

Report to	Mousehold Heath Conservators 15 June 2018	Item
Report of	Head of citywide services	10
Subject	Mousehold Heath 2018-2028 management plan review progress update and development of part 2 of the draft plan	

Purpose

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

Recommendation

To:

- 1) note the progress to date
- 2) review part 2 of the plan and provide any suggested amends by 29 June 2018
- 3) approve part 2 of the plan, subject to any amendments received from the Conservators being incorporated
- 4) approve the consultation process and delegate responsibility for carrying out the consultation to the Parks and open spaces manager

Corporate and service priorities

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

Financial implications

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

Ward/s: Multiple Wards

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

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

Background documents

None

Report

Background

1. At its meeting on 17 November 2017 the Mousehold Conservators approved a revised timescale for the production of the draft management plan.
2. It was agreed a draft of the second four objectives of part two of the plan, management prescriptions, project prescription and 10 year work programme would be brought to the 15 June 2018 meeting for consideration and comments.

Progress to date

3. The second four objectives for part two of the have been produced along with management prescriptions (Appendix A), project specifications (Appendix B) relevant project maps (to be displayed electronically at the meeting) and a 10 year work programme (Appendix C).

Next steps

4. The information in Appendices A, B and C to be reviewed by the Conservators for approval and any additions or amends to be provided to the Parks and open spaces manager to enable the plan to be revised accordingly.
5. The document will then be passed to the communications team for a draft document to be produced for public consultation.
6. When the first management plan for Mousehold Heath was produced, consultation was carried out at a public meeting and also a local drop in session near to the heath.
7. As this is a revision of the previous plan and due to the amount of resources required to hold these types of events, relative to the feedback received, it is proposed that this form of consultation is not used on this occasion.
8. It is proposed that consultation for this plan is carried out online via Survey Monkey for the general public and direct with key stakeholder organisations.

1.A VISION FOR MOUSEHOLD HEATH

'The Mousehold Conservators are committed to safeguarding the long term future of Mousehold Heath as a high quality and accessible natural area for residents and visitors to the city to enjoy.

To manage the heath in a way that protects and enhances the valuable historic and natural features of the site, and provides opportunities for all to be involved in looking after and learning about the site.'

The vision will be achieved through the following objectives, management prescriptions and projects.

Project detail is contained in the Mousehold Heath project register.

2.MANAGEMENT OBJECTIVES

There are eight management objectives.

- 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 local communities to be involved in in all aspect of our work.
- H) To promote Mousehold Heath to increase awareness, knowledge, understanding and sense of pride of Mousehold Heath

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

Woodland

Although formerly a large area of heathland Mousehold is now predominantly a secondary woodland habitat. A large amount of the woodland is managed with minimum intervention and natural processes allowed to occur.

A programme of coppicing and felling is used to maintain a diversity of age range and structure in the woodland.

Glade and ride areas are created and maintained linking together areas to further increase diversity within the woodland.

Coppicing is used to create pockets of a more diverse age range within the woodland and also adjacent to path, ride and glade edges to create a transitional habitat between the open areas and woodland.

Dead and decaying standing deadwood will be retained fallen and pieces will be left as large as possible at their original location.

Grassland and heathland

The majority of the heathland and flower rich meadows have been lost over time. The remaining areas of heathland and acid grassland are vulnerable to being lost too through the encroachment of trees and shrubs.

Existing areas of acid grassland will be cut and the arisings removed and work carried out to remove trees and shrubs from remnant acid grassland to increase the coverage of the grassland.

The areas of existing heathland will be maintained by removing bracken and any encroaching shrubs or saplings. Gorse will be managed in some cases removing it and in others managing it through rotational cutting.

Though the priority remains to maintain the areas of existing heathland and those restored over the life of the last plan, new areas will be created, subject to the resources being available to do this and also maintain what is created. To do this and shrubs will be removed to allow light into the area and then the surface layer of humus stripped, to deplete the nutrient resources and to stimulate the dormant heather seed bank to germinate.

Ponds

The ponds on the heath will be managed to improve biodiversity whenever possible, removing vegetation from within and around them, when necessary and in accordance with industry best practice.

Invasive undesirable species

Invasive and undesirable species will be removed based on an assessment of the threat they pose to a particular habitat.

Where a particular problem is identified the species will be removed by cutting, applying selective herbicide, cutting and pulling.

Recording and monitoring

Information will be collected through a range of different methods about species and habitats to enable the impact of the different management regimes on the site to be measured in terms of effectiveness. This information will also inform on going decision making and guide the development of projects in the future.

E1) To maintain and improve, where appropriate, woodland habitats

MH00 Manage habitat, woodland, coppicing

MH00/01 COPPICE

MH03 Manage habitat, woodland, aiding natural regeneration

MH03/01 NATURAL REGENERATION

MH04 Manage habitat, woodland, maintaining ride/path/glade

MH04/01 GLADE MANAGEMENT, MAINTAIN

MH04/02 GLADE MANAGEMENT, CREATION

MH04/03 PAVILION FIRE BREAK

MH08 Manage habitat, woodland, by managing deadwood

MH08/01 DEAD AND DECAYING WOOD

E2) To maintain, improve and increase, where appropriate, acid grassland

MH12 Manage habitat, grassland by mowing

MH12/01 MAINTAIN ACID GRASSLAND

MH14 Manage habitat, grassland by scrub control

MH14/01 RESTORE ACID GRASSLAND

E3) To maintain, improve and increase, where appropriate, heathland

MH31 Manage habitat, heath, by scrub, tree control

MH31/01 SCRUB AND TREE REMOVAL

MH35 Manage habitat, heath, by cultivation to accelerate leaching

MH35/01 HUMUS STRIPPING

MH39 Manage habitat, heath, by other activities

MH39/01 BRACKEN REMOVAL

MH39/02 ROTATIONAL CUTTING COMMON GORSE

MH39/03 COMMON GORSE REMOVAL

E4) To maintain and improve, where appropriate, aquatic habitats

MH60 Manage habitat, open water, general

MH60/01 VINEGAR POND
MH60/02 WILDLIFE POND

E5) To manage invasive species

MH29 Manage habitat, controlling invasive species, other activities

MH29/01 LAUREL
MH29/02 JAPANESE KNOTWEED
MH29/03 HIMALAYAN BALSAM
MH29/04 SYCAMORE
MH29/05 RHODODENDRON

E6) To manage specific species

MS30 Manage species, mammals

MS30/01 BAT BOXES

E7) To survey and monitor fauna to assess management impacts and inform future decision making.

RA06 Collect data, mammals, list species

RA06/01 MAMMALS SPECIES LIST

RA12 Collect data, birds, survey

RA12/01 COMMON BIRD CENSUS

RA16 Collect data, birds, list species

RA16/01 BIRDS SPECIES LIST

RA26 Collect data, herptiles, list species

RA2601 REPTILES SPECIES LIST

RA42 Collect data, lepidoptera, survey

RA42/01 BUTTERFLY CONSERVATION SURVEY

RA44 Collect data, lepidoptera, count, estimate, measure

RA44/01 MOTH TRAPPING

RA46 Collect data, lepidoptera, list species

RA46/01 BUTTERFLIES SPECIES LIST
RA46/02 MOTHS SPECIES LIST

RA56 Collect data, odonata, list species

RA56/01 DRAGONFLY SPECIES LIST
RA56/02 DAMSELFLY SPECIES LIST

RA66 Collect data, orthoptera, list species

RA66/01 GRASSHOPPER SPECIES LIST

RA66/02 CRICKET SPECIES LIST

RA76 Collect data, other insects, list species

RA76/01 CRICKET SPECIES LIST

RA76/02 SOLITARY BEES SPECIES LIST

RA82 Collect data, other invertebrates, survey

RA82/01 ST JAMES' HILL SOLITARY BEE & WASP SURVEY

RA92 Collect data, fauna, survey

RA92/01 NBMP

RA92/02 BAT BOX SURVEY

E8) To survey and monitor flora to assess management impacts and inform future decision making.

