

Mousehold Heath Conservators

Date: **Friday, 17 September 2021**
Time: **14:00**
Venue: **Council chamber City Hall, St Peters Street, Norwich, NR2 1NH**

Committee members:

Councillor Maxwell (chair)
Councillor Sands (M) (vice chair)
Councillor Brociek-Coulton
Councillor Button
Councillor Champion
Councillor Galvin
Councillor Kendrick
Councillor Lubbock
Councillor Sands (S)
Clare Cohen, Mousehold Heath
Defenders
Matthew Davies, Norwich Fringe Project
John Trevelyan, The Norwich Society

For further information please contact:

Committee officer: Alex Hand
t: (01603) 989398
e: alexhand@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.

Agenda

		Page nos
1	Apologies	
	To receive apologies for absence	
2	Public questions/petitions	
	To receive questions / petitions from the public in line with the council's constitution.	
3	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)	
4	Minutes	3 - 12
	To agree the accuracy of the amended minutes of the meeting of the 15 January 2021 and the minutes of the meeting of the 23 July 2021.	
5	Budget monitoring statement April to July 2021 and Prudent level of Reserve	13 - 18
	Purpose: To provide the 2021/22 revenue budget monitoring position and the 2020/21 capital receipts balance as at 31 July 2021 and to update the committee on the calculated minimum prudent reserve balance.	
6	Mousehold Heath management update 9 July to 31 August 2021	19 - 26
	Purpose: To provide an update on the activities on the heath relating to the delivery of the Mousehold Heath management plan objectives between 9 July and 31 August 2021.	
7	Public toilet provision adjacent to the Pavilion Gurney Road	27 - 30
	Purpose: To make a decision on the interim arrangements for the toilet block pending a decision on works required to re-open the toilet block.	

Date of publication: **Thursday, 09 September 2021**

MINUTES

Mousehold Heath Conservators**14:00 to 16:10****15 January 2021**

Present: Councillors Maxwell (chair), Price (vice chair), Brociek-Coulton, Button, Kendrick, Neale (substitute for Councillor Osborn), Sands (M), Sands (S), Clare Cohen (Mousehold Heath Defenders), Matthew Davies (Norwich Fringe Project) and John Trevelyan (Norwich Society)

Apologies: Councillors Lubbock and Osborn

1. Declarations of interest

There were no declarations of interest.

2. Public questions/petitions

There were no public questions.

3. Minutes

RESOLVED to approve the accuracy of the minutes of the meeting held on 17 January 2020.

(The chair agreed to revise the order of the agenda so that the presentation on the environmental services update was taken earlier in the meeting to release the officers and the finance reports were taken in a logical order.)

4. Environmental Services Update

(Hannah Leys, managing director, Norwich City Services Ltd, and Helen Lambert, project manager (NNE), attended the meeting for this item.)

The managing director (NCSL) and project manager (NEE) gave a power point presentation on the city council's transfer of services to Norwich City Services Ltd (NCSL). (A copy of the presentation is available on the council's website with the

agenda and papers for this meeting.) The transfer of environmental services to NCSL was on track for 1 April 2021. They said that they would welcome an invitation back to a meeting of the Conservators next year to report on progress.

In reply to questions from the vice chair, the managing director explained that NCSL would engage with the Conservators by working closely with the parks and open spaces manager and there would be quarterly stakeholder liaison meetings, which he would attend. A review of service specifications would commence from day one to accurately capture what was being delivered. The timing of the stakeholder liaison meetings could be scheduled to allow for the parks and open spaces manager to feed any issues raised at meetings of the Conservators into it. The parks and open spaces manager commented that he considered that there would be a seamless transition to NCSL. He also pointed out that the wardens maintained an issue log of any issues arising from contracts so he did not anticipate any problems in reporting these to NCSL.

In reply to a further question on the company's environmental credentials, the managing director said that the council and NCSL were committed to the council's environmental strategy and carbon reduction targets. The Conservators were advised that the depot would have a solar panels on its roof, that there would be two electric vehicles from the start of the contract with proposals to expand the fleet as opportunities arose, and that teams were trialling the use of electric power tools to roll these out across the service if found effective. The company would also have its own targets for environment improvements. NCSL would be happy to undertake a site visit to the heath with members and officers at the earliest opportunity.

