

Mousehold Heath Conservators

Date: **Friday, 17 June 2016**
Time: **14:00**
Venue: **Mancroft room**

City Hall, St Peters Street, Norwich, NR2 1NH

Committee members:

Councillor Bradford
Councillor Brociek-Coulton
Councillor Lubbock
Councillor Maxwell
Councillor Price
Councillor Raby
Councillor Sands (M)
Councillor Thomas (Vi)
Councillor Woollard
Clare Cohen, Mousehold Heath Defenders
Matthew Davies, Norwich Fringe Project
John Trevelyan, The Norwich Society

For further information please contact:

Committee officer: Andy Futter
t: (01603) 212099
e: andyfutter@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website.



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

- 1 Appointment of chair**
To appoint the chair for the upcoming civic year
- 2 Appointment of vice chair**
To appoint the vice chair for the upcoming civic year
- 3 Apologies**

To receive apologies for absence
- 4 Appointments to the management sub group**
To appoint members to the management sub group from the Conservators
- 5 Public questions/petitions**

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)
- 6 Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)
- 7 Minutes** **5 - 8**
To agree the accuracy of the minutes of the meeting held on 18 March 2016
- 8 Provisional Outturn 2015-16** **9 - 14**
Purpose - To advise the Conservators with a provisional revenue and capital outturn position for the Mousehold Heath Conservators budgets 2015-16
- 9 Mousehold Heath annual review 2015-16** **15 - 16**
Purpose - To seek the views of the Mousehold Heath Conservator on the draft annual report for 2015-16 and that the Conservators comment on the level of activity during the period of the report and how the report might be used.
- 10 Mousehold Heath update** **17 - 20**
Purpose - To provide an update on issues and recent activities at Mousehold Heath

Date of publication: **Friday, 10 June 2016**

Mousehold Heath Conservators

MINUTES

14:00 – 15:15

18 March 2016

Present: Councillors Maxwell (chair), Price (vice chair), Bradford, Brociek-Coulton, Jones, Sands (M); John Trevelyan (Norwich Society)

Also present: Bob Cronk (Interim Executive head of neighbourhoods), Vicki Reynolds (Service accountant), Kieran Yates (Transport planner), Ian Whittaker (Planning Development Manager)

1. Apologies

Apologies were received from Margaret Bush (Mousehold Heath defenders), councillors Lubbock, Raby and Thomas (Vi).

2. Public questions / petitions

One public question was received from Mr Paul Scruton:

“With regard to the car park on the Britannia Road and its use by boy racers at night can we have the barrier that was removed, that ran across the car park splitting it in two. The Conservators had the barrier erected for the very purpose of preventing the boy racers from using the car park.

The barrier across the car park proved is very useful in deterring boy racers to the benefit of the local inhabitants. When it was removed without consultation of the Conservators it allowed the problem to return. The reason for its removal was to allow the tourist buses to turn around more easily, if this is still a problem the barrier could be placed a little further down the car park instead of in the middle to allow the buses to turn more easily but still prevent the boy racers having the full length of the car park. This could be beneficial to all the parties concerned.”

A response was given by the Interim executive head of neighbourhoods:

“The miss-use of Britannia Road car park has been an issue from time to time for some years, much of it being seasonal in nature.

Concerns raised by residents about the speed of cars using Britannia Road and misuse of the car park by “boy racers” resulted in a number of discussion and meetings involving local residents and partners to find a solution to the problems. This has culminated in works proposed by the Council on Britannia Road, the details of which were reported to Norwich

Joint Highways Committee on 17 March 2016 and are covered under item 6 of the Conservators agenda today. It is thought that these will mitigate the speed of traffic on Britannia Road and may result in achieving a long term solution to the miss-use of the car park.

The objectives of the work proposed are:

- Improved compliance with the existing 20mph speed limit
- Deter anti-social driving, in particular driving by 'boy racers' at night
- Better management of on-street parking on the part of Britannia Road adjacent to Mousehold Heath so that there is space for the tourist bus to stop and turn around, and to deter verge parking in front of the Britannia Café.
- Improve pedestrian safety and access along the part of Britannia Road that does not have a footway and to provide a safer pedestrian crossing from the Heath towards Britannia Café gate where the footpath ends.
- Promote cycling on Britannia Road as a consequence of this package of measures.

Any further changes to the car park by the Conservators should be deferred until after the consultation is completed on these works and if they proceed, to understand what benefits they bring to the issues highlighted in the car park.

