



MOUSEHOLD HEATH CONSERVATORS

Date **Friday 16 September 2016**
Time **14:00**
Venue **Mancroft room, City Hall**

COMMITTEE MEMBERS:

Councillor Bradford
Councillor Brociek-Coulton
Councillor Lubbock
Councillor Maxwell
Councillor Price
Councillor Raby
Councillor Sands (M)
Councillor Thomas (Vi)
Councillor Woollard
Clare Cohen, Mousehold Heath Defenders
Matthew Davies, Norwich Fringe Project
John Trevelyan, The Norwich Society

FOR FURTHER INFORMATION PLEASE CONTACT -

Committee officer: Andy Futter
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Democratic services
City Hall
Norwich
NR2 1NH

AGENDA

Page No:

1. Apologies

2. Public questions

Purpose - to receive questions from the public (notice to be given to the committee officer by 10am on the day before the meeting)

3. Declarations of interest

(Please note that it is the responsibility of individual members to declare interest prior to an item if they arrive late for the meeting.)

4. Minutes

4 - 7

Purpose - to agree the accuracy of the minutes of the meeting held on 17 June 2016.

5. Budget Monitoring Statement April – June 2016

8 - 10

Purpose – To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2016/17 and capital position as at 30 June 2016.

6. Mousehold Heath update

11 - 13

Purpose – To provide an update on issues and recent activities at Mousehold Heath.

7. Britannia Road car park future use

Purpose – to discuss issues relating to the use of Britannia Road car park and activities to reduce anti-social behaviour.

8. Management sub-group report - Mousehold Heath Conservators Subgroup notes

14 - 17

Purpose - to update the Conservators on the work undertaken by the management sub group since the last meeting.

9. Itinerant meeting date

Purpose - to agree the date of the next Mousehold Heath itinerant meeting.

10. Date of next meeting

Purpose - To approve the following meeting of the Conservators, to be held at City Hall at 14:00:

- 20 January 2017
- 17 March 2017

If you would like this agenda in large print, audio, Braille, alternative format or in a different language, please call Andy Futter, Senior committee officer on 01603 212029 or email andyfutter@norwich.gov.uk

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A hearing loop system is available.

Mousehold Heath Conservators

MINUTES

14:00 – 14:50

17 June 2016

Present: Councillors Bradford, Brociek-Coulton Maxwell, Lubbock Price, Sands (M), Raby, Thomas (Vi) and Woollard; John Trevelyan (Norwich Society), Clare Cohen (Mousehold Heath defenders), Matthew Davies (Norwich Fringe Project)

Also present: Bob Cronk (Interim Executive head of neighbourhoods), Vicki Reynolds (Service accountant), Simon Meek (Parks & open spaces manager)

1. Appointment of chair

Cllr Woollard proposed and Cllr Sands seconded Cllr Maxwell. Cllr Maxwell appointed as Chair.

At this time, Cllr Bradford proposed observing a minute silence in memory of Jo Cox MP, died after being attacked at a constituency surgery on 16 June. This was seconded by Cllrs Raby and Sands.

2. Appointment of vice-chair

In his absence, Cllr Price was proposed by Cllr Sands and seconded by Cllr Woollard. Cllr Price was appointed as Vice Chair.

3. Apologies

Apologies were received from Cllr Thomas (Vi), Cllr Brociek-Coulton and Matthew Davies. Bob Cronk will confirm if there were others Andy Futter may have received.

4. Appointments to the management sub group

A paper went to the January meeting, at which the Conservators agreed to appoint members to the Mousehold Heath Management sub-group.

Bob Cronk ran through the membership of the sub-group. Four of the five positions were in place, but another councillor was yet to be appointed.

Cllr Woollard was nominated by Cllr Maxwell and seconded by Cllr Sands. Cllr Woollard was appointed to the sub-group.

5. Public questions / petitions

None received.

6. Declarations of interest

There were no declarations of interest.

7. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting on 18 March 2016.

