

## Mousehold Heath Conservators

Date: **Friday, 15 September 2023**  
Time: **14:30**  
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

### Committee members:

Councillor Sands (M) (chair)  
Councillor Peek (vice chair)  
Councillor Carrington  
Councillor Champion  
Councillor Fox  
Councillor Francis  
Councillor Kendrick  
Councillor Kidman  
Councillor Lubbock  
Matthew Davies, Norwich Fringe  
Project  
Marion Maxwell, Mousehold Heath  
Defenders  
John Trevelyan, The Norwich Society

### For further information please contact:

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## Agenda

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<b>1</b>	<b>Apologies</b>	
	To receive apologies for absence	
<b>2</b>	<b>Declarations of interest</b>	
	(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)	
<b>3</b>	<b>Public questions/petitions</b>	
	To receive questions / petitions from the public which have been submitted in accordance with the council's constitution.	
<b>4</b>	<b>Minutes</b>	<b>3 - 6</b>
	To approve the accuracy of the minutes of the meeting held on 16 June 2023.	
<b>5</b>	<b>Mousehold Heath budget monitoring to 31 July 2023</b>	<b>7 - 12</b>
	<b>Purpose</b> - To provide the 2023/24 revenue budget monitoring position and 2023/24 capital receipts balance as at 31 July 2023.	
<b>6</b>	<b>Mousehold Heath work programme 23-24</b>	<b>13 - 26</b>
	<b>Purpose</b> - To consider the work programme for 2023/24 and receive and update as to which works have been completed.	
<b>7</b>	<b>Mousehold Heath Management Update - 6 March to 29 August 2023</b>	<b>27 - 34</b>
	<b>Purpose</b> - To provide an update on activities on Mousehold Heath relating to activities of the Mousehold Heath management plan objectives.	

Date of publication: **Wednesday, 06 September 2023**



**MINUTES**

**Mousehold Heath Conservators**

**14:30 to 15:20**

**16 June 2023**

Present: Councillors Sands (M) (chair following appointment), Peek (vice chair following appointment), Champion, Francis, Fox, Kendrick, Kidman, and Schmierer and Marion Maxwell (Mousehold Heath Defenders) and John Trevelyan (Norwich Society)

Apologies: Councillor Lubbock and Matthew Davies (Norwich Fringe Project)

In attendance Andy Summers, Head of Environment Services  
William Stewart, Mousehold Heath Warden  
Councillor Giles, cabinet member for communities and social inclusion

**1. Appointment of chair**

**RESOLVED** to appoint Councillor Mike Sands as chair for the ensuing civic year.

**2. Appointment of vice chair**

Following a vote, it was:

**RESOLVED** to appoint Councillor Peek as vice chair for the ensuing civic year.

**3. Declarations of interests**

There were no declarations of interest.

**4. Public questions/petitions**

There were no public questions or petitions.

**5. Appointments to the management subgroup**

The chair reminded members that the chair and vice chair of the committee sat on the subgroup, as did the representative from Mousehold Heath Defenders and the member of the Norwich Society.

**RESOLVED** to appoint Councillors Mike Sands, Peek and Kidman and Marion Maxwell and John Trevelyan to the management subgroup.

**6. Management subgroup meeting dates**

**RESOLVED** to agree the following management subgroup dates:

- 1) Friday 28 July 2023 at 14:30
- 2) Friday 17 November 2023 at 14:30
- 3) Friday 16 February 2023 at 14:30

## **7. Minutes**

**RESOLVED** to approve the accuracy of the minutes of the meeting held on 17 March 2023.

## **8. Mousehold Heath Conservators 2022-23 provisional year end outturn**

The cabinet member for communities and social inclusion presented the report. He highlighted that there was a slight underspend which could be attributed to a lower cost of Supplies and Services and increased income from Pitch and Putt.

In response to a member's query the head of environment services said he believed the variance for Electricity was due to a rebate, but he would circulate this information to the committee.

A member queried why the expenditure for Grounds General Maintenance was much lower than budgeted for. The Mousehold Heath Warden said that the works had taken place but may have been charged to incorrect cost codes. The head of environment services clarified that the service had also identified areas where there was duplicate charging for services. There had also been less proactive works conducted by Norwich City Services Limited (NCSL) but had instead been undertaken by volunteers.

In response to a member's question the Mousehold Heath Warden confirmed that the monies received as sponsorship by external organisations had been for a sponsored memorial bench, that had been installed.

A member queried why there had been no income from the football pitch. The head of environment services said that there had been a booking error which meant the pitch had not been available for members of the public to book. This had now been corrected and a local football club were letting the pitch for their use.

A member asked why the responsive repairs budget had been overspent. In response the Mousehold Heath Warden said that a large number of responsive repairs had taken place, for example the noticeboard had been stolen and needed to be replaced. Vandalism of other infrastructure works had also taken place that needed to be repaired.

**RESOLVED** to note the Mousehold Heath Conservators 2022-23 provisional year end outturn report.

## **9. Mousehold Heath Conservators Annual Report 2022-23**

The cabinet member for communities introduced the report and thanked the Mousehold Heath Wardens, Mousehold Heath Defenders and volunteers for their hard work in maintaining the Heath.

