

Mousehold Heath Conservators

Date: **Friday, 20 September 2019**
Time: **14:00**
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

Committee members:

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

For further information please contact:

Committee officer: Alex Hand
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Information for members of the public

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

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

Agenda

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| 1 | Apologies

To receive apologies for absence | |
| 2 | Public questions/petitions

To receive questions / petitions from the public

Please note that all questions must be received by the committee officer detailed on the front of the agenda by 10am on Tuesday 17 September 2019 .

Petitions must be received must be received by the committee officer detailed on the front of the agenda by 10am on Thursday 19 September 2019

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution. | |
| 3 | Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting) | |
| 4 | Minutes
To agree the accuracy of the minutes of the meeting held on 21 June 2019 | 5 - 8 |
| 5 | Budget monitoring statement Q1 April – June 2019

Purpose -To provide the budget monitoring position for the revenue budget 2019/20 and capital position 2019/20 as at 30th June 2019. | 9 - 12 |
| 6 | Four Urban Commons: Conference and workshop 9 July 2019, Brighton (Verbal update)

Purpose - To report back to committee on the conference. | |
| 7 | 9th World Ranger Congress, Nepal 11 – 15 November 2019

Purpose - To notify committee of the attendance of a Mousehold | 13 - 20 |

Warden representing the Mousehold Conservators, Norwich City Council and the Countryside Management Association at the 9 World Ranger Congress to be held in Nepal on 11 – 15 November 2019.

- | | | |
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| 8 | Mousehold pavilion maintenance programme
Purpose - To present the financial options for delivery of year one of the pavilion maintenance programme for a decision to be made on how the works will be delivered. | 21 - 30 |
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| 9 | Norfolk Orienteering Club event

Purpose - To seek approval for Norfolk Orienteering Club to hold an orienteering event on Mousehold Heath on 13 October 2019. | 31 - 48 |
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| 10 | Mousehold Heath management update Q2 1June – 30 August 2019
Purpose - To provide a quarterly update on activities on the heath relating to the delivery of the Mousehold Heath management plan objectives. | 49 - 56 |

Date of publication: **Thursday, 12 September 2019**



Mousehold Heath Conservators

14:00 to 15:40

21 June 2019

Present: Councillors Maxwell (chair following election), Price (vice chair following election), Button, Kendrick, Lubbock, Osborn and Sands (M) and Clare Cohen (Mousehold Heath Defenders), Matthew Davies (Norwich Fringe Project) and John Trevelyan (The Norwich Society)

Apologies: Councillors Brociek-Coulton and Sands (S)

1. Appointment of chair

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

2. Appointment of vice-chair

RESOLVED to appoint Councillor Price as vice-chair for the ensuing civic year.

3. Public Questions/Petitions

A public question was received from Mr Paul Scruton.

“Can the conservators have some steps made like the ones shown in the photograph which were installed two or three years ago, for the dangerous slope on the other side of the field. As this slope is the only way of getting up and down people use it in the winter when it is wet and icy, this presents a risk of someone slipping and seriously hurting themselves.”

(Copies of the question with photographs were distributed at the meeting and is available to view online here)

In response the parks and open space manager said:

“The question was discussed with the wardens; the route suggested was viewed as a ‘desire line’ a path that people wished to walk and which there were a number of across the heath. Desire lines were not managed paths and there was no liability attached to them.

The work suggested was not approved in the management plan and had not been raised as part of the public consultation on the plan. A level path existed which provided access to the top of the desire line addressed in the question and installing another path was arguably an unnecessary expenditure.”

There was no supplementary question.

4. Declarations of interest

There were no declarations of interest.

5. Minutes

The chair noted that the labour group had donated a bench to be erected in honour of former Councillor David Bradford who had been a member and previous chair of the committee before his retirement.

RESOLVED to approve the accuracy of the minutes of the meeting held on 15 March 2019.

6. Mousehold Heath Conservators budget – Provisional outturn 2018-19

The finance business partner (LGSS) presented the report.

The vice chair asked for an update on the request made at the previous conservators meeting to provide interest to the conservators on the capital receipt of £100,000 received from the sale of the warden's house. Finance were in the process of agreeing a methodology to accrue interest on the capital receipt. There would be no interest provided retrospectively.

RESOLVED to:

- (1) note the content of the report;
- (2) ask the finance business partner to report back to the committee on the interest from the Conservators' capital receipt.

7. Mousehold Heath Conservators annual report 2018-19

The parks and open spaces manager said the report reflected and highlighted the work achieved during the year by the wardens and conservators. The format was the same as last year and was to be revised for next year.

In response to a member question concerning the impact of fires on the heath, the parks and open spaces manager said it would not be possible to understand the impact until next year.

Members discussed that BMX cycling had proved challenging in some areas of the heath. Matthew Davis of the Norwich Fringe Project said that a dialogue had begun with the cyclists and they had responded to requests to take actions which minimised their impact on the heath.

Clare Cohen of the Mousehold Heath Defenders said unfortunately a bird nesting box had fallen down in bad weather and it was hoped to be replaced by October 2019. The bandstand plaque had been cleaned, renovated and reinstalled with a new perplex cover.

In response to a member question the parks and open spaces manager said the number of felled trees was higher this year than the previous due to winter storms. In response to a question in relation to the Higher Level Stewardship agreement he confirmed that additional areas to be developed could be applied for in the renewal application when the agreement ended in 2022.

The parks and open spaces manager agreed in response to a member question that livestock grazing used as a conservation tool was extremely effective. He noted that the management of livestock was resource intensive and key to the management of livestock in urban areas was containment. This inevitably meant fencing and the unique arrangements regarding public access to the heath conflicted with fencing off areas. Clare Cohen of the Mousehold Heath Defenders said the siting of sheep previously on the heath had proved problematic with containment a particular issue.

A member asked if volunteering on the heath was linked with the Norwich Sharing City campaign, it was agreed a specification would come back to committee for consideration on the project register.

RESOLVED to:

- (1) note the content of the report;
- (2) produce a simplified summary version of the report highlights, in a colour, A3 folded version, including photographs;
- (3) include information about the heath to raise awareness of its value as an open space and the opportunities it has to offer for residents and visitors;
- (4) delegate authority to the parks and open spaces manager to produce the finished version of the summary report with the communications team;
- (5) produce a PDF version of the finished summary report for the Norwich City Council website, a hard copy of the document for each member of the committee, and also copies for circulation to local schools; and
- (6) ask the parks and open space manager to bring a project specification on linking volunteering on the heath to the Norwich Sharing City project to committee for consideration in the project register.

8. Mousehold Heath quarterly management update

The parks and open spaces manager presented the report.

RESOLVED to note the contents of the report.

9. Commons Symposium

(Copies of the commons symposium report had been distributed to members and was circulated at the meeting.)