8. Matters Arising

Clare Cohen was contacted by a resident, Pat Siano, who is concerned about the Britannia Road car park and potential charges or restriction of access to the Heath's users. She feels these should not be imposed as the Heath should be free to all.

Bob Cronk remarked that there had been discussion at the last meeting about the impact of the proposed Britannia Road highway scheme on the Britannia Road car park, including the impact from commuters and users of Britannia Café. There are no plans to restrict access, but if the highway changes are implemented, the Conservators may wish to consider what the impacts are on the car park they have responsibility for and how these might be mitigated.

Cllr Bradford recently visited the area between 1 – 2pm and with the users of the Britannia Café, there was no room for other users. At certain times, the car park is almost at peak capacity and Cllr Bradford stated that this needs to be examined. It is a public car park for Mousehold Heath users and maintained at expense of the Mousehold Heath Conservators and not by Highways.

Cllr Maxwell confirmed that the consultation into traffic calming measures on Britannia Rd has closed, with the results yet to be available, but preliminary information shows there are objections to double yellow lines. One resident has collected evidence of commuters using the car park (on one occasion there were eight in the car park all day with and a further four on road itself). Once the results are available, they will need to go the sub-group to look at in greater detail. The question will then be of what can or can't be done and what the budget allows for.

Large notices have been installed asking people not to park where buses turn.

There area is being closely monitored and the Conservators will take Patsy Arnold's comments into consideration.

9. Provisional Outturn 2015-16

Vicki Reynolds presented the Provisional Outturn 2015-16.

Para 3 noted a slight overspend on premises, reduced income and lower central repairs recharges.

Vicki Reynolds referred also to the pension deficit offer accepted by the Conservators in 2013. After including this, this reduces the balance of the reserves to £4,500. This should be considered in future when setting the precept to ensure there are sufficient reserves to fund the pension deficit.

This level of reserves held is lower than the 5% threshold. Cllr Maxwell noted that the sub-group will need to look at reduced spending during the year to keep within budget and in January, when the Conservators set the precept for the following year, Conservators will need to take this into consideration to assist increasing the reserves to the level agreed as the minimum level.

Cllr Maxwell also asked for thoughts of what could be done to raise income in future.

RESOLVED to note the report.

10. Mousehold Heath annual review 2015-16

Bob Cronk presented the Mousehold Heath Annual Review 2015-16 and asked for the Conservators' views.

Bob Cronk apologised this has not gone out with the agenda. Points made previously about elements Conservators wanted to see, such as the challenges ahead, as well as showing the positive work carried out and recognising the work from volunteers, have been included.

John Trevelyan asked for the report to be sent to Conservators not at the meeting.

During the meeting, the following comments were made of what should be featured:

- The Britannia car park, recognising the amount of Conservators' time this has taken and the impacting it is having on their work
- The general issue of car parking (including The Pavilion car park currently leased to Zaks) and the issue of access for people who can only access the Heath by car
- The standard of the pitch and putt car park

Other comments included:

- Thanks to the Mousehold Wardens for the photos taken of work carried out
- The ease of understanding the report
- Can the final version be completed in time to send it to schools before the summer holidays
- When sending to schools, please address to the science/forest schools teacher and include an accompanying letter. This could also point out the availability of the Heath for school trips and availability of football pitches
- The free use of the bandstand for band rehearsals could be included

Bob Cronk remarked that the Conservators, this year, will need to consider car parks as access points and what they need to include for them to be considered as such.

Cllr Bradford asked what the definition of an event is for public insurance, as the council's Events Team took control of those for that reason, though there is a lack of use by groups. Bob Cronk noted this is on the work programme for the sub-group.

RESOLVED to:

- Thank the officers involved in drafting the report
- To circulate the report to Conservators not at today's meeting
- That Conservators will make comments back to Bob Cronk by 30 June
- When available, that the report will be issued to schools

11. Mousehold Heath update

Bob Cronk highlighted several items:

- The Wardens are contacting the suppliers about the flaking paint on the St Williams Chapel sign
- Approval has been given to National Grid to install small markers signs on Britannia Road and in the car park.
- A number of wildlife surveys have been carried out
- There have been 220 volunteers on the Heath in the last 3 months

Cllr Maxwell thanked and congratulated the wardens for their hard work.

