractors working on the site work in accordance with relevant legislation and deliver specified outcomes																					
<b>Proj lead</b>	[ SM ]				<b>Delivered by</b>	[ SM & MHW ]				<b>Budget code</b>	[ ]				<b>Budget £s</b>	[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[ Mousehold Conservators ]									<b>Approval date</b>	[ 21/09/18 ]				<b>Priority</b>	[ Must ]					
<b>Project aims</b>																					
1. To protect children and vulnerable adults.																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. The council expects all employees to act upon any safeguarding concerns they have and to report them in accordance with the policy and procedures contained in this document. Even where concerns do not in isolation confirm abuse or harassment, these should still be reported. When considered in conjunction with other concerns, these may provide compelling indicators of a child or adult being at risk.</li> <li>2. The council also expects that contractors or partner organisations carrying out or delivering services on behalf of the council will also adhere to the duty to report safeguarding concerns. This forms part of the contracts or service agreements empowering these organisations to undertake the work on behalf of the council.</li> <li>3. Council employees will undertake mandatory safeguarding training as required and comply with the council's safeguarding policy.</li> <li>4. To be alert and looking for signs of safeguarding concern in day to day work.</li> </ol>																					
<b>Links to additional information</b>																					
<a href="https://intranet/polproc/safeguardingchildrenandadults/Documents/Safeguarding_policy_for_officers.pdf">https://intranet/polproc/safeguardingchildrenandadults/Documents/Safeguarding_policy_for_officers.pdf</a> <a href="https://intranet/polproc/Safeguardingchildrenandadults/Pages/default.aspx">https://intranet/polproc/Safeguardingchildrenandadults/Pages/default.aspx</a>																					
<b>Project map/plans</b>																					



--

## PROJECT SPECIFICATION

<b>Project ref code</b>		AT00/06		<b>Project title</b>		Volunteer development															
<b>Brief description</b>																					
To develop volunteer skills																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MHW		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		18/09/18		<b>Priority</b>		MUST							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To organise relevant Health and Safety, vocational and skills training for volunteers to enable them to make a meaningful contribution to the work on site.</li> <li>2. To maintain and develop volunteer opportunities and volunteer work hours on the site</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Identify volunteer skills needed</li> <li>2. Organise and provide volunteers with training when required.</li> <li>3. Write volunteers a work reference when required.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT40/01				<b>Project title</b>	Contract monitoring and improvement NorwichNorse Environmental															
<b>Brief description</b>																					
To ensure contracted and project works are delivered by the joint venture as per the work specifications.																					
<b>Proj lead</b>	[ SM ]				<b>Delivered by</b>	[ SM & MHW ]				<b>Budget code</b>	[   ]				<b>Budget £s</b>	[   ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[ Mousehold Conservators ]								<b>Approval date</b>	[ 21/09/18 ]				<b>Priority</b>	[ Must ]						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure that works are carried out to the specified standards</li> <li>2. To ensure works are carried out within agreed timescales</li> <li>3. To ensure works are carried out to the agreed frequency</li> <li>4. To work with the JV to identify improved ways of working.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Monitor works and raise any concerns directly with the area supervisor to resolve,</li> <li>2. If any issue cannot be resolved add them to the NNE issue log managers tab to escalate to the manager's meeting for resolution.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT40/02					<b>Project title</b>	Contract monitoring and improvement NPS Norwich														
<b>Brief description</b>																					
To ensure contracted and project works are delivered by the joint venture as agreed with NPSN																					
<b>Proj lead</b>	[ SM ]		<b>Delivered by</b>	[ SM & MHW ]					<b>Budget code</b>	[ ]		<b>Budget £s</b>	[ ]								
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[ Mousehold Conservators ]								<b>Approval date</b>	[ 21/09/18 ]		<b>Priority</b>	[ Must ]								
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure that works are carried out to the specified standards</li> <li>2. To ensure works are carried out within agreed timescales</li> <li>3. To work with the JV to identify improved ways of working.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Monitor works and raise any concerns directly with the project supervisor to resolve,</li> <li>2. If any issue cannot be resolved add them to the NPSN issue log managers tab to escalate to the manager's meeting for resolution.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT40/03					<b>Project title</b>	Contract monitoring external contractors														
<b>Brief description</b>																					
To ensure external contractors working on the site work in accordance with relevant legislation and deliver specified outcomes																					
<b>Proj lead</b>	SM		<b>Delivered by</b>	SM & MHW					<b>Budget code</b>			<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	21/09/18		<b>Priority</b>	Must								
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure that works are carried out to the specified standards</li> <li>2. To ensure works are carried out within agreed timescales</li> <li>3. To ensure works are carried out to the agreed frequency</li> <li>4. To ensure works are carried out in accordance with H&amp;S legislation etc</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Produce project specifications and timescale requirements.</li> <li>2. Obtain quotation for works.</li> <li>3. Ensure correct qualifications, permits, risk assessments, SSOW and insurance etc are in place.</li> <li>4. Monitor works on site to ensure being delivered in accordance with 1-3.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		AT50/01		<b>Project title</b>		General Volunteering															
<b>Brief description</b>																					
Liaise/Supervise Volunteers																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MHW		<b>Budget code</b>		21/09/18		<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				<b>Priority</b>		MUST							
<b>Project aims</b>																					
1. Inspire members of the community to volunteer on the site.																					
<b>Detailed project description</b>																					
1. Liaise with members of the community, individual volunteers and corporate groups to organise volunteer tasks and work parties for new people interested in volunteering. 2. Supervise and work with individual volunteers and volunteer groups working on the site																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		AT50/02		<b>Project title</b>		Corporate Volunteering															
<b>Brief description</b>																					
Liaise with a nd supervise corporate volunteers																					
<b>Proj lead</b>		[ WS ]		<b>Delivered by</b>		[ MHW ]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[ Mousehold Conservators ]						<b>Approval date</b>		[ 08/08/18 ]		<b>Priority</b>		[ SHOULD ]							
<b>Project aims</b>																					
1. Organise corporate work days to implement Management Plan and HLS objectives.																					
<b>Detailed project description</b>																					
1. Liaise with Corporate groups to organise corporate volunteer work days. 2. Supervise corporate volunteer work day groups.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT50/03										<b>Project title</b>	Mousehold Heath Defenders									
<b>Brief description</b>																					
Liaise/Supervise Volunteers																					
<b>Proj lead</b>	WS				<b>Delivered by</b>	MHW					<b>Budget code</b>	[]				<b>Budget £s</b>	[]				
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	21/09/18				<b>Priority</b>	MUST					
<b>Project aims</b>																					
1. Organise, oversee and supervise Defenders work parties to implement Management Plan and HLS objectives.																					
<b>Detailed project description</b>																					
1. Liaise with the Defenders to organise volunteer work tasks. 2. Oversee and supervise volunteer work party groups.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		AT50/004		<b>Project title</b>		The Mousehold Heath Mousketeers															
<b>Brief description</b>																					
Liaise/Supervise Volunteers																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MHW		<b>Budget code</b>		21/09/18		<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		21/09/18		<b>Priority</b>		MUST							
<b>Project aims</b>																					
1. Organise and supervise Mousketeer work parties to implement Management Plan and HLS objectives.																					
<b>Detailed project description</b>																					
1. Liaise with Mousketeers and members of the community to organise volunteer work tasks at least twice a month. 2. Supervise and work with Mousketeer volunteer work party groups.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	AT50/05										<b>Project title</b>	The Conservation Volunteers (TCV)											
<b>Brief description</b>																							
Liaise/Supervise Volunteers																							
<b>Proj lead</b>	WS					<b>Delivered by</b>	MHW					<b>Budget code</b>	4102					<b>Budget £s</b>	7,110				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators										<b>Approval date</b>	21/09/18					<b>Priority</b>	SHOULD					
<b>Project aims</b>																							
1. Organise, oversee and supervise TCV work parties to implement Management Plan and HLS objectives.																							
<b>Detailed project description</b>																							
1. Liaise with TCV to organise volunteer work tasks in accordance with the Annual Work Plan. 2. Supervise and work with TCV volunteer work party groups.																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		MC03/01		<b>Project title</b>		St William's Chapel –vegetation cutting															
<b>Brief description</b>																					
Manage cultural features, earthwork, by cutting vegetation																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To improve and maintain public access routes and the interpretation of the site.</li> <li>To implement the St Williams' Chapel Management Plan by Norfolk County Council's Historic Environment Service as agreed by the Mousehold Heath Conservators.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Keep paths, banks and viewpoint areas open by selective cutting of vegetation with brushcutters not mowers</li> <li>There must be no breaking of the ground surface to comprise the integrity of the site.</li> </ol>																					
<b>Links to additional information</b>																					







## PROJECT SPECIFICATION

<b>Project ref code</b>		MC03/02		<b>Project title</b>		St William's Chapel – Scrub and tree removal															
<b>Brief description</b>																					
Manage cultural features, earthwork, by felling/cutting trees and scrub.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To improve and maintain public access routes and the interpretation of the site.</li> <li>To implement the St Williams' Chapel Management Plan by Norfolk County Council's Historic Environment Service as agreed by the Mousehold Heath Conservators.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Vegetation</li> <li>To improve public access by removing vegetation including bramble, scrub and sapling growth impeding pathway access for the visiting public including all four corner marker stones, banks and ditches of the inner and outer mounds for improving interpretation of the site.</li> <li>All scrub including brambles and saplings should be cut on a regular basis to prevent them spreading and causing root damage.  Saplings and scrub should be cut as close to the ground surface as Possible, with roots and stumps left in-situ and treated to prevent regrowth.</li> <li>Trees</li> <li>Established trees growing on the site of the chapel building/buildings will be retained, selected trees will be removed with roots left in-situ and treated preventing regrowth.</li> <li>Any ivy growing on the trees will be monitored. Where necessary, ivy will be cut back to restrict growth and to prevent trees collapsing under its weight. Ivy should be cut as close to the ground surface as possible, with roots left in-situ and treated to prevent regrowth.</li> <li>Selected trees growing on key sight lines from the interpretation panel will be removed along with overhanging branches. Roots left in-situ and treated to prevent regrowth, ref fig 2.</li> <li>Cut vegetation including brash and cut timber can be taken off site and burnt in adjacent woodland.</li> <li>Piles of cut timber and branches can be left in selected locations to serve as invertebrate habitats or used to close minor paths for protection against erosion.</li> </ol>																					

## Links to additional information

K:\Leisure and Culture\Parks & open space\Mousehold Heath\St. Williams Chapel\Management plan

## Project map/plans

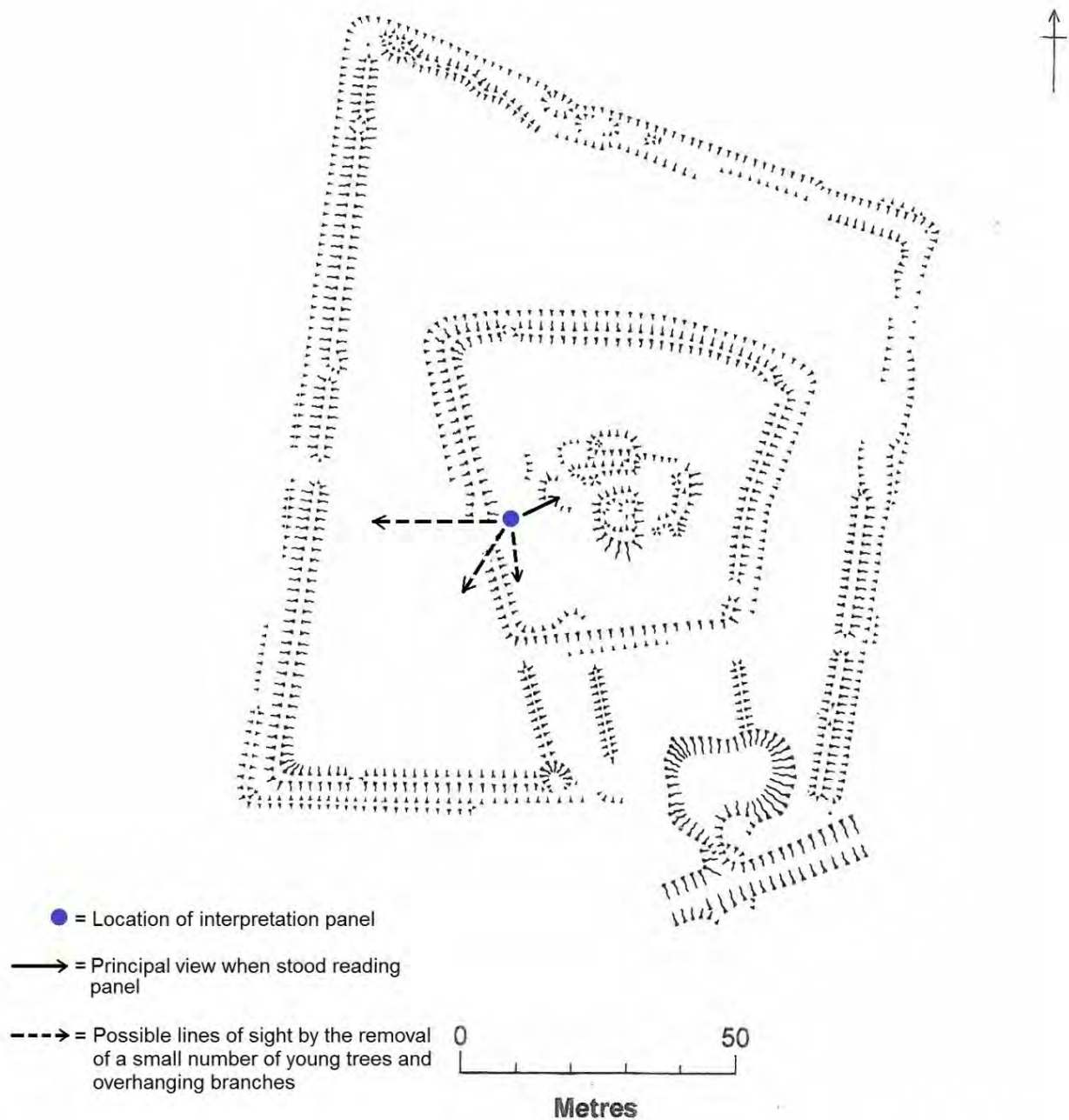
Fig 1



Fig 2

## St William's Chapel

### Mousehold Heath



© B Cushion

## PROJECT SPECIFICATION

<b>Project ref code</b>		MC50/06		<b>Project title</b>		Pavilion condition survey															
<b>Brief description</b>																					
To undertake a condition survey of the interior and exterior of the pavilion																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		NPSN		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>//Priority</b>		Shouldt							
<b>Project aims</b>																					
1. To update the 20 year maintenance plan																					
<b>Detailed project description</b>																					
1. Qualified surveyors to assess the interior and exterior condition of the pavilion to update the 20 year maintenance plan. 2.																					
<b>Links to additional information</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		MC50/02		<b>Project title</b>		Airmen's memorial plaque															
<b>Brief description</b>																					
Maintain world war II memorial plaque																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,VOL,CON				<b>Budget code</b>		421020 2090				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To carry out maintenance and repair works as and when required.</li> <li>To keep the plaque clean</li> <li>To protect the integrity of the memorial for our future generations, in remembrance of those who gave their lives.</li> <li>To maintain access and deliver a high standard of interpretation.</li> <li>To maintain to a standard not hazardous to users of the site.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Remove any graffiti, stickers or any other items obscuring plaque.</li> <li>Maintain and remove any encroaching vegetation including overhanging tree branches.</li> <li>Maintain and provide pathways leading to memorial ensuring open access for all.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site</li> <li>Identify reactive repairs required</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich</li> <li>Encourage annual community Remembrance Day services.</li> </ol>																					
<b>Links to additional information</b>																					