Adjustments to manage car access better have been made to the car park previously including the addition of bollards at the then access point next to the disabled parking area. This resulted in some positive benefits as well as increasing the number of disabled parking bays.

In addition, the informal surfacing of the car park does lend itself to slower driving speeds at times."

3. Declarations of interest

There were no declarations of interest.

4. Minutes

Subject to noting that item 13, paragraph 1, sentence 2 should read: "A rent increase to £15,000 per annum had been agreed...", it was:

RESOLVED to agree the accuracy of the minutes of the meeting held on 22 January 2016.

5. BUDGET MONITORING STATEMENT APRIL 2015 – JANUARY 2016

The service accountant presented the report. Discussion then ensued regarding the income from and use of the football pitch, during which the following points were made:

- A member of the sports development team and the events team should be invited to a sub group meeting to discuss the issue further.
- The published annual report of the conservators should include a section regarding pitch hire.
- Liaise with the communications team to place an article in citizen magazine, highlighting the availability of the pitch.
- Army Fitness may be worth approaching as possible users of the space.

RESOLVED to:

- a) Note the report; and,
- b) invite a member of the sports development team and the events team to a sub group meeting.

6. BRITANNIA ROAD AREA TRAFFIC AND PARKING MANAGEMENT SCHEME (CIL NEIGHBOURHOOD FUND)

The transport planner presented the report which had been taken to the Norwich Highways Agency Committee the previous day. With regard to the car park, a number of options had been discussed, including introducing charges and / or time limits.

Discussion ensued, during which the following points were made:

- Members expressed concerns regarding the introduction of charges at the Britannia Road car park as this could discourage the use of the heath – particularly for regular patrons.
- The possibility of asking Britannia Café to contribute to the cost of resurfacing the car park was raised – with another adding that the tourist bus company could also be approached.
- A time limit of four hours for the car park was suggested, as well as giving it to the city council to manage as a part of the highway – although the executive head of service for strategy, people and neighbourhoods explained that the conservators are not permitted to give away land.
- It was felt that work should initially focus on the changes to the road layout and consider the car park once that was complete

- Concern was expressed regarding the enforcement of the proposed double yellow lines, with one member suggesting that it may simply 'move the problem on', and could result in greater wear and tear on the car park.
- It was noted that the later opening times of Britannia Café – until 22:00 – had helped in reducing anti-social behaviour in the car park.
- Another measure to tackle anti-social behaviour could be speed humps in the car park and CCTV – although at a cost of approximately £20,000-£25,000 for CCTV cameras, the Interim executive head of neighbourhoods said this made the measure both disproportionate and prohibitively expensive.

RESOLVED to note the report.

7. MOUSEHOLD HEATH UPDATE

The Interim executive head of neighbourhoods explained that following the departure of Lenny Stamp (communities and neighbourhoods manager), the Mousehold Wardens would now report to Simon Meek (parks and open spaces manager).

It was explained that if the new lease on the pavilion goes through, the conservators would need to reach a decision on what to do with the toilets. It was agreed that the issue would be raised with the sub group. A member suggested that it was plainly emphasised to Blue Sky Leisure that the car park and toilets by the pavilion were both public and not for the exclusive use of Zaks customers.

There had been an increase in volunteer hours in both traditional and group volunteering. The wardens had organised thank you refreshments at the Britannia Café.

Councillor Brociek-Coulton explained that volunteer hours on the heath would be excellent evidence for the Norwich in Bloom portfolio. She requested that anything like this be emailed directly to her.

A member raised the possibility of the Wardens having an apprentice and asked if the sub group could explore this idea.

RESOLVED to note the update.

8. ST WILLIAMS CHAPEL INTERPRETATION PANEL UPDATE

The Interim executive head of neighbourhoods explained that he would check the current status of the interpretation panel and email the conservators an update.

CHAIR

Report to Mousehold Heath Conservators
17 June 2016
Report of Chief Finance Officer
Subject Provisional Outturn 2015/16

Item
8

Purpose

To advise the Conservators with a provisional revenue and capital outturn position for the Mousehold Heath Conservators budgets 2015/16.

Recommendations

That the Conservators note the provisional revenue and capital outturn positions.

Financial Consequences

This report states the provisional outturn position for Mousehold Heath Conservators, and the financial consequences are analysed within the body of the report.

Strategic Objective/Service Priorities

The report helps to achieve the council's corporate objective to achieve value for money.