The parks and open spaces manager presented the report. He said that academics at Brighton University were holding a conference on urban commons and were interested in the work at Mousehold Heath. The chair, vice chair, parks and open spaces manager and warden had been invited to attend the conference at Brighton University on 9 July 2019. Travel and accommodation costs would be met by the university. He noted that the inclusion of the work on Mousehold heath at the conference brought national recognition to the heath.

RESOLVED to:

- 1) note the contents of the report;
- 2) agree that the chair, vice-chair, Mousehold warden and parks an open spaces manager attend on behalf of the Mousehold Heath Conservators; and
- 3) agree the payment of out of pocket expenses relating to attendance will be paid in accordance with the Council's subsistence rates.

10. Mousehold Heath management subgroup

Following discussion it was:

RESOLVED to appoint Councillor Maxwell (chair), Councillor Price (vice-chair), Councillor Brociek-Coulton, Councillor Button and Clare Cohen (Mousehold Heath Defenders) and John Trevelyan (The Norwich Society) to the Mousehold Heath management sub group.

***11. Exclusion of the public**

RESOLVED to exclude the public from the meeting during consideration of items *12 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

12* Zaks Restaurant – The Mousehold Heath (para 3)

Variations to the lease were being negotiated and delegation was requested in order that when terms were agreed the revised lease could be signed.

RESOLVED to:

- 1) note progress to date with revisions to the lease plan and variations to the lease;
- 2) agree that NPS Norwich progress and conclude the lease variations negotiations on behalf of the Conservators; and
- 3) arrange a meeting with Blue Sky Leisure once matters relating to the lease have concluded to continue to develop a positive landlord/tenant relationship.

CHAIR

Report to Mousehold Heath Conservators
20 September 2019
Report of Chief finance officer (Section 151 Officer)
Subject Budget monitoring statement Q1 April – June 2019

Item

5

Purpose

To provide the budget monitoring position for the revenue budget 2019/20 and capital position 2019/20 as at 30 June 2019.

Recommendation

To note the current budget monitoring position and capital position.

Mousehold Heath management plan objectives

The report helps to meet the Mousehold Heath management plan objective A: To ensure Mousehold Heath is a welcoming place for people to visit.

Corporate and service priorities

The report helps to meet the corporate priority Great neighbourhoods, housing and environment

Financial implications

The report states the budgetary position for Mousehold Heath Conservators, and the financial implications are discussed within the report.

Ward/s: Catton Grove and Crome

Cabinet member: Councillor Kendrick - Resources

Contact officers

Vicki Reynolds, service accountant 01603 212493

Simon Meek, parks and open spaces officer 01603 212403

Background documents

None

Report

1. Conservators approved a precept for the financial year 2019/20 of £235,010 at their meeting of 18 January 2019.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the financial position for Mousehold Heath as at the end of June 2019/20, and comparison of the expected outturn to the annual budget. Explanations for variances are given in paragraph 3 below.
3. The letters preceding the explanation below cross reference with the corresponding letter shown in Appendix A.
 - A. The forecast variance against budget at year end is as a result of the wardens managing site repair and maintenance works with aiming for an underspend of £1250 to partially offset the cost of the pension deficit payment paid back at the end of each year until 2021/22; and £6000 currently unallocated for works to the pavilion.
 - B. The forecast variance against budget at year end is as a result of the wardens managing site repair and maintenance works with aiming for an underspend of £1250 to partially offset the cost of the pension deficit payment paid back at the end of each year until 2021/22.
 - C. Support services costs and other recharges will be processed later in the year. The forecast outturn reflects an expectation that in the majority of cases recharges will match budgets.
4. Overall the budget shows a forecast underspend of £9,048. Budgets move during the course of the year reflecting virements and changes in anticipated overheads, and some budget items do not impact on the conservators' balances, therefore this figure does not compare directly with the precept figure.
5. The impact of the precept and forecast 2019/20 budget monitoring position (adjusted for the impact of the budget and accounting adjustments described above) on the Mousehold Heath balances are as follows:

Balance brought forward from 2018/19	-£8,560
Precept 2019/20	-£235,010
Forecast Outturn 2019/20	£226,062
Accounting adjustment for depreciation	-£1,719
8th instalment of pension deficit costs	£2,808
Forecast balance to be carried forward to 2020/21	-£16,419
In-year movement in reserves	-£7,859

Capital

6. The position on capital is as below, with no spend incurred in 2019/20 to date. There are no current items in the capital budget, therefore no spend can be incurred in

2019/20 without a budget amendment to Council.