RF03 Collect data, vegetation monitor

RF03/01 HEATHER COVER AND QUALITY MONITORING

RF16 Collect data, trees/shrubs, list species

RF16/01 TREE SPECIES LIST

RF22 Collect data, other, vascular plants survey

RF22/01 MUSTARD POND GLADE SURVEY

RF22/02 ST JAMES' HILL SURVEY

RF66 Collect data, fungi, list species

RF66/01 FUNGI SPECIES LIST

F To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.

Earthworks and archaeological features

Earthworks and historical features are vulnerable to encroachment by vegetation and compaction and erosion from visitors walking and cycling on the site. The features will be maintained by management through the cutting and removal of vegetation, shrubs and trees, using methods sympathetic to the sensitivities of the feature.

Where required, by legislation the work will be done in conjunction with the appropriate local and national agency.

Historic buildings and structures

The historic buildings and structure on the site will be maintained through programmed works and also reactive repairs and maintenance to ensure that they remain in a good condition. Where appropriate and subject to resources work will be carried out to improve them.

Historical information

Information relating to the history of site and the historic features within it will be collected to inform decision making and to assist with future interpretation of the site.

F1) To maintain earthwork features

MC03 Manage cultural features, earthwork, by felling, cutting

MC03/01 ST WILLIAMS' CHAPEL - VEGETATION REMOVAL

MC03/02 ST WILLIAMS' CHAPEL - SCRUB TREE REMOVAL

ML40 Liaise stakeholders, local/national authorities

ML40/01 HISTORIC ENGLAND

ML40/03 NORFOLK ARCHAEOLOGY SERVICE

F2) To maintain, and where appropriate, enhance historic buildings

MC50 Manage cultural features, historic building/structure

MC50/01 PAVILION

MC50/02 WWII MEMORIAL PLAQUE

MC50/03 BANDSTAND

MC50/04 MOTTRAM MEMORIAL

F3) To maintain industrial archaeology

MC70 Manage cultural features, industrial archaeology

MC70/01 OLD QUARRIES

MC70/02 TRAM TRACK

MC81 Manage cultural features, historic landscape, felling/cutting

MC81/01 VIEW FROM MOTTRAM MEMORIAL

MC81/02 BEECH DRIVE

MC81/03 CAVALRY TRACK

F4) To collect data relating to the history of Mousehold Heath

RC01 Collect data, archaeological

RC01/01 ST WILLIAMS' CHAPEL

RC10 Collect data, historic buildings

RC10/01 RANGER'S HOUSE

RC10/02 PAVILION

RC20 Collect data, industrial archaeology

RC20/10 GENERAL

RC30 Collect data, historic landscape

RC30/01 LANDSCAPE

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

Volunteering

The involvement of volunteers with the work taking place on the site is not only important in terms of engendering a sense of ownership and responsibility for looking after the site in the local community; it is crucial in the achievement of the site management objectives. This would not be possible with the available budget and warden resources alone.

A strategic approach to recruiting, retaining and developing volunteers will be taken during the life of the plan to develop this aspect of our work further.

The wardens will also work with other community and volunteer groups managing land adjacent to the heath to develop joint working groups for larger projects on adjacent areas, to share learning and to provide some variation for the volunteers through working with another group.

G1) To provide and develop volunteering opportunities on the heath and develop volunteers

AP21 Prepare/revise plan strategic planning
AP21/01 VOLUNTEER STRATEGY

AT00 Training and management general
AT00/06 VOLUNTEER DEVELOPMENT

AT50 Liaise/supervise volunteers
AT50/01 GENERAL
AT50/02 CORPORATE
AT50/03 MOUSEHOLD DEFENDERS
AT50/04 MOUSEHOLD HEATH MOUSEKETEERS
AT50/05 TCV

RH90 Collect data, other activities, general
RH90/05 VOLUNTEERS

G2) To develop initiatives with other community/volunteer groups

ML50 Liaise stakeholders, local community/groups
ML50/01 NORWICH FRINGE PROJECT
ML50/02 FRIENDS OF KETTS HEIGHTS

AP21 Prepare/revise plan strategic planning
AP21/03 VOLUNTEER STRATEGY

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

Information and interpretation

The provision of information and interpretation on the site is crucial for people to understand what is allowed and not allowed on the heath as well as teaching them about the natural and historical importance of the site; so that they not only respect the site but also value it more and have a more rewarding visit.

Education

Young people are the next generation who will have a role to play in the future, in terms of using the heath and looking after and protecting it. Their understanding of the historical importance of the heath and the habitats and species it contains is crucial. Work will continue and be developed further relating to providing educational activities and visits on site and in local schools.

Events

The heath provides an excellent venue for events for local people and is inline with the reason the Act gave the heath for the citizens of Norwich to enjoy. Work will continue to provide a range of onsite events, delivered to increase people's understanding or enjoyment of the heath, alongside working with the Norwich City Council's Events team to deliver other future events appropriate to the site.

Media

It is important that the profile of the heath is maintained in the city as a unique and valuable open space. This will be done working in conjunction with the local press, tv and radio wherever possible to keep to maintain the heath and the work of the Conservators in a positive light.

The website and social media are also equally important in terms of raising the profile of the heath and the work. The web pages will be reviewed and developed and publically accessible GIS data to improve peoples understanding of the heath will be developed also.

H1) To provide and maintain signage and interpretative material

ME06 Erect/maintain signs/interpretation boards

ME06/01	FINGER POSTS AND WAYMARKS
ME06/02	GATE ACCESS RESTRICTIONS
ME06/03	INFORMATION PANELS
ME06/04	MOUSEHOLD HEATH WELCOME SIGNS

H2) To provide and maintain information trails

ME06 Erect/maintain signs/interpretation boards

ME06/05	NATURE TRAIL
---------	--------------

MI10 Inform visitors, onsite information

MI10/04	GEOLOGICAL TRAIL
MI10/06	NATURE TRAIL
MI10/07	BIODIVERSITY TRAIL

H3) To inform visitors on site and off site about Mousehold Heath

MI00 Inform stakeholders

MI00/02 WEBSITE

RV70 Create/manage GIS data

RV70/01 03 GIS DATA SETS

MI10 Inform visitors, onsite information

MI10/01 GENERAL INFORMATION SIGNS

MI10/02 GENERAL VISITOR ENQUIRIES

MI10/03 TEMPORARY MANAGEMENT SIGNS

MI10/05 INTERPRETATIVE PANELS

H4) To provide educational opportunities on site and off site

MI00 Inform stakeholders

MI00/01 OFFSITE SCHOOL TALKS

H5) To work with local media to raise the profile and awareness in the city of Mousehold Heath