Contact Officers

Vicki Reynolds (Service Accountant)

01603 212493

Background Documents

None

Report

1. Conservators approved a budget for financial year 2015/16 of £214,323 at their meeting of 30 January 2015. This equated to a precept of £211,073.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the provisional revenue outturn for Mousehold Heath as at the end of 2015/16, and comparison of the provisional outturn against the annual budget. Where appropriate, explanations for variances are given in paragraph 3 below.
3. The letters preceding the explanation below cross reference with the corresponding letter in the comments column of Appendix A.
 - A. Premises costs for the period are overspent by £2,490, while the centrally managed repairs budget is underspent by £1,873. This is mainly due to miscoding of payments.
 - B. Depreciation is budgeted for but does not impact on balances, since it is reversed out of the revenue accounts. Impairments and IAS 19 Pension charges are not budgeted for, but again do not impact on balances, since they are reversed out of the revenue accounts.
 - C. The income from the football pitches is £1,811 less than the budgeted figure.
 - D. Support service costs and other recharges are £982 below budget.
4. Overall the budget report shows an underspend of £6,268 against the budget. However, in the calculation of the surplus or deficit attributable to Conservator's balances, the adjustments referred to in note B above need to be applied to the actual expenditure & income of £208k incurred, leaving an overspend against the precept of £647.
5. The revenue surplus/deficit attributable to Conservators' balances can be summarised as:

Item	2015/16 £
Net Revenue 2015/16	211,747
Less: Precept 2015/16	(211,073)
= Deficit 2015/16	647

Balances

6. At their meeting of 21 June 2013, the Conservators' opted to take up the council's offer to spread a £28,077 pension deficit charge, incurred as a result of a contractor's failure, over ten years. The Conservators' balance will therefore be reduced by the amount of £2,808 (being the third of ten instalments) in addition to the revenue Deficit.
7. The impact of the revenue surplus and pension costs on the level of balances is

therefore:

Item	2015/16 £
Balance brought forward from 2014/15	(7,989)
Plus: Revenue Deficit 2015/16	647
Less: Pension costs – 4 th of 10 instalments	2,808
Provisional balance c/f to 2016/17	(4,534)

8. This level of balances is below the level of balances anticipated by Conservators when setting the precept for 2016/17 at their meeting of 22nd January 2016. While there are sufficient reserves to fund the pension costs instalment in 2016/17, this is not sustainable in the medium term.
9. Conservators may wish to review the 2016-17 work programme should they wish to reduce spend in the year and contribute to reserves. Conservators will need to consider the pension cost profile when setting the precept for 2017-18. To facilitate this, a separate budget line relating to these costs will be included in future reports.

Capital

10. The position on capital is as follows, with no spend incurred in 2015/16:

Item	£
Rangers House balance b/f	- £100,766
Balance of receipts c/f	- £100,766

Summary

11. The Conservators' financial position at the end of the 2015/16 financial year is not inconsistent with the financial planning, budgets, and precept for 2016/17.
12. To maintain this position for the current and future financial years, Conservators will need to continue to keep a firm grasp of income and expenditure and ensure that the level of future precepts takes account of the need to maintain a prudent minimum level of reserves and the future impact of the remaining instalments of the pension deficit costs.