The Mousehold Heath Warden presented the report. He highlighted that it had been a busy year. A number of surveys had been conducted within the year 2022-23 on the Heath. This included the butterfly survey. The year had been challenging due to the heat and this had impacted the number of butterflies found on the Heath which was an issue reflected across the country. The spring, however, had been positive for butterflies which would help to boost figures. With increasing periods of extreme weather the diversification of different habitats on the Heath will hopefully improve figures over the year.

Over 3000 hours of volunteering had taken place on the Heath by a number of groups and individuals. The Mousehold Heath Warden highlighted that a student from Eastern College had recently completed a work placement with him. The student would be volunteering and was hoping to conduct another work placement in the winter. Through the support of the Conservators the student had been able to complete a number of courses which would help the student with their future employment. The Mousehold Heath Warden said it had been positive to share his knowledge and experience.

The chair asked whether the course that had taken place on using a scythe would be repeated. The Mousehold Heath Warden said that two sessions had taken place to train volunteers to use scythes to conduct a conservation cut of the wildflower meadow. If the demand was there another course could be run.

In response to a member's question the Mousehold Heath Warden said that Norwich High School for Girls had a group volunteering on the Heath each Monday and also held community days for larger groups. Mousehold Infant School had also been involved in volunteering. The Warden was developing engagement with Sprowston High School.

A member commented that following the last meeting that they had been engaging schools to host talks around Mousehold Heath and sustainability and was looking for volunteers to help with this.

In response to a member's comment the chair said that the road closure order that had been in place to try and prevent vehicular antisocial behaviour had expired. The council had applied to the Magistrates Court for an extension, but this had not been granted. The council would be applying for a Public Space Protection Order (PSPO) to target vehicular antisocial behaviour for the wider city. The cabinet member for communities and social inclusion confirmed that a report would be brought to the July meeting of the cabinet to consider the PSPO, he assured the Conservators that a copy could be circulated.

A member reported that they had received comments from local residents about both the colour of the Vinegar pond and the lack of frogs. In response the Mousehold Heath Warden stated that there had been frogspawn within the pond but this was lower than previous years. This decline had been attributed to the fish that had been found in the pond. A large number of fish had been removed from the pond and relocated but it had been clear that this could remain an ongoing issue and the service would be looking at removing fish in the autumn. The mustard pond, which had been created due to the Vinegar pond drying in summer, had increasing levels of frogs found within it. He said a pond expert suggested that the brown/red

colouration earlier this year was a natural, harmless bacteria, which was increased by dry, sunny weather conditions and natural minerals present in surrounding soils.

In response to a member's query the cabinet member for communities and social inclusion confirmed that the PSPO would not cover damage to the Heath and was specific to vehicular nuisance, however the byelaws dealt with this matter.

A member asked for an update on the progress of the toilet provision as agreed at the meeting on 20 January 2023. The head of environment services said that he would pursue this matter further as this had been delayed. Once the works had started, he would provide an update to the Conservators.

**RESOLVED** to note the Mousehold Heath Conservators Annual Report 2022-23.

#### **10. Itinerant meeting date**

**RESOLVED** to conduct an itinerant meeting on Friday 1 September 2023 meeting at 14:00 in the car park by Zak's restaurant.

CHAIR



**Committee Name: Mousehold Heath Conservators**

**Committee Date: 15/09/2023**

**Report Title: Mousehold Heath budget monitoring to 31 July 2023**

**Portfolio:** Councillor Giles, Cabinet member for communities and social inclusion

**Report from:** Head of environment services

**Wards:** Catton Grove and Crome

**OPEN PUBLIC ITEM**

**Purpose**

To provide the 2023/24 revenue budget monitoring position and 2023/24 capital receipts balance as at 31 July 2023.

**Recommendation:**

To note the current budget monitoring and reserves positions

**Policy Framework**

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

**Mousehold Heath management plan objectives**

The report helps to meet the Mousehold Heath management plan objective C.

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

**Report Details**

1. The report details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives.
2. The objectives 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.



## Report Details

1. Conservators approved a precept for the financial year 2023/24 of £264,571 at their meeting of 20 January 2023.
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 2023, and comparison of the expected outturn to the annual budget. This is early in the budget cycle therefore, showing to be within budget and no variances.
3. Corporate recharge budgets are no longer shown against individual cost centres within the General Fund, for accounting presentation purposes. All corporate recharges are still calculated in line with agreed principles. The Conservator's element of the recharges has been included within the figures in this report, for consistency between accounting periods.
4. The impact of the precept and forecast 2023/24 budget monitoring position on the Mousehold Heath balances are as follows:

**Table 1:**

	£
<b>Balance brought forward from 2022/23</b>	<b>(40,868)</b>
Precept 2023/24	(264,571)
Forecast Outturn 2023/24	264,571
<b>Forecast balance to be carried forward to 2024/25</b>	<b>(40,868)</b>
In-year movement in reserves	0

5. The prudent minimum level of reserves was assessed in 2022/23 for it to be £10,000 during 2023/24 budget cycle. The reserve balance is expected to continue to exceed the prudent minimum balance.

## Capital

6. The position on capital reserve is as below, with no spend incurred in 2023/24 to date. There are no current items in the capital budget, therefore no spend can be incurred in 2023/24 without a budget amendment to Council.