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

Appendix A

Budget Monitoring Report		Year: 2019/20		Citywide Services		Period: 3 (Jun)	
421020 Household Heath Conservators		Budget To		Actual To Date		Forecast	
Approved Budget	Current Budget	Date		Date		Outturn	Variance
EXPENDITURE							
Employees							
71,429	71,429	1405 Salaries Full Time	17,856	18,593	737	71,429	0
9,397	9,397	1406 Salaries Employer PF Contrib'ns	2,349	2,445	96	9,397	0
4,527	4,527	1935 Pension Added Years share	1,131	377	-754	4,524	-3
14,093	14,093	1939 Pension Deficit Recovery share	0	14,056	14,056	14,056	-37
514	514	1990 Employee/Liability Insurance	0	0	0	514	0
99,960	99,960	Subtotal Employees	21,336	35,471	14,135	99,920	-40
Premises							
15,000	15,000	2100 General Repairs & Maintenance	3,750	0	-3,750	7,750	-7,250 A
250	250	2600 Grounds General Mtce & Upkeep	63	0	-63	250	0
75,795	75,795	2651 Grounds Maintenance contract	18,948	0	-18,948	75,795	0
4,380	4,380	2655 Treeworks	1,095	0	-1,095	4,380	0
1,382	1,382	2810 Electricity	345	341	-4	1,382	0
76	76	2851 Water Charges Metered	18	0	-18	76	0
7,429	7,429	2875 Contract Cleaning	1,857	0	-1,857	7,429	0
25	25	2900 Fire Insurance Buildings/Conts	0	0	0	25	0
104,337	104,337	Subtotal Premises	26,076	341	-25,735	97,087	-7,250
Transport							
800	800	3080 Car and Cycle Allowances	201	159	-42	800	0
800	800	Subtotal Transport	201	159	-42	800	0
Supplies & Services							
445	445	3259 Specialist Supplies	111	0	-111	445	0
450	450	3370 Equipment - Purchase	114	476	362	450	0
650	650	3371 Equipment - Repairs/Maintenance	162	344	182	650	0
550	550	3389 Other Equipment and Tools	138	437	299	550	0
500	500	3550 Clothing and Uniforms General	126	129	3	500	0
745	745	3804 Refreshments	186	29	-157	745	0
500	500	3815 Staff Conference & Course Fees	126	0	-126	500	0
6,000	6,000	3871 Projects	1,500	0	-1,500	4,750	-1,250 B
7,110	7,110	4102 Other Contractual Services	1,779	655	-1,124	7,110	0
16,950	16,950	Subtotal Supplies & Services	4,242	2,070	-2,172	15,700	-1,250
222,047	222,047	Subtotal EXPENDITURE	51,855	38,041	-13,814	213,507	-8,540
INCOME							
Receipts							
-1,404	-1,404	8123 Football	-351	0	351	-1,404	0
-15,000	-15,000	9039 Other Rents	-3,750	-3,750	0	-15,000	0
-1,800	-1,800	9132 Catering Concessn Pitch & Putt	-450	-450	0	-1,800	0
-18,204	-18,204	Subtotal Receipts	-4,551	-4,200	351	-18,204	0
Government Grants							
-2,204	-2,204	7097 Government Grants: Specific	0	0	0	-2,204	0
-2,204	-2,204	Subtotal Government Grants	0	0	0	-2,204	0
-20,408	-20,408	Subtotal INCOME	-4,551	-4,200	351	-20,408	0
INDIRECT							
Centrally Managed							
0	100	P100 Programmed Maint (ES/Prop Grp)	100	100	0	100	0
0	100	Subtotal Centrally Managed	100	100	0	100	0
Recharge Expenditure							
5,852	5,852	4040 CDS IT Services Recharge	0	0	0	5,852	0 C
250	250	5021 CDS Legal Services Recharge	0	0	0	250	0 C
4,504	4,504	5022 CDS HR Services Recharge	0	0	0	4,504	0 C
667	667	5024 Property Services Recharge	168	40	-128	159	-508 C
6,827	6,827	5026 CDS Finance Services Recharge	0	0	0	6,827	0 C
7,684	7,684	5044 CDS Management Support	0	0	0	7,684	0 C
2,500	2,500	5047 CDS Comms + Research Recharge	0	0	0	2,500	0 C
5,087	5,087	5097 Recharge from AHOs/One Stop Shops	0	0	0	5,087	0 C
33,371	33,371	Subtotal Recharge Expenditure	168	40	-128	32,863	-508
33,371	33,371	Subtotal INDIRECT	268	140	-128	32,963	-508
235,010	235,110	Total Household Heath Conservators	47,572	33,981	-13,591	226,062	-9,048

Report to	Mousehold Heath Conservators 20 September 2019	Item
Report of	Parks and open spaces manager	7
Subject	9 th World Ranger Congress, Nepal 11 – 15 November 2019	

Purpose

To report the attendance of a Mousehold warden representing the Mousehold Heath Conservators, Norwich City Council and the Countryside Management Association at the 9 World Ranger Congress to be held in Nepal on 11 – 15 November 2019.

Recommendation

To note the content of the report.

Corporate and service priorities

The report helps to meet the corporate priority Great neighbourhoods, housing and environment

Financial implications

There will be no financial implications. The costs for travel and accommodation will be met by the Countryside Management Association.

Ward/s: Catton Grove and Crome

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

Simon Meek - parks and open spaces manager 01603 212403

William Stewart – Mousehold Heath warden 01603 213310

Background documents

None

Background

1. Mousehold warden, William Stewart is a member of the Countryside Management Association (CMA), the largest organisation supporting the work of conservation, access and recreation professionals in the natural greenspace and countryside sector throughout England, Wales and Northern Ireland.
2. The aims of the CMA are to:
 - a) Support the development of staff, students and volunteers involved in the management, interpretation, and public enjoyment of natural greenspace and the countryside through networking, training and continuing professional development.
 - b) Promote the value and importance of professionally managed natural greenspace and the countryside to the general public, the government and other organisations.
 - c) Influence the organisations involved in the management of natural greenspace and countryside by providing information and authoritative comment.
 - d) Champion the staff, students and volunteers involved in the management, interpretation, and access to natural greenspace and the countryside.
3. On 30 January – 2 February 2019 Will attended the European Federation supported Portuguese National Meeting of Park Rangers at Terceira island in the Azores. Will was representing the Mousehold Conservators, Norwich City Council and the CMA. All costs for travel and accommodation were funded by the Portuguese Association of Park Rangers.
4. At the conference Will made a presentation to European colleagues on the work of the Mousehold Conservators and the CMA.
5. Following the conference Will made a presentation about the event to the conservators at committee on 15 March 2019. Attendance at the European conference not only enabled Will to be able to make people aware of Mousehold Heath and the work of the conservators and the CMA but, it also helped with his continuing professional development. Will felt the conference helped him develop his self-confidence, develop new contacts and feel inspired about his work on the heath and the work of rangers across Europe.

Report

6. The World Ranger Congress is being held at Sauraha on the border of the Chitwan National Park in Nepal on 11 – 15 November 2019 and Will has been asked by the CMA if he would attend the conference.
7. The flight and accommodation costs of attending the conference are being funded by the CMA.

8. Once again attendance at the conference will benefit Will's continuing professional development, broaden his network of contact and provide new knowledge and experience that will benefit his work on the heath. The days associated with attending the conference will be viewed as normal working days.
9. The conference will also provide an opportunity for Will to raise awareness of Mousehold Heath and the work of the conservators with rangers from across the world.
10. On returning from the conference a presentation will be given to committee about the conference, the professional development benefits of attending and any learning appropriate to the work of the conservators.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Mousehold Heath Conservators
Committee date:	20 September 2019
Director / Head of service	Director of Neighbourhoods
Report subject:	9 th World Ranger Congress, Nepal 11 – 15 November 2019
Date assessed:	9 September 2019

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marked as neutral as the flight will depart regardless of Will being on it or not. Will is however. Personally offsetting his carbon footprint for the flight.
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marked as neutral as the flight will depart regardless of Will being on it or not. Will is however. Personally offsetting his carbon footprint for the flight.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Negative
Neutral
Issues

Report to	Mousehold Heath Conservators	Item
	20 September 2019	
Report of	Parks and open spaces manager	8
Subject	Mousehold pavilion maintenance programme	

Purpose

To present the financial options for delivery of year one of the pavilion maintenance programme for a decision to be made on how the works will be delivered.

Recommendation

To:

- 1) authorise the procurement and delivery of works identified for 19/20 to the value of £5150 from the revenue budget.
- 2) review the pavilion works programme and budget position in January 2021 to inform a decision on funding allocations for works becoming due in financial year 2021/22.

Mousehold Heath management plan objectives

The report helps to meet the Mousehold Heath management plan objective F: To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.

