

Report to	Mousehold Heath Conservators 16 March 2018	Item
Report of	Head of citywide services	6
Subject	Mousehold Heath 2018-2028 management plan review progress update and development of part 2 of the draft plan	

Purpose

To update the Mousehold Conservators on progress with the management plan and provide a draft of the first four objectives of part two of plan.

Recommendation

To:

- 1) note the progress to date
- 2) approve the prioritised 10 year programme for large strategic and policy projects
- 3) approve the revised timetable for the completion of the plan; and
- 4) approve a one year extension of the current plan for the year 2018 - 19 based on the 2017 – 18 workprogramme.

Corporate and service priorities

The report helps to meet the corporate priority a safe, clean and low carbon city

Financial implications

Any financial implications arising from this report will have or will be met from approved budgetary provision.

Ward/s: Multiple Wards

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

Simon Meek – parks and open spaces manager	01603 212403
Adrian Akester – head of Citywide services	01603 212331

Background documents

None

Report

Background

1. On 17 November 2017 the Mousehold Conservators approved a revised timescale for the production of the draft management plan.
2. At the 17 November meeting a draft of part one of the document was circulated and following the meeting amendments were received which have been incorporated into part one of the plan.
3. A partially completed draft of part two of the plan was presented for the format to be approved.
4. It was agreed a draft of the first four objectives of part two of the plan would be brought to the 19 January 2018 meeting for consideration and comments.
5. The first four objectives were tabled for consideration at the meeting on 19 January and it was resolved that amendments and comments would be submitted to the parks an open spaces manager by 26 January 2018. No amends were received.

Progress to date

6. The management sub-group met on 12 February and with the wardens discussed the following to inform the development of project specifications at a later Conservators meeting.
7. The following were discussed and project detail defined and location identified and mapped for existing areas of ongoing management and proposals for new areas to be managed in this way during the next 10 years.
 - i. Coppice areas
 - ii. Glades
 - iii. Rides
 - iv. Acid grassland
 - v. Rotational heather cutting
 - vi. Humus stripping
 - vii. Bracken removal
 - viii. Gorse removal
 - ix. Rotational gorse cutting
 - x. St William's Chapel tree removal
 - xi. St William's Chapel grass cutting
 - xii. Bench/seat provision
8. The following were discussed to decide if the following are managed over the next 10 years and project aim, to inform the production of project specifications to be submitted to the Conservators for approval at a future meeting.
 - i. Old Quarries
 - ii. Tram Track

- iii. Historic routes
- iv. View from Mottram Memorial

9. In addition the following strategic/policy items were discussed to determine which should be taken forward over the next 10 years of the plan, to be submitted to the Conservators at a later date for approval once the project detail has been drafted.

- i. Car park surfacing review
- ii. Formal and informal sports provision review
- iii. Public toilet provision review
- iv. Interpretation strategy
- v. Volunteer strategy
- vi. Tree safety inspection policy
- vii. Access hubs
- viii. Britannia car park review
- ix. Vehicle on site policy

10. The resources available to do this work (Mousehold wardens and the Parks and open spaces manager), on top of the routine operational work is limited, and so the projects will need to be prioritised for delivery over the life of the plan.

11. A proposed ten year prioritised programme for the delivery of these projects is contained in Appendix A. The programme would be reviewed if the resources available changed or issues arose which required the priority of a project to change. Any revised timeframe would be approved by the Conservators.

12. A large amount of work has gone into producing the next stage of the plan, though progress has continued to be slower than anticipated due to; lost time due to the weather, staff absence, the addition of further projects, the requirement of GIS support for the mapping and technical issues relating to the loss of a large volume of data. This currently being investigated to see if it can be retrieved.

13. The projects for which work has been completed is contained in Appendix B. The project specifications shaded in grey have been completed, those not shaded grey still have to be completed.

14. Some of the mapping work as shown in the last columns has also been completed and the information will be eventually be accessible to the public via the councils GIS system.

Next steps

15. Due to the IT issue which prevented the specification being circulated prior to the meeting it is proposed that the project specifications are circulated following the meeting once the information has been recovered.

16. A three week period from the date of circulation being provided to enable the Conservators to respond to the Parks and open spaces manager with additions and amends.
17. As a result of the aforementioned issues the timescale has had to be revised. The revised timetable proposed (Appendix C) would require that work delivered in 2018 – 19 is based on a years extension to the current plan which expires 2018.
18. The draft annual programme 2018 – 19 submitted to this meeting has been produced on that basis.