Councillor Brociek-Coulton welcomed Hannah Leys to her new role, as she had worked with her previously on Norwich in Bloom and had been impressed by the level of service that had been received.

RESOLVED to:

- (1) thank Hannah Leys, managing director NCLS, and Helen Lambert, project manager (NEE) for attending the meeting and for their presentation;
- (2) extend an invitation to NCLS to attend the January 2022 meeting of the Conservators
- (3) hold a site visit accompanied by NCSL and officers to identify environmental improvements.

5. Outturn 2019-20

The finance business partner presented the report. He explained that the variance was incorrect, because of an issue with the repairs budget which should not have been added to the Conservators' account. The outturn figure of £222,492 was correct as was the level of reserves. He also explained that there was some confusion in the reports with the numbering of the pension instalments and confirmed that the 7th instalment had been paid in 2019-20, the 8th instalment in 2020-21, the 9th instalment was due in 2021-22 and the final instalment was due in 2022-23. The

balance carried forward from 2019-20 was £18,270. The Conservators still held the capital receipt for the sale of the Rangers' House and would need council approval for any capital expenditure.

The vice chair commented on the report and said the management of the budgets and service delivery, and creation of an underspend, was a credit to the officers. The capital programme was part of the Conservators' 10 year work programme and works on the football ground and pavilion would be brought forward next year. There was a prudent level of reserves and the pension liability debt would be paid in instalments.

The vice chair then referred to the minutes of the previous meeting (17 January 2020) where he had expressed concern that the prudent management of the Conservators' reserves could be undermined by a recharge from Norwich City Council and that the Conservators had requested a risk assessment to be undertaken so that they could have all the information available to them when making decisions on the precept and prudent level of reserves. The finance business partner said that the prudent level of reserves was 5 per cent of the overall budget. There was no scope to reduce expenditure but that after the pensions liability debt had been paid off a further £3,000 would be added to the reserves each year. Officers confirmed that some work had been done on this. The vice chair commented that the Conservators should be aware of the true, quantifiable risk when setting its precept and considering the prudent management. The parks and open spaces manager acknowledged this concern and, in the interests of due diligence, suggested that in future years the Conservators considered the risk assessment at its September meeting which would then inform the setting of the precept in January.

RESOLVED to:

- (1) note the revenue and capital outturn positions for 2019-20;
- (2) that officers undertake a risk assessment of recharges from the city council and that the information is considered at the Conservators' September meeting before the setting of the precept and prudent level of reserves at the January meeting.

6. Budget monitoring statement April – November 2020 Budget monitoring statement April – November 2020

The finance business partner presented the report. As explained in relation to the previous report, the budget appeared to be higher than the precept because of the inclusion of the repairs budget making the underspend greater than the actual amount. He also confirmed that the pension instalment for this financial year was the 8th not 9th as referred to in the report.

The parks and opens spaces manager confirmed that the underspend, achieved through the management of the budgets, was just under £6,000.

RESOLVED to note the current budget monitoring position and capital position.

7. Budget and Precept 2021-22

The financial business partner presented the report. He explained that the opening reserves for 2021-2022 was £15,525 rather than £17,060 (*Budget & Precept 2021-22*, paragraph 3). The underspend of £1,598 should be corrected to £63. The chair commented that last year an additional £6,000 had been requested the previous year for the pavilion works and was reassured that the precept this year could be reduced by £4,636.

During discussion, the Conservators considered whether the level of balances should be increased or decreased, in light of the council's risk environment and steps to mitigate the risks. Councillor Kendrick, in his capacity as cabinet member for resources, said that risk levels had to be calculated and advised members to be guided by the officers' recommendations, as set out in the report.

John Trevelyan pointed out that the actual figures at year end might be better than projected and commented that the letting of the pop-up café concession would generate an income that was not accounted for in the proposed budgets for 2021-22.

The vice chair commented that it had been proposed to increase the level of reserves to 10 per cent of the annual budget over time, not the 5 per cent recommended by the officers, and called on Councillor Kendrick to engage the support of cabinet colleagues to progress the risk assessment (of potential recharges from the city council) so that the Conservators were in an informed position when it set a prudent level of reserves next year.