Corporate and service priorities

The report helps to meet the corporate priority Great neighbourhoods, housing and environment

Financial implications

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

Ward/s: Catton Grove and Crome

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

Simon Meek - parks and open spaces manager

01603 212403

Background documents

None

Background

1. The pavilion has suffered from a lack of proactive investment over previous years. Expenditure has related to reactive repairs which can result in inconvenience for the tenant, budget implications that impact on delivery of the approved work programme and higher costs due to call outs.
2. In October 2018 NPS Norwich carried out a condition survey of the pavilion on behalf of the Mousehold Conservators
3. The condition survey was undertaken to gain an understanding of existing elemental conditions on site and the financial liabilities of the property over a 30 year period.
4. A. cost plan is generated covering the period for external and internal elements. This is done by applying a cost (determined by the surveyor on site) to the end of the estimated remaining life of the relevant element. Any elements which have an estimated remaining life of greater than 30 years will not appear in the cost plan.
5. The survey is purely a visual inspection and no investigations or enquiries are made regarding the presence or trace of any potentially environmental damaging materials that may be found in the building, nor have any investigations been made in relation to soil stability, mining or geological conditions.
6. The costings used in the condition survey are based on a professionally informed estimate by the surveyor however, at the time of procuring the works the actual costs may vary.
7. The conservators increased their precept by £6,000 for 2019/20 based on the costings for the works identified as being required over the next 5 years.
8. The conservators also hold a capital reserve of £100,766. The reserve has been held for some time and there are projects identified within the management plan, which may require capital investments to deliver them. How much and when will depend on future decisions made by committee.
9. The finance control manager advised the conservators in 2012/13 that a prudent level of reserves for the overall council would be in the region of 5-10% of the overall budget, however risks to the Mousehold Heath budget would be different to the overall council.
10. The conservators have been managing their annual budget with the aim of building up this reserve to build up the reserve to approximately £11,750, 5% of their annual budget at the end of the financial year.

Report

11. The works to be scheduled over the next 6 years are contained in Appendix A.

12. The year on year projections have been based on;
 - a. The prices are surveyor estimates at the time of the survey. Prices could come in above or below the estimate. Health competition in the market can result in lower prices and a lack of competition in the market and changes in legislation can result in an increase.
 - b. No figure for inflation has been included in the estimates.
 - c. The precept and depreciation adjustment remaining the same as 2019/20.
 - d. Planned underspends achieved to deliver the required financial outturn at year end.
 - e. No emergency expenditure needed which would have an impact on the reserves held.
 - f. A figure for annual interest accrued on the capital held has not been included as discussions relating to this matter had not concluded at the time of writing the report.
 - g. The pension deficit contribution ceases in 21/22
13. Details of all works identified as the landlord's responsibility and recommended for delivery 2019- 2024 are contained in Appendix A.
14. Funding all the works from the annual revenue budget will have a considerable impact on the reserve remaining upon the completion of all work in year 2024/25.
15. The estimated balance to be carried forward at the end of financial year 2024/25 in reserve would be £1876.
16. As the costs in the condition survey are estimated costs rather than firm quotations there is a risk that actual costs for work could be higher than those detailed in appendix A.
17. This may result in no contingency being held or, a deficit being carried forward to 2024/25.
18. The works recommended for delivery in 2019-20 have an estimated cost of £4150. It would be prudent to allow a contingency sum of £1000 for these works.
19. There are no works recommend for 2020/21.
20. It would be prudent to review the budget situation in January 2021, to enable an informed decision to be made on the funding source for works in the pavilion maintenance programme becoming due in financial year 2021/22, taking into account the level of reserves held and the financial impact at the end of financial year 2024/25.

APPENDIX A: Pavilion maintenance funding

Option 1 (Revenue only)			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Item	Detail	Condition survey estimate	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)	Revenue (Budget)
External Chimney	Vertical crack running up length of chimney to rear elevation. No additional movement apparent since survey of 2016. Investigate and carry out crack stitch repairs. This was previously priced in 2014. Check missing pot is capped appropriately.	£4,000	£4,000					
External roof 2	Rear section of main pitched roof has multiple areas of broken, damaged and slipped tiles. Roof is pin tiles on purlins with no felt or membrane. Recommended removal of tiles, installation of breathable membrane or felt and reinstatement of salvaged tiles, replacing any like for like, as required. Insulate as necessary while ensuring adequate ventilation is maintained.	£12,000			£12,000			
External Roof Space	No insulation to roof. Install additional insulation while maintaining adequate ventilation.	£1,500			£1,500			
External Rainwater Goods	Downpipe section west elevation taped together just below roof line. Repair section.	£150	£150					
External Window	Leaded window East elevation 1st floor sections cracked /broken. Repair affected sections.	£2,000	£0					
External Door	Front timber door at low level. Sign of timber rot which may require minor repair only.	£250	£0					
External Pigeon Guano	Pigeons roosting on bays and under eaves area causing potential environmental hazard, particularly in an area which could be used for eating. Consider external netting and / or pigeon guarding where appropriate.	£2,000			£2,000			
External Rear Shed	Timber constructed rear shed with felt roof. Multiple areas of rot and sections of timber missing. Structure is beyond repair and should be removed. Cost is for removal and make good only.	£1,500			£1,500			
External Roof 4						£7,500		
Fences and walls							£4,000	
Gates							£500	
External redecorations								£18,000
Total			£4,150	£0	£17,000	£7,500	£4,500	£18,000
Balance b/f			£8,560	£11,821	£19,232	£9,643	£9,554	£12,465
Precept			£235,010	£235,010	£235,010	£235,010	£235,010	£235,010
Managed underspend site R&M			£2,500	£2,500	£2,500	£2,500	£2,500	£2,500
Unallocated pavilion budget			£1,850	£6,000	-£11,000	-£1,500	£1,500	-£12,000
Forecast outturn			£230,660	£226,510	£243,510	£234,010	£231,010	£244,510
Depreciation adjustment income			£1,719	£1,719	£1,719	£1,719	£1,719	£1,719
Pension deficit charge debit			£2,808	£2,808	£2,808	£2,808	£2,808	£2,808
Balance c/f			£11,821	£19,232	£9,643	£9,554	£12,465	£1,876

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Mousehold Heath Conservators
Committee date:	20 September 2019
Director / Head of service	Director of Neighbourhoods
Report subject:	Mousehold pavilion maintenance programme
Date assessed:	11 September 2019

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduced costs through programmed works as opposed to reactive works
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procured using corporate procurement framework and policies.
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the works will result in improved energy efficiency
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

Neutral

Issues

Report to Mousehold Heath Conservators
20 September 2019
Report of Director of neighbourhoods
Subject Norfolk Orienteering Club event 13 October 2019

Item

9

Purpose

To seek approval for Norfolk Orienteering Club to hold an orienteering event on Mousehold Heath on 13 October 2019.