Year active														
Heading	Code	Sub code	Proj code	Project	1	2	3	4	5	6	7	8	9	10
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	05	ACCESS HUBS					X					
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	04	INTERPRETATION STRATEGY				X						
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	03	VOLUNTEER STRATEGY						X				
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	06	TREE SAFETY INSPECTION POLICY	X									
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	05	BRITANNIA CAR PARK REVIEW			X							
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	CAR PARK SURFACING REVIEW							X			
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	FORMAL AND INFORMAL SPORTS PROVISION REVIEW	X									
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	02	PUBLIC TOILET PROVISION REVIEW		X								

A To ensure Mousehold Heath is a welcoming place for people to visit.		MSG complete by 11-Dec	MHC complete by 09/01/2018
A1 The Mousehold Conservators will manage the site and discharge their duties in accordance with the Norwich City Council Act 1984.			
A2 To provide opportunities for the Mousehold Conservators to develop their understanding of the management of the site and of best practice in the management of public open space and especially heathland.			
A3 To continuously improve the management of the site through the development of staff and contractors			
A4 To ensure that key access sites are welcoming and encourage people to explore the site			
A5 To submit applications for awards, where appropriate, for awards that recognise the positive management of Mousehold Heath			
B To protect Mousehold Heath and ensure that it is a safe and secure place to visit.		11-Dec	09/01/2018
B1 To protect the integrity of the heath and in accordance with the Norwich City Council act 1984			
B2 To work with the emergency services to work on joint problem solving to deter and resolve misuse of the site.			
B3 To increase visitor perception of feeling safe on the heath.			
B4 To provide facilities for formal and informal recreation where appropriate			
B5 To provide a public toilet facility at the heath			
B6 To manage vehicular access to prevent damage to the site and to reduce the risk to visitors.			
B7 To provide seating.			
B8 To continue to provide, and develop further, subject to available resources, opportunities for people to improve their health and wellbeing through volunteering.			
B9 To ensure that the heath is managed in accordance with relevant legal obligations.			
C To ensure that Mousehold Heath is clean and well maintained.		11-Dec	09/01/2018
D To manage Mousehold Heath in a way that has a positive impact on the environment.		11-Dec	09/01/2018
E To improve habitats and the natural environment for wildlife, to enhance the biodiversity of Mousehold Heath.			06/03/2018
F To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.			06/03/2018
G To provide opportunities local communities to be involved in in all aspect of our work.			06/03/2018
H To promote Mousehold Heath to increase awareness, knowledge, understanding and sense of pride of Mousehold Heath			06/03/2018

Projects greyed out have had the project specification completed. Map drafted (Y) means that a paper map has been annotated. Map GIS (Y) means that the map information has been digitised into a GIS layer.