	£
Rangers House balance brought forward	(100,766)
Interest accrued on balance up until March 2023	(5,362)
Interest April - July 2023	(1,485)
<b>Forecast balance of receipts at 31/07/2023</b>	<b>(107,613)</b>

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

### **Risk Management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
Financial performance	Failure to adequately plan and monitor finances could result in insufficient resources being available to deliver the aims and objectives of the Management Plan and Annual Work Programme.	Ensure that sufficient financial and management information is available to continue management and maintenance programme.

### **Reasons for the decision/recommendation**

7. Revenue budget and capital receipts balance monitoring will ensure that there are adequate resources to implement Mousehold Heath Management Plan and Annual Work Programme.

### **Appendices: Appendix A: Mousehold Heath Conservators Provisional forecast year end outturn report April – July**

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**Appendix A: Mousehold Heath Conservators Provisional forecast year end  
outturn report April – July**

	<b>Budget (£)</b>	<b>Actual to P4 (£)</b>	<b>Forecast outturn (£)</b>	<b>Forecast variance (£)</b>
Salaries	83,038	26,260	83,038	0
Employers Pension Contributions	10,900	3,453	10,900	0
Annual Added Years Payments	3,332	935	3,332	0
Pension Deficit Recovery	15,546	0	15,546	0
Employee/Public Liability Insurance	649	0	649	0
General Repairs & Maintenance	15,000	717	15,000	0
Contract Cleaning	11,154	0	11,154	0
Electricity	3,890	0	3,890	0
Grounds General Maintenance	2,204	0	2,204	0
Recharge from GMO main contract	72,832	0	72,832	0
Tree works	9,613	0	9,613	0
Fire Insurance Buildings/Contents	48	0	48	0
Water charge metered	90	0	90	0
Car and Cycle Allowances	800	0	800	0
Clothing and Uniforms General	500	232	500	0
Equipment - Purchase	450	85	450	0
Equip-Repairs/ Maintenance	650	466	650	0
Other Equipment and Tools	550	282	550	0
Refreshments	745	54	745	0
Staff Conference & Course Fees	500	175	500	0
Specialist Supplies	445	0	445	0
Projects	4,046	796	4,046	0
Other Contractual Services	7,110	200	7,110	0
Recharge from AHOs	5,000	0	5,000	0
NCSL Deposit Charge	0	2,192	2,192	2,192
NCSL Deposit recharge	0	0	(2,192)	(2,192)
Football	(1,404)	0	(1,404)	0
Other Rents	(15,000)	(7,500)	(15,000)	0
Catering Concession Pitch & Putt	(1,800)	(974)	(1,800)	0
Government Grants - Specific	(2,204)	0	(2,204)	0
				0
CDS	35,887	0	35,887	0
	<b>264,571</b>	<b>27,372</b>	<b>264,571</b>	<b>0</b>





**Committee name:** Mousehold Heath Conservators

**Committee date:** 15/09/2023

**Report title:** Mousehold Heath work programme 2023-24

**Portfolio:** Councillor Giles, Cabinet member for communities and social inclusion

**Report from:** Head of environment services

**Wards:** Catton Grove and Crome

**OPEN PUBLIC ITEM**

**Purpose**

To consider the work programme for 2023/24 as detailed in Appendix 1 and receive an update as to which works have been completed.

**Recommendation:**

It is recommended that the Conservators note the contents of the report to secure the implementation and commitments made within the management plan objectives to deliver the works outlined in the work programme keeping within budget for the 2023-24 financial year.

**Policy framework**

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the sustainable and healthy city corporate priority

This report addresses the Deliver a Capital Investment Programme in our parks that will improve visitor experience, maintain our heritage assets and improve community cohesion strategic action in the Corporate Plan

The report helps to meet the Mousehold Heath management plan objective(s):

A: To ensure Mousehold Heath is a welcoming place for people to visit. [Add a comment if the report is contrary to policy]

### **Report details**

1. At its meeting on 20 January 2023 the Mousehold Heath Conservators agreed a revised annual work programme for the 2023/24 financial year.
2. The Conservators also agreed to have the work programme as a standing item at each meeting and that the management sub-group should look at the priorities within the programme.
3. The views of the management sub-group have been captured in the revised annual work programme which is attached at appendix 1.
4. The annual work programme details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives that are planned for the 2023/24 financial year.
5. The Mousehold Heath Wardens will be providing a verbal update on the progress of the works detailed in appendix 1.
6. The objectives 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.

### **Consultation**

7. The views of the Mousehold Heath management sub-group have been incorporated within the annual works programme.

## Implications

### Financial and resources

8. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
9. There are no proposals in this report that would reduce or increase resources at this time.

### Legal

10. There are no legal implications.

### Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	None
Health, social and economic impact	None
Crime and disorder	The Mousehold Wardens will continue to work with Norfolk Constabulary to ensure that the Heath is a safe place to visit
Children and adults safeguarding	Safeguarding is a priority for the Mousehold Wardens, and they will continue to signpost vulnerable individuals to the services that they require.
Environmental impact	The Mousehold Wardens will continue to improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

### Risk management

Risk	Consequence	Controls required
Financial	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme

<b>Risk</b>	<b>Consequence</b>	<b>Controls required</b>
Operational	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Legal	The Council cannot comply with its legal duty to ensure that buildings are safe for users to access	Ensure that sufficient management information is available to continue management and maintenance programme

#### **Other options considered**

11. No other options considered.

#### **Reasons for the decision/recommendation**

12. To enable the Conservators to monitor the delivery of the management objectives in the management plan, taking into consideration financial and staff resources available.