Clare Cohen remarked about the increasing amount of green paint graffiti that can't be removed. Simon Meek will ask the Norwich Norse (Environmental) Ops Team if anything can be done to remove this from benches, but it can't be removed from trees without causing damage.

Cllr Bradford asked about plans for the Pavilion's disabled toilets now plans by Zaks will not take place. Bob Cronk ran through the sub-group's work plan for the year:

- Britannia Road car park and access hubs
- Toilet provision including signage
- Football pitch provision and use of the Fountain Ground
- Ensuring value for money from contractors
- The role of Events role on the Heath
- Student placements
- Review the work programme and options to reduce the draw on finances

John Trevelyan asked if there will be a review of the management plan. Bob Cronk confirmed that this will need to be looked at next year. The current plan was not a major change. Bob Cronk will add to the sub-group's programme of work.

Bob Cronk reminded the Conservators that the main meeting date were set and he would ensure these are circulated, as well as suggested sub group meeting dates.

Bob Cronk will also look at potential dates for an itinerant meeting in the coming months, with the suggestion the Conservators speak to people using Britannia Road.

Clare Cohen reminded everyone that the Mousehold Defenders are always happy to take people on tours.

RESOLVED to note the update.

CHAIR

Report to Mousehold Heath Conservators
16 September 2016
Report of Chief Finance Officer
Subject Budget Monitoring Statement April – June 2016

Item

5

Purpose

To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2016/17 and capital position as at 30 June 2016.

Recommendations

That the Conservators note the current budget monitoring position.

Financial Consequences

This report states the budgetary position for Mousehold Heath Conservators, and the financial consequences are analysed within the body of the report.

Strategic Objective/Service Priorities

The report helps to achieve the council's corporate objective to achieve value for money.

Contact Officers

Vicki Reynolds (Service Accountant)

01603 212493

Background Documents

None

Report

1. Conservators approved a budget and precept for financial year 2016/17 of £211,969 at their meeting of 22nd January 2016.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Budget monitoring is undertaken at the end of each month and Appendix A details the financial position for Mousehold Heath as at the end of June 2016, and comparison of the expected out turn to the annual budget. Where appropriate, explanations for variances are given in paragraph 3 below.
3. The letters preceding the explanation below cross reference with the corresponding letter in Appendix A.
 - A. Depreciation is budgeted for but does not impact on balances, since it is reversed out of the revenue accounts.
 - B. Income from the football pitches is forecast to be at the same level as 2015/16.
 - C. Support service 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 £2,419. 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 2016/17 budget monitoring position (adjusted to neutralise the impact of budget and accounting adjustments described above) on the Mousehold Heath balances are as follows:

Provisional balance brought forward from 2015/16	-£4,235
Precept 2016/17	-£211,969
Forecast Outturn 2016/17	£211,269
Less: Accounting adjustment for depreciation	-£1,719
Less: 4th instalment of pension deficit costs	£2,808
Forecast balance to be carried forward to 2017/18	-£3,846

In-year movement in reserves	£389
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6. The position on capital is as follows, with no spend in 2016/17 to date or budgeted:

Rangers House receipt brought forward	- £100,766
Balance of receipts	- £100,766

Budget Monitoring Report

Year: 2016/17

Period: 3 (June)

421020 Mousehold Heath Conservators**Neighbourhood Services**

Approved Current
Budget Budget

Budget To Actual To Variance To Forecast Forecast
Date Date Date Outturn Variance

EXPENDITURE**Employees**

66,660	66,660	1405 Salaries Full Time	16,665	17,817	1,152	66,660	0
8,781	8,781	1406 Salaries Employer PF Contrib'ns	2,196	2,341	145	8,781	0
4,804	4,804	1935 Pension Added Years share	1,200	1,178	-22	4,804	0
8,894	8,894	1939 Pension Deficit Recovery share	8,894	8,860	-34	8,860	-34
490	490	1990 Employee/Liability Insurance	490	0	-490	490	0
89,629	89,629	Subtotal Employees	29,445	30,197	752	89,595	-34