## PROJECT SPECIFICATION

<b>Project ref code</b>		MC50/04		<b>Project title</b>		Mottram Memorial															
<b>Brief description</b>																					
Maintain the panoramic plaque and granite plinth.																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,CON,VOL				<b>Budget code</b>		421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To carry out maintenance and repair works as and when required.</li> <li>To protect the integrity of the city skyline plaque and granite plinth for our future generations enjoyment in remembrance of one of our noteworthy writers and authors of his time.</li> <li>To maintain to a standard of interpretation expected of a registered public work of art!</li> <li>To maintain to a standard not hazardous to users of the site.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To carry out any repair works needed to deliver the above.</li> <li>Remove any graffiti or stickers.</li> <li>Carry out repairs needed to the city skyline plaque as this is now vulnerable to damage due to the nature of the materials used, an acrylic reproduction of the original cast bronze plaque has now been installed to discourage metal thieves from damaging the plaque and causing irreparable damage to the granite stone.</li> <li>Work closely with the Norwich Society and other partners to secure the location for future generations.</li> <li>To maintain the city skyline view for interpretation of the plaque by removal of vegetation and trees from St. James Hill.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through a private contractor.</li> </ol>																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>	MC50/05					<b>Project title</b>	Historic boundary markers														
<b>Brief description</b>																					
Maintain markers																					
<b>Proj lead</b>	[NH]			<b>Delivered by</b>	[MW,VOL,CON]					<b>Budget code</b>	[421020 2090]			<b>Budget £s</b>	[ ]						
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[Mousehold Conservators]								<b>Approval date</b>	[15/06/18]			<b>Priority</b>	[Must]							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To make sure all historic boundary markers on site are in place and maintained.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Use original materials to replace missing markers.</li> <li>2. Keep to the same historical design, style and colour.</li> <li>3. Remove any graffiti or stickers etc.</li> <li>4. Minor repairs will be carried out by the Mousehold Heath Wardens and volunteers any.</li> <li>5. Specialist repairs or replacement of missing markers will be outsourced to a private contractor, ensuring the integrity and replication of the original design.</li> <li>6. Identify reactive repairs required.</li> </ol>																					
<b>Links to additional information</b>																					









## PROJECT SPECIFICATION

<b>Project ref code</b>		MC70/01		<b>Project title</b>		Old quarries	
<b>Brief description</b>							
Maintain old quarry sites							
<b>Proj lead</b>		MW		<b>Delivered by</b>		MW,VOL,CON	
<b>Budget code</b>		421020 3871		<b>Budget £s</b>			
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>		15/06/18	
<b>Priority</b>		Should					
<b>Project aims</b>							
1. Maintain and protect old quarries							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>Maintain and improve historical open quarried features removing encroaching vegetation encouraging bio diversity of the site.</li> <li>Protect erosion and encourage bare open sandy slopes, preferably south facing, encouraging ground burrowing invertebrates.</li> <li>Keep open and maintain quarries, included in the Earth Heritage Trail.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through a private contractor.</li> <li>Work in partnership with Geological and other associated professional organisations.</li> </ol>							
<b>Links to additional information</b>							
<b>Project map/plans</b>							
Map of locations to be added							



## PROJECT SPECIFICATION

<b>Project ref code</b>		MC70/02		<b>Project title</b>		Tram track	
<b>Brief description</b>							
Maintain and restore tram track							
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,VOL,CON	
<b>Budget code</b>		421020 3871		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
		O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>		15/06/18	
<b>Priority</b>		Should					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>To protect and enhance the tram track as an historical feature and maintain access to it</li> <li>To maintain and restore as an open landscape feature.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>Remove any encroaching vegetation.</li> <li>Removal of encroaching trees from banks a minimum of two metres each side to encourage sunlight to penetrate to ground level.</li> <li>Protect from erosion and level out surface as and when necessary.</li> <li>Include in main public footpath maintenance programme.</li> <li>Include in any on site interpretation and promotional material.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> </ol>							
<b>Links to additional information</b>							





## PROJECT SPECIFICATION

<b>Project ref code</b>	MC81/01					<b>Project title</b>	View from Mottram Memorial														
<b>Brief description</b>																					
Clearance of trees and scrub on St James' Hill to maintain the view																					
<b>Proj lead</b>	NH		<b>Delivered by</b>	MW,VOL,CON						<b>Budget code</b>	421020 3871				<b>Budget £s</b>						
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18			<b>Priority</b>	Must							
<b>Project aims</b>																					
1. To maintain a clear view, free from obstruction, for the interpretation of the city skyline plaque located at the Mottram memorial at St. James' Hill.																					
<b>Detailed project description</b>																					
1. To clear any vegetation and tree encroachment in the defined area to be kept free from obstructions. 2. Treat all coppice, stumps and regrowth with a chemical control such as a glyphosate based herbicide where appropriate.																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		MC81/02		<b>Project title</b>		Beech Drive															
<b>Brief description</b>																					
Manage cultural features, historic landscape, felling/cutting.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>				<b>Budget £s</b>							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				20/01/18		<b>Priority</b>		Should					
<b>Project aims</b>																					
1. Maintain and retain access along Beech Drive.																					
<b>Detailed project description</b>																					
1. Maintain existing track by cutting vegetation once a year in the Autumn. 2. Cut back encroaching trees and scrub when required.																					
<b>Links to additional information</b>																					

## Project map/plans





## PROJECT SPECIFICATION

<b>Project ref code</b>		MC81/03		<b>Project title</b>		Cavalry Track															
<b>Brief description</b>																					
Manage cultural features, historic landscape, felling/cutting.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Maintain and retain access along Cavalry Track.																					
<b>Detailed project description</b>																					
1. Maintain existing track by cutting vegetation as and when required. 2. Cut back encroaching trees and scrub when required. 3. Spray track with roundup herbicide in early summer and autumn																					
<b>Links to additional information</b>																					

## Project map/plans





## PROJECT SPECIFICATION

Project ref code		ME01/02		Project title		Bollards																																					
Brief description																																											
Provide and maintain bollards																																											
Proj lead		NH		Delivered by		MW, CON, VOL		Budget code		421020 2090		Budget £s																															
Years active										Months active																																	
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by				Mousehold Conservators						Approval date				15/06/18		Priority				Must																							
Project aims																																											
1. To make sure that bollards on the site are in place and maintained to prevent unauthorised access to the site.																																											
2. To maintain bollards to ensure that they are not a hazard to users of the site.																																											
Detailed project description																																											
1. Carry out adhoc weekly monitoring as part of patrols on the site.																																											
2. Identify reactive repairs required.																																											
3. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich.																																											
4. Deliver a programme of bollard replacement. The number replaced will depend on the amount of reactive repairs required each financial year.																																											
5. Programmed works which cannot be delivered will be carried forward into the next year and the programme adjusted accordingly.																																											
Links to additional information																																											

## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>	ME02 01										<b>Project title</b>	Benches/Seats/Picnic Benches									
<b>Brief description</b>																					
Maintain benches, seats and picnic benches																					
<b>Proj lead</b>	NH		<b>Delivered by</b>	MW,VOL,NPS							<b>Budget code</b>	421020 2090				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18			<b>Priority</b>	Must						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To maintain seating to ensure that they are not a hazard to users of the site.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs as required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich.</li> </ol>																					
<b>Links to additional information</b>																					



## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>		ME04/01		<b>Project title</b>		Litter Picking															
<b>Brief description</b>																					
To provide a daily litter picking service within the boundary of Mousehold Heath																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,NNE				<b>Budget code</b>		421020 2651				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18				<b>Priority</b>		Must					
<b>Project aims</b>																					
1. To achieve an environmental standard of cleanliness that is free from all litter.																					
<b>Detailed project description</b>																					
1. The employment of a contractor to litter pick the Heath on a daily basis Monday to Friday, weekends on a reduced service, only covering the clearance of public car parks. 2. To synchronise operations including litter collections on verges. 3. To maximise the amount of waste arising that is recycled. 4. Any accumulations of fly-tipped waste found during operations will be reported and arrangements made for its removal.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		ME04/02		<b>Project title</b>		Litter bins															
<b>Brief description</b>																					
Provide and maintain litter bins																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,NNE				<b>Budget code</b>		421020 2651				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18				<b>Priority</b>		Must					
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To provide litter bins at various locations across the heath encouraging visitors to dispose of their waste responsibly, including dog waste.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>All litter bins will be emptied on a daily basis to ensure no litter bin is more than three quarters full.</li> <li>The Contractor will be responsible for the supply of replacement plastic sacks at the time of emptying.</li> <li>The Contractor shall carry out basic repairs to ensure all litter bins are all complete and usable. This shall include replacing liners, missing tops, maintenance and replacement of cigarette stubbing plates (on applicable models), minor repairs and the removal of graffiti, posters, stickers etc</li> <li>Ensure bins have clean up after your dog stickers.</li> <li>Padlocks and locks where fitted will be lubricated as necessary and replaced by the Contractor if damaged or lost. Replacement bins, liners and tops will be supplied by Contractor.</li> <li>All replacement bins, liners and tops must be replaced with like for like unless the Contractor has written agreement to change.</li> </ol>																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>	ME04/03				<b>Project title</b>	Fly tipping															
<b>Brief description</b>																					
Removal of fly tipping																					
<b>Proj lead</b>	MHW				<b>Delivered by</b>	NNE				<b>Budget code</b>					<b>Budget £s</b>						
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	21/09/18				<b>Priority</b>	Must						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To remove fly tipping within 24 hours.</li> <li>2. To prosecute people for fly tipping where there is sufficient evidence</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Report fly tipping to the council via the online form which goes straight to NorwichNorse Environment EPA crew.</li> <li>2. EPA crew will check for evidence in the waste of who has fly tipped. If there is evidence the EPA crew will report to Area Management Team and leave in situ whilst evidence is gathered.</li> <li>3. Once evidence is gathered the waste will be removed and the case passed to Area management Team for investigation and possible prosecution.</li> </ol>																					
<b>Links to additional information</b>																					
<a href="https://www.norwich.gov.uk/reportastreetissue">https://www.norwich.gov.uk/reportastreetissue</a>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		ME06/01		<b>Project title</b>		Finger posts and waymarks															
<b>Brief description</b>																					
To install and maintain waymarks and fingerposts																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,CON,VOL				<b>Budget code</b>		421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ul style="list-style-type: none"> <li>1. To make sure all finger posts and waymarks on site are in place and maintained to provide accurate information and directions for visitors.</li> <li>2. To maintain and repair finger posts and waymarks as and when needed to ensure they are not a hazard to users of the site.</li> <li>3. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ul>																					
<b>Detailed project description</b>																					
<ul style="list-style-type: none"> <li>1. Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>2. Identify reactive repairs required.</li> <li>3. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through our Communications Team or NPS.</li> <li>4. Remove any graffiti or stickers.</li> </ul>																					
<b>Links to additional information</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>	ME06/02										<b>Project title</b>	Gate access restrictions									
<b>Brief description</b>																					
Provide and maintain restricted access signs on gates and barriers																					
<b>Proj lead</b>	NH			<b>Delivered by</b>	MW,CON,VOL						<b>Budget code</b>	421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18			<b>Priority</b>	Should						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To make sure that signs on gates are in place and maintained to prevent unauthorised parking and access onto the site.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through external contractors.</li> <li>Carry out an annual review regarding condition and updated information as and when needed.</li> <li>Replacements will depend on their condition and the review carried out each financial year.</li> <li>Remove any graffiti or stickers and clean when necessary.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		ME06/03		<b>Project title</b>		Information panels															
<b>Brief description</b>																					
Provide and maintain information boards.																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		NW,VOL,CON				<b>Budget code</b>		421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To make sure that information panels on the site are in place, clean and maintained.</li> <li>To maintain panels ensure that they are not a hazard to users of the site.</li> <li>Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs will be done by a specialist contractor.</li> <li>Remove any graffiti or stickers etc.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					
INSERT MAP SHOWING INFORMATION PANEL LOCATIONS																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		ME06/04		<b>Project title</b>		Welcome to Mousehold roadside signs															
<b>Brief description</b>																					
Provide and maintain welcome to Mousehold roadside signs																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,CON,VOL				<b>Budget code</b>		421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18				<b>Priority</b>		Should					
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To provide welcome signs at main locations, main roads and car parks, informing the public they are entering Mousehold Heath.</li> <li>Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> <li>To provide the public with a good first impression, personal to Mousehold, informing them of where they are.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To revise signs and produce new ones in accordance with an emerging information and signage strategy.</li> <li>Information included to be easily updated.</li> <li>Keep the signs clean and well maintained.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					
INSERT MAP SHOWING WELCOM TO MOUSEHOLD ROADSIDE SIGN LOCATIONS																					

## PROJECT SPECIFICATION

Project ref code		ME06/05		Project title		Nature Trail																																					
Brief description																																											
Provide and maintain nature trail markers																																											
Proj lead		NH		Delivered by		MW,VOL,CON		Budget code		421020 3871		Budget £s																															
Years active										Months active																																	
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by		Mousehold Conservators								Approval date		15/06/18		Priority		Must																											
Project aims																																											
<div>1. To make sure all nature trail way marker posts on site are in place and maintained to provide accurate information and directions for visitors.</div> <div>2. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</div>																																											
Detailed project description																																											
<div>1. Carry out adhoc weekly monitoring as part of patrols on the site.</div> <div>2. Identify reactive repairs required.</div> <div>3. Replace as and when necessary damaged Perspex identifying discs.</div> <div>4. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through our Communications Team or outsourced to a private contractor.</div> <div>5. Remove any graffiti or stickers etc.</div>																																											
Links to additional information																																											