RESOLVED having considered the report to:

- (1) approve the budget proposals set out in paragraph 10 of the report and approve the budgets set out in Appendix A
- (2) place a precept on Norwich City Council for to fund expenditure would be **£235,471** (20/21 £240,107) (this will be a decrease of £4,636 from the 2020/21 precept).

8. Annual work programme 2021-22

The parks and open spaces manager presented the report. He referred to the 10 year work programme and because of the pandemic it had been necessary to move three work streams. The review of the tree safety strategy was in progress but would not be completed by April and would be included in the work programme for 2021-2022. The review of sports provision had not been started this year and therefore would also slip to the 2021-2022 work programme. As a consequence the review of the wardens' office accommodation would slip to 2022-2023. Decisions on these reviews would be delivered in the following year.

Members were also advised that the Green Flag award was awarded on an annual basis and that it would be necessary to apply for accreditation each year.

The parks and opens spaces manager referred to the report and outlined the costings for the works to the pavilion that were proposed to take place in 2021-2022.

In reply to a question about the provision of car and cycle parking for visitors to the heath and whether it could accommodate large numbers of visitors, the parks and opens spaces manager said that the wardens had reported an increase in visitors to the heath, which in the summer had been up by 70 per cent. Mousehold Heath had a large number of access points which dissipated visitors, unlike Eaton Park for instance, and had its own car park. The pandemic had provided a greater understanding of how people used outdoor space and what was important to people for their recreation. The vice chair suggested that there should be a press release on the heath and that he would speak to the communications team about this. He also suggested that the Beryl Bikes should be available on the heath.

During discussion, the Conservators agreed the proposed changes to the work programme. The use of the reserves to deliver the pavilion works was considered prudent. The vice chair suggested that the Conservators considered establishing a subcommittee to oversee the project and monitor expenditure.

RESOLVED to approve:

- (1) the annual work programme for 2021-2022;
- (2) £3,150 expenditure from reserves to deliver the pavilion works required in 2021-22.

9. Mousehold Heath management update 1 April 2020 to 15 January 2021

The parks and open spaces manager presented the report for the period 1 April 2020 to 15 January 2021. He paid particular tribute to the two wardens who had continued to deliver against the Mousehold Heath management plan objectives in despite the impact of Covid-19, which had included increased visitor numbers to the heath and the introduction of home working for council officers.

The Conservators noted that during this period, the parks and open spaces manager, in consultation with the chair and vice chair, had taken urgent decisions in relation to the concession on Britannia Road to the Sunset Café and the tree works to Turner's Oak which had an impact on the carpark.

The chair referred to the award of the Green Flag and thanked the Mousehold Heath Defenders and the officers for their contribution towards the receipt of this award.

RESOLVED to note the report.

10. Mousehold Heath Annual Report 2019-20

The chair introduced the report and thanked the officers for the production of the report.

John Trevelyan commented that he had visited the heath recently and said that there was plenty of space to exercise away from other people. He had also seen the evidence of the work that the wardens had been doing to maintain the heath.

RESOLVED to note the report.

CHAIR

Mousehold Heath Conservators**14:00 to 15:30****23 July 2021**

Present: Councillors Brociek-Coulton, Button, Champion, Kendrick, Lubbock, Maxwell, Price, Sands (M), and, Clare Cohen (Mousehold Heath Defenders) and John Trevelyan (The Norwich Society)

Apologies: Councillor Sands (S) and Matthew Davies (Norwich Fringe Project)

1. Appointment of chair

RESOLVED to appoint Councillor Maxwell as chair for the ensuing civic year.

2. Appointment of vice-chair

RESOLVED to appoint Councillor Sands (M) as vice-chair for the ensuing civic year.

3. Public questions

There were none received.

4. Wardens

The chair referred to the hard-work done by the Mousehold Heath wardens during the recent very difficult year and wanted to place on record appreciation of all of their efforts in continuing to provide an excellent service to the city.

RESOLVED to record the conservators' thanks to the wardens for their ongoing excellent work.

