

## **Mousehold Heath Conservators**

Date: **Friday, 21 September 2018**  
Time: **14:00**  
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

### **Committee members:**

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

### **For further information please contact:**

Committee officer: Alex Hand  
t: (01603) 212459  
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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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- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Apologies</b><br><br>To receive apologies for absence  |                |
| <b>2</b> | <b>Public questions/petitions</b><br><br>To receive questions / petitions from the public.<br><br>Please note that all questions must be received by the committee officer detailed on the front of the agenda by <b>10am on Tuesday 18 September 2018</b> .<br><br>Petitions must be received by the committee officer detailed on the front of the agenda by <b>10am on Thursday 20 September 2018</b> .<br><br>For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution. |                |
| <b>3</b> | <b>Declarations of interest</b><br><br>(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)   |                |
| <b>4</b> | <b>Minutes</b><br>To approve the accuracy of the minutes of the meeting held on 15 June 2018.   | <b>5 - 8</b>   |
| <b>5</b> | <b>Q1 2018-19 budget monitoring report</b><br><b>Purpose:</b> To provide the budget monitoring position for the revenue budget 2018/19 and capital position 2018/19 as at 30 June 2018.   | <b>9 - 12</b>  |
| <b>6</b> | <b>Management plan 2018-2028 progress update</b><br><b>Purpose:</b> To update the Mousehold Conservators on progress with the management plan to date and the next steps.   | <b>13 - 58</b> |
| <b>7</b> | <b>Quarterly management update</b><br><b>Purpose:</b> To provide a quarterly update for the period 7 June to 10 September 2018, reporting activities on and relating to Mousehold Heath which contribute to the delivery of the management plan objectives.   | <b>59 - 64</b> |
| <b>8</b> | <b>Annual report update (verbal update)</b>   |                |

To receive the update on the annual report.

**9**

**Management sub group dates**

To agree the dates for future sub group meetings.

Date of publication: **Thursday, 13 September 2018**





**Mousehold Heath Conservators**

**14:00 to 15:45**

**15 June 2018**

Present: Councillor Maxwell (chair), Price (vice chair), Bradford, Brociek-Coulton, Button, Kendrick, Lubbock, Peek and Sands (M); and Clare Cohen (Mousehold Heath Defenders) and John Trevelyan (The Norwich Society)

Apologies: Matthew Davies (Norwich Fringe Project)

**1. Appointment of chair**

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

**2. Appointment of vice-chair**

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

**3. Public Questions/Petitions**

There were no public questions or petitions.

**4. Declarations of interest**

There were no declarations of interest.

**5. Minutes**

**RESOLVED** to approve the accuracy of the minutes of the meeting held on 16 March 2018.

**6. Mousehold Heath Conservators budget – provisional outturn 2017-18**

The finance business partner (LGSS) presented the report. He said the accounts for the last financial year were closed and highlighted an underspend detailed in paragraph five to the report. He noted that the costs for the pension deficit were ongoing with this year's payment the sixth of ten instalments. He said this was summarised in the table on paragraph seven to the report.

The vice chair said the intention was to build a budget surplus of £10,000 by the end of the next financial year to provide a contingency fund.

**RESOLVED** to note the provisional budget outturn 2017-18.

## **7. Appointments to the management sub group**

The chair referred to the supplementary agenda which had been circulated prior to the meeting.

Following discussion it was:

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

## **8. Itinerant meeting**

Following discussion it was:

**RESOLVED** to ask the wardens to arrange an itinerant on 17 July at 2pm.

## **9. Mousehold Heath quarterly management update**

The parks and open spaces manager presented the report. He noted there had been 665 volunteer hours on the heath in the last quarter.

**RESOLVED** to note the Mousehold Heath quarterly management update.

## **10. Mousehold Heath Conservators annual report 2017-18**

The parks and open spaces manager presented the report and answered members' questions. He said in the past a large annual report was produced, he suggested producing two documents; a simplified summary which highlighted the report and full report which would be advertised on the website and made available to members of the committee.

The parks and open spaces manager noted achievements on the heath had been in line with the conservators aims last year. A total of 4278 volunteer hours had been recorded. A key number of volunteer groups contributed to the delivery of the management plan as detailed in paragraph 13 of the report. There had also been an increase in the number of people attending walks and activities on the heath.

In terms of heathland management the work on delivering Natural England's Higher Level Stewardship Scheme was ongoing. Butterfly numbers were recorded as being increased on the heath which bucked the national trend. Moth surveys showed 12 new species had been recorded on the site. It reflected a positive and productive year.

In response to a question the parks and open spaces manager said the new bat boxes project would provide a base line number to measure the numbers of bats on the heath in future years.

Discussion ensued regarding the report and aspects to highlight on the summary document.

**RESOLVED to:**

- (1) note the contents of the report.
- (2) produce a simplified summary version of the report highlights, in a colour, A3 folded version, to include photographs and 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.
- (3) delegate authority to the parks and open spaces manager to produce the finished version of the summary report with the communications team .
- (4) 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.
- (5) ask the parks and open spaces manager to include in the annual report literature referencing volunteering, how to volunteer on the heath and contact details for hiring the heath; and
- (6) ask the parks and open spaces manager to liaise with the communications team to improve the council's website information on the heath including a link from the Mousehold Heath page of the council's website to the conservators site.

## **11. Mousehold Heath management plan 2018-2028 progress update**

The parks and open spaces manager presented the report. The report looked at the management objectives from objective E onwards. Each objective had project specifications within it and linked to a map. The parks and open spaces manager presented a number of the objectives with their relevant maps.

He said that there would be a consultation process for the management plan. Key stakeholders, such as voluntary groups, Natural England and Norfolk Archaeology would be invited to respond. The consultation document would be available online with a link to the document to be reviewed first. In response to a question the parks and open spaces manager said he would work with the communications team to develop the questions asked within the consultation.

The mapping from the report was linked to the council's GIS system with the intention that there would be a public portal to access the maps. Discussion ensued regarding access to the report for members of the public without internet access and members were informed that a copy would be made available to review at city hall.

**RESOLVED** 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; and
- 4) approve the consultation process and delegate responsibility for carrying out the consultation to the parks and open spaces manager

CHAIR



**Report to** Mousehold Heath Conservators  
21 September 2018  
**Report of** Chief finance officer (Section 151 Officer)  
**Subject** Budget monitoring statement April – June 2018

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**Item**

**5**

### **Purpose**

To provide the budget monitoring position for the revenue budget 2018/19 and capital position 2018/19 as at 30 June 2018.

### **Recommendation**

To note the current budget monitoring position and capital position.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services.

### **Financial implications**

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

**Ward/s:** Crome

**Cabinet member:** Councillor Kendrick - Resources

### **Contact officers**

Vicki Reynolds (Service accountant)

01603 212493

### **Background documents**

None

## Report

1. Conservators approved a precept for the financial year 2018/19 of £225,284 at their meeting of 19 January 2018.
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 2018/19, 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 actual corporate pension deficit charge is lower than the expected charge.
  - B. The wardens are managing an underspend on the repairs and projects work in order to partially offset the cost of the pension deficit payment paid back at the end of each year until 2021/22.
  - C. Depreciation is budgeted for but does not impact on balances, since it is reversed out of the revenue accounts.
  - D. 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 £2,882. Budgets move during the course of the year reflecting virements and changes in anticipated overheads, and some budget items (e.g. depreciation) 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 2018/19 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 2017/18              | -£7,960   |
| Precept 2018/19                                   | -£225,284 |
| Forecast Outturn 2018/19                          | £224,121  |
| Accounting adjustment for depreciation            | -£1,719   |
| 7th instalment of pension deficit costs           | £2,808    |
| Forecast balance to be carried forward to 2019/20 | -£8,034   |
| In-year movement in reserves                      | -£74      |

## Capital

6. The position on capital is as below, with no spend incurred in 2018/19 to date. There are no current items in the capital budget, therefore no spend can be incurred in 2018/19 without a budget amendment to Council.

