

Mousehold Heath Conservators

Date: **Friday, 15 June 2018**
Time: **14:00**
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

Committee members:

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

For further information please contact:

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Information for members of the public

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

Agenda

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- 1 Appointment of chair**
To appoint the chair for the ensuing civic year
- 2 Appointment of vice chair**
To appoint the vice chair for the ensuing civic year
- 3 Apologies**

To receive apologies for absence
- 4 Public questions/petitions**

To receive questions / petitions from the public.

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Tuesday 12 March 2018**.

Petitions must be received by the committee officer detailed on the front of the agenda by **10am on Thursday 14 March 2018**.

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

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)
- 6 Minutes** **5 - 8**
To approve the accuracy of the minutes of the meeting held on 16 March 2018.
- 7 Mousehold Heath Conservators budget - Provisional outturn 2017-18** **9 - 12**
Purpose - To provide a provisional revenue and capital outturn position for the Mousehold Heath Conservators budgets 2017/18.
- 8 Mousehold Heath quarterly management update** **13 - 16**
Purpose: To provide a quarterly update for the period 6 March to 7 June 2018, reporting activities on and relating to Mousehold Heath which contribute to the delivery of the management plan objectives.

9	Mousehold Heath Conservators annual report 2017-18 Purpose - To report on the work carried out on Mousehold Heath on behalf of the Mousehold Conservators for the period 1 April 2017 – 31 March 2018.	17 - 26
10	Mousehold Heath management plan 2018-2028 progress update Purpose - To update the Mousehold Conservators on progress with the management plan and to provide a draft of the first four objectives of part two of plan.	27 - 172

Date of publication: **Thursday, 07 June 2018**

Mousehold Heath Conservators**14:00 to 15:15****16 March 2018**

Present: Councillor Maxwell (chair), Price (vice chair), Bradford, Brociek-Coulton, Kendrick, Lubbock, Packer and Raby, and Clare Cohen (Mousehold Heath Defenders), Matthew Davies (Norwich Fringe Project) and John Trevelyan (The Norwich Society)

Apologies: Councillor Sands (M)

1. Public Questions/Petitions

There were no public questions or petitions.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

RESOLVED to approve the accuracy of the minutes of the meeting held on 19 January 2018.

4. Mousehold Budget Monitoring Statement – April to December 2017

The finance business partner (LGSS) presented the report. He advised the Conservators that the top line of the table in paragraph 5 should be corrected to 2017-18.

The vice chair commented on the capital position and said that the 10 year plan would identify where it should be used. A reserve was being built up. He said that the accounts showed accurate forecasting.

The service accountant explained that the forecasts did not take into account central services such as HR where the recharge was 33 per cent and would not necessarily result in an underspend. He pointed out that the charge for PC use had been reduced because the wardens were not office based staff and therefore did not require the same level of support.

RESOLVED to note the current budget monitoring position.

5. Mousehold Heath 2018-2028 Management Plan Review (progress update and development of part two of the plan)

The parks and open spaces manager presented the report and apologised that the purpose of the report had not been updated from a previous report and was to update the Conservators on the progress of the management plan review, consider the development of the 10 year strategy and consider a proposal to revise the timetable for implementation and extend the current management plan for one year. Members were also advised that agenda pages 23 to 40 had been included in error.

During discussion, the parks and open spaces manager answered questions. He said that he had discussed the list of strategic projects with the chair, vice chair and the wardens, and it would be unrealistic to try to deliver more than one project in any one year. Appendix A showed the year that each project would be “active”. The review of formal and informal sports provision would take place in year one of the 10 year strategy. The review would inform any capital investment that needed to be made for both formal and informal sports provision on the heath. The tree safety inspection policy would be a risk based assessment of trees and could be used as evidence in court if someone was hurt or injured. This did not mean that where a tree was dead or dying it had to be removed if it was safe to leave it. The wardens monitored trees as part of the discharge of their duties.

The vice chair commented on the progress of the management review and commended the parks and open spaces manager and his team for their contribution to the review of the management plan. He welcomed the new approach and said that extending the implementation by 1 year would mean that they would be ready to commit to the 10 year strategy.