## PROJECT SPECIFICATION

<b>Project ref code</b>	ME12/01				<b>Project title</b>	Graffiti															
<b>Brief description</b>																					
Removal of graffiti																					
<b>Proj lead</b>	MHW				<b>Delivered by</b>	NNE				<b>Budget code</b>	[]				<b>Budget £s</b>	[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	21/09/18				<b>Priority</b>	Must						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To remove offensive or racist graffiti within 24 hours.</li> <li>2. To remove all other graffiti within 14 working days</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Report graffiti to the council via the online form which goes straight to NorwichNorse Environment EPA crew.</li> <li>2. EPA crew will prioritise the work based on the aim to remove offensive and racist graffiti in 24 hours.</li> </ol>																					
<b>Links to additional information</b>																					
<a href="https://www.norwich.gov.uk/reportastreetissue">https://www.norwich.gov.uk/reportastreetissue</a>																					
<b>Project map/plans</b>																					



<b>Project ref code</b>		ME12/02		<b>Project title</b>		Bandstand cleaning															
<b>Brief description</b>																					
Band stand cleaned																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,NPSN,CON				<b>Budget code</b>				<b>Budget £s</b>							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<p>1. To clean the bandstand in accordance with the project specification.</p>																					
<b>Detailed project description</b>																					
<p>1. Method of Operation</p> <p>2. The Contractor may use such methods appropriate to achieve the desired standards within the specification.</p> <p>3. SPECIFICATION TO ACHIEVE THE AIMS</p> <p>4. Cleaning</p> <p>5. The Contractor shall clean all parts of the areas of each shelter/bandstand including all the following items once a week from the 1st April to the 30th September and once a month October to March.</p> <p>6. All floor areas, seating and steps shall be swept and any stains, deposits etc. removed and spot cleaned with water and/or disinfectant as appropriate.</p> <p>7. Check for graffiti and remove/cover areas up to .5sq.m of obscene and homophobic. Larger areas of obscene and homophobic graffiti to be reported to Supervising Officer immediately or as soon as practically possible all other graffiti to be reported on inspection report.</p> <p>8. The Contractor shall undertake additional cleaning in April and September:</p> <p>9. All painted and stained surfaces shall be wiped clean and left in a dry condition, taking care not to damage paintwork or other finished surfaces.</p> <p>10. Roof rafters, ledges, partition tops, balustrading and painted surfaces shall be washed down and rinsed to remove all deposits of dirt, dust and cleaning streaks.</p> <p>11. When the need arises, due to heavy soiling, the routine cleaning process should include either the use of disinfectant or the use of a steam cleaner, but only on surfaces that will not be damaged by steam cleaning.</p>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

Project ref code		ME12/03		Project title		Bandstand maintenance																																					
Brief description																																											
Band Stand maintenance																																											
Proj lead		NH		Delivered by		MW,NPS,CON		Budget code		421020 2090 & 2080		Budget £s																															
Years active										Months active																																	
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by				Mousehold Conservators						Approval date				15/06/18				Priority				Must																					
Project aims																																											
1. To carry proactive maintenance to preserve the fabric of the structure and to undertake ad-hoc repairs as required.clean and maintain to the desired standards within the contract specification. 2. To ensure the bandstand look well maintained and is able to be used for concerts etc																																											
Detailed project description																																											
1. Carry out programmed electricity tests to the power supply box required for public health and safety. 2. Carry out adhoc weekly monitoring as part of patrols on the site. 3. Identify reactive repairs required. 4. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich.																																											
Links to additional information																																											
Project map/plans																																											

## PROJECT SPECIFICATION

<b>Project ref code</b>	ME14/01					<b>Project title</b>	Toilet cleaning															
<b>Brief description</b>																						
Toilet cleaning																						
<b>Proj lead</b>	MHW		<b>Delivered by</b>	NNE			<b>Budget code</b>	[]		<b>Budget £s</b>	[]											
<b>Years active</b>										<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M	
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	21/09/18		<b>Priority</b>	Must									
<b>Project aims</b>																						
<p><b>Key Aims</b></p> <p>To provide Premises and facilities that meet the expectations of the users.</p> <p>To establish and maintain high standards of cleanliness</p> <p>To provide a basic level of immediate maintenance as part of the general daily cleansing / inspection</p> <p>To minimise the amount of time that facilities are unavailable to users.</p>																						

## Detailed project description

- To supply all consumables, cleaning materials, equipment and vehicles within the price tendered for the Contract(s).
- To supply all roller towel cabinets and replacement towels as required to meet the quality standards.
- To collect and dispose of waste to a point suitable for collection.
- To collect and dispose of recyclable waste to a suitable point for collection.
- To provide an emergency response service.
- To provide a Helpdesk facility to receive and initiate response to calls.
- To provide sufficient and regular Contract based and focussed supervision.
- To maintain full and effective management of Contract Employee(s) on a daily/shift basis.
- To maintain an effective administration service to meet the service requirements.
- To maintain an efficient communication regime with the Council's Contract Liaison Officer and service users.
- To open and close Premises as required when there are no Council Employee(s) to do so.
- To provide additional special or periodical cleaning tasks from time to time as required to be priced separately at the time.

### Changing Rooms

- Changing Rooms are required to be cleansed at varying frequencies dependent upon usage. A breakdown of changing room use for the 08/09 cricket and football seasons is detailed in Appendices 5 and 6. The Company will be notified of bookings by the Company responsible for managing sports bookings as part of the grounds maintenance Contract.
- Changing rooms will be opened to the public and locked after use by the Grounds Maintenance Contract staff
- Cleaning can take place anytime (by arrangement with the Grounds Maintenance Company); the requirement of this contract is to ensure that the Changing Rooms are cleaned prior to being open to the public.
- Where there are games and use of changing rooms in the morning and afternoon it will be the responsibility of the Grounds Maintenance Company to provide the 'tidy up' of the changing rooms between games and therefore this element is not part of this Contract
- All changing rooms detailed in Appendix 3b will be cleaned within 24 hours following the end of the day's last session or before the start of the next session if that is sooner.
- If cleaning takes place outside normal opening hours the Company will be responsible for ensuring the entire facility is secure when they enter and leave.

Minor repairs identified at a public convenience shall be rectified as soon as possible and within 24 hours. Minor repairs as referred to in this Specification are defined as:

- Repair or replacement of defective or missing door locks (both internal and external) flushing chains and handles, defective taps, defective or missing toilet roll holders, soap dispensers, toilet seats, door hooks.
- Repair any damage or holes in privacy screens between cubicles.
- Re-hang doors where door and frame are in tact.
- Re-tiling of any open joints revealed by the removal of deposits.
- The clearing of blocked drains between the sanitary fittings or appliances and the nearest external inspection chamber, clearing blocked roof drainage.
- Replacement of electric lamps and bulbs both internal and external.

- All other items requiring repair or replacement, including electric hand dryers, cracked or broken glazing, WC bowls, hand basins, urinals, cisterns, doors, panels and wall tiles shall immediately be reported to the Council's Contract Liaison Officer in writing.
- Graffiti removal is not part of the minor repair requirement, however all incidences are to be reported immediately to the Council's graffiti removal team.
- Any other items defined by the Council's Contract Liaison Officer that can reasonably be described as being of a similar nature.

#### **Links to additional information**

#### **Project map/plans**



## PROJECT SPECIFICATION

<b>Project ref code</b>		ME41/01		<b>Project title</b>		Maintain paths															
<b>Brief description</b>																					
Provide and maintain main paths.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, GP, VOL.				<b>Budget code</b>		[]		<b>Budget £s</b>		[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators				<b>Approval date</b>				15/06/18				<b>Priority</b>		Must					
<b>Project aims</b>																					
1. To maintain access through the site by maintaining path side vegetation																					
<b>Detailed project description</b>																					
1. Maintain all recognised and mapped main footpaths by cutting back encroaching vegetation as and when required. 2. Carry out ad hoc surveys of the paths during patrols across the site and respond to reported path issues received from the public.																					
<b>Links to additional information</b>																					

## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>	ME41/03					<b>Project title</b>	Cycleways																
<b>Brief description</b>																							
Provision and maintenance of cycleway routes																							
<b>Proj lead</b>	[ NH ]					<b>Delivered by</b>	[ MW,VOL,CON ]					<b>Budget code</b>	[ 421020 3871 ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[ Mousehold Conservators ]					<b>Approval date</b>	[ 15/06/18 ]					<b>Priority</b>	[ Must ]										
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>To provide a safe environment for cyclists.</li> <li>To ensure level surfacing and open access.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>Liaise with Planning to ensure maintenance and upkeep of the hard surface and lighting is well maintained and any repairs needed are undertaken.</li> <li>Carry out annual flailing to verges ensuring overhanging and encroaching vegetation is kept under control.</li> <li>Identify reactive repairs required.</li> <li>As adopted highways the cost and responsibility of maintenance of the cycleways the responsibility of Norwich City Council Highways department.</li> <li>Although designated cycleways these are surfaced paths which can also be used by pedestrians and those with mobility challenges.</li> </ol>																							
<b>Links to additional information</b>																							





## PROJECT SPECIFICATION

<b>Project ref code</b>	ME41/04				<b>Project title</b>	Access for all paths															
<b>Brief description</b>																					
Provision and maintenance of access for all routes.																					
<b>Proj lead</b>	[NH ]		<b>Delivered by</b>	[MW,VOL,CON ]				<b>Budget code</b>	[421020 2090 3871 ]				<b>Budget £s</b>	[ ]							
<b>Years active</b>									<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[Mousehold Conservators ]								<b>Approval date</b>	[15/06/18 ]				<b>Priority</b>	[Must ]						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To ensure level surfacing and open access is provided to all, access for all routes.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To maintain and upkeep access for all pathways ensuring level surfacing is provided for safe wheel chair access.</li> <li>Clear overhanging and encroaching vegetation such as grasses at ground level to mitigate narrowing of pathways.</li> <li>Control encroaching vegetation by treating with a glyphosate based herbicide application.</li> <li>Identify reactive repairs required.</li> <li>Minor maintenance and repairs will be carried out by the Mousehold Heath Wardens and volunteers, specialist repairs are ordered through NPSN.</li> <li>Although not shown on this map the cycleways (ME41/03) are surfaced routes which can be used as footpaths.</li> </ol>																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		ME44/01		<b>Project title</b>		Cycle stands															
<b>Brief description</b>																					
Provide and maintain cycle stands																					
<b>Proj lead</b>		MH		<b>Delivered by</b>				MW,VOL,NPSN.				<b>Budget code</b>		421020 2090		<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ul style="list-style-type: none"> <li>1. To make sure that cycle stands on the site are in place and fit for purpose</li> <li>2. To maintain cycle stands to ensure that they are not a hazard to users of the site.</li> <li>3. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ul>																					
<b>Detailed project description</b>																					
<ul style="list-style-type: none"> <li>1. Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>2. reactive repairs required.</li> <li>3. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich.</li> </ul>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		ME44 02		<b>Project title</b>		Car park surfacing															
<b>Brief description</b>																					
Maintenance and repair of public car parks																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW, NPS				<b>Budget code</b>		421020 2090				<b>Budget £s</b>		[ ]			
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18				<b>Priority</b>		Must					
<b>Project aims</b>																					
[ ]																					
<ol style="list-style-type: none"> <li>To maintain and carry out annual regrading works to car park surfaces and entrances to a standard required to ensure safe and easy access.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To keep pot holes to a minimum, but keep enough to slow down vehicle speed.</li> <li>Camber surface to help encourage water runoff and drainage.</li> <li>Follow guidelines to mitigate damage to underground services.</li> <li>Ongoing review to pursue alternative hard surfacing.</li> <li>Include the maintenance and upkeep of Disabled Parking areas, three on site.</li> </ol>																					
<b>Links to additional information</b>																					
[ ]																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		MH00/01		<b>Project title</b>		Coppicing															
<b>Brief description</b>																					
Manage habitat, woodland/scrub by coppicing.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>Coppice and thin selected woodland areas to allow in more light to increase flora diversity and create a varied tree age structure.</li> <li>Allow standard trees the light and space to mature</li> <li>Increase access to overgrown areas</li> <li>Reduce anti-social behaviour by opening up dense woodland</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Cut coppice regrowth on an 8 year rotation.</li> <li>Cut and clear bramble, bracken in coppiced woodland every 3 years using brushcutters.</li> <li>Cut patches of bramble on 6 year rotation.</li> </ol>																					
<b>Links to additional information</b>																					



## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>		MH03		<b>Project title</b>		Natural Regeneration															
<b>Brief description</b>																					
Manage Habitat, woodland, scrub, aiding natural regeneration.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>				<b>Budget £s</b>							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To allow and encourage the natural regeneration of native species .																					
<b>Detailed project description</b>																					
1. Cut and remove non-native invasive species. 2. Allow natural regeneration of habitats rather than planting trees or other shrubs and plants.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		MH04/01		<b>Project title</b>		Glade management, maintain															
<b>Brief description</b>																					
Maintain open glades.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>		[]		<b>Budget £s</b>		[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To maintain and increase biodiversity in glades.</li> <li>To maintain and increase access and enjoyment of the glades.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Maintain all recognised and mapped glades by cutting back encroaching woody vegetation every 3 years.</li> <li>Cut vegetation once a year in the Autumn and remove arisings, by brushcutting/raking or by Rytec cut and collect.</li> <li>Leave patches of bramble – cut on 4 year rotation.</li> </ol>																					
<b>Links to additional information</b>																					



## Project map/plans





## PROJECT SPECIFICATION

<b>Project ref code</b>	MH04/02									<b>Project title</b>	Glade management; creation											
<b>Brief description</b>																						
Create new woodland glades.																						
<b>Proj lead</b>	WS			<b>Delivered by</b>	MW, VOL.						<b>Budget code</b>	[ ]			<b>Budget £s</b>	n/a						
<b>Years active</b>										<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M	
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18			<b>Priority</b>	Should							
<b>Project aims</b>																						
<ol style="list-style-type: none"> <li>To increase the area of glades at selected locations and to increase biodiversity.</li> <li>To improve access into the woodland.</li> </ol>																						
<b>Detailed project description</b>																						
<ol style="list-style-type: none"> <li>Remove trees and scrub to create glades and to link up existing glades/acid grassland.</li> <li>Cut back encroaching vegetation</li> </ol>																						
<b>Links to additional information</b>																						