5. Minutes

RESOLVED to approve the accuracy of the minutes of the meeting held on 15 January 2021.

6. Provisional Outturn 2020-21

The service account presented the report and, in response to a question, said that he would look at the potential for investing the capital amount but he considered that options were limited in view of current low interest rates.

RESOLVED to note the revenue and capital outturn position for the Mousehold Heath Conservators budget 2020-21.

7. Mousehold Heath Management Update – 1 April 2020 to 9 July 2021

The parks and open spaces manager presented the report. He referred, in particular, to the increased patrols by wardens as a result of additional visitors to the heath, the restarting of volunteer activity and the visit to the heath by the Wastes and Strays project officers.

RESOLVED to note the quarterly update on activities on the heath and the delivery of the Mousehold Heath management plan objectives.

8. Mousehold Heath Conservators Annual Report 2020-21

The parks and open spaces manager presented the report. He referred, in particular, to the impact of the Covid-19 lockdown on activities on the heath, the discovery of two sink holes, the opening of a new refreshment concession at Britannia Road, and the work of volunteer groups including students and schools.

In response to members' questions, the parks and open spaces manager said that the conservators did not have to pay for the collection of fly-tipping waste that he would check with NPS whether there would be a need to fund the filling in of sink holes.

The Chair expressed appreciation to the company which had made the bench in memory of the late Councillor David Bradford for replacing it when it had been stolen recently.

RESOLVED to note the report on the work carried out on Mousehold Heath on behalf of the Mousehold Conservators for the period 1 April 2020 – 31 March 2021.

9. Flag pole location

The parks and open spaces manager presented the report and referred to the two suggested locations for the flag pole proposed by the wardens.

Members then considered the merits of the two locations proposed. John Trevelyan considered that the Britannia Road location was not appropriate as it would be adjacent to a listed building. Councillor Sands (M) suggested that the site near to the pavilion was more suitable.

In response to questions, the parks and open spaces manager said that the flag would be raised and lowered each day, that he would enquire whether publicity could be provided on the purpose of the flag for public information and confirmed that it would not be appropriate for the pole to be used for displaying other flags.

RESOLVED to

- (1) agree to locate the Green Flag pole at the Gurney Road site
- (2) ask the parks and open spaces manager to liaise with the organisers on publicity

10. Mousehold Pavilion Maintenance Programme

The parks and open spaces manager presented the report. He said that the correct budget for the maintenance programme was £18,000 and not as stated in the report.

RESOLVED to authorise the procurement and delivery of works identified for 2021-22 to the value of £18,000 from the revenue budget.

11. Installation of a Letterbox at the Rangers House Access Track

The parks and open spaces manager presented the report.

During discussion, some members expressed concern about the cost of the proposal and suggested that the owner should be asked to contribute towards the installation of the letterbox. Other members differed with this view, particularly as the benefits of the proposal had been suggested by the wardens.

RESOLVED, with seven voting in favour and two against, to approve the installation of a letterbox to allow the Rangers House drive bollard to be raised to reduce fly-tipping and other anti-social behaviour in the area.

12. Temporary Trading Sign Permission

The parks and open spaces manager presented the report and, in response to a question, said that the concession was proving very successful.

During discussion, some members expressed the view that the proposed sign did not comply with the conservators' objectives and would set a precedent. The location was also at a busy traffic junction.

RESOLVED, with three voting in favour of the proposal, and five against, to refuse permission for the temporary sign detailed in the report.

13. Mousehold Heath Itinerant

RESOLVED to hold the itinerant meeting on 3rd September 2021.

14. Exclusion of the public

RESOLVED to exclude the public from the meeting during consideration of item *15 below on the grounds that it involves the likely disclosure of exempt information as specified in the relevant paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972.

***15 Concession Application Gurney Road (Paragraph 3)**

The parks and open spaces manager presented the report and answered a number of members' questions.

RESOLVED to approve the application, subject to the conditions stated in the report.

CHAIR



Committee Name: Mousehold Heath Conservators

Committee Date: 17/09/2021

Report Title: Budget monitoring statement April – July 2021 and Prudent level of Reserve

Portfolio:	Chief finance officer (Section 151 Officer)
Report from:	Executive director of corporate and commercial services
Wards:	Crome
OPEN PUBLIC ITEM	

Purpose

To provide the 2021/22 revenue budget monitoring position and 2020/21 capital receipts balance as at 31 July 2021 and to update the committee on the calculated minimum prudent reserve balance.