ML70 Liaise stakeholders, media

ML70/01 PRESS

ML70/02 TV

ML70/03 RADIO

H6) To provide events

MI60 Provide/manage events

MI60/01 EVENTS

MI60/02 GUIDED WALKS PROGRAMME

H7) To collect data relating to use of the site

RH31 Collect data, public use, education

RH31/01 FOREST SCHOOLS

RH31/02 ONSITE EDUCATIONAL VISITS

RH90 Collect data, other activities, general

RH90/01 WEBSITE USE

RH90/02 COUNCIL EVENTS

RH90/03 GUIDED WALKS PROGRAMME

Mousehold Heath Management Plan

2018 – 2028

Project register

(DRAFT)

19/20

Items in bold with red shading are active and delivered then

N

Items in in italics with yellow shading are active at any point as necessary

N

Items in normal font and unshaded not active

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	AI00/01				Project title	Green Flag Award															
Brief description																					
To achieve Green Flag Status for the site																					
Proj lead	[POSM]				Delivered by	[POSM, MW]				Budget code	[]				[]						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	[Mousehold Conservators]								Approval date	[15/06/18]				Priority	[Must]						
Project aims																					
1. To achieve Green Flag status for the site and maintain it annually.																					
Detailed project description																					
To complete initial submission for January 2019 deadline and judging in April – June 2019																					
<i>Purpose & aims of entering for the award</i>																					
<ul style="list-style-type: none"> To ensure that everybody has access to quality green and other open spaces, irrespective of where they live. To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve. To establish standards of good management. To promote and share good practice amongst the green space sector. To recognise and reward the hard work of managers, staff and volunteers. 																					
<i>The benefits of winning a Green Flag Award</i>																					
Winning a Green Flag Award brings with it a wealth of benefits, from the status of being affiliated with a prestigious awards programme through to tangible benefits such as boosting tourism and opening up revenue opportunities.																					
<u>Showcasing your award</u>																					
Each year, winners receive a Green Flag or Green Flag Community Award Flag. Those with Green Heritage Site Accreditation also receive a plaque to promote the status.																					
<u>Enhanced pride and reputation</u>																					
As the international standard for parks and green spaces, holding a Green Flag Award® brings with it a vast amount of prestige. It is also an excellent example of civic achievement and provides communities with a great sense of civic pride.																					
<u>Improvement</u>																					

Winning a Green Flag Award® visibly demonstrates to the local community that a clear improvement has been made to a site.

Regeneration

Improving facilities at a park/green space and engaging more with the local community can have a knock on effect to the regeneration of an area.

Upgrading a site to achieve Green Flag status can, for example, bring about improvements to health and education, reduce crime and improve the general cleanliness of an area, whilst at the same time providing a boost to its profile.

Increasing tourism

Having a Green Flag Award® is an excellent attraction for tourism.

Research shows that people will make special trips to award-winning sites. What's more, by holding popular events at your site, you will guarantee yourself repeat visits.

Boosting funding

Having a Green Flag Award® is an excellent lever for obtaining external funding through improvement grants and is a means of maximising revenue opportunities from within the site. An example of a national funding scheme to which winners can apply is the Heritage Lottery Fund.

PR and marketing

Award winners have the opportunity to use the Green Flag Award® logos on all of their publicity and marketing materials, such as stationery, promotional literature, vehicles and uniforms.

Winners are also provided with template press releases throughout the year that they can use as they wish.

Green Flag Award website

Every winner has their own dedicated page on the Green Flag Award® website. This is fully customisable and a whole range of content can be included, such as a description of the park/green space, contact information website address, facilities and events

Project map/plans

N/A

Links to additional information

<http://www.greenflagaward.org.uk/>

PROJECT SPECIFICATION

Project ref code	AI30/01				Project title	Annual site safety inspection															
Brief description																					
Annual safety inspection of site infrastructure																					
Proj lead	POSM				Delivered by	MW				Budget code	[]				[]						
Years active											Months active										
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Must						
Project aims																					
<ol style="list-style-type: none"> To ensure that site infrastructure does not prevent a hazard to visitors. To inform an annual repair and maintenance programme which will be more proactive than reactive. 																					
Detailed project description																					
<ol style="list-style-type: none"> To develop an annual inspection regime of site infrastructure to underpin the adhoc inspections carried out during the year. Information to be recorded on a standardised basis identifying risk level and action needed. The information gathered to be used to inform the annual work programme and associated budget 																					
Project map/plans																					
N/A																					
Links to additional information																					
N/A																					

PROJECT SPECIFICATION

Project ref code	AI30/02				Project title	Tree safety inspection															
Brief description																					
Inspection of trees on the site to ensure that hazards posed by dead , diseased and dying trees is managed																					
Proj lead	POSM				Delivered by	MW				Budget code	[]				[]						
Years active											Months active										
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators				Approval date	15/06/18				Priority	Must										
Project aims																					
<ol style="list-style-type: none"> To ensure that the trees on the site are inspected on a regular basis to identify any hazardous trees to enable work to be carried out to manage the risk posed to visitors and property. To carry out tree safety inspections in accordance with the Council's Tree Safety Policy to ensure industry best practice and insurance requirements are fulfilled. To retain standing dead, dying and decaying wood based on risk assessment in accordance with project MH08/01. 																					
Detailed project description																					
<ol style="list-style-type: none"> To carry out from ground tree inspections on a six monthly basis along all major paths and public areas. Issues identified which require further professional inspection to be passed to Norwich City Council Arboricultural team. Works required to be scheduled for completion by Mousehold Wardens or NorwichNorse Environment 																					
Project map/plans																					
Inspection zones map be inserted																					
Links to additional information																					

PROJECT SPECIFICATION

Project ref code	AI30/03				Project title	Risk assessments															
Brief description																					
Risk assessments produced and reviewed																					
Proj lead	[NH]		Delivered by	[MW]		Budget code	[]														
Years active											Months active										
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	[Mousehold Conservators]				Approval date	[15/06/18]		Priority	[Must]												
Project aims																					
1. [To ensure that risk assessments are produced and reviewed as required for activities undertaken on the heath]																					
Detailed project description																					
1. Risk assessments produced in NCC format for activities on the heath. 2. Risk assessments reviewed based on risk level or when there are changes in legislation or following an incident. 3. Risk assessments to inform Safe Systems of Work.																					
Project map/plans																					
Links to additional information																					

PROJECT SPECIFICATION

Project ref code	AP20/01				Project title	New management plan															
Brief description																					
Develop annual budget for delivering annual work programme																					
Proj lead	POSM				Delivered by	POSM, MW				Budget code	[]				[]						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Must						
Project aims																					
1. To produce a new management plan to be adopted and in place for the start of financial year 2028																					
Detailed project description																					
<p>The project will developed in stages over the year involving the Mousehold Conservators management Subgroup to develop the plan in stages with each stage being approved by the Mousehold Conservators.</p> <p>The basic stages will be expanded with timescales nearer the time.</p> <p>Where are we now? Revision of factual information</p> <p>Where are we going? Review vision Review objectives</p> <p>How will we get there? Review and develop management prescriptions Review and develop projects Consultation</p> <p>How will we know when we get there? Recording and monitoring</p> <p>Publish document</p>																					
Project map/plans																					
N/A																					
Links to additional information																					

N/A

PROJECT SPECIFICATION

Project ref code	AP20/02				Project title	Management plan review															
Brief description																					
Annual review of management plan																					
Proj lead	POSM				Delivered by	POSM, MW				Budget code	[]				[]						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Must						
Project aims																					
1. To ensure that the management plan remains up to date to inform management decisions on the site.																					
Detailed project description																					
<p>To review the management plan as required ensuring it remains a dynamic working document. Revisions may need to be made based on changes in legislation, resources and best practice etc.</p> <p>Revisions will be developed with the Mousehold Conservators Management Subgroup and formally approved at the Mousehold Conservators meeting at the time the precpt is set and the annual work programme developed.</p>																					
Project map/plans																					
N/A																					
Links to additional information																					
N/A																					

PROJECT SPECIFICATION

Project ref code

AP21/02

Project title

Bench and seat provision

Brief description

Provision of seating at agreed locations across the site.