Draft project spec	Obj	Presc	Heading	Code	Sub code	Proj code	Project	Map drafted	Map GIS
SM	A	A1	Administration	AF Financial planning and recording	AF00 Finance, general	01	PREPARE ANNUAL BUDGET	n/a	n/a
SM	A	A1	Administration	AF Financial planning and recording	AF00 Finance, general	02	BUDGET MONITORING	n/a	n/a
SM	A	A5	Administration	AI Inspections and audits	AI00 Implement inspection, monitoring site integrity	01	GREEN FLAG AWARD	n/a	n/a
SM	B	t	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	01	ANNUAL SITE SAFETY INSPECTION	n/a	n/a
SM/IM	B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	02	TREE SAFETY INSPECTION		
SM	B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	03	RISK ASSESSMENT	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP20 Prepare / revise plan, management plans	01	NEW MANAGEMENT PLAN	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP20 Prepare / revise plan, management plans	02	MANAGEMENT PLAN REVIEW	n/a	n/a
SM	B	B6	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	01	ACCESS MANAGEMENT INFRASTRUCTURE PLAN	Y	
SM	B	B8	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	03	VOLUNTEER STRATEGY	n/a	n/a
SM	A	A4	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	04	INTERPRETATION STRATEGY		
SM	A	A4	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	05	ACCESS HUBS		
SM	B	B9	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	06	TREE SAFETY INSPECTION POLICY	n/a	n/a
SM	B	B6	Administration	AP Planning, plan preparation and revision	AP50 Prepare / revise plan, safety	01	VEHICLE ON SITE POLICY	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP60 Prepare plan, annual work	01	ANNUAL WORK PROGRAMME	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP60 Prepare plan, annual work	02	ANNUAL WORK PROGRAMME MONITORING	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	01	MOUSEHOLD CONSERVATORS MEETING	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	02	MOUSEHOLD CONSERVATORS MANAGEMENT SUB GROUP MEETING	n/a	n/a
SM	A	A2	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	03	MOUSEHOLD CONSERVATORS ITINERANT	n/a	n/a
NH	B	B7	Administration	AR Reports and general correspondence	AP21 Prepare / revise plan, strategic planning	02	BENCH AND SEAT PROVISION	Y	
NH	C		Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	CAR PARK SURFACING REVIEW	n/a	n/a
SM	B	B4	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	02	FORMAL AND INFORMAL SPORTS PROVISION REVIEW	n/a	n/a
SM	B	B5	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	03	PUBLIC TOILET PROVISION REVIEW	n/a	n/a
SM	B	B7	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	04	SEAT SPONSORSHIP SCHEME	Y	
SM	A	A1	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	05	BRITANNIA CAR PARK REVIEW	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR20 Prepare report, annual progress	01	MOUSEHOLD CONSERVATORS ANNUAL REPORT	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	00	MOUSEHOLD CONSERVATORS PROJECT APPROVAL AND RECORDING	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	01	MOUSEHOLD CONSERVATORS QUARTERLY MANAGEMENT UPDATE	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	02	MOUSEHOLD CONSERVATORS QUARTERLY BUDGET MONITORING	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	03	MOUSEHOLD CONSERVATORS ANNUAL WORK PROGRAMME REPORT	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	04	MOUSEHOLD CONSERVATORS PRECEPT REPORT	n/a	n/a
SM	B	B1	Administration	AS Site and species safeguard, law enforcement & admin.	AS00 Protect site, legal action	00	LEGAL ENFORCEMENT ACTION	n/a	n/a
SM	B	B1	Administration	AS Site and species safeguard, law enforcement & admin.	AS10 Protect site, visitor permit system	01	LICENCES AND PERMITS	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT00 Training and management, general	01	STAFF 1:1s	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT00 Training and management, general	02	STAFF APPRAISAL	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT00 Training and management, general	03	STAFF DEVELOPMENT PLANS	n/a	n/a
SM	A	A2	Administration	AT Training and management	AT00 Training and management, general	04	BEST PRACTICE VISITS	n/a	n/a
SM	B	B3	Administration	AT Training and management	AT00 Training and management, general	05	SAFEGUARDING CHILDREN AND VULNERABLE ADULTS	n/a	n/a
SM	G		Administration	AT Training and management	AT00 Training and management, general		VOLUNTEER DEVELOPMENT	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	01	CONTRACT MONITORING/IMPROVEMENT NORWICHNORSE	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	02	CONTRACT MONITORING/IMPROVEMENT NPS NORWICH	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	03	CONTRACT MONITORING EXTERNAL CONTRACTORS	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		CORPORATE VOLUNTEERING	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		GENERAL	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		MOUSEHOLD DEFENDERS	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		MOUSEHOLD HEATH MOUSKETEERS	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		TCV	n/a	n/a
WS	F		Management	MC Manage cultural features	MC03 Manage cultural features, eathwork, by felling/cutting	02	ST WILLIAM'S CHAPEL - SCRUB/TREE REMOVAL		
WS	F		Management	MC Manage cultural features	MC03 Manage cultural features, eathwork, by mowing	01	ST WILLIAM'S CHAPEL - VEGETATION CUTTING		
NH	F		Management	MC Manage cultural features	MC50 Manage cultural features, historic building structure	01	WORLD WAR II MEMORIAL PLAQUE	n/a	n/a
NH	F		Management	MC Manage cultural features	MC70 Manage cultural features, industrial archaeological	01	OLD QUARRIES		
NH	F		Management	MC Manage cultural features	MC70 Manage cultural features, industrial archaeological	02	TRAM TRACK		
NH	F		Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	01	VIEW FROM MOTTRAM MEMORIAL		
WS			Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	02	BEECH DRIVE		
WS			Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	03	CAVALRY TRACK		
NH	F		Management	ME Manage site infrastructure	MC50 Manage cultural features, historic building structure	01	PAVILION	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME01 Boundary structures	01	GATES, FENCING AND BARRIERS		