**Background papers: None**

**Appendices: Appendix 1: Annual work programme summary 23/24**

**Contact officer: Parks and open spaces manager**

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## Appendix 1: Annual work programme summary 23/24

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
	<b>A) To ensure Mousehold Heath is a welcoming place for people to visit.</b>						
<b>A</b>	<b>Access hubs</b>	AP21/05	To develop "Access Hubs" to the heath at the main visitor arrival points.	Should		0	POSM
<b>A</b>	<b>Annual work programme</b>	AP60/01	Develop annual work programme	Must		0	POSM
<b>A</b>	<b>Annual work programme monitoring</b>	AP60/02	Monitor delivery of the work programme during the year	Must		0	POSM
<b>A</b>	<b>Britannia car park provision review.</b>	AR01/05	To review the provision of a car park at Britannia Road	Must		0	POSM
<b>A</b>	<b>Budget monitoring</b>	AF00/02	Monthly monitoring	Must		0	POSM
<b>A</b>	<b>Car Park surfacing review.</b>	AR01/01	To investigate alternative car park surfacing, including all public car parks.	Could		0	MHW
<b>A</b>	<b>Electricity</b>	AF00/03	Electricity supply		2216	1493	MHW
<b>A</b>	<b>Green Flag Award</b>	AI00/01	To achieve Green Flag Status for the site	Must	2832	400	POSM
<b>A</b>	<b>Management plan review</b>	AP20/02	Annual review of management plan	Must		0	POSM
<b>A</b>	<b>Mousehold Conservators Annual Report</b>	AR20/01	Mousehold Conservators Annual Report	Must		0	POSM
<b>A</b>	<b>Mousehold Conservators Annual Report public summary</b>	AR20/02	A brief report covering highlights of the year for the public based on the full Annual Report.	Must		0	POSM
<b>A</b>	<b>Mousehold Conservators Annual work programme report</b>	AR60/03	Seek approval for the annual work programme to be delivered in the following financial year to achieve management plan objectives	Must		0	POSM
<b>A</b>	<b>Mousehold Conservators meeting</b>	AP80/01	Mousehold Conservators meeting	Must		0	POSM
<b>A</b>	<b>Mousehold Conservators Subgroup meetings</b>	AP80/02	Mousehold Conservators Subgroup meeting	Must		0	POSM
<b>A</b>	<b>Prepare annual budget</b>	AF00/01	Develop annual budget for delivering annual work	Must		0	POSM

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
			programme				
A	Signage and interpretation strategy.	AP21/04	To develop a signage and interpretation strategy to guide the development and provision of interpretative material an signage.	Should		0	POSM
A	Tree safety inspection policy review	AP50/02	Review the tree safety policy	Must		0	POSM
A	Volunteer strategy	AP21/03	To develop a strategy relating to the marketing, increasing, retention and development of volunteer involvement on the heath.	Should		0	POSM
A	Formal and informal sports provision review	AR01/03	To review the current provision of formal and informal sports provision on the heath to identify any changes in the provision for the future.	Must		0	POSM
	<b>B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit</b>						
B	Annual site safety inspection	AI30/01	Annual safety inspection of site infrastructure	Must		0	MHW
B	Bench and seat provision.	AP21/02	Provision of seating at agreed locations across the site.	Should		0	MHW
B	National Grid gas pipeline	ML00/04	Partnership working with National Grid.	Must		0	MHW
B	Norfolk Fire and Rescue Service	ML60/02	Liaise with stakeholders, emergency services.	Must		0	MHW
B	Norfolk Police	ML60/01	Partnership working	Must		0	MHW
B	Norwich Area Transport Strategy	ML40/01	Maintain a watching brief of Norwich Area Transport strategy and implications for Mousehold Heath	Must		0	MHW
B	Public toilet provision review	AR01/02	To review the toilet provision to determine if the toilets will be retained and if so are improved and managed in the future	Must		0	POSM
B	Rangers House buffer zone and track	ML30/02	Liaise with the owner of the Ranger's House regarding heath matters and also management to the heath which may impact on the propperty.	Must		0	MHW
B	Risk assessments	AI30/03	Risk assessments produced and reviewed	Must		0	MHW
B	Training		Staff and Volunteer training		2684	500	MHW

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
B	Tree safety inspection	AI30/02	Inspection of trees on the site to ensure that hazards posed by dead , diseased and dying trees is managed	Must		0	MHW
B	View from Mottram memorial	MC81/01	Clearance of trees and scrub on St James' Hill to maintain the view.	Must		0	MHW
	<b>C) To ensure that Mousehold Heath is clean and well maintained.</b>						
C	Access for all paths	ME41/04	Provision and maintenance of access for all routes.	Must		0	MHW
C	Bandstand cleaning	ME12/02	Band stand cleaned	Must		0	MHW
C	Benches/Seats/Picnic Benches.	ME02/01	Maintain benches, seats and picnic benches.	Must		0	MHW
C	Bollards	ME01/02	Provide and maintain bollards.	Must	2103	1,500	MHW
C	Car park surfacing	ME44/02	Maintenance and repair of public car parks.	Must	2103	4,500	MHW
C	Clothing and Uniforms General		Staff protected clothing		2600	500	MHW
C	Cycle stands	ME44/01	Provide and maintain cycle stands	Must	2103	200	MHW
C	Cycleways	ME41/03	Provision and maintenance of cycleway routes	Must		0	MHW
C	Equipment - Repairs/Maintenance		Maintain and repair equipment	Must	2659	650	MHW
C	Gates, fencing and barriers.	ME01/01	Provide and maintain gates, fencing and barriers	Must	2103	1,500	MHW
C	Litter Picking	ME04/01	To provide a daily litter picking service within the boundary of Mousehold Heath	Must		0	MHW
C	Maintain main paths	ME41/01	Provide and maintain main paths.	Must		0	MHW
C	Other equipment and tools		Maintain supplies		2663	550	MHW
C	Tools and equipment	MM20/00	Acquire, maintain tools, equipment.	Must	2658	450	MHW
	<b>D) To manage Mousehold Heath in a way that has a positive impact on the environment</b>						