## Project map/plans



## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH04/03		<b>Project title</b>		Pavilion fire break															
<b>Brief description</b>																					
Maintain pavilion fire break.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>		[ ]		<b>Budget £s</b>		n/a					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
1. To maintain an open fire break area adjacent to the Pavilion.																					
<b>Detailed project description</b>																					
1. Cut and clear scrub and overhanging trees from around pavilion and remove from site. 2. Monitor fire break area adjacent to the pavilion to identify when management is required																					
<b>Links to additional information</b>																					







## PROJECT SPECIFICATION

<b>Project ref code</b>		MH08/01		<b>Project title</b>		Dead and decaying wood															
<b>Brief description</b>																					
Manage Habitat, by managing dead wood.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>		[]		<b>Budget £s</b>		[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators				<b>Approval date</b>				15/06/18				<b>Priority</b>		Should					
<b>Project aims</b>																					
1. Maintain large wood and dead wood piles to maintain and enhance biodiversity.																					
<b>Detailed project description</b>																					
1. If safe to do so, leave standing dying, dead and decaying dead wood, especially if exposed to the sun. 2. Select a small number of trees to be ring-barked to create standing dead wood at appropriate locations. 3. In mainly woodland areas create habitat piles of large pieces of cut, windblown wood and dead wood.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

Project ref code		MH09/01		Project title		Significant trees															
Brief description																					
Identify trees that are significant from a historical, aesthetic, and for supporting a specialist species to ensure they are managed in accordance with the reason they have been identified as a significant tree.																					
Proj lead		NH		Delivered by		MW		Budget code				Budget £s		n/a							
Years active										Months active											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators				Approval date				15/03/19		Priority		Should							
Project aims																					
1. To identify trees that are significant for historical, aesthetic, and for supporting specialist species, to ensure that their management is always undertaken with consideration of the reason that they have been designated. 2. Map significant trees and state the reason they have been listed as significant																					
Detailed project description																					
1. Map trees identified to date and the reason for significance. 2. Ensure any additional trees identified during the lifetime of the plan are mapped and where necessary relevant management specifications produced.																					
Links to additional information																					
Project map/plans																					
To be produced																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		MH12/01		<b>Project title</b>		Maintain acid grassland															
<b>Brief description</b>																					
Maintain Acid Grassland.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>				<b>Budget £s</b>		n/a					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators				<b>Approval date</b>				20/01/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To maintain the current coverage and increase the quality of the acid grassland.</li> <li>2. Maintain access to the acid grassland area.</li> <li>3. To implement Higher Level Stewardship agreement habitat management requirements in designated areas.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Maintain existing areas by cutting vegetation once a year in the Autumn and removing arisings by using a brushcutter or cord trimmer around anthills to avoid damage.</li> <li>2. Retain anthills</li> <li>3. Create small areas of bare ground up to 5% to increase biodiversity and encourage seed germination.</li> <li>4. Cut back encroaching trees and scrub when required.</li> </ol>																					



## Project map/plans





## PROJECT SPECIFICATION

<b>Project ref code</b>		MH14/01		<b>Project title</b>		Restore acid grassland															
<b>Brief description</b>																					
Restore remnants of acid grassland through clearance of encroaching evegetation																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>		[ ]		<b>Budget £s</b>		n/a							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To increase coverage of acid grassland.</li> <li>To increase biodiversity</li> <li>Improve access to acid grassland area.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Clear by cutting and removing dead and encroaching tree, scrub, bracken vegetation to restore open habitat.</li> <li>Retain anthills</li> <li>Create small areas of bare ground up to 5% to increase biodiversity and encourage seed germination.</li> <li>Maintain with annual Autumn cut when restored as per MH12/01</li> </ol>																					
<b>Links to additional information</b>																					

## Project map/plans



## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH29/01		<b>Project title</b>		Laurel															
<b>Brief description</b>																					
Manage habitat controlling invasive species																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL,		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Prevent Laurel from taking over areas resulting in a loss biodiversity...																					
<b>Detailed project description</b>																					
1. When and where required cut Laurel and remove from the site. 2. Treat stumps with brush.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH29/02		<b>Project title</b>		Invasive Species Removal, Japanese Knotweed															
<b>Brief description</b>																					
Manage habitat controlling invasive species Japanese knotweed																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To reduce the presence and prevent the spread of Japanese knotweed on the site to prevent a loss of biodiversity.																					
<b>Detailed project description</b>																					
1. Identify and record stands of Japanese knotweed. 2. Map the stands of Japanese knotweed. 3. Cut and treat stands of Japanese knotweed.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH29/03		<b>Project title</b>		Himalayan Balsam															
<b>Brief description</b>																					
Manage habitat control invasive species.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Monitor, record and prevent Invasive Himalayan Balsam from taking over areas resulting in a loss of biodiversity.																					
<b>Detailed project description</b>																					
1. When and where required cut or spray, with Glyphosate based herbicide, Himalayan balsam plants and remove from the site.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH29/04		<b>Project title</b>		Sycamore															
<b>Brief description</b>																					
Manage habitat by controlling invasive species																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>Prevent Sycamore from dominating woodland under-storey habitat resulting in a loss biodiversity by cutting and removing young plants.</li> <li>To encourage a diverse range of native woodland and scrub species to develop.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>On an ad hoc basis, cut and remove Sycamore seedlings and saplings and stump treat with a brush when possible.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH29/04		<b>Project title</b>		Sycamore															
<b>Brief description</b>																					
Manage habitat by controlling invasive species																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Prevent Sycamore from dominating woodland under-storey habitat resulting in a loss biodiversity by cutting and removing young plants.</li> <li>2. To encourage a diverse range of native woodland and scrub species to develop.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. On an ad hoc basis, cut and remove Sycamore seedlings and saplings and stump treat with a brush when possible.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH29/05		<b>Project title</b>		Rhododendron															
<b>Brief description</b>																					
Manage habitat controlling invasive species																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Monitor record and prevent invasive Rhododendron from taking over areas resulting in a loss biodiversity.																					
<b>Detailed project description</b>																					
1. When and where required cut or spray, with Glyphosate based herbicide, Rhododendron plants and remove from the site.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		MH31/01		<b>Project title</b>		Scrub and tree removal															
<b>Brief description</b>																					
Manage Habitat, heath, by scrub/tree control.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>		HLS		<b>Budget £s</b>							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators				<b>Approval date</b>				15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Restore mapped heathland areas set out in the Higher Level Stewardship Agreement by clearing scrub and trees.</li> <li>2. Maintain and improve existing heathland and grassland habitat by cutting back encroaching scrub and trees.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Cut and remove scrub, trees and saplings by cutting down to near ground level.</li> <li>2. Stop regrowth by treating cut stumps with glyphosate-based herbicide using a paintbrush or remove stumps with a stumpginder.</li> <li>3. Retain isolated mature, landscape trees in heathland/grassland areas.</li> <li>4. Remove small trees and saplings from St James Hill to conserve historic views across city.</li> <li>5. When the current HLS has finished (2022) and if additional resources become available, restore areas highlighted on potential future heathland restoration map.</li> </ol>																					
<b>Links to additional information</b>																					







## PROJECT SPECIFICATION

Project ref code		MH35/01		Project title		Humus Stripping																																					
Brief description																																											
Manage Habitat, stripping organic layer and creating bare ground																																											
Proj lead		WS		Delivered by		MW, VOL,CON		Budget code		HLS		Budget £s																															
Years active										Months active																																	
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by		Mousehold Conservators								Approval date		15/06/18		Priority		Must																											
Project aims																																											
<div><div></div><div><div>1.</div><div>To implement the Higher Level stewardship Agreement requirement to have bare ground cover of between 1 – 10% in heathland areas.</div></div><div><div>2.</div><div>To humus strip enriched heathland areas to create bare ground habitat to increase biodiversity and allow heather seeds to germinate.</div></div></div>																																											
Detailed project description																																											
<div><div></div><div><div>1.</div><div>Using a small excavator and specialist contractor recommended by Natural England, humus strip an area of previously burnt and/or nutrient enriched, degenerate soil within the heathland area annually.</div></div><div><div>2.</div><div>Annually create 3 new bare sand exposures on small slopes by removing nutrient layer by hand or with a small digger, to maintain and increase important and rare solitary bee and wasp species.</div></div></div>																																											
Links to additional information																																											





## PROJECT SPECIFICATION

<b>Project ref code</b>		MH39/01		<b>Project title</b>		Bracken removal															
<b>Brief description</b>																					
Manage habitat, heath by managing bracken.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Maintain and improve heathland and acid grassland habitat condition by cutting/pulling and removing all bracken in these areas.</li> <li>2. To implement Higher Level Stewardship habitat requirements.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Cut bracken with brushcutter where there is low growing heather or bare ground, in summer months, and rake off and remove arisings into woodland areas to form habitat piles.</li> <li>2. Hands pull bracken in areas where heather is tall to prevent damage to heather plants.</li> </ol>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		MH39/02		<b>Project title</b>		Rotational common gorse cutting															
<b>Brief description</b>																					
Rotational cutting of gorse stands on heathland areas to create age and structural diversity.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL.				<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>Develop and maintain a diverse age a good balance between the ratio of gorse and other heathland vegetation, especially heather, and to create a mosaic of healthy gorse stands of age and structural diversity to conserve and enhance biodiversity.</li> <li>Adhere to Higher Level Stewardship Agreement (HLS) - Common Gorse should cover less than 50% of heathland areas</li> <li>Reduce Fire risk by preventing gorse reaching the mature, leggy stage.</li> <li>Increase access to heathland areas by managing encroaching mature gorse stands</li> </ol>																					
<b>Links to additional information</b>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Cut and clear Common Gorse stands on a 9 year rotation and allow areas to regenerate</li> <li>Leave all Western gorse in situ.</li> </ol>																					



## Project map/plans











## -PROJECT SPECIFICATION

<b>Project ref code</b>		MH39/03		<b>Project title</b>		Common gorse removal															
<b>Brief description</b>																					
Cutting and removal of Common gorse in heather covered areas.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL,CON				<b>Budget code</b>		HLS		<b>Budget £s</b>							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Develop and maintain a good balance between the ratio of gorse and other heathland vegetation, especially heather, to conserve and enhance biodiversity.</li> <li>2. Prevent Gorse from encroaching onto and out competing dwarf shrubs, especially heather</li> <li>3. Adhere to Higher Level Stewardship Agreement (HLS) - Common Gorse should cover less than 50% of heathland areas and dwarf shrubs (heather) should cover between 30% - 90% of designated heathland areas.</li> <li>4. Reduce Fire risk by preventing gorse reaching the mature, leggy stage.</li> <li>5. Increase access to heathland areas by managing encroaching mature gorse.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Cut and remove gorse bushes where it is encroaching and outcompeting heather.</li> <li>2. Stump treat cut stems with a brush, using a glyphosate-based herbicide when possible.</li> <li>3. Leave all Western Gorse in situ.</li> </ol>																					
<b>Links to additional information</b>																					
HLS Agreement.																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		MH60/01		<b>Project title</b>		Vinegar pond															
<b>Brief description</b>																					
Maintain and enhance Vinegar pond																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,VOL, CON				<b>Budget code</b>		421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18				<b>Priority</b>		Should					
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To secure and maintain water levels providing good habitat for spawning frogs, newts and other aquatic species.</li> <li>To provide a healthy environment for aquatic plants and invertebrates and improve diversity.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To carry out any works needed to repair leaks.</li> <li>Avoid the introduction of unsuitable non-native plant and animal species.</li> <li>Encourage native non aggressive aquatic plants.</li> <li>Control and remove any aggressive aquatic vegetation and non-native species.</li> <li>Control and remove any unwanted vegetation encroachment from marginal areas.</li> <li>Clear debris i.e. sticks, logs plastic bottles etc.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through private specialist contractors.</li> </ol>																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		MH60/02		<b>Project title</b>		Wildlife pond															
<b>Brief description</b>																					
Maintenance and protection of wildlife pond																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,VOL,CON				<b>Budget code</b>		421020 3871				<b>Budget £s</b>					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18				<b>Priority</b>		Should					
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To secure and maintain water levels providing good habitat for spawning frogs, newts and other aquatic species.</li> <li>To provide a healthy environment for aquatic plants and invertebrates and improve diversity.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To carry out any works needed to repair leaks.</li> <li>Avoid the introduction of unsuitable non-native plant and animal species.</li> <li>Encourage native non aggressive aquatic plants.</li> <li>Control and remove any aggressive aquatic vegetation and non-native species.</li> <li>Control and remove any unwanted vegetation encroachment from marginal areas.</li> <li>Clear debris i.e. sticks, logs plastic bottles etc.</li> <li>Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>Identify reactive repairs required.</li> <li>Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through private specialist contractors.</li> </ol>																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		MI00/01		<b>Project title</b>		Off-site School talks															
<b>Brief description</b>																					
Visit schools to tell them about Mousehold Heath.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW.		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Deliver off site school talks when requested to instil a sense of pride and ownership of the heath.																					
<b>Detailed project description</b>																					
1. Deliver talks, assemblies and other activities to organisations when requested.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	MI00/02					<b>Project title</b>	Website															
<b>Brief description</b>																						
To maintain an up to date web page and develop its effectiveness over the life of the plan.																						
<b>Proj lead</b>	[ POSM ]					<b>Delivered by</b>	[ POSM, MW ]					<b>Budget code</b>	[ ]					[ ]				
<b>Years active</b>										<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M	
<b>Approved by</b>	Mousehold Conservators					<b>Approval date</b>	15/06/18					<b>Priority</b>	Must									
<b>Project aims</b>																						
<ol style="list-style-type: none"> <li>1. To keep the website page up to date.</li> <li>2. To develop the range of information provide to assist with people's understanding of the heath, the work undertaken and the opportunities it provides.</li> </ol>																						
<b>Detailed project description</b>																						
<ol style="list-style-type: none"> <li>1. Review the current provision of information and update it.</li> <li>2. Identify gaps in the information and produce it.</li> <li>3. Improve the use of GIS to assist visitors and also the wardens and conservators in relation to the management of the heath.</li> <li>4. Ensure the information provided remains up to date.</li> </ol>																						
<b>Links to additional information</b>																						
<b>Project map/plans</b>																						