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

|                                     |                |  | Year: 2018/19     |                |                  | Period: 3 (Jun)  |                   |   |
|-------------------------------------|----------------|--|-------------------|----------------|------------------|------------------|-------------------|---|
| 421020 Mousehold Heath Conservators |                |  | Citywide Services |                |                  |                  |                   |   |
| Approved Budget                     | Current Budget |  | Budget To Date    | Actual To Date | Variance To Date | Forecast Outturn | Forecast Variance |   |
| EXPENDITURE                         |                |  |                   |                |                  |                  |                   |   |
| Employees                           |                |  |                   |                |                  |                  |                   |   |
| 70,257                              | 70,257         | 1405 Salaries Full Time                | 17,565            | 18,468         | 903              | 70,257           | 0                 |   |
| 9,239                               | 9,239          | 1406 Salaries Employer PF Contrib'ns   | 2,310             | 2,427          | 117              | 9,239            | 0                 |   |
| 4,614                               | 4,614          | 1935 Pension Added Years share         | 1,155             | 783            | -372             | 4,614            | 0                 |   |
| 13,321                              | 13,321         | 1939 Pension Deficit Recovery share    | 13,321            | 12,939         | -382             | 12,939           | -382              | A |
| 568                                 | 568            | 1990 Employee/Liability Insurance      | 0                 | 0              | 0                | 568              | 0                 |   |
| 97,999                              | 97,999         | Subtotal Employees                     | 34,351            | 34,617         | 266              | 97,617           | -382              |   |
| Premises                            |                |  |                   |                |                  |                  |                   |   |
| 0                                   | 0              | 2090 Day to Day Repairs (ex R100)      | 0                 | 271            | 271              | 0                | 0                 |   |
| 9,000                               | 9,000          | 2100 General Repairs & Maintenance     | 2,250             | 0              | -2,250           | 7,750            | -1,250            | B |
| 250                                 | 250            | 2600 Grounds General Mtce & Upkeep     | 63                | 478            | 415              | 250              | 0                 |   |
| 74,510                              | 74,510         | 2651 Grounds Maintenance contract      | 18,627            | 18,628         | 1                | 74,510           | 0                 |   |
| 4,380                               | 4,380          | 2655 Treeworks                         | 1,095             | 1,095          | 0                | 4,380            | 0                 |   |
| 1,240                               | 1,240          | 2810 Electricity                       | 309               | 214            | -95              | 1240             | 0                 |   |
| 76                                  | 76             | 2851 Water Charges Metered             | 18                | 0              | -18              | 76               | 0                 |   |
| 7,297                               | 7,297          | 2875 Contract Cleaning                 | 1,824             | 1,824          | 0                | 7,297            | 0                 |   |
| 25                                  | 25             | 2900 Fire Insurance Buildings/Conts    | 0                 | 0              | 0                | 25               | 0                 |   |
| 96,778                              | 96,778         | Subtotal Premises                      | 24,186            | 22,510         | -1,676           | 95,528           | -1,250            |   |
| Transport                           |                |  |                   |                |                  |                  |                   |   |
| 800                                 | 800            | 3080 Car and Cycle Allowances          | 201               | 0              | -201             | 800              | 0                 |   |
| 800                                 | 800            | Subtotal Transport                     | 201               | 0              | -201             | 800              | 0                 |   |
| Supplies & Services                 |                |  |                   |                |                  |                  |                   |   |
| 445                                 | 445            | 3259 Specialist Supplies               | 111               | 0              | -111             | 445              | 0                 |   |
| 450                                 | 450            | 3370 Equipment - Purchase              | 114               | 163            | 49               | 450              | 0                 |   |
| 650                                 | 650            | 3371 Equipment - Repairs/Maintenance   | 162               | 0              | -162             | 650              | 0                 |   |
| 550                                 | 550            | 3389 Other Equipment and Tools         | 138               | 238            | 100              | 550              | 0                 |   |
| 500                                 | 500            | 3550 Clothing and Uniforms General     | 126               | 96             | -30              | 500              | 0                 |   |
| 745                                 | 745            | 3804 Refreshments                      | 186               | 21             | -165             | 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             | 1,530          | -249             | 7,110            | 0                 |   |
| 16,950                              | 16,950         | Subtotal Supplies & Services           | 4,242             | 2,049          | -2,193           | 15,700           | -1,250            |   |
| Capital Financing                   |                |  |                   |                |                  |                  |                   |   |
| 1,719                               | 1,719          | 5701 Depreciation                      | 0                 | 0              | 0                | 1,719            | 0                 | C |
| 1,719                               | 1,719          | Subtotal Capital Financing             | 0                 | 0              | 0                | 1,719            | 0                 |   |
| 214,246                             | 214,246        | Subtotal EXPENDITURE                   | 62,980            | 59,176         | -3,804           | 211,364          | -2,882            |   |
| 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       | -552              | 0              | 552              | -2,204           | 0                 |   |
| -2,204                              | -2,204         | Subtotal Government Grants             | -552              | 0              | 552              | -2,204           | 0                 |   |
| -20,408                             | -20,408        | Subtotal INCOME                        | -5,103            | -4,200         | 903              | -20,408          | 0                 |   |
| INDIRECT                            |                |  |                   |                |                  |                  |                   |   |
| Recharge Expenditure                |                |  |                   |                |                  |                  |                   |   |
| 6,272                               | 6,272          | 4040 CDS IT Services Recharge          | 0                 | 0              | 0                | 6,272            | 0                 | D |
| 640                                 | 640            | 5021 CDS Legal Services Recharge       | 0                 | 0              | 0                | 640              | 0                 | D |
| 4,600                               | 4,600          | 5022 CDS HR Services Recharge          | 0                 | 0              | 0                | 4,600            | 0                 | D |
| 667                                 | 667            | 5024 Property Services Recharge        | 168               | 0              | -168             | 667              | 0                 | D |
| 6,337                               | 6,337          | 5026 CDS Finance Services Recharge     | 0                 | 0              | 0                | 6,337            | 0                 | D |
| 7,133                               | 7,133          | 5044 CDS Management Support            | 0                 | 0              | 0                | 7,133            | 0                 | D |
| 2,429                               | 2,429          | 5047 CDS Comms + Research Recharge     | 0                 | 0              | 0                | 2,429            | 0                 | D |
| 5,087                               | 5,087          | 5097 Recharge from AHOs/One Stop Shops | 1,272             | 0              | -1,272           | 5,087            | 0                 | D |
| 33,165                              | 33,165         | Subtotal Recharge Expenditure          | 1,440             | 0              | -1,440           | 33,165           | 0                 |   |
| 33,165                              | 33,165         | Subtotal INDIRECT                      | 1,440             | 0              | -1,440           | 33,165           | 0                 |   |
| 227,003                             | 227,003        | Total Mousehold Heath Conservators     | 59,317            | 54,976         | -4,341           | 224,121          | -2,882            |   |

|                  |  |             |
|------------------|--|-------------|
| <b>Report to</b> | Mousehold Heath Conservators<br>21 September 2018  | <b>Item</b> |
| <b>Report of</b> | Head of citywide services  | <b>6</b>    |
| <b>Subject</b>   | Mousehold Heath 2018-2028 management plan review<br>progress update and development and next steps |             |

### **Purpose**

To update the Mousehold Conservators on progress with the management plan to date and the next steps.

### **Recommendation**

To:

- 1) note the progress to date;
- 2) note the management subscriptions still outstanding;
- 3) approve the management prescriptions submitted subject to any amendments received from the Conservators being incorporated;
- 4) delegate the approval of the incomplete management prescriptions and first draft plan to the management subgroup; and
- 5) to delegate development of the consultation content to the management subgroup.

### **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 15 June 2018 the Mousehold Conservators agreed to approve part 2 of the plan subject to any amendments being received by 29 June 2018.
2. One Conservator provided comments relating to projects MC81/01 View from Mottram Memorial, ME41/01 Main paths and ME41/02 Secondary paths.

## Progress to date

3. The project specifications submitted for approval are contained in Appendix A.
4. There are currently 14 project specifications outstanding shown in the table below.
5. The outstanding project specifications will be brought to a management subgroup, (along with the three outlined in paragraph 2), following the Conservators meeting for further discussion and approval subject to agreement to recommendation 4.

| Heading    | Sub code   | Proj code | Project  | Spec |
|------------|--|-----------|--|------|
| Management | ME41 Provide / maintain paths                          | 03        | CYCLEWAYS                                      | NH   |
| Management | ML00 Liaise stakeholders, owners / occupiers           | 01        | ZAKS RESTAURANT                                | SM   |
| Management | ML30 Liaise stakeholders, neighbours                   | 01        | BRITANNIA CAFÉ                                 | SM   |
| Management | ML30 Liaise stakeholders, neighbours                   | 02        | RANGER'S HOUSE                                 | SM   |
| Management | ML40 Liaise stakeholders, local / national authorities | 01        | NORWICH AREA TRANSPORT STRATEGY                | SM   |
| Management | ML40 Liaise stakeholders, local / national authorities | 02        | NORWICH CITY COUNCIL - AREA MANAGEMENT TEAM    | SM   |
| Management | ML40 Liaise stakeholders, local / national authorities | 03        | NORWICH CITY COUNCIL - COMMUNITY ENABLING TEAM | SM   |
| Management | ML60 Liaise stakeholders, emergency services           | 01        | NORFOLK CONSTABULARY                           | NH   |
| Management | ML60 Liaise stakeholders, emergency services           | 02        | NORFOLK FIRE AND RESCUE SERVICE                | WS   |

|            |  |    |                                   |                            |
|------------|--|----|-----------------------------------|----------------------------|
| Management | ML00 Liaise stakeholders, owners / occupiers   | 04 | BRITISH GAS                       | <b>WS</b>                  |
| Recording  | RA82 Collect data, other invertebrates, survey | 01 | ST JAMES' HILL BUMBLEBEE SURVEY   | <b>WS<br/>rev<br/>spec</b> |
| Recording  | RA92 Collect data, fauna, survey               | 01 | NATIONAL BAT MONITORING PROGRAMME | <b>WS<br/>rev<br/>spec</b> |
| Recording  | RA92 Collect data, fauna, survey               | 02 | BAT BOX SURVEY                    | <b>WS<br/>rev<br/>spec</b> |
| Recording  | RV70 Create / manage GIS data                  | 03 | GIS DATA SETS                     | <b>SM</b>                  |

## Next steps

6. To complete the outstanding specifications and project maps for approval by the management sub group.
7. Produce a first draft word document of the complete plan to facilitate the consultation for approval by the management sub group.
8. Agree the format for the consultation using Survey Monkey and the topics Conservators wish to seek public opinion on with the management sub group.
9. Agree the key stakeholders to consult on the full plan with the management sub group.
10. Complete the consultation and revise the first draft to produce the final draft plan for approval at the Mousehold Heath Conservators meeting in January 2019.
11. Based on the draft plan produce the annual work programme for 2019/20 for approval in January 2019.
12. Following Mousehold Conservators approving the plan in January 2019 produce the finished desktop published document for approval at Mousehold Conservators in March 2019

**PROJECT SPECIFICATION**

|   |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
|---|---------------------------|-------|-------|-------|----------------------|--------------------------------------|-------|-------|-------|----------------------|-------------|---|---|-----------------|------------------|-----|---|---|---|---|---|
| <b>Project ref code</b>   | AR20/01                   |       |       |       | <b>Project title</b> | Mousehold Conservators Annual Report |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <b>Brief description</b>  |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| Annual committee report produced detailing the work done over the previous years to contribute to the delivery of management plan objectives  |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <b>Proj lead</b>  | [SM ]                     |       |       |       | <b>Delivered by</b>  | [SM, MHW ]                           |       |       |       | <b>Budget code</b>   | [ ]         |   |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |
| <b>Years active</b>   |                           |       |       |       |                      |                                      |       |       |       | <b>Months active</b> |             |   |   |                 |                  |     |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | [Mousehold Conservators ] |       |       |       |                      |                                      |       |       |       | <b>Approval date</b> | [21/09/18 ] |   |   | <b>Priority</b> | [Must ]          |     |   |   |   |   |   |
| <b>Project aims</b>   |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To detail what work has been delivered to meet the management plan objectives in the preceding year</li> <li>To provide data where applicable to show how the habitat management on site is improving biodiversity, events, volunteers and guided walk figures.</li> <li>To provide detailed information for those members of the public who are interested in the management of the heath.</li> </ol> |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <b>Detailed project description</b>   |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To record information during the year to inform quarterly heath update reports.</li> <li>To gather survey data during the year to show the short term impact of the work, volunteer work and events and guided walk participants.</li> <li>To plot year on year data to show medium/long term trends.</li> </ol>   |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <b>Project map/plans</b>  |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
|   |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
| <b>Links to additional information</b>  |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |
|   |                           |       |       |       |                      |                                      |       |       |       |                      |             |   |   |                 |                  |     |   |   |   |   |   |