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
D	NCC environmental strategy	AP21/01	To contribute to the delivery of the council's environmental strategy.	Must			POSM
	<b>E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath</b>						
E	Tree Species list	RF16/01	Collect Data, tree, shrub, list species	Should		0	MHW
E	Bat box survey	RA92/02	Collect data, fauna, bats, survey.	Should		0	MHW
E	Bird species list	RA16/01	Record sightings of birds and maintain a site species list.	Should		0	MHW
E	Bracken removal.	MH39/01	Bracken removal. Manage habitat, heath by managing bracken.	Must	2231	1,500	MHW
E	Butterfly Conservation (BC), Butterfly Monitoring Survey (BMS)	RA42/01	Carry out Butterfly Conservation Survey	Must		0	MHW
E	Butterfly Species list	RA46/01	Record sightings of butterflies and maintain a site species list.	Should		0	MHW
E	Common bird census (CBC) Transect Survey	RA12/01	Undertake a CBC survey	Should		0	MHW
E	Common gorse removal.	MH39/03	Cutting and removal of Common gorse in heather covered areas.	Must	2231	500	MHW
E	Coppicing	MH00/01	Manage habitat, woodland/scrub by coppicing.	Should		0	MHW
E	Cricket species list	RA66/02	Record sightings of crickets and maintain a site species list.	Should		0	MHW
E	Damselfly species list	RA56/02	Record sightings of damselflies and maintain a site species list.	Should		0	MHW
E	Dead and decaying wood	MH08/01	Dead and decaying wood	Should		0	MHW
E	Dragonfly species list	RA56/01	Record sightings dragonflies and maintain a site species list.	Should		0	MHW
E	Fungi Species List	RF66/01	Collect Data, fungi.	Should		0	MHW
E	Glade management, maintain	MH04/01	Maintain open glades	Should		0	MHW

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
E	Glade management; creation	MH04/02	Create new woodland glades.	Should		0	MHW
E	Grasshopper species list	RA66/01	Grasshopper species list	Should		0	MHW
E	Heather cover and quality monitoring	RF03/01	Collect data, vegetation, monitor, Heather	Must		0	MHW
E	Himalayan Balsam	MS00/03	Manage Species, tree, shrub, Himalayan Balsam.	Should		0	MHW
E	Humus Stripping	MH35/01	Manage Habitat, stripping organic layer and creating bare ground.	Must	2832	1,000	MHW
E	Japanese Knotweed	MS00/05	Manage Species, tree, shrub, Japanese Knotweed	Should		0	MHW
E	Laurel	MS00/01	Manage species, tree, shrub Laurel	Should		0	MHW
E	Maintain acid grassland	MH12/01	Maintain acid grassland	Must	2832	250	MHW
E	Maintain Bat Boxes	MS30/01	Manage species, mammal.	Should		0	MHW
E	Mammal species list	RA06/01	Record sightings of mammals and maintain a site species list.	Should		0	MHW
E	Moth Species list	RA46/02	Record sightings of moths and maintain a site species list.	Should		0	MHW
E	Moth trapping survey	RA44/01	Record moths trapped and maintain a site species list.	Should		0	MHW
E	Mustard Glade flower survey	RF22/01	Collect data, other vascular plants, survey.	Should		0	MHW
E	National bat monitoring programme survey	RA92/01	Collect data, fauna, bats, survey.	Should		0	MHW
E	Natural Regeneration	MH03/01	Manage Habitat, woodland, scrub, aiding natural regeneration.	Should		0	MHW
E	Reptiles species list	RA26/01	Record sightings of reptiles and maintain a site species list.	Should		0	MHW
E	Restore acid grassland	MH14/01	Restore remnants of acid grassland through clearance of encroaching vegetation	Should	2231	200	MHW
E	Rhododendron	MS005/05	Manage Species, tree, shrub, Rhododendron.	Should		0	MHW