Draft project spec	Obj	Presc	Heading	Code	Sub code	Proj code	Project	Map drafted	Map GIS
NH	C		Management	ME Manage site infrastructure	ME01 Boundary structures	02	BOLLARDS		
NH	C		Management	ME Manage site infrastructure	ME02 Other structures	04	BENCHES/SEATS/PICNIC BENCHES		
NH	C		Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	01	LITTER PICKING	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	02	LITTER BINS		
SM	C		Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	03	FLY TIPPING	n/a	n/a
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	01	FINGER POSTS AND WAYMARKS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	02	GATE ACCESS RESTRICTIONS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	03	INFORMATION PANELS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	04	MOUSEHOLD HEATH ROADSIDE SIGNS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	05	NATURE TRAIL	Y	
SM	C		Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	01	REMOVE GRAFFITI	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	02	BANDSTAND CLEANING	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	03	BANDSTAND MAINTENANCE	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	01	TOILET CLEANING	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	02	TOILETS MAINTENANCE - PROGRAMMED	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	03	TOILETS MAINTENANCE - REACTIVE	n/a	n/a
WS	C		Management	ME Manage site infrastructure	ME41 Provide / maintain paths	01	MAIN PATHS		
WS	E		Management	ME Manage site infrastructure	ME41 Provide / maintain paths	02	SECONDARY PATHS		
NH	C		Management	ME Manage site infrastructure	ME41 Provide / maintain paths	03	CYCLEWAYS AND EASY ACCESS		
NH	C		Management	ME Manage site infrastructure	ME44 Provide / maintain car parks	01	CAR PARK SURFACING	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME44 Provide / maintain car parks	02	CYCLE STANDS		
SM	C		Management	ME Manage site infrastructure	ME70 Provide / maintain staff facilities, general	01	WARDEN OFFICE ACCOMMODATION	n/a	n/a
WS	E		Management	MH Manage habitat	MH00 Manage habitat, forest / woodland / scrub, by coppicing	01	COPPICE	Y	Y
WS	E		Management	MH Manage habitat	MH03 Manage habitat, forest / woodland / scrub, aiding natural regeneration		NATURAL REGENERATION	n/a	n/a
WS	E		Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining	01	GLADE MANAGEMENT, MAINTAIN	Y	Y
WS	E		Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining	02	GLADE RESTORATION AND CREATION MANAGEMENT	Y	Y
WS	E		Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining	03	PAVILION FIRE BREAK		
WS	E		Management	MH Manage habitat	MH08 Manage habitat, forest / woodland / scrub, by managing dead wood	01	DEAD & DECAYING WOOD	n/a	n/a
WS	E		Management	MH Manage habitat	MH12 Manage habitat, grassland, by mowing	01	MAINTAIN ACID GRASSLAND		
WS	E		Management	MH Manage habitat	MH14 Manage habitat, grassland, by scrub control	01	RESTORE ACID GRASSLAND - SCRUB & TREE REMOVAL	Y	Y
WS	E		Management	MH Manage habitat	MH31 Manage habitat, heath, by scrub / tree control	01	SCRUB & TREE REMOVAL		
WS	E		Management	MH Manage habitat	MH35 Manage habitat, heath, by cultivation to acc leaching	01	HUMUS STRIPPING		
WS	E		Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	01	BRACKEN REMOVAL		
WS	E		Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	01	COMMON GORSE REMOVAL		
WS	E		Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	02	ROTATIONAL CUTTING - COMMON GORSE		
NH	E		Management	MH Manage habitat	MH60 Manage habitat, open water / rivers, general	01	VINEGAR POND	n/a	n/a
NH	E		Management	MH Manage habitat	MH60 Manage habitat, open water / rivers, general	02	WILDLIFE POND	n/a	n/a
WS	E			MH Manage habitat	MS30 Manage species, mammal	01	BAT BOXES		n/a
WS	H		Management	MI Information / education / interpretation / events	MI00 Inform stakeholders	01	OFF SITE SCHOOL TALKS	n/a	n/a
SM	H		Management	MI Information / education / interpretation / events	MI00 Inform stakeholders	02	WEBSITE	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	01	GENERAL INFORMATION SIGNS	Y	
NH	H		Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	03	TEMPORARY MANAGEMENT SIGNS	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information		WELCOME TO MOUSEHOLD HEATH SIGNS	Y	
NH	H		Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	04	GEOLOGICAL TRAIL	Y	
NH	H		Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	05	INTERPRETATIVE PANELS	Y	
NH	H		Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	06	NATURE TRAIL		
SM	H		Management	MI Information / education / interpretation / events	MI40 Inform visitors, recreational information		FOOTBALL	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI60 Provide/manage events	01	EVENTS	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI60 Provide/manage events	02	GUIDED WALKS PROGRAMME	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML00 Liaise stakeholders, owners / occupiers	01	ZAKS RESTAURANT	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML30 Liaise stakeholders, neighbours	01	BRITANNIA CAFÉ	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML30 Liaise stakeholders, neighbours	02	RANGERS HOUSE	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	01	NORWICH AREA TRANSPORT STRATEGY	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	02	NORWICH CITY COUNCIL - AREA MANAGEMENT TEAM	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	03	NORWICH CITY COUNCIL - COMMUNITY ENABLING TEAM	n/a	n/a
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		BRITISH GAS		
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		HISTORIC ENGLAND	n/a	n/a
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		NATURAL ENGLAND	n/a	n/a
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		NORFOLK ARCHAEOLOGY SERVICE	n/a	n/a
SM	G		Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups		FRIENDS OF KETTS HEIGHTS	n/a	n/a
SM	G		Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups		MOUSEHOLD DEFENDERS	n/a	n/a
SM	G		Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups		NORWICH FRINGE PROJECT	n/a	n/a