## PROJECT SPECIFICATION

|  |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
|--|----------------------------|-------|-------|---------------------|-------------|-------|-------|-------|----------------------|---|-----|---|-----------------|------------------|-----|---|---|---|---|---|---|
| <b>Project ref code</b>  | AR20/02                    |       |       |                     |             |       |       |       | <b>Project title</b> | Mousehold Conservators Annual Report public summary |     |   |                 |                  |     |   |   |   |   |   |   |
| <b>Brief description</b>   |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| A brief report covering highlights of the year for the public based on the full Annual Report  |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| <b>Proj lead</b>   | [ SM ]                     |       |       | <b>Delivered by</b> | [ SM, MHW ] |       |       |       |                      | <b>Budget code</b>                                  | [ ] |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |   |
| <b>Years active</b>  |                            |       |       |                     |             |       |       |       |                      | <b>Months active</b>                                |     |   |                 |                  |     |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | [ Mousehold Conservators ] |       |       |                     |             |       |       |       | <b>Approval date</b> | [ 21/09/18 ]  |     |   | <b>Priority</b> | [ Must ]         |     |   |   |   |   |   |   |
| <b>Project aims</b>  |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To promote the heath, its importance and the work of the Conservators.</li> <li>To make the public aware of key achievements in the year relating the management plan.</li> <li>To promote the heath and the activities and facilities available</li> </ol>   |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| <b>Detailed project description</b>  |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Select highlights of the work done in the year along with photographs to illustrate.</li> <li>Show how the work has improved the heath through trends in species monitored.</li> <li>Show the public involvement with the heath and how to get involved.</li> <li>Promote the events and walks on the heath, signposting to the website.</li> </ol> |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| <b>Project map/plans</b>   |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
|  |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
| <b>Links to additional information</b>   |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |
|  |                            |       |       |                     |             |       |       |       |                      |   |     |   |                 |                  |     |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
|---|----------------------------|-------|----------------------|---|-------|----------------------|--------------|-------|------------------|----------------------|---|---|---|---|---|---|---|---|---|---|---|
| <b>Project ref code</b>   | AR60/00                    |       | <b>Project title</b> | Mousehold Conservators Project approval and recording |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Brief description</b>  |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| Seek approval for new projects after the approval of the management plan  |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Proj lead</b>  | [ SM ]                     |       | <b>Delivered by</b>  | [ SM, MHW ]   |       | <b>Budget code</b>   | [ ]          |       | <b>Budget £s</b> | [ ]                  |   |   |   |   |   |   |   |   |   |   |   |
| <b>Years active</b>   |                            |       |                      |   |       |                      |              |       |                  | <b>Months active</b> |   |   |   |   |   |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | [ Mousehold Conservators ] |       |                      |   |       | <b>Approval date</b> | [ 21/09/18 ] |       | <b>Priority</b>  | [ Must ]             |   |   |   |   |   |   |   |   |   |   |   |
| <b>Project aims</b>   |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure all projects and associated budgets on the heath are formally approved by Mousehold Heath Conservators.</li> <li>To enable the wardens to progress projects within the parameters agreed by the Conservators.</li> </ol>   |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Any new projects will have a project specification produced along with associated maps and budget requirements.</li> <li>The project specification may or may not be developed via the working sub-group depending on the complexity of the project.</li> <li>Formal approval to commence the project will be given at one of the four quarterly Conservator meetings, or in an emergency via the chair, vice-chair and the Director of Neighbourhoods, in an emergency under delegated powers.</li> </ol> |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
|   |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |
|   |                            |       |                      |   |       |                      |              |       |                  |                      |   |   |   |   |   |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
|---|----------------------------|-------|-------|-------|---------------------|-------------|-------|-------|-------|----------------------|----------------------|--|---|-----------------|------------------|-----|---|---|---|---|---|
| <b>Project ref code</b>   | AR60/01                    |       |       |       |                     |             |       |       |       |                      | <b>Project title</b> | Mousehold Conservators Project Quarterly management update |   |                 |                  |     |   |   |   |   |   |
| <b>Brief description</b>  |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| To report quarterly to the Conservators on progress made in delivering the management plan objectives   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| <b>Proj lead</b>  | [ SM ]                     |       |       |       | <b>Delivered by</b> | [ SM, MHW ] |       |       |       | <b>Budget code</b>   | [ ]                  |  |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |
| <b>Years active</b>   |                            |       |       |       |                     |             |       |       |       | <b>Months active</b> |                      |  |   |                 |                  |     |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | [ Mousehold Conservators ] |       |       |       |                     |             |       |       |       | <b>Approval date</b> | [ 21/09/18 ]         |  |   | <b>Priority</b> | [ Must ]         |     |   |   |   |   |   |
| <b>Project aims</b>   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure all projects and associated budgets on the heath are formally approved by Mousehold Heath Conservators.</li> <li>To enable the wardens to progress projects within the parameters agreed by the Conservators.</li> </ol>   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| <b>Detailed project description</b>   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Any new projects will have a project specification produced along with associated maps and budget requirements.</li> <li>The project specification may or may not be developed via the working sub-group depending on the complexity of the project.</li> <li>Formal approval to commence the project will be given at one of the four quarterly Conservator meetings, or in an emergency via the chair, vice-chair and the Director of Neighbourhoods, in an emergency under delegated powers.</li> </ol> |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| <b>Project map/plans</b>  |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
|   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
| <b>Links to additional information</b>  |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |
|   |                            |       |       |       |                     |             |       |       |       |                      |                      |  |   |                 |                  |     |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
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| <b>Project ref code</b>   | AR60/02                |       |       |       |                     |         |       |       |       |                      | <b>Project title</b> | Mousehold Conservators Project Quarterly budget monitoring |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| To report quarterly to the Conservators on progress made in delivering the management plan objectives   |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>  | VR                     |       |       |       | <b>Delivered by</b> | SM, MHW |       |       |       | <b>Budget code</b>   | []                   |  |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |       |                     |         |       |       |       | <b>Months active</b> |                      |  |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |       |                     |         |       |       |       | <b>Approval date</b> | 21/09/18             |  |   | <b>Priority</b> | Must             |    |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure the Conservators are aware of the spend against the agreed budget both revenue and capital.</li> <li>Seek any necessary approvals for adjustments due as a result of unavoidable under and over spends</li> </ol>  |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Any new projects will have a project specification produced along with associated maps and budget requirements.</li> <li>The project specification may or may not be developed via the working sub-group depending on the complexity of the project.</li> <li>Formal approval to commence the project will be given at one of the four quarterly Conservator meetings, or in an emergency via the chair, vice-chair and the Director of Neighbourhoods, in an emergency under delegated powers.</li> </ol> |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |       |                     |         |       |       |       |                      |                      |  |   |                 |                  |    |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
|--|---------------------------|-------|-------|---------------------|------------|-------|-------|-------|-------|----------------------|----------------------|---|---|-----------------|------------------|-----|---|---|---|---|---|
| <b>Project ref code</b>  | AR60/03                   |       |       |                     |            |       |       |       |       |                      | <b>Project title</b> | Mousehold Conservators Annual work programme report |   |                 |                  |     |   |   |   |   |   |
| <b>Brief description</b>   |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| Seek approval for the annual work programme to be delivered in the following financial year to achieve management plan objectives  |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| <b>Proj lead</b>   | [SM ]                     |       |       | <b>Delivered by</b> | [SM, MHW ] |       |       |       |       |                      | <b>Budget code</b>   | [ ]   |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |
| <b>Years active</b>  |                           |       |       |                     |            |       |       |       |       | <b>Months active</b> |                      |   |   |                 |                  |     |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | [Mousehold Conservators ] |       |       |                     |            |       |       |       |       | <b>Approval date</b> | [21/09/18 ]          |   |   | <b>Priority</b> | [Must ]          |     |   |   |   |   |   |
| <b>Project aims</b>  |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To obtain approval for the annual work programme for the following year to deliver management plan objectives.</li> <li>To produce an annual work programme taking into account the precept report being submitted for approval.</li> </ol> |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| <b>Detailed project description</b>  |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Draft annual work programme to be produced in conjunction with the management sub-group.</li> <li>Draft programme presented to the Mousehold Conservators for formal approval at January Committee</li> </ol>                               |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| <b>Project map/plans</b>   |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
|  |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
| <b>Links to additional information</b>   |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |
|  |                           |       |       |                     |            |       |       |       |       |                      |                      |   |   |                 |                  |     |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
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| <b>Project ref code</b>   | AR60/04                |       |       |                     |         |       |       |       |       |                      | <b>Project title</b> | Mousehold Conservators Precept |   |                 |                  |   |   |   |   |   |   |  |  |
| <b>Brief description</b>  |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| The purpose of this report is for the conservators to set the budget and approve the precept for the Mousehold Heath Conservators budget.   |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| <b>Proj lead</b>  | VR                     |       |       | <b>Delivered by</b> | SM, MHW |       |       |       |       |                      | <b>Budget code</b>   |                                |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |  |  |
| <b>Years active</b>   |                        |       |       |                     |         |       |       |       |       | <b>Months active</b> |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| 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 |  |  |
| <b>Approved by</b>  | Mousehold Conservators |       |       |                     |         |       |       |       |       | <b>Approval date</b> | 21/09/18             |                                |   | <b>Priority</b> | Must             |   |   |   |   |   |   |  |  |
| <b>Project aims</b>   |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| <ol style="list-style-type: none"> <li>To set the annual budget to deliver the management plan objectives informed by the annual work programme.</li> <li>To set the precept to the council.</li> </ol> |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| <b>Detailed project description</b>   |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| <ol style="list-style-type: none"> <li>Review all subjective headings against the draft annual work programme.</li> </ol>   |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| <b>Project map/plans</b>  |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
|   |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |
| <b>Links to additional information</b>  |                        |       |       |                     |         |       |       |       |       |                      |                      |                                |   |                 |                  |   |   |   |   |   |   |  |  |

**23.—(1)** The Council shall pay yearly to the conservators the requisite sum to enable the conservators to defray the expense of discharging their functions under this Part.

**(2)** Before 1st January in each year the conservators shall issue to the council a precept for the requisite sum required for the financial year beginning 1st April next following and subsections (4) and (5) of section 12 of the General Rate Act 1967 shall apply to any such precept as though the conservators were a precepting authority for the purposes of that section.

**(3)** The requisite sum shall be payable half-yearly by equal instalments on 1st July and 1st January in each financial year.

**(4)** In this section—

“financial year” means a period of 12 months ending on 31st March;

“the requisite sum” means the sum estimated by the conservators to be the sum required to meet their expenditure under this Part in the financial year following the issue of a precept made under subsection (2) above after taking into consideration any money in the hands of the conservators or likely to come into the hands of the conservators during that financial year but that sum shall not in any financial year exceed the product of a rate of 0.5 pence in the

pound or such greater sum as the Council may by resolution approve.