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
E	Rotational common gorse cutting.	MH39/02	Rotational cutting of gorse stands on heathland areas to create age and structural diversity.	Should	2832	750	MHW
E	Scrub and tree removal.	MH31/01	Manage Habitat, heath, by scrub/tree control.	Must	2849	7,110	MHW
E	St James Hill flower transect survey	RF22/02	Collect data, other vascular plants, survey.	Should		0	MHW
E	St James' Hill bumblebee transect survey	RA82/01	St James' Hill bumblebee transect survey	Should		0	MHW
E	Sycamore	MS00/04	Manage species, tree, shrub, Sycamore.	Should		0	MHW
E	Vehicle on site policy	AP50/01	Prepare, revise plan, safety.	Must		0	MHW
E	Volunteer data	RH90/05	Collect data, public use, volunteers	Should		0	MHW
E	Wildlife pond	MH60/02	Wildlife pond Maintenance and protection of Wildlife pond.	Should		0	MHW
	<b>F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath</b>						
F	Bandstand maintenance	ME12/03	Band Stand maintenance	Must		0	MHW
F	Beech Drive	MC81/02	Manage cultural features, historic landscape, felling/cutting.	Should		0	MHW
F	Cavalry Track	MC81/03	Manage cultural features, historic landscape, felling/cutting.	Must		0	MHW
F	Historic boundary markers	MC50/05	Maintain historic boundary markers.	Must	2103	50	MHW
F	Mottram Memorial	MC50/04	Mottram Memorial Maintain the panoramic plaque and granite plinth.	Must		0	MHW
F	NCC Area Management Team	ML40/02	Work with the Area Management with regards to the grounds maintenance and street cleaning contract and ASB matters	Must		0	MHW
F	Old quarries	MC70/01	Old quarries.Maintain old quarry sites	Should		0	MHW
F	Pavilion fire break	MH04/03	Maintain pavilion fire break.	Must		0	MHW

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
F	Pavilion condition survey	MC50/06	To undertake a condition survey of the interior and exterior of the pavilion. Implement condition survey over a six year maintenance works programme from 2019 to 2025. Agreed at conservators meeting September 2019 funded from increase in precept of £6,000.00 per year to a holding fund and ring fenced to secure funds.	Must	2103	6,000	POSM
F	St William's Chapel – Scrub and tree removal	MC03/02	Manage cultural features, earthwork, by felling/cutting trees and scrub.	Must		0	MHW
F	St William's Chapel - vegetation cutting.	MC03/01	Manage cultural features, earthwork, by cutting vegetation	Must		0	MHW
F	Tram Track	MC70/02	Maintain and restore tram track	Should		0	MHW
F	Vinegar pond	MH60/01	Maintain and enhance e pond.	Must		0	MHW
F	World War II memorial plaque.	MC50/02	Maintain world war II memorial plaque	Must		0	MHW
	<b>G) To provide opportunities for local communities to be involved in all aspect of our work.</b>						
G	Corporate Volunteering	AT50/02	Liaise with and supervise corporate volunteers	Should		0	MHW
G	General Volunteering	AT50/01	Liaise/Supervise Volunteers	Must	2682	745	MHW
G	Mousehold Heath Defenders	AT50/03	Liaise/Supervise Volunteers	Must		0	MHW
G	The Conservation Volunteers (TCV)	AT50/05	Liaise/Supervise Volunteers	Should		0	MHW
G	The Mousehold Heath Mousketeers	AT50/04	Liaise/Supervise Volunteers	Must		0	MHW
G	Volunteer development	AT00/06	To develop volunteer skills	Must		0	MHW
	<b>H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride</b>						

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
H	Biodiversity Trail	MI20/07	Inform visitors, education information.	Should		0	MHW
H	Events	MI60/01	Organisation and planning of events	Should	2710	445	MHW
H	Finger posts and waymarks	ME06/01	To install and maintain waymarks and fingerposts.	Should	2832	75	MHW
H	Forest Schools	RH31/01	Collect data, public use, education	Should		0	MHW
H	Gate access restrictions.	ME06/02	Provide and maintain restricted access signs on gates and barriers	Should	2832	150	MHW
H	General information signs	MI10/01	Provide and maintain general information signs on site	Should		0	MHW
H	General visitor enquiries	MI10/02	General visitor enquiries	Must		0	MHW
H	Geological trail	MI20/04	Maintain the geological trail and associated information.	Must	2832	75	MHW
H	Guided walk programme	MI60/02	Delivery of an annual guided walks programme	Should		0	MHW
H	Guided Walks Programme	RH90/04	Collect data, other activities, general	Should		0	MHW
H	Information panels	ME06/03	Provide and maintain information boards.	Must		0	MHW
H	Interpretative panels	MI20/05	Provide and maintain interpretation panels to enhance people's visits and increase understanding of the site and its management.	Should		0	MHW
H	Nature Trail	ME06/05	Provide and maintain nature trail markers	Must	2832	50	MHW
H	Nature trail	MI20/06	To provide. Maintain and promote the nature trail.	Must		0	MHW
H	Off-site School talks	MI00/01	Visit schools to tell them about Mousehold Heath.	Should		0	MHW
H	Onsite Educational Activities	RH31/02	Onsite Educational Activities	Should		0	MHW
H	Temporary management signs	MI10/03	Provide temporary notices on giving details of management work and events happening to inform visitors.	Must	2832	50	MHW
H	Website	MI00/02	To maintain an up to date web page and develop its effectiveness over the life of the plan.	Must		0	MHW



Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
H	Welcome to Mousehold roadside signs	ME06/04	Provide and maintain welcome to Mousehold roadside signs	Should		0	MHW
			Total budgeted cost of works			<b>£31,193</b>	





**Committee Name: Mousehold Heath Conservators**

**Committee Date: 15/09/2023**

**Report Title: Mousehold Heath Management Update - 6 March to 29 August 2023**

**Portfolio:** Councillor Giles, cabinet member for communities and social inclusion

**Report from:** Head of Environment Services

**Wards:** Catton Grove and Crome

**OPEN PUBLIC ITEM**

**Purpose**

To provide an update on activities on Mousehold Heath relating to the delivery of the Mousehold Heath management plan objectives.