[illegible]

Map	Mousehold heath location plan in the city and surrounding area	A4 P
Map	Main facility provision locations	A3L
Map	Main cultural feature locations	A3L
Map	Compartment map	A4P
Map	Heathland locations	A3L
Map	Acid grassland	A3L
Appendix	Flora species list	
Appendix	Fauna species list	

Administration	AA Site acquisition / declaration	AA00 Acquire site, by purchase / lease / agreement	00
Management	AE Employ staff	AA10 Acquire site, extension, by purchase / lease / agreement	01
Recording	AF Financial planning and recording	AA30 Declare site	02
	AI Inspections and audits	AA40 De-declare site	03
	AL Legal matters and payments	AA50 Update information, owner / occupier details	04
	AN Site designation	AE00 Employ staff, general	05
	AP Planning, plan preparation and revision	AE10 Employ staff, staff welfare	06
	AR Reports and general correspondence	AF00 Finance, general	07
	AS Site and species safeguard, law enforcement & admin.	AF01 Grant applications	08
	AT Training and management	AF02 Fund raising and donations	09
	MB Manage habitat, hedgerows	AI00 Implement inspection, monitoring site integrity	10
	MC Manage cultural features	AI10 Implement inspection, site equipment	
	MD Manage cultural features	AI20 Implement inspection, site buildings	
	ME Manage site infrastructure	AI30 Implement inspection, site safety	
	MH Manage habitat	AI40 Implement inspection, other	
	MI Information / education / interpretation / events	AL00 Maintain holding, legal, by e.g. renewing lease / agreement / tenancy	
	ML Liaison with stakeholders	AL20 Maintain holding, legal, by making / receiving payments	
	MM Manage machinery and equipment	AL40 Prepare / revise policy & legislation	
	MP Patrol	AN00 Classify site	
	MS Manage species	AN10 Notify site	
	RA Record, fauna	AN20 Renotify site	
	RB Record, biology general	AN30 Denotify site	
	RC Record cultural heritage	AN40 Register site	
	RF Record, vegetation	AP00 Prepare / revise legal site description	
	RH Record, human interaction	AP10 Prepare / revise work programme	
	RP Record, physical environment	AP20 Prepare / revise plan, management plans	
	RV Record, archive - general, photos, maps etc.	AP21 Prepare / revise plan, strategic planning	
		AP22 Prepare / revise plan, major projects	
		AP30 Prepare / revise plan, fire protection / control	
		AP40 Prepare / revise plan, emergency procedure	
		AP50 Prepare / revise plan, safety	
		AP60 Prepare plan, annual work	
		AP70 Convene meeting, Annual Programme Review	
		AP80 Convene meeting, Site Management Committee / advisory group	
		AR00 Prepare report, project recording	
		AR01 Prepare report, project review, new projects	
		AR10 Prepare report, incident, e.g. fire / accident	
		AR20 Prepare report, annual progress	

AR30 Prepare correspondence, general
AR60 Prepare report, other
AS00 Protect site, legal action
AS10 Protect site, visitor permit system
AS20 Protect site / species, activity permit system
AS30 Protect site, by preparing evidence
AS40 Protect site, by prosecution
AS50 Protect species, by prosecution
AS60 Protect species, by control of harvesting
AT00 Training and management, general
AT10 Train staff, management techniques
AT20 Train staff, use of machinery / equipment
AT30 Train staff, other
AT40 Liaise / supervise staff / contractors
AT50 Liaise / supervise volunteers
AT60 Liaise / supervise voluntary working groups
MB00 Manage habitat, hedgerows, general
MB02 Manage habitat, hedgerows, by planting / sowing / propagating
MB03 Manage habitat, hedgerows, by cutting / trimming
MB05 Manage habitat, hedgerows, by laying
MB06 Manage habitat, hedgerows, by controlling undesirable species
MB09 Manage habitat, hedgerows, by other activities
MC00 Manage cultural features, eathwork, by controlling scrub/saplings
MC03 Manage cultural features, eathwork, by mowing
MC03 Manage cultural features, eathwork, by felling/cutting
MC50 Manage cultural features, historic building structure
MC51 Manage cultural features, historic building content
MC60 Manage cultural features, archaeological general
MC70 Manage cultural features, industrial archaeological
MC80 Manage cultural features, historical landscape
MC81 Manage cultural features, historical landscape, felling/cutting
MC90 Manage cultural features, religious interest
ME01 Boundary structures
ME02 Other structures
ME03 Remove structures
ME04 Remove rubbish / maintain litter bins
ME05 Provide / maintain picnic tables
ME06 Erect/maintain signs/interpretation boards