## PROJECT SPECIFICATION

|   |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
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| <b>Project ref code</b>   | AS00/00                    |       |                     |         | <b>Project title</b> | Legal enforcement action |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Brief description</b>  |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| To take legal action to uphold the byelaws when appropriate and proportionate to do so..  |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Proj lead</b>  | [ SM ]                     |       | <b>Delivered by</b> | [ MHW ] |                      |                          |       | <b>Budget code</b> | [ ]                  |                      |   |   | <b>Budget £s</b> | [ ]             |          |   |   |   |   |   |   |
| <b>Years active</b>   |                            |       |                     |         |                      |                          |       |                    |                      | <b>Months active</b> |   |   |                  |                 |          |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | [ Mousehold Conservators ] |       |                     |         |                      |                          |       |                    | <b>Approval date</b> | [ 21/09/18 ]         |   |   |                  | <b>Priority</b> | [ Must ] |   |   |   |   |   |   |
| <b>Project aims</b>   |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| 1. To take legal action when it is deemed appropriate and proportionate to protect the heath using the site byelaws or other appropriate legal powers.  |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Byelaw and other legal contraventions will be assessed taking into account how serious they are, frequency, impact on the heath and users, risk posed.</li> <li>2. Legal advice and support will be provided by N P Law.</li> <li>3. Any decision to pursue legal action will be taken by the Conservators.</li> <li>4. In many cases, the provision of information regarding a breach of legislation and a warning from the wardens to deter future reoffending will be the usual way of dealing with minor one off incidents, as the costs and staff resources to pursue an outcome via the courts is expensive and not often proportionate to the offence</li> </ol> |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <br>  |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <a href="\\city.norwich.gov.uk\Shared Folders\Leisure and Culture\Parks &amp; open space\Mousehold Heath\Norwich Act">\\city.norwich.gov.uk\Shared Folders\Leisure and Culture\Parks &amp; open space\Mousehold Heath\Norwich Act</a>   |                            |       |                     |         |                      |                          |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |



## PROJECT SPECIFICATION

|  |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|--|------------------------|-------|-------|-------|----------------------|----------------------|-------|-------|----------------------|----------------------|---|---|---|-----------------|------------------|---|---|---|---|---|---|
| <b>Project ref code</b>  | AS10/01                |       |       |       | <b>Project title</b> | Licences and permits |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| To ensure that activities relating to requests to access the sites for works on site or adjacent to the site and for research are managed  |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>   | SM                     |       |       |       | <b>Delivered by</b>  | MHW                  |       |       |                      | <b>Budget code</b>   |   |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |       |                      |                      |       |       |                      | <b>Months active</b> |   |   |   |                 |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |       |                      |                      |       |       | <b>Approval date</b> | 21/09/18             |   |   |   | <b>Priority</b> | Must             |   |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure that requests are reviewed and the implications to the heath and visitors are duly considered by the Conservators before any activity takes place.</li> </ol>   |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Requests to access the site for work on or adjacent to the heath will be reviewed and presented to full committee when timescales allow. If there is insufficient time prior to the next meeting the decision will be made under delegated powers with the chair and the director of neighbourhoods.</li> <li>Where approval is given NPS Norwich will act as agents on behalf of the conservators in preparing the licence. The Mousehold Wardens will monitor the work to ensure it is in accordance with the permission granted.</li> <li>Requests to gather data for studies on the site will be reviewed and presented to full committee when timescales allow. If there is insufficient time prior to the next meeting the decision will be made under delegated powers with the chair and the director of neighbourhoods.</li> <li>A condition of approval will be that the final report relating to the study will be made available to the contractors.</li> </ol> |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |       |                      |                      |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                            |       |                     |         |                      |            |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
|--|----------------------------|-------|---------------------|---------|----------------------|------------|-------|--------------------|----------------------|----------------------|---|---|------------------|-----------------|----------|---|---|---|---|---|---|
| <b>Project ref code</b>  | AT00/01                    |       |                     |         | <b>Project title</b> | Staff 1:1s |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Brief description</b>   |                            |       |                     |         |                      |            |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| Regular 1:1 meetings to monitor progress against objectives and development  |                            |       |                     |         |                      |            |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <b>Proj lead</b>   | [ SM ]                     |       | <b>Delivered by</b> | [ MHW ] |                      |            |       | <b>Budget code</b> | [ ]                  |                      |   |   | <b>Budget £s</b> | [ ]             |          |   |   |   |   |   |   |
| <b>Years active</b>  |                            |       |                     |         |                      |            |       |                    |                      | <b>Months active</b> |   |   |                  |                 |          |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | [ Mousehold Conservators ] |       |                     |         |                      |            |       |                    | <b>Approval date</b> | [ 21/09/18 ]         |   |   |                  | <b>Priority</b> | [ Must ] |   |   |   |   |   |   |
| <b>Project aims</b>  |                            |       |                     |         |                      |            |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To recognise high performance and to encourage and motivate staff.</li> <li>To keep performance on track</li> <li>Provide an opportunity for staff to actively participate in achievements, reporting on progress, barriers and difficulties</li> </ol> |                            |       |                     |         |                      |            |       |                    |                      |                      |   |   |                  |                 |          |   |   |   |   |   |   |

## Detailed project description

Performance appraisal is a dynamic, 365-day a year, 24/7 process to encourage and recognise high performance, encourage and motivate staff, and keep performance on track. Our appraisal process has always encouraged informal one-to-ones in addition to the annual and mid-year formal appraisal meetings.

In order to improve performance even further, it is important that all employees' performance is informally discussed and reviewed at least once a month at a one-to-one meeting with their line manager. This gives the employee an opportunity to actively participate in the process, reporting on progress, achievements, barriers and difficulties. It also provides managers with the opportunity to give direction, support, coaching, feedback and encouragement.

These meetings should be an informal two-way discussion process between the employee and line manager, with the aim of monitoring progress and enhancing performance.

### Benefits for staff and line managers

There are many benefits of holding frequent one-to-one review meetings for staff and line managers, including:

- Difficult issues can be identified, discussed and resolved quickly, before they become more serious.
- Help and support can be given more readily. People rarely ask for help unless they see a good opportunity to do so – the regular informal review provides this opportunity.
- As priorities often change throughout the year, staff may need to be redirected and refocused. New assignments, tasks and objectives can be agreed, completed and reviewed quickly.
- Managers can take a more active role in staff development, setting out what they hope the employee will get from the development, discussing how it went, and making sure they have adequate opportunities to embed the new learning into their daily work.
- Effective working relationships and mutual understanding develops more quickly with greater frequency of meetings between line manager and team members. This is likely to reduce the anxiety that some staff may experience before formal appraisals.

- Regular one-to-ones means the formal appraisal reviews should be quicker as much of the review will have already been covered. Team members should be better prepared for the formal appraisal, at which there should be no unpleasant surprises. Managers will find that frequent one-to-ones produce richer performance data and reduces the risk of overlooking things at the formal appraisal. This makes the whole performance management process more effective and saves a substantial amount of management time.

- Regular one-to-ones will bring good working practices and success stories to the surface which we can share and use to improve performance in our own departments, directorate and the council as a whole, encouraging us to work as 'one council'.

## Process

- Line managers should ensure regular one-to-one meetings are held with each member of their team at least once a month.

- The duration of the meetings will vary, but in general should last for 30 to 60 minutes.

- Line managers should ensure they have allocated sufficient time for the meeting, have organised an appropriate office or meeting space to hold the meeting, will be free from interruptions, have thought about and are prepared for the meeting.

- The most important factor in reviewing performance is the giving of meaningful feedback. Line managers should therefore think about and prepare feedback that is useful and timely to support the delivery of objectives. Feedback should focus equally on things that have been done well and areas for improvement. It is important to encourage a two-way dialogue with the employee playing an equal role in the discussion.

- The frequency and content of these meetings should be briefly recorded by the line manager using the attached or similar 'Record of one-to-one review meeting form' as this will provide 80% of the information needed for the formal appraisal. Ideally, the records should be stored electronically, as this reduces the possibility of records getting lost or mislaid and means the notes can be cut and pasted into the formal appraisal record at the end of the year.

- Both the employee and the line manager are encouraged to take and keep copies of the notes of the meeting.

## Project map/plans

## Links to additional information

## PROJECT SPECIFICATION

| <b>Project ref code</b>   | AT00/02                           |                 |                             |   | <b>Project title</b> | Staff performance reviews |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|---|-----------------------------------|-----------------|-----------------------------|---|----------------------|---------------------------|-------|-------|----------------------|----------------------|----|---|---|-----------------|------------------|----|---|---|---|---|---|
| <b>Brief description</b>  |                                   |                 |                             |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| Performance review (PR) is an ongoing two-way discussion between all employees and their managers/supervisors. It helps employees understand what is expected from them during their employment at the council and ensures a regular focus on performance, conduct and behaviour.   |                                   |                 |                             |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>  | SM                                |                 |                             |   | <b>Delivered by</b>  | MHW                       |       |       |                      | <b>Budget code</b>   | [] |   |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>   |                                   |                 |                             |   |                      |                           |       |       |                      | <b>Months active</b> |    |   |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators            |                 |                             |   |                      |                           |       |       | <b>Approval date</b> | 21/09/18             |    |   |   | <b>Priority</b> | Must             |    |   |   |   |   |   |
| <b>Project aims</b>   |                                   |                 |                             |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To review the previous year and recognise achievements.</li> <li>Identify areas for improvement</li> <li>Identify key objectives for the coming year</li> <li>Identify development required to achieve the objectives</li> <li>Produce learning and development programme</li> <li>Identify anything the manager can do to assist with performance generally.</li> </ol> |                                   |                 |                             |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>   |                                   |                 |                             |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Performance Review timetable</b>   |                                   |                 |                             |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| Step  | Activity                          | Timeline        | Key documents               |   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|   |                                   |                 | Complete                    | Refer   |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 1   | Initiate                          | April           |                             | Preparation Form<br>Employee Competencies (relevant to role)<br>Corporate Plan                                      |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 2   | Preparation                       | April to May    | Preparation Form            | Employee Performance Review<br>Employee Competencies (relevant to role)<br>Corporate plan<br>Departmental/Team plan |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 3   | PR meeting, write up and sign off | May to end July | Employee Performance Review | Preparation Form<br>Employee Competencies (relevant to role)  |                      |                           |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |

|   |                 |  |                             |  |
|---|-----------------|--|-----------------------------|--|
|   |                 |  |                             | Corporate plan<br>Departmental plan                            |
| 4   | 1-1s            | Every four weeks                           | 1-1 Form                    | Employee Performance Review<br>Competencies (relevant to role) |
| 5   | Mid-year review | 6 months after PR<br>(November to January) | Employee Performance Review | Competencies (relevant to role)<br>Team Plans<br>PR            |
| Project map/plans   |                 |  |                             |  |
| Links to additional information   |                 |  |                             |  |
| <a href="https://norwich-cc.metafaq.com/help/faq/performance/compframework">https://norwich-cc.metafaq.com/help/faq/performance/compframework</a> |                 |  |                             |  |