Recommendation

To approve:

- 1) Norfolk Orienteering Club holding an orienteering event on Mousehold Heath subject to the conditions contained in paragraph 10 a-f being met; and,
- 2) the future approval of any requests from Norfolk Orienteering Club to hold orienteering events on the heath to the parks and open spaces manager, subject to this event not resulting in any problems.

Mousehold Heath management plan objectives

The report helps to meet the Mousehold Heath management plan objective H: to promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

Corporate and service priorities

The report helps to meet the corporate priority Great neighbourhoods, housing and environment

Financial implications

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

Ward/s: Catton Grove and Crome

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

Simon Meek - Parks and open spaces manager	01603 212403
William Stewart – Mousehold Heath warden	01603 213310
Nigel Hales – Mousehold Heath warden	01603 213310

Background documents

None

Background

1. During the development of the management plan over the previous year the conservators expressed a wish for the use of the heath by appropriate events to be developed further. The reason for this was to increase the role the site had to play in meeting the recreational needs of the residents of Norwich and also to raise the public profile of the heath.
2. Objective H To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride was approved by the conservators as part of the management plan in March 2019.
3. Project MI60/01 EVENTS was one of a number of projects approved to assist with the delivery of the objective and has the aims:
 - a. To improve and widen the understanding of the local history and nature conservation management of the Heath.
 - b. To increase use of the heath for events which benefit residents and visitors to the city.
4. Approval of MI60/01 enabled Norwich City Council events to allow small events within 'normal' parameters, such as low numbers, minimal site impact and events that have been approved previously and there have been no issues as a result of the event to take place.
5. Events outside of these parameters have a requirement to be brought before the conservators for a decision to be made if there is sufficient time to do so or via the Director of Neighbourhoods, Chair and Vice Chair under the scheme of delegation, if there is insufficient time.

Report

6. A request was received by Norwich City Council events team from Norfolk Orienteering Club to hold an event on Mousehold Heath Sunday 13 October 2019. The event would take place between 1000 – 1415 and there would be approximately 100 participants.
7. As the size, type of event and the potential impact on the heath the club were advised that permission would need to be sort from the conservators at committee on 20 September.
8. An event management plan and map was requested from the club (**APPENDIX A**) and also a number of questions were asked regarding their proposal, to inform a discussion at the next management sub-group meeting.
9. The matter was discussed at management sub-group held on 22 August 2019 to inform this report.
10. At the management sub –group the following were proposed conditions for the event to go ahead.

- a. The event is to start from Wingfield Open Space (near the retail park car park) and not the Gilman Road site to minimise parking issues.
 - b. St Williams Chapel area to be marked 'out of bounds' on the event map.
 - c. The organiser to meet a warden on the day so that they can be welcomed them to the heath and to ensure they understand and comply with the conditions of the event happening.
 - d. The organiser to put up 'caution runners' signs at key access points to the heath based on advice from the wardens.
 - e. A 'leave no trace' policy to be implemented and litter collected at the end of the event when walking the heath to collect control points.
 - f. The event to be monitored by a warden and a review carried out with the parks and open spaces manager post event to inform any future decision.
 - g. Any photographs that the event organiser takes of the event will be provided and can be used by in future reports and publicity by the conservators.
11. There is a £50 charge made by the event team for the administration work associated with the event being held.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Mousehold Heath Conservators
Committee date:	20 September 2019
Director / Head of service	Director of Neighbourhoods
Report subject:	Norfolk Orienteering Club event 13 October 2019
Date assessed:	9 September 2019

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Increased presence on the heath and over a wider will be a positive impact.
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The event not only has courses for more established runners but shorter courses for beginners and also young people.
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an increase in vehicles travelling to the event. A condition of the event going ahead is that it starts from the Wingfield site to enable parking at the retail park. This should reduce the impact on surrounding roads compared to the event starting at Gilman Road.
Natural and built environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There will be an impact on the vegetation of the heath but only minimal as set routes are not run. Sensitive areas have been marked as out of bounds.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At the end of the event the organisers will walk the heath to remove markers from the heath and collect any litter on route.
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle use to the retail park will have an impact although the number of people attending via sustainable forms of transport is not known.
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle use to the retail park will have an impact although the number of people attending via sustainable forms of transport is not known.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

Neutral

Issues

NORFOLK ORIENTEERING CLUB (NOR)

EVENT MANAGEMENT PLAN - Proposed - MOUSEHOLD HEATH EVENT

13TH October 2019

1 Event Outline

It is proposed to organise a orienteering event on Mousehold Heath on Sunday, 13th October 2019. This is regional event that attract Norfolk Orienteering Club members possibly club members from Suffolk OC and West Anglia OC as well as members of the public.

2 Plan Aim & Objectives

The main aim in providing this cross country orienteering event is to highlight the benefits of the sport of orienteering to the wider public. It is hoped to use the event as a means of publicising '**the thought sport**', or '**cunning running**', as widely as possible. We will certainly be encouraging maximum participation, with entry on the day and there will be courses suitable for all capabilities, including families, with help on hand to aid newcomers.

The type of event is a cross country event with competitors using a dedicated map of the area and a compass, pursuing their selected course over the mapped area checking in each control point on their selected course

Orienteering competitors are predominantly of individuals, not groups of people, running/walking. Although newcomers do tend to go round a course as a family or small group on one of the shorter courses.

Note that neither the general public nor road traffic is in any way impeded.

All competitors are reminded, both verbally and in writing that they do not have any right of way and must ensure the safety of members of the public. All competitors are covered by the British Orienteering Federation Public Liability Insurance to a limit of £10M (Cover note attached as an Annex)

3 Description of activities

This will be a standard format orienteering event.

The following colour coded courses will be available for competitors, both male and female:

<u>Course</u>	<u>Length km</u>	<u>Time mins</u>	<u>Difficulty</u>
White	1.0 – 1.5	15 – 35	1
Yellow	1.5 – 2.5	25 – 45	1/2
Orange	2.5 – 3.5	35 – 60	2/3
Light Green	2.5 – 3.5	35 – 60	4
Short Green	2.5 – 4.5	45 – 75	4/5
Green	3.5 – 5.0	45 – 75	5
Blue	5.0 – 7.5	55 – 90	5
Brown	7.5 +	65 – 105	5

Note; Difficulty (1) is an easy course aimed at juniors accompanied by parents and anybody new. (2) older juniors and newcomers; (3) juniors and seniors with more experience; (4) moderate to hard course for juniors and seniors; (5) technically and physically hard for older Juniors & Seniors. A orienteering junior is classed under 21 years of age.

Entry for the event will be on the day, thus the number of Maps printed per course are an estimate. Extra maps can be printed on site using an inverter, vehicle (battery) and printer.

The Event Schedule is attached at Appendix 1.

4 Event Management Structure

The normal control structure for all British Orienteering Federation event requires three nominated event officials; Organiser, Planner and Controller. Appendix 4 shows their responsibilities.