ME10 Site buildings, general
ME11 Site buildings, construct
ME12 Site buildings, maintain / improve
ME14 Site buildings, maintain / improve toilets
ME15 Site buildings, maintain / improve visitor centre
ME2 Legal / Emergency operations
ME20 Comply with legal obligations
ME21 Implement emergency procedures
ME31 Control dumping
ME32 Control extraction
ME40 Provide / maintain paths / rides / roads / car parks
ME41 Provide / maintain paths
ME42 Provide / maintain rides
ME43 Provide / maintain roads
ME44 Provide / maintain car parks
ME50 Provide / maintain drainage / irrigation systems
ME60 Provide / maintain facilities, general
ME62 Provide / maintain education facilities
ME63 Provide / maintain medical facilities
ME64 Provide / maintain workshop
ME65 Provide / maintain fuel storage
ME66 Provide / maintain general stores
ME67 Provide / maintain water supply
ME68 Provide / maintain power supply
ME69 Provide / maintain fuel supply
ME70 Provide / maintain staff facilities, general
ME80 Provide / maintain recreational facilities
MH00 Manage habitat, forest / woodland / scrub, by coppicing
MH01 Manage habitat, forest / woodland / scrub, by planting / sowing
MH02 Manage habitat, forest / woodland / scrub, by thinning / group felling
MH03 Manage habitat, forest / woodland / scrub, aiding natural regeneration
MH04 Manage habitat, forest / woodland / scrub, maintaining ride/path/glade
MH06 Manage habitat, forest / woodland / scrub, by enclosure / exclosure
MH07 Manage habitat, forest / woodland / scrub, by scrub control
MH08 Manage habitat, forest / woodland / scrub, by managing dead wood
MH09 Manage habitat, forest / woodland / scrub, by other activities
MH10 Manage habitat, grassland, by controlled grazing
MH11 Manage habitat, grassland, by controlled burning

MH12 Manage habitat, grassland, by mowing
MH13 Manage habitat, grassland, by sowing / planting / turf laying
MH14 Manage habitat, grassland, by scrub control
MH16 Manage habitat, grassland, by enclosure / exclosure
MH19 Manage habitat, grassland, by other activities
MH2 Manage habitat, controlling invasive species
MH20 Manage habitat, controlling invasive species, by grazing
MH21 Manage habitat, controlling invasive species, by burning
MH22 Manage habitat, controlling invasive species, by mowing / cutting
MH23 Manage habitat, controlling invasive species, by enclosure / exclosure
MH25 Manage habitat, controlling invasive species, by spraying
MH29 Manage habitat, controlling invasive species, by other activities
MH3 Manage habitat, heath
MH3+ Manage habitat, heath, general
MH30 Manage habitat, heath, by controlled grazing
MH31 Manage habitat, heath, by scrub / tree control
MH32 Manage habitat, heath, by mowing
MH33 Manage habitat, heath, by fire prevention / control
MH34 Manage habitat, heath, by enclosure / exclosure
MH35 Manage habitat, heath, by cultivation to acc leaching
MH37 Manage habitat, heath, by controlled burning
MH39 Manage habitat, heath, by other activities
MH60 Manage habitat, open water / rivers, general
MH61 Manage habitat, open water / rivers, by water level control
MH62 Manage habitat, open water / rivers, by excavation
MH63 Manage habitat, open water / rivers, by plant introduction
MH64 Manage habitat, open water / rivers, by pollution prevention
MH65 Manage habitat, open water / rivers, clearing/dredging/re-profiling
MH66 Manage habitat, open water / rivers, clearing surrounding vegetation
MH69 Manage habitat, open water / rivers, by other activities
MI00 Inform stakeholders
MI10 Inform visitors, onsite information
MI20 Inform visitors, educational information
MI30 Inform visitors, specialist information
MI40 Inform visitors, recreational information
MI50 Provide interpretation
MI60 Provide/manage events
ML00 Liaise stakeholders, owners / occupiers