Premises

4,000	4,000	2100 General Repairs & Maintenance	999	121	-878	4,000	0
6,000	6,000	2600 Grounds General Mtce & Upkeep	1,500	276	-1,224	6,000	0
72,994	72,994	2651 Grounds Maintenance contract	18,249	18,249	0	72,995	1
4,380	4,380	2655 Treew orks	1,095	1,095	0	4,380	0
598	598	2810 Electricity	150	283	133	1,132	534
750	750	2850 Water Charges Unmetered	189	0	-189	0	-750
750	750	2853 Sew erage Charge Metered	189	0	-189	0	-750
6,972	6,972	2875 Contract Cleaning	1,743	1,783	40	7,130	158
14	14	2900 Fire Insurance Buildings/Conts	14	0	-14	14	0
96,458	96,458	Subtotal Premises	24,128	21,806	-2,322	95,651	-807

Transport

1,260	1,260	3080 Car and Cycle Allow ances	315	111	-204	445	-815
1,260	1,260	Subtotal Transport	315	111	-204	445	-815

Supplies & Services

450	450	3370 Equipment - Purchase	114	139	25	515	65
450	450	3371 Equipment - Repairs/Maintenance	114	0	-114	750	300
290	290	3399 Stationery Recharges	72	0	-72	0	-290
190	190	3550 Clothing and Uniforms General	48	0	-48	0	-190
192	192	3570 DPP Printing Costs	48	0	-48	0	-192
100	100	3710 Telephones General	24	0	-24	0	-100
190	190	3715 Mobile Phone Rentals & Calls	48	0	-48	0	-190
0	0	3871 Projects	0	0	0	0	0
960	960	3910 Advertising General	240	16	-224	548	-412
2,822	2,822	Subtotal Supplies & Services	708	156	-552	1,813	-1,009

Capital Financing

1,719	1,719	5701 Depreciation	0	0	0	1,719	0 A
1,719	1,719	Subtotal Capital Financing	0	0	0	1,719	0
191,888	191,888	Subtotal EXPENDITURE	54,596	52,270	-2,326	189,223	-2,665

INCOME**Receipts**

-1,500	-1,500	8123 Football	-375	0	375	-1,200	300 B
-14,900	-14,900	9039 Other Rents	-3,726	-3,250	476	-14,900	0
-1,800	-1,800	9132 Catering Concessn Pitch & Putt	-450	-450	0	-1,800	0
-18,200	-18,200	Subtotal Receipts	-4,551	-3,700	851	-17,900	300

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
-20,404	-20,404	Subtotal INCOME	-5,103	-3,700	1,403	-20,104	300

INDIRECT**Centrally Managed**

0	0	P100 Programmed Maint (ES/Prop Grp)	0	0	0	0	0
14,000	14,000	R100 Day to Day Reps (ES/Prop Grp)	3,501	-315	-3,816	14,000	0
14,000	14,000	Subtotal Centrally Managed	3,501	-315	-3,816	14,000	0

Recharge Expenditure

3,777	3,777	4040 CDS IT Services Recharge	0	0	0	3,777	0
4,275	4,275	5022 CDS HR Services Recharge	0	0	0	4,275	0
1,207	1,207	5024 Property Services Recharge	303	288	-15	1,153	-54
5,774	5,774	5026 CDS Finance Services Recharge	0	0	0	5,774	0
6,541	6,541	5044 CDS Management Support	0	0	0	6,541	0
1,543	1,543	5047 CDS Comms + Research Recharge	0	0	0	1,543	0
5,087	5,087	5097 Recharge from AHOs/One Stop Shops	1,272	0	-1,272	5,087	0
28,204	28,204	Subtotal Recharge Expenditure	1,575	288	-1,287	28,150	-54 C
42,204	42,204	Subtotal INDIRECT	5,076	-27	-5,103	42,150	-54
213,688	213,688	Total Mousehold Heath Conservators	54,569	48,543	-6,026	211,269	-2,419

Report to Mousehold Heath Conservators
16 September 2016
Report of Head of citywide services
Subject Mousehold Heath update

Item

6

Purpose

To provide an update on issues and recent activities at Mousehold Heath

Recommendation

That Conservators comment on current activities that have been undertaken on Mousehold Heath.