## PROJECT SPECIFICATION

<b>Project ref code</b>		MI10/01		<b>Project title</b>		General information signs	
<b>Brief description</b>							
Provide and maintain general information signs on site							
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,CON	
<b>Budget code</b>		421020 3871		<b>Budget £s</b>			
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>		15/06/18	
<b>Priority</b>		Should					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. To provide and maintain signage providing accurate and up to date site information to assist people visiting the site</li> <li>2. To ensure all new replacement information can be updated efficiently and economically.</li> <li>3. To ensure new signage is produced in accordance with the sites signage and information strategy once it is produced.</li> <li>4. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. To produce signage in accordance with the signage and interpretation strategy (</li> <li>2. Carry out adhoc monitoring as part of patrols on the site.</li> <li>3. Clean signs as required.</li> <li>4. Identify reactive repairs required.</li> <li>5. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through a private contractor.</li> </ol>							
<b>Links to additional information</b>							





## PROJECT SPECIFICATION

<b>Project ref code</b>		MI10/02		<b>Project title</b>		General visitor enquiries															
<b>Brief description</b>																					
To deal with general enquiries, compliments and complaints.																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To enable people to contact the Council with enquiries about the heath and be provided an informed response within corporate target timescales.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Wardens will provide a verbal response when on site and face to face if they are able to.</li> <li>Include phone and internet contact details on the website</li> <li>Include phone and internet contact details on all site information signs.</li> <li>Include phone and internet details on all site leaflet information.</li> <li>Develop digital self serve as the preferred method for people contacting the council</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		MI10/03		<b>Project title</b>		Temporary management signs	
<b>Brief description</b>							
Provide temporary notices on giving details of management work and events happening to inform visitors.							
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW	
<b>Budget code</b>		421020 3871		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>		15/06/18	
<b>Priority</b>		Must					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. Production of onsite temporary signage informing the public of management works, walks and events and health and safety advice.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. To provide advice regarding health and safety issues.</li> <li>2. To inform the public of any works being carried out and the explanation for the work to improve their understanding of conservation management.</li> <li>3. The displaying of the mousehold heath byelaws when necessary for protection of the heath and their implementation.</li> <li>4. To publicise impromptu local events such a guided walks etc.</li> <li>5. Informing the public of emergency works such as tree safety works being carried out.</li> <li>6. Information notifying the public of forthcoming maintenance works, for example works to public car parks restricting their access, providing visitors with alternative locations for parking.</li> <li>7. Onsite information relating to volunteer involvement relating to conservation based interests.</li> <li>8. No parking signs and notices, as and when required.</li> </ol>							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>		MI20/04		<b>Project title</b>		Earth heritage trail	
<b>Brief description</b>							
Maintain the geological trail and associated information							
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,CON,VOL	
<b>Budget code</b>		421020 3871		<b>Budget £s</b>			
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
		O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>		15/06/18	
<b>Priority</b>		Must					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. To maintain the Earth Heritage Trail</li> <li>2. To promote the access and availability of the trail to the public, via leaflets and online information.</li> <li>3. To maintain points of interest and way marker posts to ensure that they are not a hazard to users of the site.</li> <li>4. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. To provide a leaflet covering eighteen points of interest detailing the geological history of Mousehold Heath.</li> <li>2. Provide access to a downloadable leaflet from the internet through the Norwich City Council web page.</li> <li>3. To accompany the leaflet a more in depth study of the Earth Heritage Trail to be found on the Norwich City Council Mousehold Heath web page.</li> <li>4. Maintain and upkeep the way marked posts to be found on site identifying the points of interest.</li> <li>5. Replace as and when necessary damaged Perspex identifying discs.</li> <li>6. Carry out adhoc weekly monitoring as part of patrols on the site.</li> <li>7. Identify reactive repairs required.</li> <li>8. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through outside contractor.</li> </ol>							
<b>Links to additional information</b>							







## PROJECT SPECIFICATION

<b>Project ref code</b>		MI20/05		<b>Project title</b>		Interpretative panels															
<b>Brief description</b>																					
Provide and maintain interpretation panels to enhance people's visits and increase understanding of the site and its management.																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,CON,VOL		<b>Budget code</b>		421020 3871		<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should.							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To provide and maintain interpretation panels and for specialist site information.</li> <li>2. To provide signs in accordance with the emerging signage and information strategy</li> <li>3. To update information as and when required.</li> <li>4. To ensure all new replacement information is easily and practically updateable.</li> <li>5. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. To provide educational specialist information covering Local History and Natural History subjects increasing the public's understanding of what makes Mousehold so unique.</li> <li>2. User friendly, include clear information as to where you are and how to get there.</li> <li>3. To encourage education with enjoyment, protection of the site and visitor management.</li> <li>4. Highlight site designation of Local Nature Reserve and Green Flag Award for positive future protection.</li> <li>5. Provide a positive first impression by providing high standards of interpretational material.</li> <li>6. Special needs friendly design.</li> <li>7. The roll of the Mousehold Heath Conservators and display of the Mousehold Byelaws.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		MI20/06		<b>Project title</b>		Nature trail	
<b>Brief description</b>							
To provide. Maintain and promote the nature trail							
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW,VOL,CONT	
<b>Budget code</b>		421020 3871		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
		O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>		15/06/18	
<b>Priority</b>		Must					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>To provide a nature trail to enable visitors to learn about the site and what is special about it.</li> <li>To promote the nature trail to the public, via on site interpretation boards, hubs, panels and on line information.</li> <li>Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>To promote on site directions for the publics interpretation of the long and short way marked nature trail via interpretation panels, boards and hubs.</li> <li>Provide access to a downloadable leaflet from the internet through the Norwich City Council web page.</li> </ol>							
<b>Links to additional information</b>							







## PROJECT SPECIFICATION

<b>Project ref code</b>		MI20/07		<b>Project title</b>		Biodiversity Trail															
<b>Brief description</b>																					
Inform visitors, education information.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		CON, MW,		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Creation of information outreach resources to communicate the biodiversity/wildlife of the site.</li> <li>2. Create an informal biodiversity trail, with sites to be visited in any order.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Use of a trail map, illustrated by photographs and paintings, to show the most interesting habitats and species.</li> <li>2. Create web pages – hosted on Norwich C.C. website – including expanded information, with downloads page and link to Flickr album.</li> <li>3. If resources allow, create Smartphone app, Guide book and eBook.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

Project ref code		MI60/01		Project title		Events																																					
Brief description																																											
Organisation and planning of events																																											
Proj lead		NH		Delivered by		MW		Budget code		421020 3259 & 4102		Budget £s		£900.00																													
Years active										Months active																																	
19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		28/29		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by		Mousehold Conservators										Approval date		15/06/18		Priority		Should																									
Project aims																																											
1. To improve and widen the understanding of the local history and nature conservation management of the Heath. 2. To increase use of the heath for events which benefit residents and visitors to the city.																																											
Detailed project description																																											
1. Mousehold Wardens to produce an events programme for the year. 2. To provide a mixture of walks on weekdays, weekends and during holidays. 3. To provide an annual Band Concert programme. 4. To liaise with the Events Team to promote events throughout the course of the year. 5. The conservators to delegate authority to the events team to allow events which are with agreed 'normal' parameters without additional consent from the Mousehold Conservators. Events which are outside the agreed parameters will be brought to the Mousehold Conservators if there is sufficient time or via the Chair and Vice Chair under the scheme of delegation, if there is insufficient time. 6. Events team to provide notification of all events booked to the committee via automatic email notification. 7. To seek financial support from local groups and businesses for the promotion of events 8. To include local experts and volunteers to lead walks, talks and conservation workshops 9. To include local residents to volunteer in regular monitoring of moth, Bat, Butterfly, Fungi, Wildflower, Bees and other Fauna and Flora surveys carried out on an annual basis. 10. Work in partnership with national projects such as the Heart Heritage Weekend. 11. To record dates, details , organiser and number attending for all events.																																											
Links to additional information																																											
Project map/plans																																											

## PROJECT SPECIFICATION

<b>Project ref code</b>		MI60/02		<b>Project title</b>		Guided walk programme															
<b>Brief description</b>																					
Delivery of an annual guided walks programme																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>		421020 3259		<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To promote and widen the understanding of Mousehold Heath's history and nature conservation management.</li> <li>To increase involvement, understanding and enjoyment of the site for visitors and local community groups etc.</li> <li>Provide free events to attract low income families.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Produce an annual guided walks programme.</li> <li>To provide a mixture of walks on weekdays, weekends and during holidays.</li> <li>To target biodiversity projects including Heathland restoration projects, woodland and acidic grassland management including the promotion of partnership working with national conservation organisations such as the R.S.P.B. Natural England, N.W.T etc.</li> <li>Target understanding of species dependent environments and the importance of their management.</li> <li>Arrange seasonal interests as well as early morning, afternoon and evening events such as <ul style="list-style-type: none"> <li>Dawn chorus walks and surveys</li> <li>Moth evening surveys</li> <li>Bat surveys</li> <li>Autumn Fungi forays</li> <li>Butterfly walks and surveys</li> </ul> </li> <li>Provision of Community wildlife workshops in a classroom environment (am) and site exploration in the afternoon.</li> <li>Target local history of the site through locally and nationally promoted events such as Norwich Heart Heritage weekends and Norfolk Walking Festival.</li> <li>To record dates, details, organiser and number attending for all events.</li> </ol>																					
<b>Links to additional information</b>																					
Council website guided walk programme																					



## Project map/plans

[ ]

## PROJECT SPECIFICATION

<b>Project ref code</b>	MI60/03										<b>Project title</b>	Football pitch provision									
<b>Brief description</b>																					
Provision of full size football pitch																					
<b>Proj lead</b>	[ SM ]					<b>Delivered by</b>	[ NNE ]					<b>Budget code</b>	[ 421020 2651 ]					<b>Budget £s</b>	[ ]		
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[ Mousehold Conservators ]										<b>Approval date</b>	[ ]					<b>Priority</b>	[ MUST ]			
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To provide a high quality, safe, uniform playing surface for facility users.</li> <li>2. To increase usage of the football pitches.</li> <li>3. To recycle all arisings produced.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. <b>FOOTBALL PITCH MAINTENANCE</b></li> <li>2. <b>Key Aims</b></li> <li>3. <b>Method of operation</b> The Contractor may use such cultural, mechanical and chemical methods he thinks best to achieve the desired finish based upon good horticultural practice. The use of chemical solutions should be kept to a minimum.</li> <li>4. <b>GENERAL REQUIREMENTS</b></li> <li>5. <b>Machinery</b></li> <li>6. All machinery used for maintenance of football pitches shall be approved by the Supervising Officer before commencement of the Contract.</li> <li>7. <b>Season</b></li> <li>8. In general the season commences in August and extends for thirty two weeks.</li> <li>9. The Contractor shall be provided with the anticipated commencing and closing dates for each season four months prior to the start of the season. The Contractor should note that the season may be extended to accommodate up to an additional two weeks play when weather conditions are suitable, for which no extra payment will be made.</li> <li>10. <b>Number and Timing of Matches</b></li> <li>11. No more than three matches can be played on each pitch per week. The majority of matches occur on a Saturday and Sunday but some use may take place at other times during the week.</li> <li>12. <b>SPECIFICATION TO ACHIEVE AIMS</b></li> </ol>																					

### **13. Setting Out**

14. Between 7 and 14 days prior to the beginning of the football season the Contractor shall set out all pitches to the required dimensions and in the positions indicated by the Supervising Officer.
15. The Contractor should note that there is a requirement for Adult, Junior and Five-a -side Football pitches as detailed in the Site Information Sheet.
16. The pitches shall be accurately measured, the perimeter being a perfect rectangle and all internal dimensions shall conform to Football Association Regulations.

### **17. Marking**

18. All markings shall be maintained for the duration of the playing season. Each pitch shall be checked by the Contractor after mowing or any cultural operation and no more than four hours before each game, to ensure that the markings are clear and of sufficient substance to withstand normal wear. Whenever necessary the pitches shall be re-marked with particular attention being paid to the goal line and penalty spot.
19. Marking shall be undertaken using a non-toxic white line material approved in advance by the Supervising Officer for the purpose. On no account shall the lines be burnt into the turf with weedkiller or other material. Lines shall be a uniform 50mm to 75mm wide.
20. All straight line markings shall run true, and curved lines shall follow a constant path without deviation. Markings shall be clearly visible from a distance of 30 metres.

### **21. Football Goals - Erection and Removal**

22. The Contractor will be responsible for the erection of nets prior to each game and removal and storing at the end of each game.
23. The Contractor will inform the Supervising Officer when goal post socket needs to be moved or replaced. This is to ensure that the goal posts can be erected and maintained upright with a maximum tolerance of 10 mm from vertical in any direction over a distance of 1m.
24. The Contractor shall maintain Goal posts and supports throughout the season in a clean white condition and shall be repainted with a paint system approved by the Supervising Officer prior to the commencement of each season.
25. All preparation and paintwork shall be carried out to the satisfaction of the Supervising Officer.
26. The Contractor shall regularly inspect the posts, crossbars, hooks and stanchions, to ensure that they are safe and secure. Any damaged parts shall be replaced by the Contractor before the next fixture or within 48 hours, whichever is the sooner.
27. The Contractor shall maintain a supply of metal goals and/or parts of goals sufficient to replace one full set of goals throughout the Contract area. The cost of replacement goals held in the Contractor's store will be met by the Contractor.
28. All damaged goals and parts of goals shall be reported to the Supervising Officer for inspection before or after replacement but within 72 hours and the Contractor shall account for any replacement goals or parts of goals used.
29. The Contractor shall provide a safe and secure place for the storage of all goals. Such place and manner of storage shall be approved by the Supervising Officer.
30. The sockets shall immediately be made safe by capping and turfing.
31. At the end the season the Contractor will remove all goal post and nets and store.