ML10 Liaise stakeholders, commoners
ML20 Liaise stakeholders, right-holders
ML30 Liaise stakeholders, neighbours
ML40 Liaise stakeholders, local / national authorities
ML50 Liaise stakeholders, local community / groups
ML60 Liaise stakeholders, emergency services
ML70 Liaise stakeholders, media
ML80 Liaise stakeholders, others
MM00 Acquire / service vehicles / boats
MM10 Acquire / service machinery
MM20 Acquire / maintain tools /equipment
MM30 Acquire / service aircraft
MP00 Patrol, general
MP00 Patrol, boundaries
MS00 Manage species, tree / shrub
MS10 Manage species, other vascular plant
MS20 Manage species, lower plant
MS30 Manage species, mammal
MS40 Manage species, bird
MS50 Manage species, herptile
MS60 Manage species, fish
MS70 Manage species, Lepidoptera
MS80 Manage species, other insect
MS90 Manage species, other invertebrate
RA01 Collect data, mammals, natural event
RA02 Collect data, mammals, survey
RA03 Collect data, mammals, monitor
RA04 Collect data, mammals, count / estimate / measure / census
RA05 Collect data, mammals, research project
RA06 Collect data, mammals, list species
RA1 Collect data, birds
RA10 Collect data, birds, general
RA11 Collect data, birds, natural event
RA12 Collect data, birds, survey
RA13 Collect data, birds, monitor
RA14 Collect data, birds, count / estimate / measure / census
RA15 Collect data, birds, research project
RA16 Collect data, birds, list species

RA2 Collect data, herptiles
RA20 Collect data, herptiles, general
RA21 Collect data, herptiles, natural event
RA22 Collect data, herptiles, survey
RA23 Collect data, herptiles, monitor
RA24 Collect data, herptiles, count / estimate / measure / census
RA25 Collect data, herptiles, research project
RA26 Collect data, herptiles, list species
RA3 Collect data, fish
RA30 Collect data, fish, general
RA31 Collect data, fish, natural event
RA32 Collect data, fish, survey
RA33 Collect data, fish, monitor
RA34 Collect data, fish, count / estimate / measure / census
RA35 Collect data, fish, research project
RA36 Collect data, fish, list species
RA46 Collect data, Lepidoptera
RA40 Collect data, Lepidoptera, general
RA41 Collect data, Lepidoptera, natural event
RA42 Collect data, Lepidoptera, survey
RA43 Collect data, Lepidoptera, monitor
RA44 Collect data, Lepidoptera, count / estimate / measure / census
RA45 Collect data, Lepidoptera, research project
RA46 Collect data, Lepidoptera, list species
RA5 Collect data, Odonata
RA50 Collect data, Odonata, general
RA51 Collect data, Odonata, natural event
RA52 Collect data, Odonata, survey
RA53 Collect data, Odonata, monitor
RA54 Collect data, Odonata, count / estimate / measure / census
RA55 Collect data, Odonata, research project
RA56 Collect data, Odonata, list species
RA6 Collect data, Orthoptera
RA60 Collect data, Orthoptera, general
RA61 Collect data, Orthoptera, natural event
RA62 Collect data, Orthoptera, survey
RA63 Collect data, Orthoptera, monitor
RA64 Collect data, Orthoptera, count / estimate / measure / census

RA65 Collect data, Orthoptera, research project
RA66 Collect data, Orthoptera, list species
RA70 Collect data, other insects, general
RA71 Collect data, other insects, natural event
RA72 Collect data, other insects, survey
RA73 Collect data, other insects, monitor
RA74 Collect data, other insects, count / estimate / measure / census
RA75 Collect data, other insects, research project
RA76 Collect data, other insects, list species
RA80 Collect data, other invertebrates, general
RA81 Collect data, other invertebrates, natural event
RA82 Collect data, other invertebrates, survey
RA83 Collect data, other invertebrates, monitor
RA84 Collect data, other invertebrates, count / estimate / measure / census
RA85 Collect data, other invertebrates, research project
RA86 Collect data, other invertebrates, list species
RA9 Collect data, fauna, general
RA90 Collect data, fauna, general
RA91 Collect data, fauna, natural event
RA92 Collect data, fauna, survey
RA93 Collect data, fauna, monitor
RA94 Collect data, fauna, count / estimate / measure / census
RA95 Collect data, fauna, research project
RA96 Collect data, fauna, list species
RB00 Collect data, biological, general
RB01 Collect data, biological, natural event
RB02 Collect data, biological, survey
RB03 Collect data, biological, monitor
RB04 Collect data, biological, count / estimate / measure / census
RB05 Collect data, biological, research project
RB06 Collect data, biological, list species
RC01 Collect data, archaeological
RC10 Collect data, historic buildings
RC20 Collect data, industrial archaeology
RC30 Collect data, historical landscapes
RC40 Collect data, religious interest
RF00 Collect data, vegetation, general
RF01 Collect data, vegetation, natural event