Recommendation:

To note the current budget monitoring and reserves positions.

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets the great neighbourhoods, housing and environment corporate priority

Report Details

1. Conservators approved a precept for the financial year 2021/22 of £235,471 at their meeting of 15 January 2021.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the financial position for Mousehold Heath as at the end of July 2021, and comparison of the expected outturn to the annual budget. Explanations for variances are given in paragraph 3 below.
3. Support services costs and other recharges will be processed later in the year. The forecast outturn reflects an expectation that corporate recharges will match the budget. The wardens are managing an overall underspend in order to partially offset the cost of the pension deficit payment paid back at the end of each year until 2021/22.
4. Overall, the budget shows a forecast underspend of £4,300.
5. The impact of the precept and forecast 2021/22 budget monitoring position on the Mousehold Heath balances are as follows:

Table 1:

	£
Balance brought forward from 2020/21	(29,107)
Precept 2021/22	(235,471)
Forecast Outturn 2021/22	231,171
10th instalment of pension deficit costs	2,808
Forecast balance to be carried forward to 2022/23	(30,599)
In-year movement in reserves (surplus)	1,492

6. A risk analysis has been undertaken on the Mousehold Heath budget (Appendix B) which estimates a prudent minimum level of reserves for 2021/22 of £9,800, based on one year's operational risk. The main area of financial risk is considered to around the level of rental income achievable.

Capital

7. The position on capital reserve is as below, with no spend incurred in 2021/22 to date. There are no current items in the capital budget, therefore no spend can be incurred in 2021/22 without a budget amendment to Council.

Table 2:

Item	£
Rangers House balance brought forward	(100,766)
Balance of receipts	(100,766)

Risk Management

Cabinet member: Councillor Kendrick - Resources

Contact officers

Neil Wright (Service accountant) Budget Monitoring	01603 987725
Adam Drane (Finance business partner) Prudent level of Reserve	01603 987561

Background documents

None

Mousehold Heath Conservators Budget Position at P4 2021/22

		Budget (£)	Actual to P4 (£)	Forecast outturn (£)	Forecast variance (£)
2000	Salaries	74,296	24,800	74,296	0
2011	Employers Pension Contributions	9,776	3,263	9,776	0
2015	Annual Added Years Payments	4,168	0	4,168	0
2018	Pension Deficit Recovery	17,200	0	17,200	0
2090	Employee/Public Liability Insurance	460	0	460	0
2285	Water Charges Metered	78	0	78	0
2103	General Repairs & Maintenance	15,000	0	13,750	(1,250)
2207	Contract Cleaning	9,515	0	9,515	0
2216	Electricity	1,493	146	1,493	0
2231	Grounds General Maintenance	2,204	734	2,204	0
2239	Recharge from GMO main contract	62,126	0	62,126	0
2240	Treeworks	8,200	0	8,200	0
2255	Fire Insurance Buildings/Contents	34	0	34	0
2400	Car and Cycle Allowances	800	144	800	0
2600	Clothing and Uniforms General	500	0	500	0
2658	Equipment - Purchase	450	0	450	0
2659	Equipment - Repairs & Maintenance	650	60	650	0
2663	Other Equipment and Tools	550	0	550	0
2682	Refreshments	745	0	745	0
2684	Staff Conference & Course Fees	500	0	500	0
2710	Specialist Supplies	445	200	445	0
2832	Projects	4,046	0	2,796	(1,250)
2849	Other Contractual Services	7,110	720	7,110	0
4015	Recharge from Area Housing Office	5,000	0	5,000	0
1061	Football Pitch Income	(1,404)	0	(1,404)	0
1146	Other Rents	(15,000)	(7,500)	(15,000)	0
1148	Catering Concession Income	(1,800)	(1,800)	(3,600)	(1,800)
1412	Government Grants	(2,204)	0	(2,204)	0
	Corporate Recharges	30,533	0	30,533	0
		235,471	20,768	231,171	(4,300)