<b>Links to additional information</b>
<b>Project map/plans</b>



## PROJECT SPECIFICATION

<b>Project ref code</b>		MI60/04		<b>Project title</b>		Sports management service															
<b>Brief description</b>																					
Provision of full size football pitch																					
<b>Proj lead</b>		[SM]		<b>Delivered by</b>		[NNE]		<b>Budget code</b>		421020 2651		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		[ ]		<b>Priority</b>		[MUST]							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To maximise use of facilities</li> <li>To increase income for the service</li> <li>To provide relevant information to all site users</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li><b>Hours of Operation</b></li> <li>The Contractor is required to provide a service during the hours of 9:00 hrs and ½ hour before park closing time 7 days per week unless otherwise specified by the Supervising Officer.</li> <li><b>Fees and Charges</b></li> <li>The Council will set all fees and charges for the hire of sports facilities. The Contractor will be responsible for collecting all money from site users.</li> <li><b>SPECIFICATION TO ACHIEVE AIMS</b></li> <li><b>The Contractor is required to undertake the following works:</b></li> <li>Any hazards or defects found at opening or any other time will be addressed immediately in accordance with the procedures agreed with the Supervising Officer. Any hazards or defects should be immediately removed or taped off, or otherwise made safe.</li> <li>Taking seasonal and casual bookings, taking spot hire fees and providing appropriate change, collection, security and accounting of fees and charges;</li> <li>Cleaning changing rooms between fixtures on the same day and equipment. The Contractor is required to synchronise operations with the Building Cleansing Contractor who is responsible for cleaning the changing rooms at all other times;</li> <li><b>Supervising the public in the use of facilities;</b></li> <li>Removing any visible litter from the facility.</li> </ol>																					

## **12. Availability of Sports Areas**

13. The Supervising Officer can prohibit the use of certain facilities for defined periods. In this event it is the Contractor's responsibility to ensure that information notices as agreed with the Supervising Officer are prominently positioned and the necessary precautions to prohibit use are implemented.
14. The Contractor shall inspect all Sports Facilities daily prior to allowing public access and where it is considered that any Sports Facilities are unsuitable for use e.g. occurrences of water logging, the Contractor shall prevent public access to such facilities. The Contractor shall inform the Supervising Officer of such action immediately.
15. The Supervising Officer reserves the right to instruct the Contractor to prevent or allow access to any sports facility.
16. In the event that the Contractor prevents public access and fails to notify the Supervising Officer it will be deemed that the Contractor has unreasonably prevented access if in the opinion of the Supervising Officer the facility was suitable for use. At which time the Contractor will be liable for a default penalty.
17. No operation will be carried out at a time or in such a manner as to make Sports Facilities unusable for a future booking. Any operation that has to be carried out whilst a facility is in use, must be done in a way that causes minimal disturbance to the user.

The sports areas shall be presented in good condition at all times throughout the year. They shall be kept free from litter, debris, leaves and twigs, dog faeces and weeds.

## **Preparation and Maintenance of Facilities**

The Contractor shall be responsible for the maintenance and replacement of:

Disclaimer notices regarding valuables (one in each dressing room);

Team name notices for changing facilities.

Notices should be to a standard, quality and design agreed with the Supervising Officer. Any repairs or replacements should be to the same standard, quality and design of the original. In the event that the Supervising Officer specifies signs costing more than the replacement cost of the original sign, The Council shall reimburse the Contractor for the difference in cost.

### **The Contractor shall:**

Continuously monitor the condition of all buildings and sites and report defects to the Supervising Officer on a daily basis.

Ensure that changing rooms are open and in good order one (1) hour before the fixture is due to commence.

Ensure that hot water will be available on the completion of each game and that changing rooms are kept to a minimum temperature of 60°F.

## **Cleaning of Facilities**

The Contractor will establish a close working relationship with the Cleaning Contractor and ensure that they are immediately informed of bookings and cancellations, in order that the cleaning Contractor is able to fulfil their Contractual obligations, to ensure that the facility is clean for any fixtures the following day.

Between fixtures on the same day the Contractor will:

Ensure changing room and toilet, floors, walls, shower curtains and cubicles are free from dirt, fine grit and other deposits and supplied with sufficient toilet paper, soap and paper towel as appropriate.

Ensure waste bins are empty.

### **Enquires**

The Contractor will ensure that an office is staffed, with a telephone, between 08:00 hrs and 17:00hrs on each Working Day. At all other times a telephone answering service is to be available.

### **Hire of Facilities**

The Supervising Officer will notify the Contractor six months in advance of the starting and finishing dates for each season/sport. The Supervising Officer will notify the Contractor of pitches/facilities to be used two months before the beginning of each season.

For all clubs making seasonal or casual bookings the Contractor will maintain a database, in a format agreed with the Supervising Officer including but not limited to club contacts and affiliations, membership numbers and profile.

The Contractor shall only use the forms and receipts and numbered tickets provided by the Supervising Officer for use within the provision and control of the service.

When team sports are in progress the Contractor shall facilitate immediate access by the team members to and from changing rooms and ensure security of those buildings.

The Contractor shall ensure that the names of teams are posted on changing room doors.

### **Seasonal and Casual Hire**

The Contractor shall arrange the timing of bookings in accordance with sports secretaries/users requirements.

The Contractor shall notify, in writing, the allocation of facilities to clubs/sports secretaries informing them of the venue allocation, dates, hire charges, payment procedures and enclosing the hire agreement.

### **Seasonal hire**

The Contractor shall, four months prior to the start of the season, despatch to each sports secretary contained within the database the seasonal booking form as agreed with Supervising Officer together with a copy of the 'Conditions of Hire' for the sports listed below;

The Contractor shall allocate pitches in accordance with the following priorities:

A regular user asking for the same venue as the previous year is to be given first priority;

A regular user asking for a change of venue is to be given second priority.

A new team/club will be provided with a venue when i. and ii. above have been allocated.

The Supervising Officer reserves the right to adjust the procedure for assessing priorities.

The allocation of facilities will be carried out using a form as agreed with the Supervising Officer

### **Casual Hire**

When seasonal bookings have been accommodated The Contractor shall offer casual bookings of the facilities and subject to the Conditions of Hire Form, which is issued at the time of payment together with a receipt.

The Contractors' attention is brought to Conditions of Hire

At times of extreme weather conditions e.g. wet, snow, ice or dry weather The Contractor will advise the Council and the secretary of the club that made the booking if the pitch/court etc. is unusable as soon as it is known the facility is not available, giving twenty-four hours notice were possible.

## **Sports and Games Equipment**

The Council shall at the commencement of the Contract transfer to the Contractor all equipment necessary to provide the service and to hold for the period of the Contract. The inventory is list to be agreed with Supervising Officer at commencement of contract. The Council shall provide additional equipment for new services. The Contractor shall sign a receipt for the equipment certifying that the inventory is correct and that the equipment is in good order.

The Contractor shall be responsible for the storage, security, adjustment, inspection, repair, repainting, renewal and erection, repositioning and removal of all equipment owned by The Council. The Contractor shall at his own expense, repair or replace, with new as necessary, any equipment as directed by the Supervising Officer e.g. goal posts, nets, flags, mats, arrows, clubs, balls, bowls, hole cups, line tapes (including that loaned to participants of the game/sport).

Sockets and fixed fixtures are maintained by the Council but must be checked to ensure they are of sound construction and in a serviceable condition at all times and any defects reported within 24 hours.

The Contractor shall, prior to the start of the season, ensure that all equipment is in order and that no part will cause a hazard to players or the public, or otherwise interfere with the activity.

Equipment renewals shall be like for like unless otherwise specified by the Supervising Officer. In the event that the Supervising Officer specifies equipment costing more than the replacement cost of the original equipment, The Council shall reimburse the Contractor for the difference in cost and vice versa.

The Contractor shall take from store the appropriate equipment and erect or set out in accordance with the requirements of the game or as directed by the Supervising Officer. At the end or during the season the Contractor shall dismantle equipment ensuring such equipment is clean and in good order before placing into a secure dry store.

## **Contractors Records**

The Contractor shall ensure that receipts and/or tickets are issued for all income.

The Contractor shall record the sale of tickets using the daily and weekly return books issued by the Supervising Officer. The Contractor shall return records of sales of tickets split into the various category headings to the Supervising Officer each week duly certified, in a format agreed with the Supervising Officer.

The Council shall retain all fees and hire charges collected by the Contractor.

Cash collected at the point of ticket sales should be available for checking by the Supervising Officer or his representative.

The Contractor shall keep secure all monies taken in a locked safe until paid into the Council's' bank account and shall accept full responsibility for all monies received.

Cash handling – money entered into the return books should be taken to City Hall cashiers daily together with the daily/weekly return sheets, for banking. On depositing cash a receipt will be issued to the Contractor.

Refunds will be issued and recorded if authorised by the Supervising Officer.

The Contractor shall prepare an income and usage report including but not limited to showing details of usage profile and income by park and sport at the end of each season. The content and format of the report to be agreed with the Supervising Officer and submitted within six weeks of the end of each season.

## **Links to additional information**



## Project map/plans

## PROJECT SPECIFICATION

<b>Project ref code</b>		ML00/01		<b>Project title</b>		ZAKS	
<b>Brief description</b>							
Liaise with Zaks regarding the lease and management of the pavilion.							
<b>Proj lead</b>		[WS]		<b>Delivered by</b>		[MHW]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
		O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators]		<b>Approval date</b>		[21/09/18]	
<b>Priority</b>		[MUST]					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. Ensure that the tenant's lease obligations are fulfilled.</li> <li>2. Ensure that the Conservators fulfil their landlord obligations.</li> <li>3. To ensure lease reviews maximise the benefit to the heath and visitors.</li> <li>4. Develop more partnership working with Zaks.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. Liaise with the tenants at least annually or more frequently if specific issues are to be dealt with</li> <li>2. Explore possibilities relating to improvements to the car park and toilet block with Zaks.</li> </ol>							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>	ML00/04										<b>Project title</b>	Gas pipeline											
<b>Brief description</b>																							
Partnership working with gas pipeline provider																							
<b>Proj lead</b>	[NH ]					<b>Delivered by</b>	[MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[Mousehold Conservators ]										<b>Approval date</b>	[ ]					<b>Priority</b>	[Must ]					
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. Liaise with gas line provider to ensure the integrity of the gas pipeline along Britannia Road is secure.</li> <li>2. Provide a safe working environment for contractors and public health and safety.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Follow the Dial before you dig, guidelines (separate document).</li> <li>2. To notify gas line provider of any disturbance caused to the ground adjacent to and over the gas pipeline running parallel to Britannia Road verge and public car park.</li> <li>3. Gas line provider request to be informed two weeks in advance of any works to be carried out in location of the pipeline.</li> <li>4. A gas line provider technician may be required to supervise works.</li> <li>5. To report any missing or damaged markers identifying the location of the pipeline, ref separate location map.</li> </ol>																							
<b>Links to additional information</b>																							
Link to detailed utility map																							







## PROJECT SPECIFICATION

<b>Project ref code</b>		ML30/01		<b>Project title</b>		Britannia cafe															
<b>Brief description</b>																					
Liaise with the Britannia cafe																					
<b>Proj lead</b>		[WS ]		<b>Delivered by</b>		[MHW ]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]						<b>Approval date</b>		[21/09/18 ]		<b>Priority</b>		[MUST ]							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To develop a positive working relationship with Britannia café</li> <li>2. To look to develop ways of working with the café for the benefit of Mousehold Heath.</li> <li>3. To minimise the impact of café visitors on Mousehold Heath.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Liaise with the owner at least annually, and as required if specific issues arise.</li> <li>2. Look specifically at the car park and its ongoing management and how to resolve issues with Britannia café.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		ML30/02		<b>Project title</b>		Rangers House buffer zone and track															
<b>Brief description</b>																					
Liaise with the owner of the Ranger's House regarding heath matters and also management to the heath which may impact on the property																					
<b>Proj lead</b>		[WS ]		<b>Delivered by</b>		[MHW ]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]						<b>Approval date</b>		[21/09/18 ]		<b>Priority</b>		[MUST ]							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Liaise with owner of Ranger's House to maintain a positive neighbourly relationship.</li> <li>2. Cut back encroaching trees and other vegetation from over and adjacent to the property and repair the access track from Gurney Road to the house when required.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Liaise with the owner at least annually.</li> <li>2. Organise, supervise contractors undertaking works.</li> <li>3. Supervise and undertake vegetation management.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	ML40/01										<b>Project title</b>	Norwich Area Transport Strategy											
<b>Brief description</b>																							
Maintain a watching brief of Norwich Area Transport strategy and implications for Mousehold Heath																							
<b>Proj lead</b>	[NH ]					<b>Delivered by</b>	[MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[Mousehold Conservators ]										<b>Approval date</b>	[21/09/18 ]					<b>Priority</b>	[MUST ]					
<b>Project aims</b>																							
<p>1. To ensure any future projects which may impact on Mousehold Heath are considered and responded to, to protect the heath.</p>																							
<b>Detailed project description</b>																							
<p>1. Ensure any project proposals affecting the heath are brought to the Mousehold Conservators by Transport planners for consideration, to ensure that they minimise the impact on the heath and where possible deliver benefits.</p> <p>2. Individual projects will be set up for any schemes that come forward.</p>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		ML40/02		<b>Project title</b>		NCC Area Management Team															
<b>Brief description</b>																					
Work with the Area Management with regards to the grounds maintenance and street cleaning contract and ASB matters																					
<b>Proj lead</b>		[NH ]		<b>Delivered by</b>		[MHW ]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]						<b>Approval date</b>		[ ]		<b>Priority</b>		[Must ]							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To ensure delivery of the grounds maintenance and street clean contract is delivered and improved when necessary.</li> <li>2. Work on a case by case basis assisting the AMOs to resolve and deter ASB issues</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Maintain a positive, problem solving approach to contract and ASB matters with the Area Management Team (North).</li> <li>2. To contact AMOs as required in relation to specific cases.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>	ML40/03										<b>Project title</b>	Historic England									
<b>Brief description</b>																					
Liaise with stakeholders, local/national authorities.																					
<b>Proj lead</b>	[WS ]			<b>Delivered by</b>	[MHW ]						<b>Budget code</b>	[ ]			<b>Budget £s</b>	[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[Mousehold Conservators ]									<b>Approval date</b>	[21/09/18 ]			<b>Priority</b>	[MUST ]						
<b>Project aims</b>																					
1. To fulfil legal obligations relating to Scheduled Ancient Monument (Site of St Williams Chapel)																					
<b>Detailed project description</b>																					
1. Contact HE for consents as required relating to management of the SAM (Site of St Williams Chapel)																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	ML40/04										<b>Project title</b>	Norfolk County Council Historic Environment Service											
<b>Brief description</b>																							
Liaise with stakeholders, local/national authorities.																							
<b>Proj lead</b>	[WS ]					<b>Delivered by</b>	[MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[Mousehold Conservators ]										<b>Approval date</b>	[21/09/18 ]					<b>Priority</b>	[MUST ]					
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To ensure management of the historic and archaeological features of the site follows best practice.</li> <li>2. To develop archaeological and historical understanding of the site.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Contact NAE as required relating to management of the SAM (Site of St Williams Chapel) and the development of other management techniques and interpretation relating to archaeological and historical features.</li> <li>2. During the first year of the plan contact will be made to ensure that information held regarding the Norfolk Historic Environment record is up to date.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