Proj lead

NH

Delivered by

MW

Budget code

421020 2090

Budget £s

Years active

Months active

18/19

19/20

20/21

21/22

22/23

23/24

24/25

25/26

26/27

27/28

A

M

J

J

A

S

O

N

D

J

F

M

Approved by

Mousehold Conservators

Approval date

15/06/18

Priority

Should

Project aims

Detailed project description

1.

To provide produce a strategic plan for seating at appropriate locations across the site.

2.

Locations for future benches to be agreed by committee.

3.

Benches to be the same style, design and construction, in keeping with the surrounding environment i.e. formal or informal locations to ensure consistency across the site.

Project map/plans

INSERT MAP SHOWING SEATING LOCATIONS AND FUTURE PROVISION

Links to additional information

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	AP21/05				Project title	Access hubs															
Brief description																					
To develop "Access Hubs" to the heath at the main visitor arrival points.																					
Proj lead	POSM				Delivered by	MW				Budget code	[]				[]						
Years active											Months active										
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Should						
Project aims																					
1. To provide key information when visitors arrive at the site to orientate themselves and provide key information about the heath and who it is managed by.																					
Detailed project description																					
<ul style="list-style-type: none"> The detailed project description will be developed as part of the scoping work for this project. 																					
Project map/plans																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	AP60/01				Project title	Annual work programme															
Brief description																					
Develop annual work programme																					
Proj lead	POSM				Delivered by	POSM, MW				Budget code	[]				[]						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators									Approval date	15/06/18			Priority	Must						
Project aims																					
<p>1. To develop an annual work programme to contribute to the delivery of the management objectives in the management plan, taking into consideration financial and staff resources available.</p>																					
Detailed project description																					
<p>An annual work programme will be drafted taking into consideration the 10 year work programme and the staff and financial resources available. The draft work programme will be developed with the Mousehold Conservators Management Subgroup for approval at the January meeting when the precept is also approved.</p> <p>The annual work programme for each project will include:</p> <ul style="list-style-type: none"> Primary objective it helps to deliver Project status Priority Project ref code Project title Brief description of work Location Map location Budget Months active Project lead Project delivered by <p>Any revisions to the annual work programme will be brought to the Mousehold Conservators for approval where timeliness of a decision is not an issues.</p> <p>Cases which require a decision to be made in between meetings will be made under delegated powers involving the Head of neighbourhood services and the chair and vice-chair of the Mousehold Conservators subject to no increase in total budget provision and first taking the matter to the management Subgroup unless a an urgent decision is needed. (report of Exec head of business relationship management 22/01/2016)</p>																					

Project map/plans

N/A

Links to additional information

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

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Project map/plans
N/A
Links to additional information
Norwich City Council Act 1984

PROJECT SPECIFICATION

Project ref code	AP80/02				Project title	Mousehold Conservators Subgroup meetings															
Brief description																					
Mousehold Conservators Subgroup meeting																					
Proj lead	POSM				Delivered by	POSM, MW				Budget code	[]				[]						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Must						
Project aims																					
<ol style="list-style-type: none"> To provide a mechanism for consulting on issues arising between Mousehold Conservators meetings. To assist with the development and delivery of the annual work programme. To exercise the devolved power between Mousehold Conservators meetings 																					
Detailed project description																					
<p>1 Membership</p> <p>a. Members of the Mousehold Heath Conservators management sub-group shall be appointed by the Mousehold Heath Conservators at the beginning of the civic year;</p> <p>b. The Mousehold Heath Conservators management sub-group will consist of the chair and vice chair of the conservators and up to three other conservators (at least half the members to be city councillors).</p> <p>c. The sub group will elect its chair and vice chair at its first meeting in each civic year.</p> <p>2. Attendance at Meetings</p> <p>a. Any other Mousehold Heath Conservator may attend sub-group meetings;</p> <p>b. The Mousehold Wardens will attend as will other officers as required and the meetings will be minuted.</p> <p>c. Others shall attend by agreement of the sub group chair;</p> <p>3. Frequency of Meetings</p> <p>a. At least one meeting shall be held between each of the full meetings of the Mousehold Heath Conservators.</p> <p>b. The schedule of meetings shall be agreed by the Mousehold Heath Conservators at the beginning of the civic year</p> <p>4. Responsibilities</p> <p>a. To develop the work programme and specific pieces of work to meet the objectives contained within</p>																					

the Mousehold Heath management plan for approval by the Mousehold Heath Conservators;

- b. To review the implementation of the annual work programme;
- c. To inform decisions required outside of the full Mousehold Heath Conservators meetings that are in line with the conservator's scheme of delegation/devolved power.

5. Reporting

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

Project map/plans

N/A

Links to additional information

[2016 01 22 Minutes approving ToR](#)

[2016 01 22 ToR report](#)

[2016 01 22 ToR report appendix](#)

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		[AR01/04]		Project title		[Seat and bench sponsorship scheme]	
Brief description							
[Develop a bench sponsorship scheme for people who wish to donate a seat/bench to the heath.]							
Proj lead		[NH]		Delivered by		[MHW]	
Budget code		[]		Budget £s		[]	
Years active				Months active			
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]
[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]
		[O]	[N]	[D]	[J]	[F]	[M]
Approved by		[Mousehold Conservators]		Approval date		[15/06/18]	
Priority		[Should]					
Project aims							
[]							
<ol style="list-style-type: none"> To enable enquiries relating to the provision of a seat/bench on the heath to be dealt with quickly without every request requiring approval by the Conservators. To deliver the aims of AP21/02 relating to strategic seat and bench provision. To be clear about the cost of the bench and the conditions the sponsor agrees to when making payment. To make the process an online electronic one 							
Detailed project description							
<ol style="list-style-type: none"> To enable seats and benches to be provided and sponsored at locations identified in AP21/02. Agree what type of seat and bench will be installed at each of the locations on the heath subject to funding being provided. Calculate costs for provision and installation of each type of seat/bench. Prepare T&C of sponsorship to be signed prior to payment. <ul style="list-style-type: none"> able to carry out reasonable basic repairs to donated benches, but cannot, unfortunately, undertake to replace seats which are vandalised beyond economic repair or stolen. The decision on what is a reasonable repair will be made by the Mousehold Wardens. memorial plaque can be installed on the bench. no further items of flowers or memorabilia are attached or placed on or around the bench/seat. the location of the bench/seat will be at a location approved by the conservators for seating. on occasions there may be a need to move a seat for management reasons. The decision to do this will be made by the Mousehold Conservators. To publicise the scheme on the Mousehold Conservators section of the website 							
Project map/plans							
[MAP OF LOCATIONS AGREED AS PART OF PROJECT SEAT AND BENCH PROVISION TO BE INSERTED HERE]							
Links to additional information							
[]							