Prudent level of Mousehold Heath reserves 21/22

Description	Level of risk	21/22 budget (£)	Calculated risk (£)
Employee Costs	Low	105,900	212
Premises Costs	Low	98,650	740
Transport Costs	Low	800	5
Supplies & Services	Low	14,996	45
Receipts	Medium	(18,204)	7,500
Grants & Contributions	Low	(2,204)	22

Total one-year operational risk	8,523
15% buffer	1,278
Prudent minimum reserve	9,802



Committee Name: Mousehold Heath Conservators

Committee Date: 17/09/2021

Report Title: Mousehold Heath management update 9 July to 31 August 2021

Portfolio:	Executive director of development and city services
Report from:	Parks and open spaces manager
Wards:	Crome/Catton Grove
OPEN PUBLIC ITEM	

Purpose

To provide an update on the activities on the heath relating to the delivery of the Mousehold Heath management plan objectives between 9 July and 31 August 2021.

Recommendation:

To note the content of the report.

Policy Framework

The Mousehold Conservators Mousehold Heath management plan 2019-2028 has eight objectives, which are:

- A) To ensure Mousehold Heath is a welcoming place for people to visit.
- B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
- C) To ensure that Mousehold Heath is clean and well maintained.
- D) To manage Mousehold Heath in a way that has a positive impact on the environment.
- E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
- F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.

G) To provide opportunities for local communities to be involved in all aspect of our work.

H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

This report meets all the objectives.

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets the great neighbourhoods, housing and environment corporate priority

Report Details

Objective A: To ensure Mousehold Heath is a welcoming place for people to visit.

ML00/03 Concession Britannia Road

1. Sunset Café has notified NPSN that they wish to terminate their licence. They will cease trading on 16 September 2021.

AT40/01 CONTRACT MONITORING/IMPROVEMENT NCSL

2. Damaged litter bins are placed by Norwich City Services Limited (NCSL) on a like for like basis. On three occasions damaged bins have been replaced with black bins. The matter was raised with the contractor and due to supply issues with the green bins and only having black bins in stock, the bins were replaced with black ones. The wardens will monitor the situation, to ensure that green replacements are provided.

Objective B: To protect Mousehold Heath and ensure that it is a safe and secure place to visit.

MC50/01 MOUSEHOLD PAVILION

3. Following approval at Mousehold Conservators Committee to commission year three of the pavilion maintenance the warden met with NPS Norwich (NPSN). A price for the work has been requested prior to works being procured and delivered this financial year.

AI60/03 FOOTBALL PITCH PROVISION

4. A sink hole appeared at the Fountain Ground adjacent to the football pitch near to Gurney Road. The hazard was made safe temporarily by the NCSL employee cutting the football pitch. A warden attended to supervise the area until NPSN were able to attend and make safe with heras fencing shortly after.
5. The hole was surveyed by a civil engineer from NPSN. It is likely that it occurred following a period of heavy rain in the days prior to the subsidence. Following assessment the hole was infilled with a concrete and soil sub-base and then turf re-instated. The area remained fenced off for two weeks to see how the area settled.

ML60/01 NORFOLK CONSTABULARY

6. Six wooden bollards were pulled up around the perimeter of Britannia Road car park, a no overnight parking sign removed from its fixing and a bench uprooted adjacent to the Mottram Memorial. The crimes were reported to the police using their crime reporting process. The police were unable to pursue any lines of enquiry, due to a lack of information/evidence. As a result the cases were closed. The local beat manager has been made aware and the wardens will report any further issues.

Works to re-install the bench and a replacement sign have been ordered.

7. The meeting room at the Fountain Ground changing room was broken into with the interior door damaged beyond repair. Nothing was stolen. This was reported to the police and a crime scene officer undertook an inspection of the room involving the removal of items and fingerprint recovery, this crime is still being investigated. The exterior doors had new locks fitted and the interior door has been replaced.
8. Following the discovery of a body on the heath at St Jame's Hill, the wardens assisted the police search team by brush cutting vegetation in the search area.