The Organiser is the main Point of Contact for the event.

On the day of the event the club has a dedicated mobile phone contact number 07793 212269 at the event centre Registration Tent (location to be confirmed).

5 Emergency Procedures

Any emergencies will be dealt with by Emergency Services on 999.

6 Evacuation Procedures

For events held in forest/woodland areas with no buildings in use, the main danger would be fire or extreme high winds exceeding 40mph.

Procedures – Fire: evacuate the area to open land, proceed to event centre to be accounted for; if extreme high wind is forecast the event would be cancelled in advance.

7 Traffic Management

Not required. All competitors will be advised that normal Highway Code rules apply and that is their personal responsibility when crossing traffic routes. Most courses will be planned to avoid busy roads and there will be some timed out crossing points manned by marshals where this cannot be avoided.

8 Severe Weather & Event Cancellation

In the event of cancellation of the event, due to severe weather, or other reason, competitors will be notified via the NOR website.

9 Medical provision

Emergency First Aid at Work qualified personnel will be available at the event centre for minor injuries. All other medical emergencies will be referred to the NHS. The nearest Accident & Emergency Department is at the Norfolk and Norwich University Hospital.

10 Media

Media Plan to be provided separately by NOR PR Representative (Nicky Nicholls). It is hoped to publicise the event through local TV, radio and newspapers in advance of the event.

11 Lost Children Policy

Safety Check: All competitors carry an SI Card (dibber) which is linked to the event software (Autodownload) through which a safety check is initiated, as a standard operating procedure, once all starts have finished. Through this software we can ascertain any competitors who have not finished, with details including; Dibber number, name, start time and course. Any junior competitors considered to be overdue will be searched for by marshals and/or responsible adults

Lost Children Procedure is detailed at Appendix 5.

Appendix 1: Event Schedule (All times approximate)

0700-1000	Control placing (some controls may be put in place the previous evening)
0830-1000	Event Centre set up
1000-1200	Registration
1015 -1215	Starts. (On completion of Starts safety checks commence)
1415	Courses Close, event finishes
1430 -1545	Control collection
1600	Event Centre closes all equipment accounted, depart venue.

Appendix 2: Marshalling & Security

There will be marshalling at any dedicated car park, certain road crossings and roaming patrols to check on the security of vulnerable control sites.

Appendix 3: Site Plans

The Event Centre will be next to a dedicated car park either Gurney Road or Gilman Road. Registration, download, results and control staff will be located there. Start and Finish areas will be close will near the Event Centre.

Appendix 4: Roles & Responsibilities

The Organiser is responsible for:

Establishing the event framework - this includes everything before the start and after the finish including the start & finish.

The safety & welfare of the participants and other members of the public in the event area

Risk assessment, risk management and contingency plans

The equipment to be used including electronic punching, clocks etc.

Volunteer helper requirements

Checklists for managing the event on the day and after the event (car park, assembly, registration, start, finish, results)

Creation of an event timetable

Event safety and missing competitors' procedures

The Planner is responsible for:

Planning courses in accordance with the guidelines

Choosing control sites

Determining the shape and length of the courses

Ensuring the course will challenge the participants and differentiate between them

Preparing draft control descriptions

Placing controls

The Controller is responsible for:

Ensuring the standards required for the event are delivered during the organising, planning, delivery and reviewing of the event

The event and competition rules are adhered to

Communicating with event officials using tact to influence the decisions the event officials take regarding the event

Advice to event officials with regard to the potential pitfalls that should be guarded against

Checking and advising on all aspects of the organisation of the event with the organiser and the planner

Ensuring that the risk assessment has been carried out

Ratifying the final paperwork for the event (final courses; course lengths and climbs; map corrections; control code allocations; course description sheets; overprinted maps)