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	MC03/01										Project title	St William's Chapel –vegetation cutting									
Brief description																					
Manage cultural features, earthwork, by cutting vegetation																					
Proj lead	WS			Delivered by	MW, VOL.						Budget code				Budget £s						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators										Approval date	15/06/18			Priority	Must					
Project aims																					
<ol style="list-style-type: none"> To improve and maintain public access routes and the interpretation of the site. To implement the St Williams' Chapel Management Plan by Norfolk County Council's Historic Environment Service as agreed by the Mousehold Heath Conservators. 																					
Detailed project description																					
<ol style="list-style-type: none"> Keep paths, banks and viewpoint areas open by selective cutting of vegetation with brushcuttersnot mowers There must be no breaking of the ground surface to comprise the integrity of the site. 																					
Project map/plans																					
Links to additional information																					
K:\Leisure and Culture\Parks & open space\Mousehold Heath\St. Williams Chapel\Management plan																					

PROJECT SPECIFICATION

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

Project map/plans

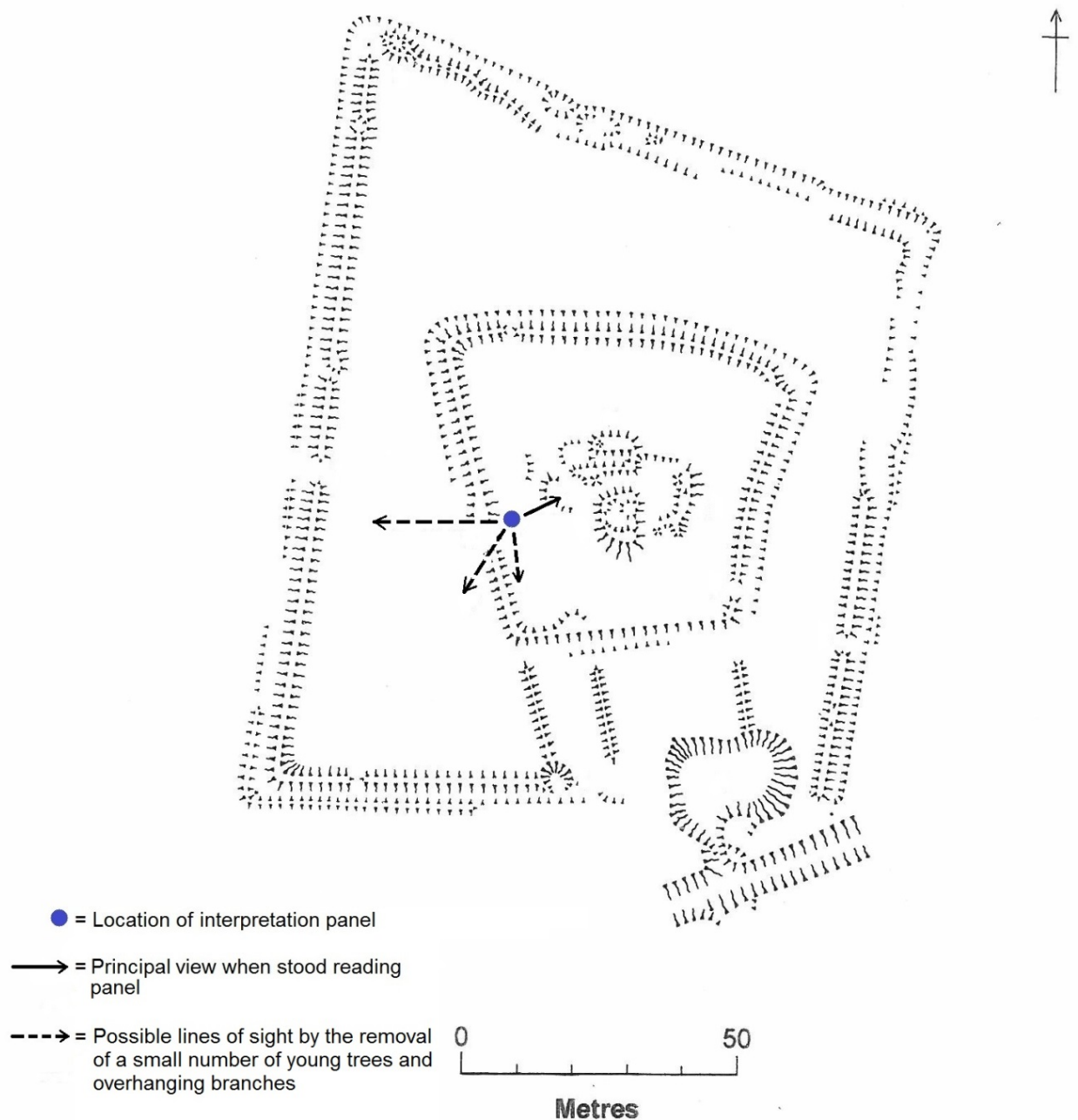
Fig 1



Fig 2

St William's Chapel

Mousehold Heath



© B Cushion

Links to additional information

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

PROJECT SPECIFICATION

Project ref code		MC50/01		Project title		Pavilion																																					
Brief description																																											
Manage access and surrounding area to and around building.																																											
Proj lead		NH		Delivered by		MW CON		Budget code		421020 2090		Budget £s																															
Years active										Months active																																	
18/19		19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by				Mousehold Conservators						Approval date				15/06/18		//Priority				Must																							
Project aims																																											
1. To fulfil landlord's obligations to keep the exterior of the property in good repair.																																											
2. To ensure the leaseholders obligations are complied with.																																											
Detailed project description																																											
1. Monitor the exterior of the property and order adhoc repairs as required.																																											
2. Carry out adhoc inspections of pathways and tracks leading up to building.																																											
3. Monitor any alterations compromising the historical appearance of the building.																																											
4. Monitor the use and positioning of signs, seating, benches and litter bins.																																											
5. Monitor maintenance works carried out by the lease holder of the pavilion.																																											
6. Build up a good working relationship with the lease holder and their staff. (ML00/01)																																											
Project map/plans																																											
INSERT MAP SHOWING LOCATION OF PAVILION AND DEMISE																																											
Links to additional information																																											
\\city.norwich.gov.uk\Shared Folders\Leisure and Culture\Parks & open space\Mousehold Heath\Zaks\Lease																																											

PROJECT SPECIFICATION

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

--

Project ref code

MC70/01

Project title

Old quarries

Brief description

Maintain old quarry sites

Proj lead

MW

Delivered by

MW,VOL,CON

Budget code

421020 3871

Budget £s

Years active

18/19

19/20

20/21

21/22

22/23

23/24

24/25

25/26

26/27

27/28

Months active

A

M

J

J

A

S

O

N

D

J

F

M

Approved by

Mousehold Conservators

Approval date

15/06/18

Priority

Should

Project aims

1. Maintain and protect old quarries

Detailed project description

1. Maintain and improve historical open quarried features removing encroaching vegetation encouraging bio diversity of the site.

2. Protect erosion and encourage bare open sandy slopes, preferably south facing, encouraging ground burrowing invertebrates.

3. Keep open and maintain quarries, included in the Earth Heritage Trail.

4. Carry out adhoc weekly monitoring as part of patrols on the site.

5. Identify reactive repairs required.

6. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through a private contractor.