Mousehold Heath Conservators 2015/16 Provisional Outturn

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	
		EXPENDITURE				
		Employees				
64,668	64,668	1405 Salaries Full Time	64,668	63,925	-743	
8,708	8,708	1406 Salaries Employer PF Contrib'ns	8,708	8,848	140	
4,732	4,732	1935 Pension Added Years share	4,732	4,749	17	
7,783	7,783	1939 Pension Deficit Recovery share	7,783	7,783	0	
0	0	1948 FRS17/IAS 19 Adjustment	0	-5,411	-5,411	B
505	505	1990 Employee/Liability Insurance	505	557	52	
86,396	86,396	Subtotal Employees	86,396	80,451	-5,945	
		Premises				
4,000	4,000	2100 General Repairs & Maintenance	4,000	5,190	1,190	
8,772	6,000	2600 Grounds General Mtce & Upkeep	6,000	8,178	2,178	
65,215	71,855	2651 Grounds Maintenance contract	71,855	72,434	579	
4,282	4,282	2655 Treeworks	4,282	4,316	34	
598	598	2810 Electricity	598	1,172	574	
750	750	2850 Water Charges Unmetered	750	0	-750	
750	750	2853 Sewerage Charge Metered	750	0	-750	
6,816	6,816	2875 Contract Cleaning	6,816	6,248	-568	
14	14	2900 Fire Insurance Buildings/Conts	14	17	3	
91,197	95,065	Subtotal Premises	95,065	97,555	2,490	A
		Transport				
1,260	1,260	3080 Car and Cycle Allowances	1,260	805	-455	
1,260	1,260	Subtotal Transport	1,260	805	-455	
		Supplies & Services				
450	450	3370 Equipment - Purchase	450	401	-49	
450	450	3371 Equipment - Repairs/Maintenance	450	631	181	
290	290	3399 Stationery Recharges	290	0	-290	
190	190	3550 Clothing and Uniforms General	190	571	381	
192	192	3570 DPP Printing Costs	192	0	-192	
100	100	3710 Telephones General	100	0	-100	
190	190	3715 Mobile Phone Rentals & Calls	190	93	-97	
960	960	3910 Advertising General	960	1,343	383	
2,822	2,822	Subtotal Supplies & Services	2,822	3,039	217	
		Capital Financing				
3,250	3,250	5701 Depreciation	3,250	1,719	-1,531	B
3,250	3,250	Subtotal Capital Financing	3,250	1,719	-1,531	
184,925	188,793	Subtotal EXPENDITURE	188,793	183,569	-5,224	
		INCOME				
		Receipts				
-3,000	-3,000	8123 Football	-3,000	-1,189	1,811	C
-13,000	-13,000	9039 Other Rents	-13,000	-13,000	0	
-1,800	-1,800	9132 Catering Concessn Pitch & Putt	-1,800	-1,800	0	
-17,800	-17,800	Subtotal Receipts	-17,800	-15,989	1,811	

		Government Grants			
-2,204	-2,204	7097 Government Grants: Specific	-2,204	-2,204	0
-2,204	-2,204	Subtotal Government Grants	-2,204	-2,204	0
-20,004	-20,004	Subtotal INCOME	-20,004	-18,193	1,811
		INDIRECT			
		Centrally Managed			
0	0	P100 Programmed Maint (ES/Prop Grp)	0	1,718	1,718
14,000	14,000	R100 Day to Day Reps (ES/Prop Grp)	14,000	10,409	-3,591
14,000	14,000	Subtotal Centrally Managed	14,000	12,127	-1,873
		Recharge Expenditure			
8,040	4,172	4040 CDS IT Services Recharge	4,172	4,249	77
0	0	5021 CDS Legal Services Recharge	0	117	117
5,161	5,161	5022 CDS HR Services Recharge	5,161	4,576	-585
1,814	1,814	5024 Property Services Recharge	1,814	904	-910
7,075	7,075	5026 CDS Finance Services Recharge	7,075	5,988	-1,087
6,671	6,671	5044 CDS Management Support	6,671	7,006	335
1,554	1,554	5047 CDS Comms + Research Recharge	1,554	1,685	131
5,087	5,087	5097 Recharge from AHOs/One Stop Shops	5,087	6,027	940
35,402	31,534	Subtotal Recharge Expenditure	31,534	30,552	-982
49,402	45,534	Subtotal INDIRECT	45,534	42,679	-2,855
214,323	214,323	Total Mousehold Heath Conservators	214,323	208,055	-6,268

A

D

Adjustments

Total Mousehold Heath Conservators	208,055
FRS17	5,411
Depreciation	-1,719
Net Revenue 2015/2016	211,747
Precept	-211,073
Provisional Position at 31st March 16	647

Report to Mousehold Heath conservators
17 June 2016
Report of Interim executive head of neighbourhoods
Subject Mousehold Heath annual review 2015-16

Item

9

Purpose

To seek the views of the Mousehold Heath Conservators on the draft annual report for 2015-16 and that Conservators comment on the level of activity during the period of the report and how the report might be used.

Recommendation

That the Conservators comment on the report and consider how it may be used to promote Mousehold Heath and the work of the Mousehold Heath Conservators

Corporate and service priorities

The report helps to meet the corporate priority city of character and culture

Financial implications

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

Contact officers

Simon Meek Parks and open spaces manager	01603 212403
Will Stewart Mousehold warden	01603 213110
Nigel Hales Mousehold warden	01603 213310

Background documents

None

Report

1. In recent years, the Mousehold Conservators have prepared an annual report.
2. The purpose of the report is to provide an overview of management works undertaken during the course of the year, to highlight the level of voluntary activity, the range and numbers of events, walks and a summary of any biological surveys undertaken. Conservators have also requested that the report contains a forward looking section.
3. Conservators agreed that this be presented to Conservators at the June meeting annual, as it would coincide with the financial out turn report.
4. Officers have drafted the annual report for 2015-16 which is attached at appendix 1 and 2.
5. Conservators are requested to comment on the content of the report, how they might wish it to be used to promote Mousehold heath and the work of the Conservators.