Providing feedback on all aspects of the event to organisers and planner

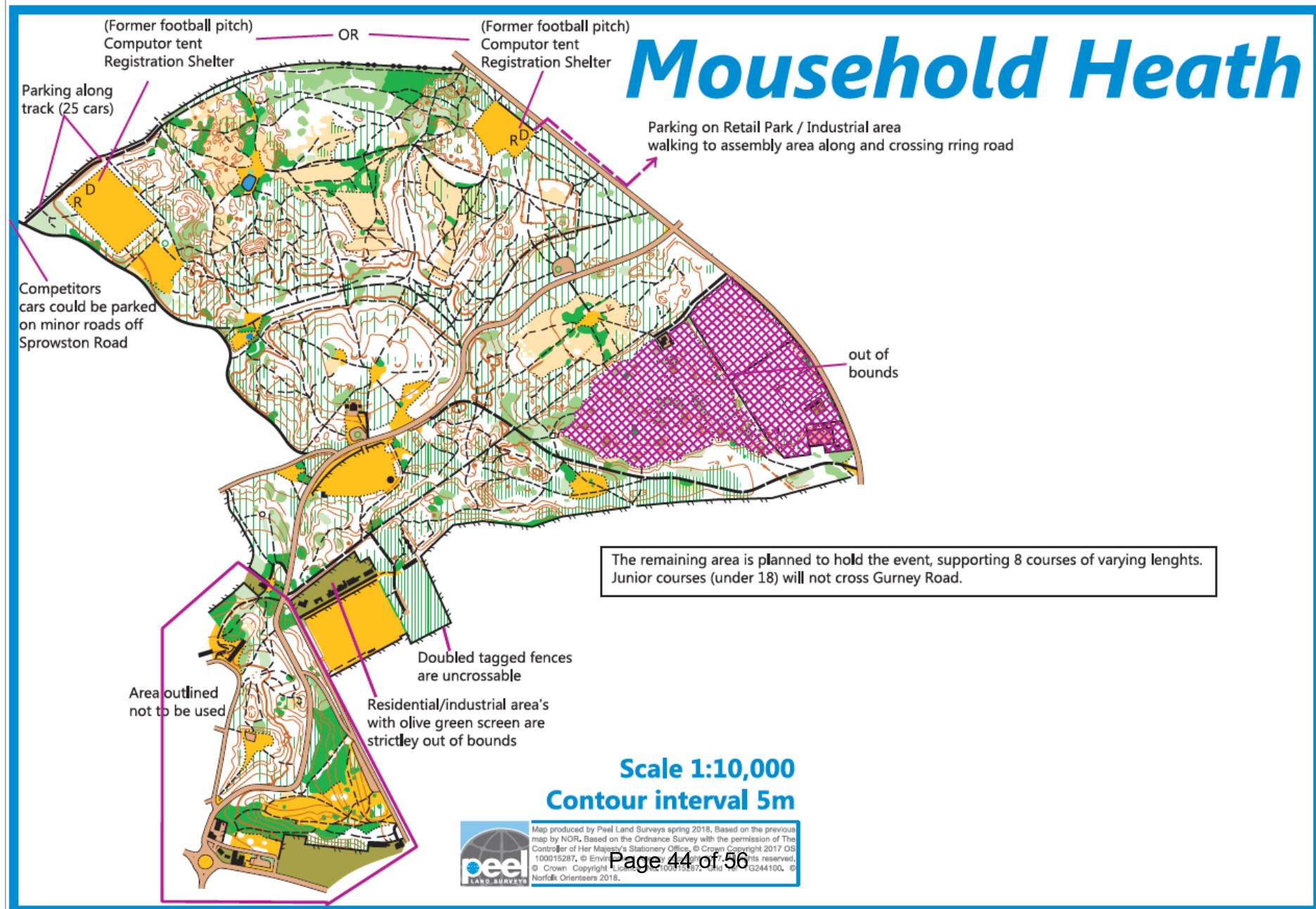
Appendix 5: Lost Child Procedure

- If a child (Young Junior) is identified as being overdue through the safety check the responsible adult/parent must be notified by the Organiser/event centre.
- The Organiser/event centre will arrange a search party of at least two marshals and/or responsible adults.

- The search party is to notify the Organiser/event centre of progress and/or when the lost child is found.
- If the child is not found after a reasonable search the Police are to be notified.

Appendix 6: Key Contacts

Organiser	TBC
Event Centre	Dedicated car park area.



NORFOLK ORIENTEERING CLUB

TYPICAL RISK ASSESSMENT

Location: Mousehold Heath

Time Period Covered: From survey, cartography to proposed event date.

Event: Orienteering competition

Proposed Event Date: Sunday 13th October 2019

People covered by RA: Event Official(s); Event Helpers, Orienteering competitors, the public.

Benefits to competitors	The Hazard	Location of the Hazard	Who could be harmed	Risk Level	Mitigation	Implementation/Monitoring	Mitigated Risk
Health benefits (physical and psychological), challenge, engaging with the physical environment ***	Road crossings	Non-designated Road crossings	Official(s) Helpers Competitors	Low	Event Planner: avoids busiest crossings/significant hazards in course planning. Event Organiser: produces online Final Details Sheet plus Safety Information Sheet displayed at Start. Event Controller: checks courses prior to event for any new hazards.	Hazard(s) as shown on Competition Map. Use of marshalled crossing points if necessary. Competitors reminded to take care at Start.	Low
For younger competitors: development of self-confidence, experiential learning, problem-solving, engaging with the physical environment	Vehicles/bicycles	Roads, pavements	Official(s) Helpers Competitors	Low	As above. Courses located mainly in pedestrianised areas.	Final Details Sheet published online. Safety Information Sheet displayed at Start.	Low
	Steps/ Passageways/ Uneven ground	All	Official(s) Helpers Competitors	Low	Worst areas avoided through planning. Competitors generally experienced at handling challenging terrain.	Final Details Sheet published online. Safety Information Sheet displayed at Start.	Low
	Collision with members of the public/collisions between competitors	All	Competitors Members of the Public	Low	Final Details Sheet, distributed to all competitors, reminds competitors of risk. Event held at a time/day of the week with less members of the public expected in the city centre. Competitors generally experienced at avoiding	Competitors individually briefed at Start. Safety Information Sheet displayed at Start.	Low

					collisions.		
	Getting lost/overdue	All	Competitors	Low	Courses are graded for competitors of different skill levels + organisers advise novices on which course to select. Safety check mechanism on Autodownload software enables organisers to confirm overdue competitors.	Further advice given on day as necessary	Low
	Adverse weather	All	Official(s) Helpers Competitors	Low	In the event of adverse weather, advice posted on club website prior to event, and further information to be provided at event regarding adequate clothing/footwear. Potential for exposure mitigated by urban environment.	Further action taken on day as necessary.	Low
Children	<i>Children under the age of 10 years of age are to be accompanied by adults at all times.</i>						

Note; A requirement of British Orienteering & Insurers is that orienteering events officials complete a specific RA by identifying any hazard, level of risk, controls & implementation, including other users of the area.

Risk-Benefit Assessment (RBA)

Risk is an inherent feature of most competitive sport, including orienteering, and often a degree of risk is considered beneficial. Challenging environments allow competitors to test their abilities in the presence of hazards. The benefits of such experiences are now well documented, and include physical and psychological wellbeing. Unlike conventional risk assessment, RBA takes account of benefits by bringing together consideration of both risks *and* benefits when deciding on appropriate control measures.

General risk control measures:

- Courses graded for competitors of different skill levels and advice given on which course to select.
- Courses and controls checked on the day of the event prior to commencement.
- First Aid kit and trained First Aider to be present at event.

Other comments, observations, or actions:

- Risk levels *prior* to mitigation have been rated 'low' in all cases. Whilst such gradings are inherently subjective, the low rating is logical if using the accepted definition of risk as 'probability of an adverse event occurring.' This is because the historical record has shown that there are very few, if any, recorded instances of the risks listed materialising at prior events— if there had been, urban orienteering would likely have ceased. A 'medium' or 'high' ranking would suggest that these risks materialise from time to time, which is seldom the case. The mitigation measures undertaken are intended to reduce the risks further still from their already low level.

Report to Mousehold Heath Conservators
20 September 2019
Report of Parks and open spaces manager
Subject Mousehold Heath management update Q2 1June – 30
August 2019

Item

10

Purpose

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

Recommendation

To note the content of the report.

Mousehold Heath management plan objectives

The report helps to meet the Mousehold Heath management plan objective A: To ensure Mousehold Heath is a welcoming place for people to visit.

Corporate and service priorities

The report helps to meet the corporate priority great neighbourhoods, housing and environment.

Financial implications

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

Ward/s: Catton Grove and Crome

Contact officer

Simon Meek, parks and open spaces manager	01603 212403
Will Stewart, Mousehold Heath warden	01603 213310
Nigel Hales, Mousehold Heath warden	01603 213310

Background documents

None

Background

1. The report details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives.
2. The objectives are:
 - A) To ensure Mousehold Heath is a welcoming place for people to visit.
 - B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
 - C) To ensure that Mousehold Heath is clean and well maintained.
 - D) To manage Mousehold Heath in a way that has a positive impact on the environment.
 - E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
 - F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.
 - G) To provide opportunities for local communities to be involved in all aspect of our work.
 - H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

Report

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

AI30/02 TREE SAFETY INSPECTION

1. The second six monthly tree safety survey was completed by the wardens, identifying fourteen trees requiring work to manage tree safety risk.
2. Twelve windblown, dead, dying and/or dangerous trees and branches have been made safe and removed by the Wardens with the help of volunteers.
3. During an inspection of a large twin-stemmed windblown and damaged oak adjacent to Gurney Road, the warden noticed that the other standing section of the tree was seriously damaged. Due to high winds forecast and the 60ft tree leaning over Gurney Road, the tree was reported to a Norwich City Council arboricultural officer, who promptly organised for Norwich Norse Environmental to fell the tree before the storm arrived.