7. Work in partnership with Geological and other associated professional organisations.

Project map/plans

LOCATION PLAN

Links to additional information

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	MC81/01				Project title	View from Mottram Memorial															
Brief description																					
Clearance of trees and scrub on St James' Hill to maintain the view																					
Proj lead	NH		Delivered by	MW,VOL,CON				Budget code	421020 3871				Budget £s								
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators							Approval date		15/06/18			Priority		Must					
Project aims																					
<ol style="list-style-type: none"> To maintain a clear view, free from obstruction, for the interpretation of the city skyline plaque located at the Mottram memorial at St. James' Hill. 																					
Detailed project description																					
<ol style="list-style-type: none"> To clear any vegetation and tree encroachment in the defined area to be kept free from obstructions. Treat all coppice, stumps and regrowth with a chemical control such as a glyphosate based herbicide where appropriate. 																					
Project map/plans																					
LOCATION MAP OF MOTTRAM MEMORIAL AND AREA TO BE KEPT CLEAR FOR THE VIEW.																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		ME01/01		Project title		Gates, fencing and barriers															
Brief description																					
Provide and maintain gates, fencing and barriers																					
Proj lead		NH		Delivered by		MW,VOL,CON				Budget code		421020 2090				Budget £s					
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Must							
Project aims																					
<ol style="list-style-type: none"> To make sure all gates, fencing and bollards are in place and maintained to prevent unauthorised access onto the site. Maintain gates, fencing and barriers to ensure they are not a hazard to users of the site. 																					
Detailed project description																					
<ol style="list-style-type: none"> Carry out adhoc weekly monitoring as part of patrols on the site. Identify reactive repairs required. Minor repairs will be carried out by the Mousehold wardens. Specialist repairs are ordered through NPS Norwich 																					
Project map/plans																					
INSERT MAP SHOWING GATE, FENCING AND BARRIER LOCATIONS																					
Links to additional information																					

PROJECT SPECIFICATION

Project ref code	ME01/02				Project title	Bollards															
Brief description																					
Provide and maintain bollards																					
Proj lead	NH		Delivered by	MW, CON, VOL						Budget code	421020 2090				Budget £s						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Must						
Project aims																					
<ol style="list-style-type: none"> To make sure that bollards on the site are in place and maintained to prevent unauthorised access to the site. To maintain bollards to ensure that they are not a hazard to users of the site. 																					
Detailed project description																					
<ol style="list-style-type: none"> Carry out adhoc weekly monitoring as part of patrols on the site. Identify reactive repairs required. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich. Deliver a programme of bollard replacement. The number replaced will depend on the amount of reactive repairs required each financial year. Programmed works which cannot be delivered will be carried forward into the next year and the programme adjusted accordingly. 																					
Project map/plans																					
INSERT MAP SHOWING BOLLARD LOCATIONS INSERT MAP SHOWING PHASED REPLACEMENT PROGRAMME																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		ME06/05		Project title		Nature Trail															
Brief description																					
Provide and maintain nature trail markers																					
Proj lead		NH		Delivered by		MW,VOL,CON				Budget code		421020 3871				Budget £s					
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Must							
Project aims																					
<ol style="list-style-type: none"> To make sure all nature trail way marker posts on site are in place and maintained to provide accurate information and directions for visitors. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum. 																					
Detailed project description																					
<ol style="list-style-type: none"> Carry out adhoc weekly monitoring as part of patrols on the site. Identify reactive repairs required. Replace as and when necessary damaged Perspex identifying discs. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through our Communications Team or outsourced to a private contractor. Remove any graffiti or stickers etc. 																					
Project map/plans																					
INSERT MAP SHOWING NATURE TRAIL WAYMARKER POST LOCATIONS																					
Links to additional information																					

PROJECT SPECIFICATION

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

Method of Assessment

Customer complaint levels

Monthly quality assessments

Contract monitoring inspections

Project map/plans

[]

Links to additional information

[]

PROJECT SPECIFICATION

Project ref code		ME12/03		Project title		Bandstand maintenance															
Brief description																					
Band Stand maintenance																					
Proj lead		NH		Delivered by		MW,NPS,CON				Budget code		421020 2090 & 2080				Budget £s					
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Must							
Project aims																					
<ol style="list-style-type: none"> To carry proactive maintenance to preserve the fabric of the structure and to undertake ad-hoc repairs as required.clean and maintain to the desired standards within the contract specification. To ensure the bandstand look well maintained and is able to be used for concerts etc 																					
Detailed project description																					
<ol style="list-style-type: none"> Carry out programmed electricity tests to the power supply box required for public health and safety. Carry out adhoc weekly monitoring as part of patrols on the site. Identify reactive repairs required. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich. 																					
Project map/plans																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		ME41/02		Project title		Provide and maintain secondary paths															
Brief description																					
Provide and maintain secondary paths.																					
Proj lead		WS		Delivered by		MW, GP, VOL.				Budget code		[]		Budget £s		[]					
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
1. To maintain access through the site by maintaining path side vegetation																					
Detailed project description																					
1. Maintain all recognised and mapped secondary footpaths by cutting back encroaching vegetation as and when required. 2. Carry out ad hoc surveys of the paths during patrols across the site and respond to reported path issues received from the public.																					
Project map/plans																					
Insertm path map																					
Links to additional information																					

PROJECT SPECIFICATION

Project ref code		ME41 03		Project title		Cycleways and access for all															
Brief description																					
Maintenance of cycleways and access for all routes																					
Proj lead		NH		Delivered by		MW,CON,VOL				Budget code		421020 3871/2090		Budget £s							
Years active										Months active											
18/ 19	19/ 20	20/ 21	21/ 22	22/ 23	23/ 24	24/ 25	25/ 26	26/ 27	27/ 28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Must							
Project aims																					
<ol style="list-style-type: none"> To provide a safe environment for cyclists. To ensure level surfacing and open access is provided for access for all routes. 																					
Detailed project description																					
<ol style="list-style-type: none"> Liaise with Planning to ensure maintenance and upkeep of the hard surface and lighting is well maintained and any repairs needed are undertaken. To maintain and upkeep access for all pathways ensuring level surfacing is provided for safe wheel chair access. Carry out annual flailing or clearing by hand of access for all routes to ensure overhanging and encroaching vegetation such as grasses at ground level is kept to a minimum. Cut vegetation to be controlled by the use of a glyphosate based herbicide application. Carry out annual flailing of cycleways to ensure overhanging vegetation is kept to a minimum. Carry out adhoc weekly monitoring as part of patrols on the site. Identify reactive repairs required. Minor maintenance and repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPSN. 																					
Project map/plans																					
INSERT MAP SHOWING CYCLE ROUTES AND ACCESS FOR ALL LOCATIONS																					
Links to additional information																					