MP00/01 SITE PRESENCE

9. Increased patrols have been carried out due to the continuing high level of use of the heath by visitors.
10. Four campers and a camper van driver have been informed of the bylaws preventing camping and overnight stays. Two campers were Beech Drive, one adjacent to the Pitch and Putt course and one adjacent to the Rangers House. The camper van was parked on Gurney road.
11. Two BMX jumps were dismantled and BMX riders crossing the valley drive cycle path were engaged with and advised by the Mousehold wardens.

Objective C: To ensure that Mousehold Heath is clean and well maintained.

ME01/02 BOLLARDS

12. Five wooden bollards have been replaced around the perimeter of Britannia Road car park.
13. One wooden bollard has been installed by NPSN, after the old one was broken off at the entrance to Gilman Road from Mousehold Avenue entrance.

ME02/01 BENCH AND SEAT PROVISION

14. The wardens removed graffiti from five benches and then the benches were treated with wood preserver

ME04/01 LITTER PICKING

15. Litter from campers and areas where vegetation has been cleared was removed by NCSL and the wardens.

ME04/02 LITTER BINS

16. Graffiti was removed from two litter bins located at Hill Farm track and the Fountain Ground, behind the bandstand.

ME04/03 FLY TIPPING

17. NCSL EPA crew removed and disposed of fly tipped items from Hill Farm Track and the Pitch and Putt car parks, including garden waste and building materials.

ME12/01 REMOVE GRAFFITI

18. Graffiti was removed from nine benches, two emergency vehicle access signs, a blue waymark trail post, two bollards, an interpretation board, the bandstand and Zaks sign post, by the Mousehold wardens.

ME41/01 MAIN PATHS

19. Vegetation encroaching onto seventeen paths was cut back to improve access to the site by the Mousehold wardens. Scrub partially blocking a path on St James Hill was also cut back to improve access to the Mottram Memorial.

Objective E: To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

MH31/01 SCRUB AND TREE REMOVAL

20. Birch saplings were growing in open heathland areas, were pulled up using tree poppers, by the wardens and volunteers.

MH39/01 BRACKEN REMOVAL

21. Invasive bracken has been pulled, cut and removed from heathland and acid grassland habitats by hand and with brush-cutters.

RA42/01 BUTTERFLY CONSERVATION SURVEY

22. Butterfly Conservation, Butterfly Monitoring Scheme transect surveys were carried out by the Mousehold wardens and volunteers along two transects on a weekly basis.

RA56/01 DRAGONFLY SPECIES LIST

23. Dragonfly species and abundance were recorded whilst carrying out the Butterfly Monitoring Survey

RA82/01 ST JAMES' HILL BUMBLEBEE SURVEY

24. Monthly Bumblebee Conservation Trust, BeeWalk transect surveys have been done by a Mousehold warden and a member of the Mousehold Defenders.

RA92/01 NATIONAL BAT MONITORING PROGRAMME

25. The second and final NBMP Bat Transect Survey of the year was completed on 31 July by a Mousehold warden and a volunteer.

RF22/02 MUSTARD GLADE SURVEY

26. Monthly wild flower surveys have been carried out by members of the Mousehold Heath Defenders recording the number of flower species.

RF22/03 ST JAMES' HILL SURVEY

27. A warden and a member of the Mousehold Heath Defenders carried out monthly flower surveys identifying a wide variety of flower species.

Objective G: To provide opportunities for local communities to be involved in all aspect of our work.

AT50/01 VOLUNTEERS GENERAL

28. A total of 336 community volunteer hours have been completed on the site between 9 July and 31 August by the following groups;
- Mousehold Heath Defenders
 - Mousehold Heath Mousketeers
 - The Conservation Volunteers (TCV)
 - The Assist Trust
 - GoodGym Norwich
 - Many individual volunteers from the community

Objective H: To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

MI60/01 EVENTS

29. One ROOTS environmental education and play, activity session, took place, for young people, organised through Norwich City Council Events Team; and one Enchanted Wood Forest School environmental activity was held. These sessions increase the enjoyment, knowledge and interest of nature and the heath for young people.
30. A Community Wildlife Workshop took place on Monday 26 July, covering an introduction to moths, butterflies and other biodiversity inhabiting the site, led by a local expert and Mousehold Heath warden. five people attended the event, viewing 17 species of butterfly and other wildlife species.
31. Two, Heritage Open Day (HOD) walks (Geodiversity and History) have been organised for the 17 and 19 September, to be jointed led by a local geologist, and historian and the Mousehold wardens.