Corporate and service priorities

The report helps to meet the corporate Priority City of character and culture

Financial implications

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

Contact officer

Simon Meek Parks and Open Spaces Manager	01603 212403
Will Stewart: Mousehold warden	01603 213310
Nigel Hales: Mousehold warden	01603 213310

Background documents

None

Report

Infrastructure management

1. A camper adjacent to Gilman Road was arrested and removed from site. His belongings were removed by our Environmental Protection team who also cleansed the site.
2. A new pedestrian gate was installed along with three new supporting posts for the chain link fencing at the Fountain Ground Sports Pitch.
3. All main road verges were flailed for public health and safety these included Gurney Road, Heartsease Lane and the public cycle way along Gilman Road.
4. Public car park maintenance works have been carried to the Pitch and Putt and the car park in front of the pavilion.

Tree and natural area management

5. A large number of dead, dying, dangerous and windblown trees and branches near footpaths have been made safe by the Mousehold wardens, including branches blocking main pathways.
6. A large amount of heathland and grassland management has been undertaken by Mousehold wardens, volunteers and contractors, to restore and improve the condition of existing habitats in line with the site's Higher Level Stewardship (HLS) agreement with Natural England.

Access works

7. Paths across the site have been maintained by Mousehold Heath Defenders, The Conservation Volunteers (TCV), Green Gym, City College group and other volunteers.
8. Paths have been cut back around St. Williams Chapel and vegetation cut and removed to improve access, views across and enjoyment of the scheduled ancient monument in line with David Robertson's, the Norfolk Monuments Management Project for Norfolk County Council management plan, and in preparation for this year's HEART Heritage history walk, focusing on the story of William of Norwich.
9. Part of the Disabled access route leading to the Mottram Memorial was repaired due to erosion.

Volunteers

10. A staggering total of 1356 volunteer work hours (a monthly record of 746 hours in August) has been undertaken on site in the last quarter.

11. These volunteer have been completed by:

- The Conservation Volunteers (TCV)
- Norwich Community Green Gym
- Mousehold Heath Defenders
- The Assist Trust
- An Easton College and City College work placement students.
- Volunteers from the community.
- City College Duke of Edinburgh award scheme group.
- Citizen Volunteer Service.
- Many volunteers from the community.

12. These works have significantly contributed to the implementation of objectives set out in the Management Plan and Higher Level Stewardship agreement, along with increasing community involvement in the many projects being undertaken on the site.

Events

13. A range of events to increase understanding, involvement and enjoyment of the site, have been organised or hosted on the heath in the last period, these being:

- A guided history and wildlife walk for members of Horning Walking Group
- Guided walk for students of Parkside School
- Two Bandstand concerts.
- A number of RSPB led environmental education activity days during the school holidays.
- Three moth survey evenings run by Mousehold Heath wardens.
- Butterfly, wildlife and Management walks
- Playdays Activity Day
- Community Wildlife Watch Walk



Mousehold Heath Conservators Management Sub-group

MINUTES

10:05 – 12:00

6 September 2016

Present: Councillor Price; John Trevelyan (Norwich Society); Clare Cohen (Mousehold Heath defenders)
Also present: Will Stewart and Nigel Hales (Mousehold Heath wardens); Adrian Akester (Head of citywide services)

1. Apologies

Apologies were received from Councillor Marion Maxwell

2. Annual report

The annual report had been completed and included recommendations made by conservators. It was agreed that electronic copies would be emailed to all members and hard copies distributed at the upcoming conservators meeting. Once the digital copy had been placed on the city council website, the link for that particular page would also be emailed to the defenders for inclusion on their own website.

3. Itinerant date

Members agreed that an itinerant meeting should take place on the heath in early October. A suitable date would be selected in conversation with the chair at the next full conservators meeting.