--

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		[MH00/01]		Project title		[Coppice]															
Brief description																					
[Manage habitat, woodland/scrub by coppicing.]																					
Proj lead		[WS]		Delivered by		[MW, VOL.]				Budget code		[]		Budget £s		[]					
Years active										Months active											
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]	[O]	[N]	[D]	[J]	[F]	[M]
Approved by		[Mousehold Conservators]								Approval date		[15/06/18]		Priority		[Should]					
Project aims																					
<ol style="list-style-type: none"> 1. Coppice and thin selected woodland areas to allow in more light to increase flora diversity and create a varied tree age structure. 2. Allow standard trees the light and space to mature 3. Increase access to overgrown areas 4. Reduce anti-social behaviour by opening up dense woodland 																					
Detailed project description																					
<ol style="list-style-type: none"> 1. Cut coppice regrowth on an 8 year rotation. 2. Cut and clear bramble, bracken in coppiced woodland every 3 years using brushcutters. 3. Cut patches of bramble on 6 year rotation. 																					
Project map/plans																					
[INSERT WOODLAND COPPICING MAP]																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		[MH14/01]		Project title		[Restore Acid Grassland]	
Brief description							
[Restore remnants of acid grassland]							
Proj lead		[WS]		Delivered by		[MW, VOL.]	
Budget code		[]		Budget £s		[n/a]	
Years active				Months active			
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]
[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]
						[O]	[N]
						[D]	[J]
						[F]	[M]
Approved by		[Mousehold Conservators]		Approval date		[15/06/18]	
Priority		[Should]					
Project aims							
1. To restore acid grassland areas to increase biodiversity 2. Improve access to acid grassland area. .							
Detailed project description							
1. Clear by cutting and removing dead and encroaching tree, scrub, bracken vegetation to restore open habitat. 2. Retain anthills 3. Create small areas of bare ground up to 5% to increase biodiversity and encourage seed germination. 4. Maintain with annual Autumn cut when restored as per MH12/01 .							
Project map/plans							
[INSERT GRASSLAND RESTORATION MAP]							
Links to additional information							

-PROJECT SPECIFICATION

Project ref code		[MS00/01]		Project title		[Laurel]															
Brief description																					
[.Manage species, tree, shrub Laurel]																					
Proj lead		[WS]		Delivered by		[MW, VOL, [Budget code		[]		Budget £s		[]					
Years active										Months active											
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]	[O]	[N]	[D]	[J]	[F]	[M]
Approved by		[Mousehold Conservators]						Approval date		[15/06/18]		Priority		[Should]							
Project aims																					
1. [Prevent Laurel from taking over areas resulting in a loss biodiversity...																					
Detailed project description																					
1. [When and where required cut Laurel and remove from the site and brush stump treat .																					
Project map/plans																					
[
Links to additional information																					
[

-PROJECT SPECIFICATION

Project ref code		MS00/05		Project title		Invasive Species Removal, Japanese Knotweed															
Brief description																					
MS Manage Species, tree, shrub, Japanese Knotweed.																					
Proj lead		WS		Delivered by		MW,		Budget code		[]		Budget £s		[]							
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
1. Monitor record and prevent Invasive Japanese Knotweed from taking over areas resulting in a loss biodiversity.																					
Detailed project description																					
1. When and where required cut or spray, with Glyphosate based herbicide, Japanese plants and remove from the site.																					
Project map/plans																					
Links to additional information																					

-PROJECT SPECIFICATION

Project ref code		MS00/03		Project title		Himalayan Balsam															
Brief description																					
MS Manage Species, tree, shrub, Himalayan Balsam.																					
Proj lead		WS		Delivered by		MW,		Budget code		[]		Budget £s		[]							
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
1. Monitor, record and prevent Invasive Himalayan Balsam from taking over areas resulting in a loss biodiversity.																					
Detailed project description																					
1. When and where required cut or spray, with Glyphosate based herbicide, Himalayan Balsam plants and remove from the site.																					
Project map/plans																					
Links to additional information																					

-PROJECT SPECIFICATION

Project ref code	[MS00/04]										Project title	[Sycamore]											
Brief description																							
[Manage species, tree, shrub, Sycamore .]																							
Proj lead	[WS]		Delivered by	[MW, VOL.]							Budget code	[]			Budget £s	[]							
Years active										Months active													
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]	[27/28]	A	M	J	J	A	S	O	N	D	J	F	M		
Approved by	[Mousehold Conservators]										Approval date	[15/06/18]			Priority	[Should]							
Project aims																							
1. Prevent Sycamore from dominating woodland under-storey habitat resulting in a loss biodiversity by cutting and removing young plants. 2. To encourage a diverse range of native woodland and scrub species to develop.																							
Detailed project description																							
1. On an ad hoc basis, cut and remove Sycamore seedlings and saplings and stump treat with a brush when possible.																							
Project map/plans																							
Links to additional information																							

-PROJECT SPECIFICATION

Project ref code			MS00/05			Project title			Rhododendron																						
Brief description																															
MS Manage Species, tree, shrub, Rhododendron.																															
Proj lead		WS		Delivered by				MW,				Budget code				Budget £s															
Years active										Months active																					
18/19		19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		A	M	J	J	A	S	O	N	D	J	F	M
Approved by			Mousehold Conservators						Approval date			15/06/18		Priority		Should															
Project aims																															
1. Monitor record and prevent Invasive Rhododendron from taking over areas resulting in a loss biodiversity.																															
Detailed project description																															
1. When and where required cut or spray, with Glyphosate based herbicide, Rhododendron plants and remove from the site.																															
Project map/plans																															
Links to additional information																															

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

Project ref code	[MH39/02]										Project title	[Rotational common gorse cutting]											
Brief description																							
[Rotational cutting of gorse stands on heathland areas to create age and structural diversity.]																							
Proj lead	[WS]			Delivered by	[MW, VOL.]						Budget code	[]			Budget £s	[]							
Years active										Months active													
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]	[O]	[N]	[D]	[J]	[F]	[M]		
Approved by	[Mousehold Conservators]									Approval date	[15/06/18]			Priority	[Should]								
Project aims																							
1. Develop and maintain a diverse age a good balance between the ratio of gorse and other heathland vegetation, especially heather, and to create a mosaic of healthy gorse stands of age and structural diversity to conserve and enhance biodiversity. 2. Adhere to Higher Level Stewardship Agreement (HLS) - Common Gorse should cover less than 50% of heathland areas 3. Reduce Fire risk by preventing gorse reaching the mature, leggy stage. 4. Increase access to heathland areas by managing encroaching mature gorse stands																							
Detailed project description																							
1. [Cut and clear Common Gorse stands on a 9 year rotation and allow areas to regenerate 2. Leave all Western gorse in situ.																							
Project map/plans																							
See Rotational Gorse cutting map See Heathland Area Map See Higher Level stewardship map																							
Links to additional information																							
[HLS Agreement.]																							

-PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		[MH60/01]		Project title		[Vinegar pond]	
Brief description							
[Maintain and enhance Vinegar pond]							
Proj lead		[NH]		Delivered by		[MW,VOL, CON]	
Budget code		[421020 3871]		Budget £s		[]	
Years active				Months active			
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]
[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]
[O]	[N]	[D]	[J]	[F]	[M]		
Approved by		[Mousehold Conservators]		Approval date		[15/06/18]	
Priority		[Should]					
Project aims							
<ol style="list-style-type: none"> 1. To secure and maintain water levels providing good habitat for spawning frogs, newts and other aquatic species. 2. To provide a healthy environment for aquatic plants and invertebrates and improve diversity. 							
Detailed project description							
<ol style="list-style-type: none"> 1. To carry out any works needed to repair leaks. 2. Avoid the introduction of unsuitable non-native plant and animal species. 3. Encourage native non aggressive aquatic plants. 4. Control and remove any aggressive aquatic vegetation and non-native species. 5. Control and remove any unwanted vegetation encroachment from marginal areas. 6. Clear debris i.e. sticks, logs plastic bottles etc. 7. Carry out adhoc weekly monitoring as part of patrols on the site. 8. Identify reactive repairs required. 9. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through private specialist contractors. 							
Project map/plans							
[INSERT MAP SHOWING VINEGAR POND LOCATION]							
Links to additional information							