## PROJECT SPECIFICATION

|   |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
|---|----------------------------|-------|-------|---------------------|---------|-------|-------|-------|-------|----------------------|----------------------|----------------------|---|-----------------|------------------|-----|---|---|---|---|---|--|--|
| <b>Project ref code</b>   | AT00/04                    |       |       |                     |         |       |       |       |       |                      | <b>Project title</b> | Best practice visits |   |                 |                  |     |   |   |   |   |   |  |  |
| <b>Brief description</b>  |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <p>Mousehold Conservators and the Mousehold Wardens to visit sites and other practitioners as appropriate, ensure that management methods used in the management of public open space and more specifically heathland follow industry best practice.</p>  |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <b>Proj lead</b>  | [ SM ]                     |       |       | <b>Delivered by</b> | [ MHW ] |       |       |       |       |                      | <b>Budget code</b>   | [ ]                  |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |  |  |
| <b>Years active</b>   |                            |       |       |                     |         |       |       |       |       | <b>Months active</b> |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| 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 |  |  |
| <b>Approved by</b>  | [ Mousehold Conservators ] |       |       |                     |         |       |       |       |       | <b>Approval date</b> | [ 21/09/18 ]         |                      |   | <b>Priority</b> | [ Should ]       |     |   |   |   |   |   |  |  |
| <b>Project aims</b>   |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <ol style="list-style-type: none"> <li>To learn from industry best practice.</li> <li>To develop Mousehold Conservators understanding of heathland and public space management</li> <li>To identify innovative and new ways to manage the heath more effectively and improve visitor experience.</li> <li>To inspire future aims and objectives</li> </ol>  |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <b>Detailed project description</b>   |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <ol style="list-style-type: none"> <li>Best practice visits to be arranged for the wardens as part of the annual performance review framework relating to areas of learning and development identified. Particularlry where new projects are to be developed and delivered.</li> <li>Best practice visits to be arranged for the Conservators based on future decisions to be made relating to future projects to be delivered in the management plan.</li> </ol> |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <b>Project map/plans</b>  |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
|   |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
| <b>Links to additional information</b>  |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |
|   |                            |       |       |                     |         |       |       |       |       |                      |                      |                      |   |                 |                  |     |   |   |   |   |   |  |  |

## PROJECT SPECIFICATION

|  |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
|--|---------|------------------------|-------|-------|----------------------|--------------|-------|-------|----------------------|----------------------|----------|---|-----------------|---|------------------|---|---|---|---|---|---|
| <b>Project ref code</b>  | AT00/05 |                        |       |       | <b>Project title</b> | Safeguarding |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| <b>Brief description</b>   |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| To ensure external contractors working on the site work in accordance with relevant legislation and deliver specified outcomes   |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| <b>Proj lead</b>   | SM      |                        |       |       | <b>Delivered by</b>  | SM & MHW     |       |       |                      | <b>Budget code</b>   |          |   |                 |   | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>  |         |                        |       |       |                      |              |       |       |                      | <b>Months active</b> |          |   |                 |   |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   |         | Mousehold Conservators |       |       |                      |              |       |       | <b>Approval date</b> |                      | 21/09/18 |   | <b>Priority</b> |   | Must             |   |   |   |   |   |   |
| <b>Project aims</b>  |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| 1. To protect children and vulnerable adults.  |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>  |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>The council expects all employees to act upon any safeguarding concerns they have and to report them in accordance with the policy and procedures contained in this document. Even where concerns do not in isolation confirm abuse or harassment, these should still be reported. When considered in conjunction with other concerns, these may provide compelling indicators of a child or adult being at risk.</li> <li>The council also expects that contractors or partner organisations carrying out or delivering services on behalf of the council will also adhere to the duty to report safeguarding concerns. This forms part of the contracts or service agreements empowering these organisations to undertake the work on behalf of the council.</li> <li>Council employees will undertake mandatory safeguarding training as required and comply with the council's safeguarding policy.</li> <li>To be alert and looking for signs of safeguarding concern in day to day work.</li> </ol> |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>   |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
|  |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>   |         |                        |       |       |                      |              |       |       |                      |                      |          |   |                 |   |                  |   |   |   |   |   |   |



[https://intranet/polproc/safeguardingchildrenandadults/Documents/Safeguarding\\_policy\\_for\\_officers.pdf](https://intranet/polproc/safeguardingchildrenandadults/Documents/Safeguarding_policy_for_officers.pdf)

<https://intranet/polproc/Safeguardingchildrenandadults/Pages/default.aspx>

## PROJECT SPECIFICATION

|   |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|---|------------------------|-------|-------|-------|----------------------|-----------------------|-------|-------|----------------------|----------------------|----|---|---|-----------------|------------------|----|---|---|---|---|---|
| <b>Project ref code</b>   | AT00/06                |       |       |       | <b>Project title</b> | Volunteer development |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| To develop volunteer skills   |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>  | WS                     |       |       |       | <b>Delivered by</b>  | MHW                   |       |       |                      | <b>Budget code</b>   | [] |   |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |       |                      |                       |       |       |                      | <b>Months active</b> |    |   |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |       |                      |                       |       |       | <b>Approval date</b> | 18/09/18             |    |   |   | <b>Priority</b> | MUST             |    |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To organise relevant Health and Safety, vocational and skills training for volunteers to enable them to make a meaningful contribution to the work on site.</li> <li>To maintain and develop volunteer opportunities and volunteer work hours on the site</li> </ol> |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Identify volunteer skills needed</li> <li>Organise and provide volunteers with training when required.</li> <li>Write volunteers a work reference when required.</li> </ol>  |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |       |                      |                       |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
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| <b>Project ref code</b>   | AT40/01                |           |           |           | <b>Project title</b> | Contract monitoring and improvement<br>NorwichNorse Environmental |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>  |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| To ensure contracted and project works are delivered by the joint venture as per the work specifications.   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>  | SM                     |           |           |           | <b>Delivered by</b>  | SM & MHW  |           |           |                      | <b>Budget code</b>   |   |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>   |                        |           |           |           |                      |   |           |           |                      | <b>Months active</b> |   |   |   |                 |                  |   |   |   |   |   |   |
| 18/<br>19   | 19/<br>20              | 20/<br>21 | 21/<br>22 | 22/<br>23 | 23/<br>24            | 24/<br>25   | 25/<br>26 | 26/<br>27 | 27/<br>28            | A                    | M | J | J | A               | S                | O | N | D | J | F | M |
| <b>Approved by</b>  | Mousehold Conservators |           |           |           |                      |   |           |           | <b>Approval date</b> | 21/09/18             |   |   |   | <b>Priority</b> | Must             |   |   |   |   |   |   |
| <b>Project aims</b>   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure that works are carried out to the specified standards</li> <li>To ensure works are carried out within agreed timescales</li> <li>To ensure works are carried out to the agreed frequency</li> <li>To work with the JV to identify improved ways of working.</li> </ol> |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Monitor works and raise any concerns directly with the area supervisor to resolve,</li> <li>If any issue cannot be resolved add them to the NNE issue log managers tab to escalate to the manager's meeting for resolution.</li> </ol>   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|   |                        |           |           |           |                      |   |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |

## PROJECT SPECIFICATION

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| <b>Project ref code</b>   | AT40/02                    |           |           |           | <b>Project title</b> | Contract monitoring and improvement NPS Norwich |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Brief description</b>  |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| To ensure contracted and project works are delivered by the joint venture as agreed with NPSN   |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Proj lead</b>  | [ SM ]                     |           |           |           | <b>Delivered by</b>  | [ SM & MHW ]                                    |           |           |                      | <b>Budget code</b>   | [ ] |   |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |
| <b>Years active</b>   |                            |           |           |           |                      |   |           |           |                      | <b>Months active</b> |     |   |   |                 |                  |     |   |   |   |   |   |
| 18/<br>19   | 19/<br>20                  | 20/<br>21 | 21/<br>22 | 22/<br>23 | 23/<br>24            | 24/<br>25                                       | 25/<br>26 | 26/<br>27 | 27/<br>28            | A                    | M   | J | J | A               | S                | O   | N | D | J | F | M |
| <b>Approved by</b>  | [ Mousehold Conservators ] |           |           |           |                      |   |           |           | <b>Approval date</b> | [ 21/09/18 ]         |     |   |   | <b>Priority</b> | [ Must ]         |     |   |   |   |   |   |
| <b>Project aims</b>   |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure that works are carried out to the specified standards</li> <li>To ensure works are carried out within agreed timescales</li> <li>To work with the JV to identify improved ways of working.</li> </ol>                            |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Detailed project description</b>   |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Monitor works and raise any concerns directly with the project supervisor to resolve,</li> <li>If any issue cannot be resolved add them to the NPSN issue log managers tab to escalate to the manager's meeting for resolution.</li> </ol> |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Project map/plans</b>  |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
|   |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Links to additional information</b>  |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
|   |                            |           |           |           |                      |   |           |           |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
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| <b>Project ref code</b>  | AT40/03                |       |       |       | <b>Project title</b> | Contract monitoring external contractors |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| To ensure external contractors working on the site work in accordance with relevant legislation and deliver specified outcomes   |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>   | SM                     |       |       |       | <b>Delivered by</b>  | SM & MHW                                 |       |       |                      | <b>Budget code</b>   |   |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |       |                      |  |       |       |                      | <b>Months active</b> |   |   |   |                 |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |       |                      |  |       |       | <b>Approval date</b> | 21/09/18             |   |   |   | <b>Priority</b> | Must             |   |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To ensure that works are carried out to the specified standards</li> <li>To ensure works are carried out within agreed timescales</li> <li>To ensure works are carried out to the agreed frequency</li> <li>To ensure works are carried out in accordance with H&amp;S legislation etc</li> </ol>   |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Produce project specifications and timescale requirements.</li> <li>Obtain quotation for works.</li> <li>Ensure correct qualifications, permits, risk assessments, SSOW and insurance etc are in place.</li> <li>Monitor works on site to ensure being delivered in accordance with 1-3.</li> </ol> |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>   |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |       |                      |  |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
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| <b>Project ref code</b>  | AT50/01                |       |       |       | <b>Project title</b> | General Volunteering |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| Liaise/Supervise Volunteers  |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>   | WS                     |       |       |       | <b>Delivered by</b>  | MHW                  |       |       |                      | <b>Budget code</b>   | 21/09/18 |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |       |                      |                      |       |       |                      | <b>Months active</b> |          |   |   |                 |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |       |                      |                      |       |       | <b>Approval date</b> |                      |          |   |   | <b>Priority</b> | MUST             |   |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| Liaise with members of the community, individual volunteers and corporate groups to organise volunteer tasks and work parties for new people interested in volunteering.               |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| 1. Liaise, communicate and inspire members of the community to volunteer on the site.<br>2. Supervise and work with individual volunteers and volunteer groups working on the site<br> |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |       |                      |                      |       |       |                      |                      |          |   |   |                 |                  |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
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| <b>Project ref code</b>   | AT50/02                |       |       |                     |       |       |       |       |       |                      | <b>Project title</b> | Corporate Volunteering |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| Liaise with a nd supervise corporate volunteers   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>  | WS                     |       |       | <b>Delivered by</b> | MHW   |       |       |       |       |                      | <b>Budget code</b>   | []                     |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |                     |       |       |       |       |       | <b>Months active</b> |                      |                        |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |                     |       |       |       |       |       | <b>Approval date</b> | 08/08/18             |                        |   | <b>Priority</b> | SHOULD           |    |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| Organise corporate work days to implement Management Plan and HLS objectives.   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Liaise with Corporate groups to organise corporate volunteer work days.</li> <li>Supervise corporate volunteer work day groups.</li> </ol> |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |                     |       |       |       |       |       |                      |                      |                        |   |                 |                  |    |   |   |   |   |   |