Report to Mousehold Heath Conservators
17 June 2016
Report of Interim executive head of neighbourhoods
Subject Mousehold Heath update

Item

10

Purpose

To provide an update on issues and recent activities at Mousehold Heath

Recommendation

That Conservators comment on current activities that have been undertaken on Mousehold Heath during the last period

Corporate and service priorities

The report helps to meet the corporate priority city of character and culture

Financial implications

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

Contact officers

Simon Meek - Parks and Open Spaces Manager	01603 212403
Will Stewart - Mousehold warden	01603 213310
Nigel Hales - Mousehold warden	01603 213310

Background documents

None

Report

St. Williams Chapel site

1. A new clear perspex protective covering has now been installed along with a black metal frame to the interpretation panel; unfortunately the black coating of the frame has flaked away in parts exposing the metal underneath.
2. A solution is being discussed with the firm including a proposal of the paint being removed leaving a metal finish rather than a painted one, this would provide a more natural look in keeping with the design of the panel itself.

Britannia Road

3. Approval has been given for National Grid to install marker posts along Britannia Road, to indicate the position of the gas main that lies adjacent to and underneath the public car park. Members will be informed before any works are carried out and the works closely monitored by the wardens.

Tree and natural area management

4. A number of dead, dying, dangerous and windblown trees and branches near footpaths have been made safe by the Mousehold wardens, assisted by work placement students, including branches blocking main pathways. Many of these were identified by the 6 monthly tree inspections undertaken along all the main paths and tracks which are carried out.
5. A significant amount of heathland and grassland management has been undertaken involving volunteers and contractors, to restore and improve the condition of existing habitats in line with the Higher Level Stewardship (HLS) agreement with Natural England.

Asset management

6. Minor repairs undertaken include:
 - Repairs to the disabled toilet facilities adjacent to the pavilion
 - A new pedestrian gate and supporting posts, adjacent to Gurney Road, have been installed at the Fountain Ground Sports Pitch
 - Public car parking signs have been installed at the Pitch and Putt public car park and the public car park in front of the pavilion
 - A number of bollards have been reinstalled by the Mousehold wardens assisted by work placement students after being hit by cars and vandalised.

Access

7. The following access works improvement and maintenance works have been undertaken in the last period:
 - Paths on St. James Hill and across the site have been maintained by Mousehold Heath Defenders, the Conservation Volunteers (TCV), Green Gym, work placement students and other volunteers
 - Overhanging branches have been cut back along emergency vehicle access routes and paths
 - The dead hedge has been created to create a new dead wood habitat, protect young heathland plants and restrict access down a steep slope after the installation of the new cycle way.
8. These conservation and improve works have involved hundreds of hours of volunteer work by the Mousehold Heath Defenders, TCV, Norwich Community Green Gym, a City College Foundation skills and Duke of Edinburgh award scheme groups and an Easton College work placement student, all supervised by the Mousehold wardens. Work to improve the site will continue in the summer 2016.

Surveys and Monitoring

9. A number of bee, plant, butterfly and bird surveys have been undertaken by Mousehold wardens and volunteers.
10. A solitary bee and wasp survey is currently being undertaken by the county recorder following a survey that was undertaken by him 10 years ago, which recorded 83 species, including 11 rare, notable and scarce species. Data from the survey will be presented in the Autumn.

Volunteers

11. There have been a total of 220 volunteer hours undertaken on site in the last quarter.

These have been completed by:

- The Conservation Volunteers (TCV)
- Norwich Community Green Gym
- Mousehold Heath Defenders
- The Assist Trust
- An Easton College work placement student.

- A new Duke of Edinburgh Gold Award placement.
- Volunteers from the community.
- Harford House volunteer team.

12. These works have significantly contributed to the implementation of objectives set out in the Management Plan, along with increasing community involvement in the many projects being undertaken on the site.

Events

13. A range of events to increase understanding, involvement and enjoyment of the site, have been organised or hosted on the heath in the last period, these being:

- Moth survey evening
- Dawn survey walk to celebrate International Dawn Chorus Day
- A number of guided surveys and walks led by the Mousehold Heath wardens.