--

PROJECT SPECIFICATION

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

--

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		MI10/02		Project title		General visitor enquiries															
Brief description																					
To deal with general enquiries, compliments and complaints.																					
Proj lead		NH		Delivered by		MW		Budget code		Budget £s											
Years active								Months active													
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators				Approval date		15/06/18		Priority		Must									
Project aims																					
1. To enable people to contact the Council with enquiries about the heath and be provided an informed response within corporate target timescales.																					
Detailed project description																					
1. Wardens will provide a verbal response when on site and face to face if they are able to. 2. Include phone and internet contact details on the website 3. Include phone and internet contact details on all site information signs. 4. Include phone and internet details on all site leaflet information. 5. Develop digital self serve as the preferred method for people contacting the council																					
Project map/plans																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Project map/plans

INSERT MAP SHOWING EARTH HERITAGE TRAIL POINTS OF INTEREST

Links to additional information

PROJECT SPECIFICATION

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

Links to additional information

|

PROJECT SPECIFICATION

Project ref code		[MI20/06]		Project title		[Nature trail]	
Brief description							
[To provide. Maintain and promote the nature trail]							
Proj lead		[NH]		Delivered by		[MW,VOL,CONT]	
Budget code		[421020 3871]		Budget £s		[]	
Years active				Months active			
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]
[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]
[O]	[N]	[D]	[J]	[F]	[M]		
Approved by		[Mousehold Conservators]		Approval date		[15/06/18]	
Priority		[Must]					
Project aims							
<ul style="list-style-type: none"> 1. To provide a nature trail to enable visitors to learn about the site and what is special about it. 2. To promote the nature trail to the public, via on site interpretation boards, hubs, panels and on line information. 3. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum. 							
Detailed project description							
<ul style="list-style-type: none"> 1. To promote on site directions for the publics interpretation of the long and short way marked nature trail via interpretation panels, boards and hubs. 2. Provide access to a downloadable leaflet from the internet through the Norwich City Council web page. 							
Project map/plans							
[INSERT MAP SHOWING NATURE TRAIL LOCATION]							
Links to additional information							

PROJECT SPECIFICATION

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

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

PROJECT SPECIFICATION

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

Project map/plans

[]

Links to additional information

[Link to annual guided walks programme on council web page](#)

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Links to additional information

|

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		MS30/01		Project title		Maintain Bat Boxes															
Brief description																					
Manage species, mammal.																					
Proj lead		WS		Delivered by		MW, CON.		Budget code		[]		Budget £s		[]							
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
1. Monitor and repair or replace bat boxes when required.																					
Detailed project description																					
1. Visually check bat box condition once a year in the Autumn and carry out repairs when required. 2. Keep bat box location map up to date. 3. Replace boxes with IFF Schwegler bat boxes as recommended by Norwich Bat Group (see link below). 4.																					
Project map/plans																					
Bat Box Location Map																					
Links to additional information																					
https://www.nhbs.com/1ff-schwegler-bat-box-with-built-in-wooden-rear-panel http://www.nbis.org.uk/																					

PROJECT SPECIFICATION

Project ref code	RA06/01										Project title	Mammal species list									
Brief description																					
Record sightings of mammals and maintain a site species list.																					
Proj lead	WS			Delivered by	MW.						Budget code				Budget £s						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators									Approval date	15/06/18			Priority	Should						
Project aims																					
1. To keep a record of mammals seen on the site.																					
Detailed project description																					
1. To record and keep an up to date list of mammals seen on Mousehold Heath. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare mammal species recorded to the Norfolk Biodiversity Information Service (NBIS).																					
Project map/plans																					
Links to additional information																					
http://www.nbis.org.uk/																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	RA56/02										Project title	Damselfly species list									
Brief description																					
Record sightings of damselflies and maintain a site species list.																					
Proj lead	WS			Delivered by	MW, GP, VOL						Budget code				Budget £s						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators									Approval date	15/06/18			Priority	Should						
Project aims																					
1. To keep a record of Odonata seen on the site.																					
Detailed project description																					
1. To record damselfly species and abundance when carrying out BMS transects and record on the monitoring form. Transfer new species seen on site onto species list. 2. Send odonata information to BMS. 3. Receive ad-hoc sightings from the visiting public and record new species on site species list. 4. To forward notable or rare odonata species seen to the Norfolk Biodiversity Information Service (NBIS).																					
Project map/plans																					
INSERT BMS MAPS																					
Links to additional information																					
http://dragonflysoc.org.uk/ http://www.nbis.org.uk/																					

PROJECT SPECIFICATION

Project ref code		RA66/01		Project title		Grasshopper species list															
Brief description																					
Record sightings of grasshoppers and maintain a site species list.																					
Proj lead		WS		Delivered by		MW, VOLS, GP.		Budget code				Budget £s									
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
1. To keep a record of grasshoppers seen on the site.																					
Detailed project description																					
1. To record and keep an up to date list of grasshoppers seen on the site. Transfer new species seen onto species list. 2. Receive ad-hoc sightings from the visiting public and record new species on site species list. 3. To forward notable or rare grasshopper and cricket species seen to the Norfolk Biodiversity Information Service (NBIS).																					
Project map/plans																					
Links to additional information																					
http://www.nbis.org.uk/																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code	RA82/01				Project title	St James Hill Bumblebee Transect Survey															
Brief description																					
Record, Fauna: Collect Data, other invertebrate, survey.																					
Proj lead	WS		Delivered by	MW, VOLS.				Budget code			Budget £s										
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18		Priority	Should								
Project aims																					
Monitor Bumblebee species on the site.																					
Detailed project description																					
<ol style="list-style-type: none"> To carry out monthly Bumblebee transect surveys on St James Hill. Collate and input data onto Beewalk survey online recording forms. To forward notable or rare Bumblebee species records to the Norfolk Biodiversity Information Service (NBIS). 																					
Project map/plans																					
St. James Hill Bumblebee transect survey map																					
Links to additional information																					
http://www.nbis.org.uk/ http://www.beewalk.org.uk/																					

PROJECT SPECIFICATION

Project ref code	RA92/01										Project title	NBMP Bat Field Transect Survey									
Brief description																					
Collect data, fauna, bats, survey.																					
Proj lead	WS			Delivered by	MW, VOL.						Budget code				Budget £s						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators									Approval date	15/06/18			Priority	Should						
Project aims																					
1. Survey, monitor and record bat species.																					
Detailed project description																					
1. Carry out two NBMP Bat Transect Surveys in June. 2. Collate and input data onto NBMP online recording form. 3. To forward bat species seen to the Norfolk Biodiversity Information Service (NBIS).																					
Project map/plans																					
Bat Survey Transect Map																					
Links to additional information																					
http://www.nbis.org.uk/ http://nbmp.bats.org.uk/Surveys.aspx																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		RF22/03		Project title		St James Hill flower transect survey															
Brief description																					
Collect data, other vascular plants, survey.																					
Proj lead		WS		Delivered by		MW, VOL				Budget code				Budget £s							
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
1. To record flower species growing on the site.																					
Detailed project description																					
1. To carry out monthly wildflower transect surveys on St James Hill. 2. To forward notable or rare species recorded to the Norfolk Biodiversity Information Service (NBIS).																					
Project map/plans																					
St James Hill wildflower transect survey map.																					
Links to additional information																					
http://www.nbis.org.uk/																					

PROJECT SPECIFICATION

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