## PROJECT SPECIFICATION

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| <b>Project ref code</b>   | AT50/03                |       |       |                     |       |       |       |       |       |                      | <b>Project title</b> | Mousehold Heath Defenders |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| Liaise/Supervise Volunteers   |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>  | WS                     |       |       | <b>Delivered by</b> | MHW   |       |       |       |       |                      | <b>Budget code</b>   | []                        |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |                     |       |       |       |       |       | <b>Months active</b> |                      |                           |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |                     |       |       |       |       |       | <b>Approval date</b> | 21/09/18             |                           |   | <b>Priority</b> | MUST             |    |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| Organise, oversee and supervise Defenders work parties to implement Management Plan and HLS objectives.                 |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| 1. Liaise with the Defenders to organise volunteer work tasks.<br>2. Oversee and supervise volunteer work party groups. |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |                     |       |       |       |       |       |                      |                      |                           |   |                 |                  |    |   |   |   |   |   |



## PROJECT SPECIFICATION

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| <b>Project ref code</b>  | AT50/004               |       |       |                     |       |       |       |       |       |                      | <b>Project title</b> | The Mousehold Heath Mousketeers |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| Liaise/Supervise Volunteers  |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>   | WS                     |       |       | <b>Delivered by</b> | MHW   |       |       |       |       |                      | <b>Budget code</b>   | 21/09/18                        |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |                     |       |       |       |       |       | <b>Months active</b> |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |                     |       |       |       |       |       | <b>Approval date</b> | 21/09/18             |                                 |   | <b>Priority</b> | MUST             |   |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| Organise and supervise Mousketeer work parties to implement Management Plan and HLS objectives.  |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Liaise with Mousketeers and members of the community to organise volunteer work tasks at least twice a month.</li> <li>Supervise and work with Mousketeer volunteer work party groups.</li> </ol> |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>   |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |
|  |                        |       |       |                     |       |       |       |       |       |                      |                      |                                 |   |                 |                  |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
|---|------------------------|-------|---------------------|-------|----------------------|-----------------------------------|-------|--------------------|----------------------|----------------------|------------------|-----------------|--------|---|---|---|---|---|---|---|---|--|
| <b>Project ref code</b>   | AT50/05                |       |                     |       | <b>Project title</b> | The Conservation Volunteers (TCV) |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| <b>Brief description</b>  |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| Liaise/Supervise Volunteers   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| <b>Proj lead</b>  | WS                     |       | <b>Delivered by</b> | MHW   |                      |                                   |       | <b>Budget code</b> | 4102                 |                      | <b>Budget £s</b> | 7,110           |        |   |   |   |   |   |   |   |   |  |
| <b>Years active</b>   |                        |       |                     |       |                      |                                   |       |                    |                      | <b>Months active</b> |                  |                 |        |   |   |   |   |   |   |   |   |  |
| 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 |  |
| <b>Approved by</b>  | Mousehold Conservators |       |                     |       |                      |                                   |       |                    | <b>Approval date</b> | 21/09/18             |                  | <b>Priority</b> | SHOULD |   |   |   |   |   |   |   |   |  |
| <b>Project aims</b>   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| Organise, oversee and supervise TCV work parties to implement Management Plan and HLS objectives.   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| <b>Detailed project description</b>   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| <ol style="list-style-type: none"> <li>Liaise with TCV to organise volunteer work tasks in accordance with the Annual Work Plan.</li> <li>Supervise and work with TCV volunteer work party groups.</li> </ol> |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| <b>Project map/plans</b>  |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
|   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
| <b>Links to additional information</b>  |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |
|   |                        |       |                     |       |                      |                                   |       |                    |                      |                      |                  |                 |        |   |   |   |   |   |   |   |   |  |

## PROJECT SPECIFICATION

|   |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
|---|------------------------|-------|----------------------|---------------------------|-------|-------|-------|--------------------|----------------------|----------------------|---|---|------------------|-----------------|------|---|---|---|---|---|---|
| <b>Project ref code</b>   | MC50/05                |       | <b>Project title</b> | Historic boundary markers |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
|   |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| <b>Proj lead</b>  | NH                     |       | <b>Delivered by</b>  | MW,VOL,CON                |       |       |       | <b>Budget code</b> | 421020 2090          |                      |   |   | <b>Budget £s</b> |                 |      |   |   |   |   |   |   |
| <b>Years active</b>   |                        |       |                      |                           |       |       |       |                    |                      | <b>Months active</b> |   |   |                  |                 |      |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |                      |                           |       |       |       |                    | <b>Approval date</b> | 15/06/18             |   |   |                  | <b>Priority</b> | Must |   |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| 1. To make sure all historic boundary markers on site are in place and maintained.  |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| 1. Use original materials to replace missing markers.<br>2. Keep to the same historical design, style and colour.<br>3. Remove any graffiti or stickers etc.<br>4. Minor repairs will be carried out by the Mousehold Heath Wardens and volunteers any.<br>5. Specialist repairs or replacement of missing markers will be outsourced to a private contractor, ensuring the integrity and replication of the original design.<br>6. Identify reactive repairs required. |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| INSERT MAP SHOWING BOUDARY MARKER LOCATIONS   |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |
|   |                        |       |                      |                           |       |       |       |                    |                      |                      |   |   |                  |                 |      |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|---|------------------------|-------|-------|-------|----------------------|----------|-------|-------|----------------------|----------------------|---|---|---|-----------------|------------------|---|---|---|---|---|---|
| <b>Project ref code</b>   | ME12/01                |       |       |       | <b>Project title</b> | Graffiti |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| Removal of graffiti   |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>  | MHW                    |       |       |       | <b>Delivered by</b>  | NNE      |       |       |                      | <b>Budget code</b>   |   |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |       |                      |          |       |       |                      | <b>Months active</b> |   |   |   |                 |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |       |                      |          |       |       | <b>Approval date</b> | 21/09/18             |   |   |   | <b>Priority</b> | Must             |   |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| 1. To remove offensive or racist graffiti within 24 hours.<br>2. To remove all other graffiti within 14 working days<br>3.  |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| 1. Report graffiti to the council via the online form which goes straight to NorwichNorse Environment EPA crew.<br>2. EPA crew will prioritise the work based on the aim to remove offensive and racist graffiti in 24 hours. |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|   |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <a href="https://www.norwich.gov.uk/reportastreetissue">https://www.norwich.gov.uk/reportastreetissue</a>   |                        |       |       |       |                      |          |       |       |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |           |           |           |                      |                 |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|---|------------------------|-----------|-----------|-----------|----------------------|-----------------|-----------|-----------|----------------------|----------------------|---|---|---|-----------------|------------------|---|---|---|---|---|---|
| <b>Project ref code</b>   | ME14/01                |           |           |           | <b>Project title</b> | Toilet cleaning |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>  |                        |           |           |           |                      |                 |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| Toilet cleaning   |                        |           |           |           |                      |                 |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>  | MHW                    |           |           |           | <b>Delivered by</b>  | NNE             |           |           |                      | <b>Budget code</b>   |   |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>   |                        |           |           |           |                      |                 |           |           |                      | <b>Months active</b> |   |   |   |                 |                  |   |   |   |   |   |   |
| 18/<br>19   | 19/<br>20              | 20/<br>21 | 21/<br>22 | 22/<br>23 | 23/<br>24            | 24/<br>25       | 25/<br>26 | 26/<br>27 | 27/<br>28            | A                    | M | J | J | A               | S                | O | N | D | J | F | M |
| <b>Approved by</b>  | Mousehold Conservators |           |           |           |                      |                 |           |           | <b>Approval date</b> | 21/09/18             |   |   |   | <b>Priority</b> | Must             |   |   |   |   |   |   |
| <b>Project aims</b>   |                        |           |           |           |                      |                 |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <p><b>Key Aims</b></p> <p>To provide Premises and facilities that meet the expectations of the users.</p> <p>To establish and maintain high standards of cleanliness</p> <p>To provide a basic level of immediate maintenance as part of the general daily cleansing / inspection</p> <p>To minimise the amount of time that facilities are unavailable to users.</p> |                        |           |           |           |                      |                 |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |

## Detailed project description

- To supply all consumables, cleaning materials, equipment and vehicles within the price tendered for the Contract(s).
- To supply all roller towel cabinets and replacement towels as required to meet the quality standards.
- To collect and dispose of waste to a point suitable for collection.
- To collect and dispose of recyclable waste to a suitable point for collection.
- To provide an emergency response service.
- To provide a Helpdesk facility to receive and initiate response to calls.
- To provide sufficient and regular Contract based and focussed supervision.
- To maintain full and effective management of Contract Employee(s) on a daily/shift basis.
- To maintain an effective administration service to meet the service requirements.
- To maintain an efficient communication regime with the Council's Contract Liaison Officer and service users.
- To open and close Premises as required when there are no Council Employee(s) to do so.
- To provide additional special or periodical cleaning tasks from time to time as required to be priced separately at the time.

### Changing Rooms

- Changing Rooms are required to be cleansed at varying frequencies dependent upon usage. A breakdown of changing room use for the 08/09 cricket and football seasons is detailed in Appendices 5 and 6. The Company will be notified of bookings by the Company responsible for managing sports bookings as part of the grounds maintenance Contract.
- Changing rooms will be opened to the public and locked after use by the Grounds Maintenance Contract staff
- Cleaning can take place anytime (by arrangement with the Grounds Maintenance Company); the requirement of this contract is to ensure that the Changing Rooms are cleaned prior to being open to the public.
- Where there are games and use of changing rooms in the morning and afternoon it will be the responsibility of the Grounds Maintenance Company to provide the 'tidy up' of the changing rooms between games and therefore this element is not part of this Contract
- All changing rooms detailed in Appendix 3b will be cleaned within 24 hours following the end of the day's last session or before the start of the next session if that is sooner.
- If cleaning takes place outside normal opening hours the Company will be responsible for ensuring the entire facility is secure when they enter and leave.

Minor repairs identified at a public convenience shall be rectified as soon as possible and within 24 hours. Minor repairs as referred to in this Specification are defined as:

- Repair or replacement of defective or missing door locks (both internal and external) flushing chains and handles, defective taps, defective or missing toilet roll holders, soap dispensers, toilet seats, door hooks.
- Repair any damage or holes in privacy screens between cubicles.
- Re-hang doors where door and frame are in tact.
- Re-filleting of any open joints revealed by the removal of deposits.
- The clearing of blocked drains between the sanitary fittings or appliances and the nearest external inspection chamber, clearing blocked roof drainage.
- Replacement of electric lamps and bulbs both internal and external.