[ ]

## PROJECT SPECIFICATION

<b>Project ref code</b>		ML40/06		<b>Project title</b>		Natural England HLS Agreement															
<b>Brief description</b>																					
Liaise with stakeholders, local/national authorities.																					
<b>Proj lead</b>		[ WS ]		<b>Delivered by</b>		[ MHW ]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[ Mousehold Conservators ]						<b>Approval date</b>		[ 21/09/18 ]		<b>Priority</b>		[ MUST ]							
<b>Project aims</b>																					
3. Liaise with Natural England HLS Advisor/Officer to monitor and implement Mousehold HLS Agreement.																					
<b>Detailed project description</b>																					
2. Oversee and undertake conservation management works to implement objectives set out in the Mousehold HLS Agreement 2012 – 2022. 3. Facilitate site visits by Natural England																					
<b>Links to additional information</b>																					
INSERT LINK TO AGREEMENT																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		ML40/08		<b>Project title</b>		Renegotiate Natural England HLS agreement															
<b>Brief description</b>																					
Liaise with stakeholders, local/national authorities.																					
<b>Proj lead</b>		[WS]		<b>Delivered by</b>		[MHW]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators]						<b>Approval date</b>		[21/09/18]		<b>Priority</b>		[MUST]							
<b>Project aims</b>																					
1. Liaise with Natural England HLS Advisor/Officer to renegotiate Mousehold HLS Agreement.																					
<b>Detailed project description</b>																					
1. Arrange site meetings with Natural England officer to renegotiate Mousehold HLS Agreement beyond 2022, to create continuity in heathland conservation funding.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		ML60/01		<b>Project title</b>		Norfolk Police	
<b>Brief description</b>							
Partnership working							
<b>Proj lead</b>		[NH ]		<b>Delivered by</b>		[MHW ]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
		O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]		<b>Approval date</b>		[ ]	
<b>Priority</b>		[Must ]					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>1. To create a good working relationship with local Officers.</li> <li>2. Work in partnership with local Police Officers to enforce and uphold the Mousehold Heath Byelaws.</li> <li>3. Liaise with Norfolk Police to provide a safe environment for the public.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>1. Supply a copy of the Mousehold Heath Byelaws.</li> <li>2. Supply a map of Mousehold Heath for their reference to aid response to 101 and 999 calls, including main access routes, land marks and public car park locations.</li> <li>3. When possible coordinate patrols on site to address anti-social behaviour.</li> <li>4. Work together with Community police officers in local schools to educate pupils and address local issues.</li> </ol>							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>	ML60/02										<b>Project title</b>	Norfolk Fire and Rescue Service									
<b>Brief description</b>																					
Liaise with stakeholders, emergency services.																					
<b>Proj lead</b>	[WS ]				<b>Delivered by</b>	[MHW ]				<b>Budget code</b>	[ ]				<b>Budget £s</b>	[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[Mousehold Conservators ]									<b>Approval date</b>	[ ]				<b>Priority</b>	[Must ]					
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To work with Norfolk Fire and Rescue Service to ensure site management work reduces fire risk and the spread of fire.</li> <li>2. To work together proactively to inform local school children of the seriousness of fire to people, property, the heath and wildlife.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Mousehold wardens to arrange a meeting with a Sprowston Fire Service Watch Manager, in the Spring, to discuss the latest Fire issues and make sure that the Fire Service have keys for all of the access points.</li> <li>2. Discuss the opportunities for the Fire Service and Mousehold wardens to implement school assemblies together in the Open Academy, Sprowston High, Sewell Park Academy and other local schools.</li> <li>3. Liaise closely with Norfolk Fire Service through phone calls and site meetings throughout the summer.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	ML70/01					<b>Project title</b>	Press														
<b>Brief description</b>																					
Liaise with stakeholders, media																					
<b>Proj lead</b>	[SM ]		<b>Delivered by</b>	[MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	[Mousehold Conservators ]								<b>Approval date</b>	[ ]					<b>Priority</b>	[Should ]					
<b>Project aims</b>																					
1. To promote the work and achievements of the Mousehold Conservators. 2. To raise the profile of Mousehold Heath																					
<b>Detailed project description</b>																					
1. To pass any enquiries to the Comms team and work with them to provide a detailed resport ensuring key messages relating to the Conservators, their work and the heath are delivered.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		ML70/02		<b>Project title</b>		TV	
<b>Brief description</b>							
Liaise with stakeholders, media							
<b>Proj lead</b>		[SM ]		<b>Delivered by</b>		[MHW ]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		Mousehold Conservators ]		<b>Approval date</b>		[ ]	
<b>Priority</b>		[Should ]					
<b>Project aims</b>							
3. To promote the work and achievements of the Mousehold Conservators. 4. To raise the profile of Mousehold Heath							
<b>Detailed project description</b>							
2. To pass any enquiries to the Comms team and work with them to provide a detailed resport ensuring key messages relating to the Conservators, their work and the heath are delivered.							
<b>Links to additional information</b>							
<b>Project map/plans</b>							



## PROJECT SPECIFICATION

<b>Project ref code</b>		ML70/03		<b>Project title</b>		Radio	
<b>Brief description</b>							
Liaise with stakeholders, media							
<b>Proj lead</b>		[SM ]		<b>Delivered by</b>		[MHW ]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		Mousehold Conservators ]		<b>Approval date</b>		[ ]	
<b>Priority</b>		[Should ]					
<b>Project aims</b>							
5. To promote the work and achievements of the Mousehold Conservators. 6. To raise the profile of Mousehold Heath							
<b>Detailed project description</b>							
3. To pass any enquiries to the Comms team and work with them to provide a detailed resport ensuring key messages relating to the Conservators, their work and the heath are delivered.							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>		MM20/00		<b>Project title</b>		Tools and equipment															
<b>Brief description</b>																					
Acquire, maintain tools, equipment.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. Purchase tools and equipment as and when required within the budget.</li> <li>2. Maintain tools to a safe standard adhering to health and safety regulations/laws/policies.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. Annually service all power tools and generators</li> <li>2. Maintain all tools and equipment to a safe working standard completing maintenance sheets.</li> <li>3. All ropes, stropes and shackles to be LOLER tested on an annual basis.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		MP00/01		<b>Project title</b>		Patrol site presence															
<b>Brief description</b>																					
Carry out patrolling including upholding the Mousehold Heath Byelaws																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ul style="list-style-type: none"> <li>1. To provide seven days a week cover helping visitors feel safe.</li> <li>2. Provide a swift response to site issues deterring antisocial behaviour and undesirable use of the site.</li> <li>3. To ensure a safe environment for public health and safety.</li> <li>4. A contact for emergency services, to access the site.</li> </ul>																					
<b>Detailed project description</b>																					
<ul style="list-style-type: none"> <li>1. To contribute to the management and enjoyment of Mousehold Heath, focusing on day to day patrolling and education/promotional work.</li> <li>2. To promote the objectives of the Mousehold Heath management plan.</li> <li>3. Provide a point of contact for the public on site</li> <li>4. To distribute information and deal with general enquiries.</li> <li>5. Enforce and uphold the Mousehold Heath byelaws.</li> <li>6. Monitoring of the Grounds Maintenance contract.</li> <li>7. Monitor private contractors regarding conservation management and site maintenance and repairs.</li> <li>8.</li> <li>9. The reporting of anti- social behaviour, including criminal damage, graffiti, burnt out cars and motorcycles, fires to the appropriate authorities and working with them where appropriate to deter future reoccurrences.</li> </ul>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		MP00/02		<b>Project title</b>		Patrol site boundaries and hotspots															
<b>Brief description</b>																					
Carry out boundary and problem hotspot patrols including upholding the Mousehold Heath byelaws																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To provide seven days a week cover to patrol the site and identify any boundary encroachment issues, flytipping, or illegal or undesirable activities.</li> <li>Provide a swift response to site issues deterring future issues.</li> <li>To ensure a safe environment for visitors.</li> <li>Prosecute perpetrators when appropriate and in the public interest.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Wardens working split weeks to ensure 7 day a week presence except on occasions due to annual leave..</li> <li>Fly tipping issues to be reported to Area management officers for initial investigation and passed to Environmental Protection team if sufficient evidence for a prosecution.</li> <li>Boundary encroachment issues to be passed to NPSN for investigation.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		MS30/01		<b>Project title</b>		Maintain Bat Boxes															
<b>Brief description</b>																					
Manage species, mammal.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, CON.		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Monitor and repair or replace bat boxes when required.																					
<b>Detailed project description</b>																					
1. Visually check bat box condition once a year in the Autumn and carry out repairs when required. 2. Keep bat box location map up to date. 3. Replace boxes with IFF Schwegler bat boxes as recommended by Norwich Bat Group (see link below).																					
<b>Links to additional information</b>																					
<a href="https://www.nhbs.com/1ff-schwegler-bat-box-with-built-in-wooden-rear-panel">https://www.nhbs.com/1ff-schwegler-bat-box-with-built-in-wooden-rear-panel</a> <a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					
Bat Box Location Map																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		MS70/01		<b>Project title</b>		White-letter hairstreak															
<b>Brief description</b>																					
Manage species lepidoptera - white-letter hairstreak																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/03/19		<b>Priority</b>		Should							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To maximise the possibility for elm suckers continuing to exist for the white-letter hairstreak.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Retain Elm trees adjacent to the Pavilion car park and Gurney Road.</li> <li>To ensure that all activities in the area shown on the project specification map are not detrimental to the elm suckers in the area adjacent to the pavilion.</li> <li>Only remove trees when they are dead or a pose an unacceptable level of health and safety risk</li> <li></li> </ol>																					
<b>Links to additional information</b>																					
Map to be inserted																					

## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>		RA12/01		<b>Project title</b>		Common bird versus (CBC) Transect Survey															
<b>Brief description</b>																					
Undertake a CBC survey																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,VOL.		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To carry out CBC transect survey to monitor bird species and abundance on the site.																					
<b>Detailed project description</b>																					
1. To carry out at least ten CBC transect surveys between March and the end of June, incorporating some early mornings and evenings. 2. Collate and input data onto the CBC table. 3. To forward notable or rare bird species recorded to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					



## Project map/plans





## PROJECT SPECIFICATION

<b>Project ref code</b>		RA16/01		<b>Project title</b>		Bird species list															
<b>Brief description</b>																					
Record sightings of birds and maintain a site species list.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,VOL,GP.		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To keep a record of birds seen on the site.																					
<b>Detailed project description</b>																					
1. To record and keep an up to date list of birds seen on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare bird species recorded to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	RA26/01										<b>Project title</b>	Reptiles species list											
<b>Brief description</b>																							
Record sightings of reptiles and maintain a site species list.																							
<b>Proj lead</b>	WS					<b>Delivered by</b>	MW.					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	Mousehold Conservators										<b>Approval date</b>	15/06/18					<b>Priority</b>	Should					
<b>Project aims</b>																							
1. To keep a record of reptiles seen on the site																							
<b>Detailed project description</b>																							
1. To record and keep an up to date list of reptiles seen on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare Reptile species seen to the Norfolk Biodiversity Information Service (NBIS).																							
<b>Links to additional information</b>																							
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		RA42/01		<b>Project title</b>		Butterfly Conservation (BC), Butterfly Monitoring Survey (BMS)															
<b>Brief description</b>																					
Carry out Butterfly Conservation Survey																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
1. To carry out two BMS transect surveys on the site.																					
<b>Detailed project description</b>																					
1. Carrying out two BMS survey transects, on a weekly basis, between 1 <sup>st</sup> April and 30 <sup>th</sup> September. 2. Input all BMS data into BC Transect Walker online portal in October. 3. To forward notable or rare butterfly species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					
INSERT MOUSEHOLD HEATH BMS MAPS																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		RA44/01		<b>Project title</b>		Moth trapping survey															
<b>Brief description</b>																					
Record moths trapped and maintain a site species list.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,VOL,GP.		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. Carry out Moth trapping surveys to monitor and record species.																					
<b>Detailed project description</b>																					
1. To carry out regular moth trapping surveys using an ultraviolet bulb to catch, record and release species and keep an up to date list of moths recorded on the site. 2. To forward notable or rare odanata species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RA46/01		<b>Project title</b>		Butterfly Species list															
<b>Brief description</b>																					
Record sightings of butterflies and maintain a site species list.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,VOL,GP		<b>Budget code</b>		[]		<b>Budget £s</b>		[]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To keep a record of Butterfly seen on the site.																					
<b>Detailed project description</b>																					
1. To record and keep an up to date list of Butterflies seen on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare Butterfly species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RA46/02		<b>Project title</b>		Moth Species list															
<b>Brief description</b>																					
Record sightings of moths and maintain a site species list.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,VOL,GP		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To keep a record of Moths seen on the site.																					
<b>Detailed project description</b>																					
1. To record and keep an up to date list of Moths seen on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare Butterfly species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RA56/01		<b>Project title</b>		Dragonfly species list															
<b>Brief description</b>																					
Record sightings dragonflies and maintain a site species list.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, GP, VOL				<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To keep a record of Odonata seen on the site.																					
<b>Detailed project description</b>																					
1. To record dragonfly species and abundance when carrying out BMS transects and record on the monitoring form. Transfer new species seen on site onto species list. 2. Send odanata information to BMS. 3. Receive ad-hoc sightings from the visiting public and record new species on site species list. 4. To forward notable or rare odanata species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://dragonflysoc.org.uk/">http://dragonflysoc.org.uk/</a> <a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					
INSERT BMS MAPS																					