**Recommendation:**

It is recommended that the Conservators note the contents of the report

**Policy Framework**

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the sustainable and healthy city corporate priority.

This report addresses Deliver a Capital Investment Programme in our parks that will improve visitor experience, maintain our heritage assets and improve community cohesion. strategic action in the Corporate Plan.

The report helps to meet the Mousehold Heath management plan objective(s):

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

## Report Details

1. The report details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives.
2. The objectives 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.

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

#### AP80/03 MOUSEHOLD CONSERVATORS ITINERANT

1. An itinerant meeting has been arranged for committee members to discuss the management of the site regarding the implementation of the management plan and the implementation of the biodiversity strategy for the improvement of nature habitats promoted by Norwich City Council on 1 September.

#### AI00/01 GREEN FLAG AWARD

2. The Green Flag application was successful with the new flag being raised on Fountain Ground Playing Field. The information sign installed on the chain link fence adjacent to the historical interpretation panel was maintained to inform visitors of the achievement.

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

#### AI30/02 TREE SAFETY INSPECTION

3. Seven dead, dying, dangerous and windblown trees and branches, spotted during patrols and reported by members of the community, have been made safe and cleared by the Mousehold wardens.
4. Sixteen dead, dying, dangerous and windblown trees and branches were identified as needing remedial works during the March Tree Safety Inspection Survey. These have been undertaken by the Mousehold wardens.

#### ML60/01 NORFOLK CONSTABULARY

5. The Mousehold Wardens continue to liaise with police officers to reduce anti-social behaviour.

#### MP00/01 SITE PRESENCE

6. Mousehold wardens have continued to patrol the heath, focusing on areas with anti-social behaviour issues.
7. A Mousehold warden spoke to campers who declared themselves homeless. The Pathways Norwich team were immediately contacted, and a member of the Pathways team made contact with the campers to organise accommodation.
8. Any litter found during patrols and work parties, has been removed on an ad hoc basis, to keep the site safe and clean.

#### RH35/01 ILLEGAL ACTIVITIES/CRIME

9. There was an attempted break-in at the Fountain Ground meeting room. Repairs were carried out to secure the outside doors and make safe by NCSL.
10. Mousehold wardens liaised with the police and citywide services officers, to arrange for the removal of an abandoned caravan parked on the verge of Mousehold Avenue.

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

#### ME04/01 LITTER PICKING

11. Five camp sites have been cleared of waste across the site. All except two were homeless, where as mentioned above, support was provided through our Homelessness and Rough Sleeper Officer in partnership with the Pathways team to process permanent accommodation applications on their behalf.

#### ME04/02 LITTER BINS

12. Another eight cast iron litter bins have been installed across the site replacing existing plastic ones. There are now only three plastic bins remaining on site at Britannia Road public car park. These will be replaced with cast iron bins when they become available. This implementation reduces the risk of fires and is in line with the replacement programme agreed by members.

#### ME04/03 FLY TIPPING

13. Several fly tipping items have been removed from the Pitch and Putt car park, Gurney Road and Hill Farm Track public car park, Gilman Road. Items included, building materials and household waste, these were disposed of by NCSL's EPA crew.

14. Two vandalised Guided Trail and one Earth Heritage Trail way-marker discs have been replaced by the Mousehold wardens and Easton College work placement student.

#### ME12/01 REMOVE GRAFFITI

15. The interpretation panel at St. Williams Chapel, along with the public notice board in the Pitch and Putt car park, on the Fountain Ground, and the Green Flag sign, have been cleared of offensive graffiti by the Mousehold wardens and NCSL.

#### ME41/01 MAIN PATHS

16. Twenty-two paths across the site have been maintained by brush cutting, raking and removing vegetation, to allow easy access to the heath. This work has been undertaken by the Mousehold wardens and volunteers.

#### ME44/02 MAINTENANCE AND REPAIR OF PUBLIC CAR PARKS

17. Britannia Road, Pitch and Putt public car park, Gurney Road and Hill Farm Track, and Gilman Road public car park have had maintenance works carried out, including surface re-grading and potholes filled, to provide visitors with a level parking surface.

#### ME01/01 GATES, FENCING AND BARRIERS

18. A stolen vehicle was driven through the wooden access gate at Beech Drive. A temporary repair has been undertaken, until a permanent replacement can be fitted.
19. The Ranger's House letter box post has been replaced after an attempt was made to pull it out of the ground.

### **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. Invasive saplings have been moved to restore and conserve important heathland and grassland habitat, in line with the Natural England, Higher Level Stewardship Agreement (HLS) and the Mousehold Heath Management Plan. Over two hundred saplings have been moved from heathland and grassland habitat and re-planted in a developing woodland area, adjacent to Gilman Road, by volunteers, under the supervision of a Mousehold warden.

#### MH39/01 BRACKEN REMOVAL

21. Large areas of bracken have been pulled, raked and removed from heathland, grassland and woodland glade habitats by volunteers and the wardens. Habitat piles, which could be used for nesting and as hibernacula, have been created for birds, reptiles, mammals and invertebrates. This task is also crucial to conserving nectar-rich heather

species, grasses and other wild flowers, and complying with the Mousehold Heath HLS Agreement.