Discussion ensued regarding Britannia Road, Britannia Cafe and the car park. It was felt that this would represent a large piece of work and a separate meeting (in addition to the itinerant) should be held to examine these items. As such, it was agreed that priorities for the itinerant meeting would be selected at the main conservators meeting.

Particular discussion then took place regarding the car park on Britannia Road including suggestions regarding charging and the possibility of making it residents only after a certain time in the evening. A representative of the Mousehold Heath Defenders explained that any suggestion that the carpark be made residents only would be fought vigorously by the group.

4. Mousehold Heath update

The wardens provided an update on work that had been undertaken on the heath since the last meeting. It was agreed that this would be taken to the full meeting to ensure everybody was aware of the excellent work taking place.

5. Grounds maintenance contract (Head of Citywide and Local Neighbourhood Services)

The excellent work of the wardens was highlighted whilst explaining that the conservators were always concerned with identifying areas in which money could be saved. It was felt important that impacts of work undertaken and costs incurred needed to be better understood and as such examine smart ways in which outgoing costs could be reduced.

It was explained that the service provided costs the conservators approximately £75,000 as part of the council's joint venture. It was emphasised that the council had also been asking the joint-venture to identify savings beyond the work on Mousehold Heath.

It was highlighted that work carried out under the joint-venture contract included daily litter collection, grass cutting, vegetation cuts, conservation cuts, and pitch marking and maintenance amongst other things.

Discussion ensued during which the following points were made:

- Part of the work examining the contract could include deciding what services conservators wish to provide on the heath.
- It was pointed out that the joint-venture work does include other benefits which do not incur costs directly for the conservators
- It was felt important to understand whether or not best value for money was being provided through the joint-venture contract. It would be beneficial to have a report detailing the additional benefits the joint-venture contract bought
- It was agreed that a report should be brought to the final meeting of the current civic year to illustrate the detail of the provision given via the joint-venture contract.
- Such a report should include the following four points:
 1. examine what the conservators aim to provide to heath users and consider whether or not all of it is needed.
 2. detail the extras that are included as part of the joint venture.
 3. set out a vision for 3-4 years and consider the ways in which this ties in with the wardens plans.

4. detail the value for money given by the current contract (giving a breakdown of costs in each area of work – what does the money achieve for the Heath?)

It was felt important to challenge the idea that things are done in a particular way simply because that is the way they have always been done.

It was agreed that the conservators needed to decide what they want Mousehold he is to be, understanding their vision and understanding the resources required to achieve this.

Overall it was felt that whilst £75,000 may be a significant cost for the conservator's budget, it was vital to properly examine whether this offered value for money.

It was agreed that a project initiation document would be bought together by the head of citywide services in conjunction with the parks and open spaces manager. The vice chair of the conservators explained that he would like to be actively involved in this process as much as possible.

It was suggested that this piece of work could form part of the management plan which was due to be revised during 2017.

Further suggestions were made regarding the sports pitches and the difficulty experienced in maximising hire revenues. As such it was asked that conservators consider whether or not a sports pitch should be provided at all given the significant costs in its maintenance. It was stressed, however, that other issues in terms of encouraging exercise and healthiness would need to be properly considered before any such decision was taken.

It was considered important that the new management plan ought to consider the age of trees on the heath and the impact on tree safety work. As such it was suggested that it would be prudent to examine the next stage of the woodland management scheme.

The wardens were commended for their use of signs when carrying out work on the heath. It was felt that this had been vital to assist with public education, reducing misunderstanding and ensuring that the wardens could continue working with little interruption from people asking questions.

The wardens then agreed to the suggestion that they provide a report around productivity in collaboration with volunteers. A suggestion was made that specific testimony from a number of volunteers could be included.

It was agreed that getting the public involved in some form of consultation to help shape any plans going forward was vital. As such feedback or to be in courage from any users or use it groups and that formal consideration should be given as to how best to consult with the community.

6. AOB

It was requested that wardens examine the interpretation board near Zaks as water appeared to have seeped into it.