WASTES AND STRAYS PROJECT: URBAN COMMONS FUTURES

32. Following the Wastes and Strays conference, in Brighton, in 2019 which was attended by two members of the Mousehold Heath Conservators and a Mousehold warden the conservators agreed to be involved with the work of the project.
33. The Urban Commons Futures is the third phase of the wider Wastes and Strays project, celebrating the rich social, cultural and ecological value of the urban common.

34. In collaboration with the four cities, the aim is to explore and record on the ground, experiences of urban commons and to co-create visions for their possible futures. The stories, traditions and unique habitats will culminate in the production of a series of exhibitions, performances and artworks.
35. Following a site visit to the heath by Wastes and Strays project officers Siobhan O'Neill and Alessandro Zambelli, in May 2021, the project officers are looking to involve community groups in a creative dialogue and activities, around how they use the heath.
36. On 16 and 17 August a project officer joined Mousehold volunteer work parties to interview participants
37. The project activities will be resourced by the Urban Commons Futures project with the wardens overseeing the delivery of activities on the heath.
38. The resource requirement and the potential impact on their work has been discussed with the wardens. The wardens have confirmed that they have the capacity to support through their day-to-day work, and also ensuring that the activities are appropriate and will not damage the heath. Further information about the project can be found here:

[Wastes and Strays | Wastes and Strays | Newcastle University \(ncl.ac.uk\)](#)

Contact officers

Nigel Hales Mousehold Warden
William Stewart

01603 989392
01603 989587

Background documents

None



Committee Name: Mousehold Heath Conservators

Committee Date: 17/09/2021

Report Title: Public toilet provision adjacent to the Pavilion Gurney Road

Portfolio:	Executive director of development and city services
Report from:	Parks and open spaces manager
Wards:	Crome/Catton Grove
OPEN PUBLIC ITEM	

Purpose

To make a decision on the interim arrangements for the toilet block pending a decision on works required to re-open the toilet block.

Recommendation:

To:

- 1) place a notice and map on the existing toilets, explaining the reason for closure and direct people to the pitch and putt toilets; and
- 2) convene an extra conservators meeting to make a decision on provision and investment.

Policy Framework

The Mousehold Conservators Mousehold Heath management plan 2018 - 2028 has eight objectives, which are:

- C) To ensure that Mousehold Heath is clean and well maintained.

This report meets all the objectives.

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets the great neighbourhoods, housing and environment corporate priority

Report Details

1. The public toilet block adjacent to the pavilion closed at the start of the pandemic due to a lack of hot water, soap dispensers and the inability to clean and sanitise the facility satisfactorily. As a result the toilet block has been closed for 17 months.
2. During the period of closure one toilet has started leaking and requires repair.
3. There has been an increase in visitors to the heath as a result of covid. The number of complaints received about the toilets being closed was not available at the time of writing the report and will be reported verbally at the meeting.
4. To re-open the toilet block will require investment to ensure that they are fit for purpose in the future. To produce an options report will require investigative work to inform costings and has not been possible since the matter was discussed at the itinerant on 3 September 2021.
5. Options and costings could be brought to the Conservators meeting in January 2022 to inform the committee, for a decision to be made about investment in the toilet block. There would then be a further period of time to procure and deliver the works. Alternatively, an additional meeting of the conservators could be convened sooner, to enable a decision to be made.
6. A decision needs to be made about the interim arrangements. There are two options:
 - a. Place signage on the block and a map informing visitors that the nearest toilet block is located at Mousehold pitch and putt. For volunteer events and guided walks etc the wardens would open up the Fountain Ground toilets.
 - b. Put a temporary accessible unit on site. The approximate costs for this are £40 per week hire (including one service visit per week) and £40 for delivery and removal. Cleaning would be done by NCSL. There may be a possibility to connect this into the mains.

Nigel Hales Mousehold Warden
William Stewart

01603 989392
01603 989587

Background documents

None