#### MH60/01 VINEGAR POND

22. Litter and large branches have been removed from the Vinegar and Mustard ponds by the Mousehold wardens.

#### RA12/01 COMMON BIRD CENSUS

23. Weekly B.T.O. Common Bird Census Breeding Bird Surveys have been undertaken by a Mousehold warden with support from volunteers.

#### RA42/01 BUTTERFLY CONSERVATION SURVEY

24. Two weekly Butterfly Conservation and Butterfly Monitoring Scheme transect surveys have been carried out by a Mousehold warden, joined by volunteers. These surveys also include the recording of day-flying moths and dragonflies.

#### RA44/01 MOTH TRAPPING SURVEY

25. Community Moth Survey evenings took place in July and August. Two new species for the site have been identified, bringing the site list up to 270 species.

#### RA82/01 ST JAMES' HILL BUMBLEBEE SURVEY

26. Monthly Bumblebee Conservation Trust BeeWalk transect surveys have been undertaken by a Mousehold warden.

#### RA92/01 NATIONAL BAT MONITORING PROGRAMME

27. Two Bat Conservation Trust National Bat Monitoring Programme Transect Field Surveys were undertaken in July by a Mousehold warden and volunteers.

#### RF22/01 MUSTARD POND GLADE FLOWER SURVEY

28. Members of the Mousehold Heath Defenders have carried out monthly flowering plant surveys, recording a wide range of colourful, nectar-providing flowers.

#### RF22/02 ST JAMES' HILL SURVEY

29. A member of the Mousehold Heath Defenders and a Mousehold warden have undertaken a monthly plant survey on St James' Hill.

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

#### AT50/01 VOLUNTEERS GENERAL

30. A total of 1096 community volunteer hours have been undertaken on the site between 6 March and 29 August by the following groups;

- Mousehold Heath Defenders
- Assist Trust
- Easton College Work Placement student
- GoodGym Norwich
- Norwich High School for Girls
- Mousehold Heath Mousketeers
- The Conservation Volunteers (TCV)
- Natwest corporate group.
- Many individual volunteers from the community

31. Volunteering has provided an opportunity for the community to become involved with the management of the heath, to increase their understanding of the projects being undertaken, the importance of the heath and to engender a sense of ownership and pride in the space.

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

#### ME06/03 INFORMATION PANELS

32. Information panels have been cleaned and maintained.

#### MI60/01 EVENTS

33. Two Community Wildlife Workshops have taken place - one on Tuesday 11 April and the other on Monday 24 July. Many insects and other wildlife were recorded, including many butterflies, dragonflies and a moth which was new to the site list.

34. The Mousehold Heath Guided Walks programme and poster has been produced with support from the Communications Team. The Mousehold wardens have implemented the programme increasing involvement, understanding and enjoyment of the site. The last event of the programme is a Fungi Foray in October.

35. A Dawn Chorus Walk was organised and undertaken on 9 May, starting at 4.15am, led by a Mousehold Heath Warden. Conditions were wet but many hardy volunteers attended and a wide variety of bird species were recorded on the Breeding Bird Survey Transect. The walk was followed by hot drinks and breakfast in the Fountain ground meeting room.

36. Two Forest School events have been organised through the Norwich City Council Events Team.

37. A Moth Survey evening took place on 17 August, recording three new species for the site.



38. A Mousehold Warden led a guided walk for the participants of an EU Peer Review for the County Council: EU Peer Review; protecting and recovering local biodiversity, particularly insect populations in Norfolk, on Wednesday 21 June.
39. Goodgym Norwich have carried out two conservation activities on Monday 26 June and Monday 7 August in the evening.
40. The 9<sup>th</sup> Norwich Cub group were involved in environmental practical activities on the 26 and 27 June.
41. A Norwich High School for Girls (NHSFG), Environmental Activity Day, saw over 60 students involved in three activities - heathland management, history walk, butterfly survey - on Tuesday 27 June. Everyone enjoyed the activities and an ice cream during their lunch break.
42. A Geodiversity Earth Heritage trail guided walk, lead by local expert Tim Holt Wilson, took place on Tuesday 4 July.
43. A site management walk led by a Mousehold warden focused on the management that had been recently undertaken to improve the site for people and biodiversity was held on 1 August.

## **Consultation**

44. None

## **Implications**

### **Financial and Resources**

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

45. There are no proposals in this report that would reduce or increase resources at this time.

## **Legal**

46. None

### **Statutory Considerations**

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and Diversity	None
Health, Social and Economic Impact	None

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Crime and Disorder	The Mousehold Wardens will continue to work with Norfolk Constabulary to ensure that the Heath is a safe place to visit
Children and Adults Safeguarding	Safeguarding is a priority for the Mousehold Wardens, and they will continue to signpost vulnerable individuals to the services that they require.
Environmental Impact	The Mousehold Wardens will continue to improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

### **Risk Management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
Financial	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Operational	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Legal	The Council cannot comply with its legal duty to ensure that buildings are safe for users to access	Ensure that sufficient management information is available to continue management and maintenance programme

### **Reasons for the decision/recommendation**

47. This report is for members to note the activities on Mousehold Heath since the last committee meeting.

**Background papers: None**

**Appendices: None**

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