- All other items requiring repair or replacement, including electric hand dryers, cracked or broken glazing, WC bowls, hand basins, urinals, cisterns, doors, panels and wall tiles shall immediately be reported to the Council's Contract Liaison Officer in writing.
- Graffiti removal is not part of the minor repair requirement, however all incidences are to be reported immediately to the Council's graffiti removal team.
- Any other items defined by the Council's Contract Liaison Officer that can reasonably be described as being of a similar nature.

#### **Project map/plans**

#### **Links to additional information**

## PROJECT SPECIFICATION

|   |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|---|------------------------|-----------|-----------|-----------|----------------------|-------------|-----------|-----------|----------------------|----------------------|---|---|---|-----------------|------------------|---|---|---|---|---|---|
| <b>Project ref code</b>   | ME04/03                |           |           |           | <b>Project title</b> | Fly tipping |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>  |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| Removal of fly tipping  |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>  | MHW                    |           |           |           | <b>Delivered by</b>  | NNE         |           |           |                      | <b>Budget code</b>   |   |   |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>   |                        |           |           |           |                      |             |           |           |                      | <b>Months active</b> |   |   |   |                 |                  |   |   |   |   |   |   |
| 18/<br>19   | 19/<br>20              | 20/<br>21 | 21/<br>22 | 22/<br>23 | 23/<br>24            | 24/<br>25   | 25/<br>26 | 26/<br>27 | 27/<br>28            | A                    | M | J | J | A               | S                | O | N | D | J | F | M |
| <b>Approved by</b>  | Mousehold Conservators |           |           |           |                      |             |           |           | <b>Approval date</b> | 21/09/18             |   |   |   | <b>Priority</b> | Must             |   |   |   |   |   |   |
| <b>Project aims</b>   |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To remove fly tipping within 24 hours.</li> <li>To prosecute people for fly tipping where there is sufficient evidence</li> </ol>  |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>Report fly tipping to the council via the online form which goes straight to NorwichNorse Environment EPA crew.</li> <li>EPA crew will check for evidence in the waste of who has fly tipped. If there is evidence the EPA crew will report to Area Management Team and leave in situ whilst evidence is gathered.</li> <li>Once evidence is gathered the waste will be removed and the case passed to Area management Team for investigation and possible prosecution.</li> </ol> |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
|   |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |
| <a href="https://www.norwich.gov.uk/reportastreetissue">https://www.norwich.gov.uk/reportastreetissue</a>   |                        |           |           |           |                      |             |           |           |                      |                      |   |   |   |                 |                  |   |   |   |   |   |   |



## PROJECT SPECIFICATION

|  |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
|--|------------------------|-------|-------|-------|----------------------|----------------------|-------|-------|----------------------|----------------------|------------------|---|---|-----------------|------------------|-----|---|---|---|---|---|
| <b>Project ref code</b>  | ME41/04                |       |       |       | <b>Project title</b> | Access for all paths |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| Provision and maintenance of access for all routes.  |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| <b>Proj lead</b>   | NH                     |       |       |       | <b>Delivered by</b>  | MW,VOL,CON           |       |       |                      | <b>Budget code</b>   | 421020 2090 3871 |   |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |       |                      |                      |       |       |                      | <b>Months active</b> |                  |   |   |                 |                  |     |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |       |                      |                      |       |       | <b>Approval date</b> | 15/06/18             |                  |   |   | <b>Priority</b> | Must             |     |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| 1. To ensure level surfacing and open access is provided to all, access for all routes.  |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| <ol style="list-style-type: none"> <li>To maintain and upkeep access for all pathways ensuring level surfacing is provided for safe wheel chair access.</li> <li>Clear overhanging and encroaching vegetation such as grasses at ground level to mitigate narrowing of pathways.</li> <li>Control encroaching vegetation by treating with a glyphosate based herbicide application.</li> <li>Identify reactive repairs required.</li> <li>Minor maintenance and repairs will be carried out by the Mousehold Heath Wardens and volunteers, specialist repairs are ordered through NPSN.</li> </ol> |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |       |                      |                      |       |       |                      |                      |                  |   |   |                 |                  |     |   |   |   |   |   |



[Links to additional information](#)

## PROJECT SPECIFICATION

|   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
|---|-------|------------------------|-------|----------------------|-------|-------------------------------------|-------|----------------------|-------|----------------------|---|-----------------|---|------------------|---|----|---|---|---|---|---|
| <b>Project ref code</b>   |       |                        |       | <b>Project title</b> |       | Rangers House buffer zone and track |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <b>Brief description</b>  |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| ?   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <b>Proj lead</b>  |       | WS                     |       | <b>Delivered by</b>  |       | MHW, CON, VOLS                      |       |                      |       | <b>Budget code</b>   |   | []              |   | <b>Budget £s</b> |   | [] |   |   |   |   |   |
| <b>Years active</b>   |       |                        |       |                      |       |                                     |       |                      |       | <b>Months active</b> |   |                 |   |                  |   |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  |       | Mousehold Conservators |       |                      |       |                                     |       | <b>Approval date</b> |       | 21/09/18             |   | <b>Priority</b> |   | MUST             |   |    |   |   |   |   |   |
| <b>Project aims</b>   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <p>1. Liaise with owner of Ranger's House to cut back encroaching trees and other vegetation from over and adjacent to his property and repair track from Gurney Road to the house when required.</p> |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <b>Detailed project description</b>   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <p>1. Organise, supervise contractors undertaking works.</p> <p>2. Supervise and undertake vegetation management.</p>   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <b>Project map/plans</b>  |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
|   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
| <b>Links to additional information</b>  |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |
|   |       |                        |       |                      |       |                                     |       |                      |       |                      |   |                 |   |                  |   |    |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|--|------------------------|-------|-------|-------|----------------------|-------------------------------|-------|-------|----------------------|----------------------|----|---|---|-----------------|------------------|----|---|---|---|---|---|
| <b>Project ref code</b>  | ML40/06                |       |       |       | <b>Project title</b> | Natural England HLS Agreement |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| Liaise with stakeholders, local/national authorities.  |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>   | WS                     |       |       |       | <b>Delivered by</b>  | MHW                           |       |       |                      | <b>Budget code</b>   | [] |   |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |       |                      |                               |       |       |                      | <b>Months active</b> |    |   |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |       |                      |                               |       |       | <b>Approval date</b> | 21/09/18             |    |   |   | <b>Priority</b> | MUST             |    |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 1. Liaise with Natural England HLS Advisor/Officer to monitor and implement Mousehold HLS Agreement.<br>   |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 1. Oversee and undertake conservation management works to implement objectives set out in the Mousehold HLS Agreement 2012 – 2022.<br>2. Facilitate site visits by Natural England |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|  |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>   |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| INSERT LINK TO AGREEMENT   |                        |       |       |       |                      |                               |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
|---|------------------------|-------|-------|-------|---------------------|-------|-------|-------|----------------------|----------------------|----------------------|---|---|-----------------|------------------|----|---|---|---|---|---|
| <b>Project ref code</b>   | ML40/08                |       |       |       |                     |       |       |       |                      |                      | <b>Project title</b> | Renegotiate Natural England HLS agreement |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| Liaise with stakeholders, local/national authorities.   |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>  | WS                     |       |       |       | <b>Delivered by</b> | MHW   |       |       |                      | <b>Budget code</b>   | []                   |   |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |       |                     |       |       |       |                      | <b>Months active</b> |                      |   |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |       |                     |       |       |       | <b>Approval date</b> | 21/09/18             |                      |   |   | <b>Priority</b> | MUST             |    |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| 1. Liaise with Natural England HLS Advisor/Officer to renegotiate Mousehold HLS Agreement.  |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| 1. Arrange site meetings with Natural England officer to renegotiate Mousehold HLS Agreement beyond 2022, to create continuity in heathland conservation funding. |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |
|   |                        |       |       |       |                     |       |       |       |                      |                      |                      |   |   |                 |                  |    |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|--|------------------------|-------|-------|-------|----------------------|----------------|-------|-------|----------------------|----------------------|----|---|---|-----------------|------------------|----|---|---|---|---|---|
| <b>Project ref code</b>  | RH31/01                |       |       |       | <b>Project title</b> | Forest Schools |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Brief description</b>   |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| Collect data, public use, education  |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Proj lead</b>   | WS                     |       |       |       | <b>Delivered by</b>  | MHW            |       |       |                      | <b>Budget code</b>   | [] |   |   |                 | <b>Budget £s</b> | [] |   |   |   |   |   |
| <b>Years active</b>  |                        |       |       |       |                      |                |       |       |                      | <b>Months active</b> |    |   |   |                 |                  |    |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | Mousehold Conservators |       |       |       |                      |                |       |       | <b>Approval date</b> | 21/09/18             |    |   |   | <b>Priority</b> | SHOULD           |    |   |   |   |   |   |
| <b>Project aims</b>  |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 1. Organise, oversee and co-lead Forest school activities, to increase understanding, involvement and enjoyment of the site.<br>   |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Detailed project description</b>  |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| 1. Liaise with Forest School leaders to enable Forest School activities to be safely undertaken on the site.<br>2. Produce site and activity risk assessments when required.<br>3. Co-lead activities when required. |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Project map/plans</b>   |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|  |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
| <b>Links to additional information</b>   |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |
|  |                        |       |       |       |                      |                |       |       |                      |                      |    |   |   |                 |                  |    |   |   |   |   |   |

## PROJECT SPECIFICATION

|  |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
|--|--------------------------|-------|-------|-------|----------------------|-------------------------------|-------|-------|----------------------|----------------------|-----|---|---|-----------------|------------------|-----|---|---|---|---|---|
| <b>Project ref code</b>  | RH31/02                  |       |       |       | <b>Project title</b> | Onsite Educational Activities |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Brief description</b>   |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| Collect data, public use, education  |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Proj lead</b>   | [WS]                     |       |       |       | <b>Delivered by</b>  | [MHW]                         |       |       |                      | <b>Budget code</b>   | [ ] |   |   |                 | <b>Budget £s</b> | [ ] |   |   |   |   |   |
| <b>Years active</b>  |                          |       |       |       |                      |                               |       |       |                      | <b>Months active</b> |     |   |   |                 |                  |     |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   | [Mousehold Conservators] |       |       |       |                      |                               |       |       | <b>Approval date</b> | [21/08/18]           |     |   |   | <b>Priority</b> | [SHOULD]         |     |   |   |   |   |   |
| <b>Project aims</b>  |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| 1. Gather data to assess use and inform future provision   |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Detailed project description</b>  |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| 1. Record and collate data of numbers of pupils using the heath in relation to educational activities. |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Project map/plans</b>   |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
|  |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
| <b>Links to additional information</b>   |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |
|  |                          |       |       |       |                      |                               |       |       |                      |                      |     |   |   |                 |                  |     |   |   |   |   |   |