AT40/01 CONTRACT MONITORING/IMPROVEMENT NORWICH NORSE ENVIRONMENTAL (NNE)

4. The first conservation cut was undertaken at Gilman Road Open Space, unfortunately the arising's were not removed at the time of cutting due to resources not being available. The matter was raised with NNE and the cuttings were removed as apriority when resources where available the following week.
5. The disabled pathway at St. James Hill and the verge along Gurney Road opposite the pavilion were not cut to a standard grass specification .The warden raised the matter with an area management officer and actions taken with NNE to resolve the situation for the future.
6. The areas will be closely monitored by the wardens to ensure there is an improvement in the future.

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

MP00/01 SITE PRESENCE

7. Regular patrols were undertaken by the wardens on weekends and as part of their day to day management activities.
8. Two members of the public using metal detectors were seen on the site and left following a challenge from the warden and reference to the site bylaws.
9. A number of BMX jumps were dismantled and holes filled in by the Wardens.

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

ME01/02 BOLLARDS

10. Two damaged bollards have been reinstalled at Britannia Road car park by the wardens.

ME02/01 BENCH AND SEAT PROVISION

11. A request was received from Norwich Labour Group to sponsor a bench to recognise former Cllr Bradford's service as a councillor and a Mousehold Heath Conservator. A site meeting has been held with Cllr Bradford and a location has been agreed; the bench has bench ordered. The bench will be located at the Fountain Ground.

ME04/02 LITTER BINS

12. A new plastic outer cover was replaced on the litter bin adjacent to the Wildlife Pond at Gilman Road this falls within the grounds maintenance contract provided by Norse Environmental Services, carried out at no cost to the conservators.

ME04/03 FLY TIPPING

13. Rubbish, including a wicker garden chair was removed from the Mustard Pond by the wardens.
14. A burnt out motorcycle was found in the open heathland area adjacent to the Vinegar Pond through the council's online reporting system and arrangements were made to remove it from site through the area management team.

ME12/01 REMOVE GRAFFITI

15. On two separate occasions the side wall of the changing rooms on the Fountain Ground sports pitch had to be cleaned due to graffiti.
16. On another occasion the Welcome to Mousehold Heath sign and the notice board at the Pitch and Putt car park on Gurney Road was targeted.
17. The graffiti was reported through the council's online reporting system and removed the next day, the police were also informed.

ME41/01 PATHS

18. A number of large holes around benches and on paths were filled in by the Wardens.
19. Sixteen paths have been maintained by brushcutting and raking, including those on Gilman Road Open Space and the Wildflower Meadow, from Gilman to Gertrude Road, Mustard Pond Glade, in front of the Pavilion, etc., by the wardens with the help of volunteers

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

MH39/01 BRACKEN REMOVAL

20. Large areas of bracken were cut, pulled, raked and removed from heathland, grassland and woodland glade habitats by volunteers and the wardens. This summer task is crucial to conserving nectar rich heather species and complying with the Mousehold Heath HLS Agreement.

RA42/01 BUTTERFLY CONSERVATION SURVEY

21. Two, weekly BMS surveys have been undertaken by the wardens. Early indications suggest that it has been another good year for butterfly species on the heath.

RA44/01 MOTH TRAPPING SURVEY

22. Two moth survey evenings lead by the wardens recorded 61 different moth species and 4 new species for the site. The evenings were attended by 19 members of the community increasing understanding, involvement and enjoyment of the site.

RA56/01 DRAGONFLY SPECIES LIST

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

RA92/01 NATIONAL BAT MONITORING PROGRAMME

24. Two Bat Conservation Trust field surveys were completed in July by the wardens and volunteers.

RA82/01 ST JAMES' HILL BUMBLEBEE SURVEY

25. Monthly Bumblebee Conservation Trust surveys have been undertaken by the wardens with the help of a member of the Mousehold Heath Defenders.

RF22/02 MUSTARD GLADE SURVEY

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

RF22/03 ST JAMES' HILL SURVEY

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

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

MC03/01 ST WILLIAM'S CHAPEL - VEGETATION REMOVAL

28. Invasive bracken and bramble has been cut and removed from chapel paths, banks and viewpoints by TCV working with the Wardens, in preparation for the Heritage Weekend including St William and Kett's Rebellion history walk.

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

AT50/01 VOLUNTEERS GENERAL

29. A total of 1673 volunteer work hours have been contributed to work on the site in the last quarter by the following groups:

- The Conservation Volunteers (TCV)
- The Assist Trust
- Mousehold Heath Defenders
- Mousehold Heath Mousketeers
- Natwest and RBS Corporate Groups
- Good Gym Norwich
- Norwich High School For Girls
- George White School students
- Many volunteers from the community.

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

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

MI60/01 EVENTS

31. A range of events to increase understanding, involvement and enjoyment of the site have been organised or hosted on the heath in the last quarter:
- 4 environmental education activities have taken place organised through Norwich City Council events team and run by Roots to encourage children and adults to reconnect with the natural world through play and outdoor experiences. The activities included, birthday parties (including woodland adventure), stay and play sessions, adult fitness and wellbeing and children's clubs, spoon carving and yoga.
 - Forest schools from Mousehold Avenue run one session a week (depending on the weather) with approximately 15-20 pupils on each one.
 - 75 Norwich High School for Girls students undertook a Community Action Day on the heath in July, removing bracken to conserve heathland biodiversity.
 - 57 George White School children helped conserve woodland glade biodiversity, by removing bracken and building wildlife hibernacula's with the cut materials.
 - The 2nd Community Wildlife Workshops took place on Wednesday 10th July, covering an introduction to butterflies, led by a local expert and Mousehold Heath warden. 5 people attended the event, viewing a number of butterflies and other wildlife species.
 - A Management and Wildlife walk led by a warden in July, looked at the work that has been undertaken in the past year to management the site for people and wildlife and reduce the risk of damaging fires.
 - Norfolk County Butterfly recorder Andy Brazil led a butterfly walk for 9 participants, viewing a wide range of insects, including Small Copper and Brown Argus butterflies.
 - A new partnership with Good Gym Norwich started in July, with twenty eight members running up to the heath from The Forum, carrying out an hours bracken raking and pulling, and then running back to the city centre. The

activity was a great success so further Good Gym sessions are being planned on the heath next year.

- Two moth survey evenings led by the Wardens have recorded 61 different moth species and 4 new species for the site. The evenings were attended by 19 members of the community increasing understanding, involvement and enjoyment of the site.