## PROJECT SPECIFICATION

<b>Project ref code</b>	RA56/02										<b>Project title</b>	Damselfly species list									
<b>Brief description</b>																					
Record sightings of damselflies and maintain a site species list.																					
<b>Proj lead</b>	WS					<b>Delivered by</b>	MW, GP, VOL					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]		
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators										<b>Approval date</b>	15/06/18					<b>Priority</b>	Should			
<b>Project aims</b>																					
1. To keep a record of Odonata seen on the site.																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To record damselfly species and abundance when carrying out BMS transects and record on the monitoring form. Transfer new species seen on site onto species list.</li> <li>Send odanata information to BMS.</li> <li>Receive ad-hoc sightings from the visiting public and record new species on site species list.</li> <li>To forward notable or rare odanata species seen to the Norfolk Biodiversity Information Service (NBIS).</li> </ol>																					
<b>Links to additional information</b>																					
<a href="http://dragonflysoc.org.uk/">http://dragonflysoc.org.uk/</a> <a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					
INSERT BMS MAPS																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	RA66/01										<b>Project title</b>	Grasshopper species list									
<b>Brief description</b>																					
Record sightings of grasshoppers and maintain a site species list.																					
<b>Proj lead</b>	WS			<b>Delivered by</b>	MW, VOLS, GP.						<b>Budget code</b>				<b>Budget £s</b>						
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18			<b>Priority</b>	Should						
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>1. To keep a record of grasshoppers seen on the site.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>1. To record and keep an up to date list of grasshoppers seen on the site. Transfer new species seen onto species list.</li> <li>2. Receive ad-hoc sightings from the visiting public and record new species on site species list.</li> <li>3. To forward notable or rare grasshopper and cricket species seen to the Norfolk Biodiversity Information Service (NBIS).</li> </ol>																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RA66/02		<b>Project title</b>		Cricket species list															
<b>Brief description</b>																					
Record sightings of crickets and maintain a site species list.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOLS, GP.						<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]			
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To keep a record of crickets seen on the site.																					
<b>Detailed project description</b>																					
1. To record and keep an up to date list of crickets seen on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare grasshopper and cricket species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	RA82/01									<b>Project title</b>	St James' Hill bumblebee transect survey										
<b>Brief description</b>																					
Record, Fauna: Collect Data, other invertebrate, survey.																					
<b>Proj lead</b>	WS			<b>Delivered by</b>	MW, VOLS.						<b>Budget code</b>	[ ]			<b>Budget £s</b>	[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators									<b>Approval date</b>	15/06/18			<b>Priority</b>	Should						
<b>Project aims</b>																					
1. Monitor Bumblebee species on the site.																					
<b>Detailed project description</b>																					
1. To carry out monthly Bumblebee Conservation Trust, BeeWalk bumblebee transect survey, on St James Hill, to record and monitor the abundance of species present, along the five transect survey sections (see further information in link/website below). 2. Collate and input data onto BeeWalk survey online recording forms. 3. To forward notable or rare bumblebee species records to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a> <a href="http://www.beewalk.org.uk/">http://www.beewalk.org.uk/</a>																					



## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>	RA92/01				<b>Project title</b>	National bat monitoring programme survey															
<b>Brief description</b>																					
Collect data, fauna, bats, survey.																					
<b>Proj lead</b>	WS		<b>Delivered by</b>	MW, VOL.						<b>Budget code</b>	[ ]				<b>Budget £s</b>	[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18				<b>Priority</b>	Should						
<b>Project aims</b>																					
1. Survey, monitor and record bat species.																					
<b>Detailed project description</b>																					
1. Carry out two NBMP Bat Transect Field Surveys in July, by using a bat detector to record Serotine, Noctule, Common Pipistrelle and Soprano Pipistrelle bat species, along a 1km transect survey route. 2. Collate and input data onto NBMP online recording form. 3. To forward bat species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a> <a href="http://nbmp.bats.org.uk/Surveys.aspx">http://nbmp.bats.org.uk/Surveys.aspx</a>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		RA92/02		<b>Project title</b>		Bat box survey															
<b>Brief description</b>																					
Collect data, fauna, bats, survey.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, CON.		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>									<b>Months active</b>												
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
2. Survey, monitor and record bat species using bat boxes..																					
<b>Detailed project description</b>																					
1. With the help of a contractor with a bat handling license, carry out a bat box survey and make minor box repairs every 4 years. 2. To forward bat species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="https://www.nhbs.com/1ff-schwegler-bat-box-with-built-in-wooden-rear-panel">https://www.nhbs.com/1ff-schwegler-bat-box-with-built-in-wooden-rear-panel</a> <a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					



## Project map/plans



## PROJECT SPECIFICATION

<b>Project ref code</b>		RC01/01		<b>Project title</b>		St William's Chapel															
<b>Brief description</b>																					
Collect information about St William's Chapel																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				<b>Priority</b>		Could							
<b>Project aims</b>																					
1. To increase the understanding of St William's chapel																					
<b>Detailed project description</b>																					
1. Gather and file information relating to St William's Chapel. 2. Give permission for appropriate studies based on guidance from English Heritage and Norfolk Archaeology Service and subject to findings being provided to Mousehold Conservators. 3. Ensure all filed information is referenced.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RC10/01		<b>Project title</b>		Rangers House															
<b>Brief description</b>																					
Collect information about the history of the Ranger's House																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				<b>Priority</b>		Could							
<b>Project aims</b>																					
1. To increase the understanding of the history of the Rangers House																					
<b>Detailed project description</b>																					
1. Gather and file information relating to the Rangers House 2. Ensure all filed information is referenced.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RC10/02		<b>Project title</b>		The Pavilion															
<b>Brief description</b>																					
Collect information about the history of the pavilion																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				<b>Priority</b>		Could							
<b>Project aims</b>																					
1. To increase the understanding of the history of the Rangers House																					
<b>Detailed project description</b>																					
1. Gather and file information relating to the Rangers House 2. Ensure all filed information is referenced.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		RC20/01		<b>Project title</b>		Industrial archaeology															
<b>Brief description</b>																					
Collect information relating to the industrial use of the site																					
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW		<b>Budget code</b>				<b>Budget £s</b>									
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>				<b>Priority</b>		Could							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To increase the understanding of the history of industrial use of the site</li> <li>To inform future plans and interpretation.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>Gather and file information relating to the industrial use of the site</li> <li>Ensure all filed information is referenced.</li> </ol>																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RC30/01		<b>Project title</b>		Landscape	
<b>Brief description</b>							
Collect information relating to the historical landscape of the site							
<b>Proj lead</b>		NH		<b>Delivered by</b>		MW	
<b>Budget code</b>				<b>Budget £s</b>			
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
O	N	D	J	F	M		
<b>Approved by</b>		Mousehold Conservators		<b>Approval date</b>			
<b>Priority</b>		Could					
<b>Project aims</b>							
<ol style="list-style-type: none"> <li>To increase the understanding of the landscape history of the site</li> <li>To inform future plans and interpretation.</li> </ol>							
<b>Detailed project description</b>							
<ol style="list-style-type: none"> <li>Gather and file information relating to the historical landscape</li> <li>Ensure all filed information is referenced and approval sought for the use of any images along with credit information required.</li> </ol>							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>		RF03/01		<b>Project title</b>		Heather cover and quality monitoring															
<b>Brief description</b>																					
Collect data, vegetation, monitor, Heather																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL, CON.				<b>Budget code</b>		[]		<b>Budget £s</b>		[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Must							
<b>Project aims</b>																					
<ol style="list-style-type: none"> <li>To implement the Higher Level Stewardship (HLS) Agreement requirement 'Indicators of Success', by making visual assessments of the percentage of heather cover and other dwarf shrub species and through site meetings with Natural England Officers.</li> </ol>																					
<b>Detailed project description</b>																					
<ol style="list-style-type: none"> <li>To manage heathland areas to encourage heather growth by removing scrub, trees, bracken, invasive gorse and carrying out humus stripping to create bare and disturbed ground to allow heather seeds in the seed bank to germinate .</li> <li>By year 10 of the HLS agreement, there should be a wide range of age classes of heather present. This should include between 10% and 40% cover of pioneer stage; between 10% and 50% cover of degenerate stage and no more than 20% cover of dead heather plants.</li> </ol>																					
<b>Links to additional information</b>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>	RF16/01					<b>Project title</b>	Tree Species list														
<b>Brief description</b>																					
Collect Data, tree, shrub, list species.																					
<b>Proj lead</b>	WS		<b>Delivered by</b>	MW GP,VOLS.						<b>Budget code</b>	[ ]			<b>Budget £s</b>	[ ]						
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>	Mousehold Conservators								<b>Approval date</b>	15/06/18			<b>Priority</b>	Should							
<b>Project aims</b>																					
1. To keep a record of trees growing on the site.																					
<b>Detailed project description</b>																					
1. To record and keep an up to date list of trees growing on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare tree species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Project map/plans</b>																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RF22/01		<b>Project title</b>		Mustard Glade flower survey															
<b>Brief description</b>																					
Collect data, other vascular plants, survey.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL				<b>Budget code</b>				<b>Budget £s</b>							
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To record flower species growing on the site.																					
<b>Detailed project description</b>																					
1. To carry out monthly wildflower surveys in Mustard Pond Glade, adjacent to Gilman Road. 2. To forward notable or rare species recorded to the Norfolk Biodiversity Information Service (NBIS).																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		RF22/02		<b>Project title</b>		St James Hill flower transect survey															
<b>Brief description</b>																					
Collect data, other vascular plants, survey.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW, VOL				<b>Budget code</b>		[]		<b>Budget £s</b>		[]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators						<b>Approval date</b>		15/06/18		<b>Priority</b>		Should							
<b>Project aims</b>																					
1. To record flower species growing on the site.																					
<b>Detailed project description</b>																					
1. To carry out monthly wildflower transect surveys on St James Hill. 2. To forward notable or rare species recorded to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					





## PROJECT SPECIFICATION

<b>Project ref code</b>		RF66/01		<b>Project title</b>		Fungi Species List															
<b>Brief description</b>																					
Collect Data, fungi.																					
<b>Proj lead</b>		WS		<b>Delivered by</b>		MW,VOL,GP				<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		Mousehold Conservators				<b>Approval date</b>		15/06/18		<b>Priority</b>		Should									
<b>Project aims</b>																					
1. To keep a record of Fungi species on the site.																					
<b>Detailed project description</b>																					
1. To record and keep an up to date list of Fungi on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare Butterfly species seen to the Norfolk Biodiversity Information Service (NBIS).																					
<b>Links to additional information</b>																					
<a href="http://www.nbis.org.uk/">http://www.nbis.org.uk/</a>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>	RH31/01					<b>Project title</b>	Forest Schools																
<b>Brief description</b>																							
Collect data, public use, education																							
<b>Proj lead</b>	[WS ]					<b>Delivered by</b>	[MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[Mousehold Conservators ]					<b>Approval date</b>	[21/09/18 ]					<b>Priority</b>	[SHOULD ]										
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. Organise, oversee and co-lead Forest school activities, to increase understanding, involvement and enjoyment of the site.</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Liaise with Forest School leaders to enable Forest School activities to be safely undertaken on the site.</li> <li>2. Produce site and activity risk assessments when required.</li> <li>3. Co-lead activities when required.</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							

## PROJECT SPECIFICATION

<b>Project ref code</b>		RH31/02		<b>Project title</b>		Onsite Educational Activities															
<b>Brief description</b>																					
Collect data, public use, education																					
<b>Proj lead</b>		[WS ]		<b>Delivered by</b>		[MHW ]		<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]							
<b>Years active</b>										<b>Months active</b>											
19/ 20	20/ 21	21/ 22	22/ 23	23/ 24	24/ 25	25/ 26	26/ 27	27/ 28	28/ 29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]						<b>Approval date</b>		[21/08/18 ]		<b>Priority</b>		[SHOULD ]							
<b>Project aims</b>																					
1. Gather data to assess use and inform future provision [																					
<b>Detailed project description</b>																					
1. Record and collate data of numbers of pupils using the heath in relation to educational activities.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					



## PROJECT SPECIFICATION

<b>Project ref code</b>		RH90/04		<b>Project title</b>		Guided Walks Programme															
<b>Brief description</b>																					
Collect data, other activities, general																					
<b>Proj lead</b>		[WS ]		<b>Delivered by</b>		[MHW, CON ]				<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]					
<b>Years active</b>										<b>Months active</b>											
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]						<b>Approval date</b>		[21/09/18 ]		<b>Priority</b>		[SHOULD ]							
<b>Project aims</b>																					
1. Gather data to measure success of engagement and to inform future walk programmes																					
<b>Detailed project description</b>																					
1. Record numbers of participants for warden run events and collate data for events organised by the events team.																					
<b>Links to additional information</b>																					
<b>Project map/plans</b>																					

## PROJECT SPECIFICATION

<b>Project ref code</b>		RH90/05		<b>Project title</b>		Volunteer data	
<b>Brief description</b>							
Collect data, public use, volunteers							
<b>Proj lead</b>		[WS ]		<b>Delivered by</b>		[MHW ]	
<b>Budget code</b>		[ ]		<b>Budget £s</b>		[ ]	
<b>Years active</b>				<b>Months active</b>			
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
27/28	28/29	A	M	J	J	A	S
		O	N	D	J	F	M
<b>Approved by</b>		[Mousehold Conservators ]		<b>Approval date</b>		[21/09/18 ]	
<b>Priority</b>		[SHOULD ]					
<b>Project aims</b>							
1. Gather data to assess volunteer contribution to management of the heath							
<b>Detailed project description</b>							
1. Record data for each task undertaken by groups or individuals on a monthly basis. 2. Report to the Conservators quarterly and also contribute to Norwich City Council volunteer performance indicator quarterly.							
<b>Links to additional information</b>							
<b>Project map/plans</b>							

## PROJECT SPECIFICATION

<b>Project ref code</b>	RV70/03					<b>Project title</b>	GIS data sets																
<b>Brief description</b>																							
Develop data sets for all spatial data to be held and used from the council's GIS system.																							
<b>Proj lead</b>	[SM ]					<b>Delivered by</b>	[P&OSM, MHW ]					<b>Budget code</b>	[ ]					<b>Budget £s</b>	[ ]				
<b>Years active</b>										<b>Months active</b>													
19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	A	M	J	J	A	S	O	N	D	J	F	M		
<b>Approved by</b>	[Mousehold Conservators ]					<b>Approval date</b>	[ ]					<b>Priority</b>	[Must ]										
<b>Project aims</b>																							
<ol style="list-style-type: none"> <li>1. To enable the public to access spatial site information via the council's GIS public portal.</li> <li>2. To remove the need for producing one off digital documents for spatial information</li> <li>3. To ensure that spatial information remains up to date and 'live'</li> </ol>																							
<b>Detailed project description</b>																							
<ol style="list-style-type: none"> <li>1. Develop data sets for all spatial data to be held on the council website.</li> <li>2. Identify public and officer layers</li> <li>3. Hold photographic information within datasets where appropriate.</li> <li>4. Ensure all public routes and points of interest are available in publicly accessible layers</li> </ol>																							
<b>Links to additional information</b>																							
<b>Project map/plans</b>																							



If you would like this information in another language  
or format such as large print, CD or Braille please visit  
[www.norwich.gov.uk/Intran](http://www.norwich.gov.uk/Intran) or call 0344 980 3333

**Produced by Norwich City Council – February 2019**

[www.norwich.gov.uk](http://www.norwich.gov.uk)