RF02 Collect data, vegetation, survey
RF03 Collect data, vegetation, monitor
RF04 Collect data, vegetation, count / estimate / measure / census
RF05 Collect data, vegetation, research project
RF06 Collect data, vegetation, list species
RF10 Collect data, trees / shrubs, general
RF11 Collect data, trees / shrubs, natural event
RF12 Collect data, trees / shrubs, survey
RF13 Collect data, trees / shrubs, monitor
RF14 Collect data, trees / shrubs, count / estimate / measure / census
RF15 Collect data, trees / shrubs, research project
RF16 Collect data, trees / shrubs, list species
RF20 Collect data, other vascular plants, general
RF21 Collect data, other vascular plants, natural event
RF22 Collect data, other vascular plants, survey
RF23 Collect data, other vascular plants, monitor
RF24 Collect data, other vascular plants, count/estimate/measure/census
RF25 Collect data, other vascular plants, research project
RF26 Collect data, other vascular plants, list species
RF30 Collect data, bryophytes, general
RF31 Collect data, bryophytes, natural event
RF32 Collect data, bryophytes, survey
RF33 Collect data, bryophytes, monitor
RF34 Collect data, bryophytes, count / estimate / measure / census
RF35 Collect data, bryophytes, research project
RF36 Collect data, bryophytes, list species
RF40 Collect data, algae, general
RF42 Collect data, algae, survey
RF43 Collect data, algae, monitor
RF44 Collect data, algae, count / estimate / measure / census
RF45 Collect data, algae, research project
RF50 Collect data, lichens, general
RF51 Collect data, lichens, natural event
RF52 Collect data, lichens, survey
RF53 Collect data, lichens, monitor
RF54 Collect data, lichens, count / estimate / measure / census
RF55 Collect data, lichens, research project
RF56 Collect data, lichens, list species

RF60 Collect data, fungi, general
RF61 Collect data, fungi, natural event
RF62 Collect data, fungi, survey
RF63 Collect data, fungi, monitor
RF64 Collect data, fungi, count / estimate / measure / census
RF65 Collect data, fungi, research project
RF66 Collect data, fungi, list species
RH0 Collect data, human interaction
RH00 Collect data, human interaction, general
RH01 Collect data, human interaction, survey
RH02 Collect data, human interaction, monitor
RH03 Collect data, human interaction, count / estimate / measure / census
RH04 Collect data, human interaction, research project
RH05 Collect data, human interaction, fires, unplanned
RH06 Collect data, human interaction, low flying aircraft
RH07 Collect data, human interaction, pollution
RH10 Collect data, land use history
RH11 Collect data, past conservation management
RH30 Collect data, public use, research
RH31 Collect data, public use, education
RH32 Collect data, public use, count educational groups
RH33 Collect data, public use, recreation
RH34 Collect data, public use, count visitors
RH35 Collect data, public use, trespass / theft / damage
RH36 Collect data, public use, unplanned / undesirable activities
RH40 Collect data, stakeholder analysis
RH41 Collect data, stakeholders activities
RH42 Collect data, stakeholders liaison
RH80 Collect data, current management, by others
RH90 Collect data, other activities, general
RH91 Collect data, other activities, by others
RV00 List / collate references, published and unpublished
RV01 Collate / create digital datasets
RV1 List / collate photographs
RV3 List / collate maps
RV10 List / collate photographs, general
RV20 List / collate / commission photographs aerial
RV30 List / collate maps, general

RV40 Prepare / update site maps
RV50 List / collate records, archival
RV51 Collate press cuttings
RV60 List / collate remote sensing data
RV70 Create / manage GIS data

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[illegible]

Management plan revision timescale and key stage amendments

STAGE 3

1. Approve management prescriptions and project specifications for all objectives
2. Agree consultation process for stage 5.

Work to be undertaken by the Mousehold wardens and Parks and open spaces manager.

1. Produce draft management prescriptions and project specifications
2. Produce draft maps/plans for project locations as required.

APPROVAL: June 2018 Mousehold Heath Conservators meeting

STAGE 4

1. Approve first draft of the management plan

Work to be undertaken by the Mousehold wardens and Parks and open spaces manager.

1. Source photographs to illustrate the management plan.
2. Complete maps for the management plan.
3. Produce first draft of the management plan with communications team (simple word document not desktop published).

APPROVAL: September 2018 Mousehold Heath Conservators meeting

STAGE 5

1. Stakeholder consultation completed
2. Review stakeholder consultation
3. Revise 1st draft management plan to produce final draft following consultation.
4. Annual work programme for 2018-19 produced and based on final draft management plan also informing the precept.

Work to be undertaken by the Mousehold wardens and Parks and open spaces manager.

1. Feedback to each stakeholder on the outcome of the matter(s) they raised.
2. Final amends made following consultation and final management plan produced.

APPROVAL: January 2018 Mousehold Heath Conservators meeting

STAGE 6

1. Approved plan passed to communications for production of finished document.
2. Document published

Published by the end of March 2019