## PROJECT SPECIFICATION

|   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
|---|------------------------|-------|-------|---------------------|----------|-------|-------|-------|-------|----------------------|----------------------|------------------------|---|-----------------|------------------|---|---|---|---|---|---|
| <b>Project ref code</b>   | RH90/04                |       |       |                     |          |       |       |       |       |                      | <b>Project title</b> | Guided Walks Programme |   |                 |                  |   |   |   |   |   |   |
| <b>Brief description</b>  |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| Collect data, other activities, general   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| <b>Proj lead</b>  | WS                     |       |       | <b>Delivered by</b> | MHW, CON |       |       |       |       |                      | <b>Budget code</b>   |                        |   |                 | <b>Budget £s</b> |   |   |   |   |   |   |
| <b>Years active</b>   |                        |       |       |                     |          |       |       |       |       | <b>Months active</b> |                      |                        |   |                 |                  |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>  | Mousehold Conservators |       |       |                     |          |       |       |       |       | <b>Approval date</b> | 21/09/18             |                        |   | <b>Priority</b> | SHOULD           |   |   |   |   |   |   |
| <b>Project aims</b>   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| 1. Gather data to inform future walk programmes   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| <b>Detailed project description</b>   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| 1. Record numbers of participants for warden run events and collate data for events organised by the events team. |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| <b>Project map/plans</b>  |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
|   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
| <b>Links to additional information</b>  |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |
|   |                        |       |       |                     |          |       |       |       |       |                      |                      |                        |   |                 |                  |   |   |   |   |   |   |



## PROJECT SPECIFICATION

|  |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
|--|-------|----------------------------|-------|----------------------|-------|----------------|-------|----------------------|-------|----------------------|---|------------------|---|------------|---|---|---|---|---|---|---|
| <b>Project ref code</b>  |       | RH90/05                    |       | <b>Project title</b> |       | Volunteer data |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| <b>Brief description</b>   |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| Collect data, public use, volunteers   |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| <b>Proj lead</b>   |       | [ WS ]                     |       | <b>Delivered by</b>  |       | [ MHW ]        |       | <b>Budget code</b>   |       | [ ]                  |   | <b>Budget £s</b> |   | [ ]        |   |   |   |   |   |   |   |
| <b>Years active</b>  |       |                            |       |                      |       |                |       |                      |       | <b>Months active</b> |   |                  |   |            |   |   |   |   |   |   |   |
| 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 |
| <b>Approved by</b>   |       | [ Mousehold Conservators ] |       |                      |       |                |       | <b>Approval date</b> |       | [ 21/09/18 ]         |   | <b>Priority</b>  |   | [ SHOULD ] |   |   |   |   |   |   |   |
| <b>Project aims</b>  |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| 1. Gather data to assess volunteer contribution to management of the heath<br>   |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| <b>Detailed project description</b>  |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| 1. Record data for each task undertaken by groups or individuals on a monthly basis.<br>2. Report to the Conservators quarterly and also contribute to Norwich City Council volunteer performance indicator quarterly. |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| <b>Project map/plans</b>   |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
|  |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
| <b>Links to additional information</b>   |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |
|  |       |                            |       |                      |       |                |       |                      |       |                      |   |                  |   |            |   |   |   |   |   |   |   |



|                  |  |             |
|------------------|--|-------------|
| <b>Report to</b> | Mousehold Heath Conservators<br>21 September 2018                        | <b>Item</b> |
| <b>Report of</b> | Head of citywide services  | <b>7</b>    |
| <b>Subject</b>   | Mousehold Heath quarterly management update 7 June to 10 September 2018. |             |

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### **Purpose**

To provide a quarterly update for the period 7 June to 10 September 2018, reporting activities on and relating to Mousehold Heath which contribute to the delivery of the management plan objectives.

### **Recommendation**

To note the content of the report.

### **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:** Crome

**Cabinet member:** Councillor Packer – Health and wellbeing

### **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

# **Report**

## **Background**

1. The report details the work, activities and issues arising on, and relating to, Mousehold Heath.

### **Infrastructure management**

2. A vandalised and rotting wooden bench has been made safe and another removed by the Mousehold Heath wardens.
3. Completion of the replacement of a number of sections of wooden hand rails, along with two hardwood posts and boarding on the fire exit stairs, has been undertaken on the Pavilion.
4. Repairs to a loose hand rail at the Fountain Ground Changing Rooms were undertaken to ensure public health and safety.
5. Three bollards have been re-installed in Britannia Road car park by wardens.
6. Deep holes around benches which could have potentially been trip hazards have been filled in by the wardens.
7. A wasp nest was removed and a leaking tap repaired in the Pavilion toilets.

### **Tree safety**

8. A tree safety inspection of all roads and car parks, carried out by a Norwich City Council Arboricultural officer, located 21 tree safety works that need to be undertaken. The wardens, with the help of volunteers, carried out the works during the summer.
9. A further 6 dead, dying, windblown or dangerous trees and/or branches, adjacent to, or blocking paths, have been cut down and removed by the Mousehold wardens, with the help of volunteer.

### **Management for nature**

10. A range of habitat and site management tasks have been carried out by the Mousehold wardens, volunteers and contractors, to help deliver the management plan objectives relating to habitats on the and the Higher Level Stewardship (HLS) agreement priorities relating to heathland. These have included cutting/pulling invasive bracken and burnt gorse and brushcutting/raking grassland areas.

### **Woodland management:**

11. Work to maintain paths and clear windblown branches, through a section of woodland adjacent to Gilman Road and the Long Valley has continued. This work has been carried out to reduce anti-social behaviour and increase community access to a

formally impenetrable area, with the aim of improving biodiversity and creating a more diverse environment for fauna and flora to become established.

12. Encroaching bracken and scrub has been cut back in other woodland glades to allow a diversity of plants to grow and flower.

### **Heathland and Grassland management**

13. This period is one of the busiest times of the year with habitat work undertaken to remove encroaching bracken. Also, a number of ecological surveys have taken place.
14. Seedlings and saplings in heathland and grassland areas have been pulled out using the new tree popper tools.
15. The process of clearing burnt vegetation, such as a large gorse area adjacent to the Vinegar Pond, has started. The labour intensive work facilitates community access to many areas of the heath. It also produces large swathes of land covered in a carpet of blues and purples when the heather flowers in August and September. The flowering heather is an important source of nectar for the large number of bees, butterflies and other insects.
16. The Mousehold Heath Defenders have undertaken wild flower surveys on the Mustard Pond Glade, the Wildflower Meadow and St James Hill. A member of the Defenders has been working with a Mousehold warden to survey Bumblebees on St James Hill.
17. Bird, bat and butterfly surveys have also been undertaken by the Mousehold wardens assisted by volunteers

### **Path maintenance.**

18. Three footpaths which have been encroached upon by vegetation, such as those leading to Gertrude Road and around St James Hill, have been cut back by the Mousehold wardens, with the help of individual volunteers and volunteer groups, to maintain access to the site.
19. Fifteen paths have been cut on Gilman Road Open Space and the wildflower meadow by the Mousehold wardens with the help of a volunteers.

### **Litter management**

20. A number of areas formerly used for camping have been cleared and rubbish removed by the wardens with assistance from the NorwichNorse Environmental litter picker, as part of his daily work.
21. A member of the Mousehold Defenders has continued to carry out weekly litter picks.

## **Misuse and antisocial behaviour**

22. Seven separate campers, one group of five and one of four were found on the heath. The wardens verbally advised them about camping on the heath being against the bylaws and they were advised to leave.
23. Four claimed to be homeless. The Norwich City Council single homeless and rough sleeper coordinator was informed that contact could be made with the persons to secure temporary accommodation until a more permanent solution could be found.
24. Due to the extremely hot and long dry summer period, over thirty fires occurred within the open heathland areas across the site, mostly affecting large stands of gorse and small areas of heather.
25. The majority of the fires appeared to have been lit deliberately. The wardens undertook targeted patrols in specific areas, at specific times of the day, working closely with local police officers. Local schools were approached to explain to them seriousness of the act and the impact this has on wildlife, the environment and potentially human life.
26. The Fire Brigade were at times called back to fires that had re-ignited due to spreading underground through a layer of dead organic matter/humus layer build up.
27. A warden met with the Watch manager from Sprowston fire station to discuss the fire related issues on the heath, to provide keys for access. They fully supported the aims and objectives of the new management plan, project ref code MH35/01, to remove this layer of dead organic material by humus stripping, with a small excavator, resulting in an areas of bare ground. Along with other managed fire breaks they mitigate the risk of future large-scale problems, whilst also encouraging the regeneration of heather and acid grassland in those habitat areas.

## **Volunteers**

28. A total of 2254 volunteer work hours were undertaken on site in the last quarter by the following groups:

- The Conservation Volunteers (TCV)
- The Assist Trust.
- Mousehold Heath Defenders
- Mousehold Heath Mousketeers
- George White, Lion Wood, Magdalen Gates School students
- 8<sup>th</sup> Norwich Sea Scouts
- Geological Society of Norfolk
- Norwich High School for Girls
- RBS/Natwest Corporate Groups
- Aviva Corporate Group
- Many volunteers from the community

29. Ongoing support provided by the volunteer groups 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.

## Events

30. There have been a range of events to increase the opportunities for understanding, enjoying and getting involved with the heath. Attendance at events and activities was 792.

- The wardens organised and led environmental education activities students from five local schools over two days. The activities included, insect identification by sweep netting on the wildflower meadow and surveying species hidden under logs in woodland. (108)
- Conservation management activities have been undertaken by George White School students, working with the wardens to restore a woodland glade near Zaks. (23)
- Two Norwich High School for Girls, Conservation Activity Days, have cleared invasive bracken and cleared burnt gorse stems. (90)
- 8th Norwich Sea Scouts have undertaken two bracken clearing sessions (53)
- The Geological Society of Norfolk has undertaken a work day, to maintain the Earth Heritage Trail Interest Points before the Heritage Open Day Geodiversity Walk. (11)
- ROOTS environmental education activities - reconnect with Nature – took place on the second Sunday in the month which involved young people's stay and play wildlife activities. For children aged 3-11 years organised by Norwich City Council Events and overseen by the wardens. (150)
- Four community moth survey evenings have recorded 15 new moth species, which now brings the site total to 250 species! (27)
- A butterfly walk and workshop, in July, led by the Norfolk County Recorder and warden recorded 14 species of butterfly. (17)
- A management walk has been led by the wardens offering the opportunity for members of the community to see the habitat management work that is being carried out to improve the site for people and wildlife. (7)
- Three brass band concerts were organised during the summer which were enjoyed by all involved. (200)
- A History walk was led by a local historian and warden, which was part of the Norfolk Heritage Open Day Events programme (24)
- Aviva, RBS and Natwest Corporate Community tasks have taken place, involving cutting back paths, cutting bracken and clearing burnt gorse. (82).