Discussion ensued on the strategic projects and the flexibility of the plan to move priorities from one year to the next. Some members were concerned about the practicality of the sports review in year 1 and that by not looking at interpretation until year 4, gave rise to concerns it would result in a piecemeal approach and result in a clutter of signs on the heath. The parks and open spaces manager explained the range of the interpretation strategy and said that it was set out in the project specifications. The formal and informal sports facilities review would need to consider a whole range of issues. The use of GIS mapping meant that pathways and defined routes for running or walking could be made available in pdf form for users of the heath. The chair pointed out that a map of the heath was included in the annual report. A member suggested that officers included links to the works of a local historian. Another member expressed concern that a new facility or sports activity might be agreed on in year 1 but not implemented until the interpretation strategy had been agreed in year 4. The vice chair said that the interpretation strategy would make the heath more inclusive with its activities and interpretation of history and other information.

A member said that she was pleased to see that the public toilet provision would be reviewed so early in the strategy as public conveniences were vital for users of the heath.

The chair said that she considered that the strategic projects listed in Appendix A were in the right order. The parks and open spaces manager responded to comments made by members. He explained that it was a realistic programme but

had some flexibility if it was necessary to bring forward a strategic project. The volunteer strategy was “active” in the plan for year 4. The current arrangements worked well and its position in the plan was not a reflection of the value that the council and the Conservators placed on the volunteers. However, should a problem arise and it was necessary to bring a strategic project forward it might be possible to move back another project. This could be the case for the Britannia car park or the car park resurfacing review. The programme would be reviewed annually and any changes subject to approval by the Conservators.

The chair thanked the members of the sub-group and officers for their hard work in putting together the 10 year management plan.

RESOLVED to:

- (1) note the progress to date:
- (2) approve the prioritised 10 year programme for large strategic and policy projects;
- (3) approve the revised timetable for the completion of the plan;
- (4) approve a one year extension of the current plan for the year 2018-19 based on the 2017-18 work programme.

6. Annual work programme 2018-19

The parks and open spaces manager presented the report and answered members’ questions. This included confirmation that the maintenance of disabled access routes was part of the general maintenance of the heath and the Mousehold Heath wardens’ patrols. As parks and open spaces manager he was aware of changes to legislation and best practice as applied to open spaces from journals and other sources. Matthew Davies represented the council on the Norfolk Biodiversity Partnership. Legislation for natural areas was different from parks. As an outcome of case law it might be necessary to review tree safety policy across all of the council’s sites, including the heath.

RESOLVED to approve the draft work programme for 2018-19.

7. Mousehold Heath Quarterly Management Update 6 January to 5 March 2018

The parks and open spaces manager presented the report. Members’ attention was drawn to the approach officers had taken during the cold weather to assist rough sleepers and homeless people, and that a total of 904 volunteer hours had been undertaken during the last quarter.

During discussion the vice chair commented on the application of the council’s rough sleeping strategy and considered that it was a positive approach for the wardens to contact the council’s single homeless and rough sleeper coordinator who could then assist rough sleepers to find accommodation. The chair said that she was concerned that as the summer approached there would be more campers on the heath.

RESOLVED to note the content of the report.

8. Committee Schedule 2018-19

RESOLVED to agree, subject to approval at the city council's annual council, the schedule of meetings for the civic year 2018-19, all meetings to be at 14:00 and held at City Hall:

Friday, 15 June 2018
Friday, 21 September 2018;
Friday, 18 January 2019
Friday, 15 March 2019.

CHAIR

Report to Mousehold Heath Conservators
15 June 2018
Report of Chief finance officer (Section 151 Officer)
Subject Provisional Outturn 2017/18

Item

7

Purpose

To provide a provisional revenue and capital outturn position for the Mousehold Heath Conservators budgets 2017/18.

Recommendation

To note the provisional revenue and capital outturn positions.

Corporate and service priorities

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

Financial implications

The report states the provisional outturn 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 budget for financial year 2017/18 of £223,012 at their meeting of 20 January 2017. This equated to a precept of £221,293.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the provisional revenue outturn for Mousehold Heath as at the end of 2017/18, and comparison of the provisional outturn against 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. Depreciation is budgeted for but does not impact on balances, since it is reversed out of the revenue accounts.
4. Overall the budget report shows an underspend of £6,832 against the budget. However, in the calculation of the surplus or deficit attributable to Conservator's balances, the adjustments referred to above need to be applied to the actual expenditure & income of £217,232 incurred, leaving an underspend against the precept of £5,780.
5. The revenue surplus/deficit attributable to Conservators' balances can be summarised as:

Item	2017/18 £
Net Revenue 2017/18	215,513
Less: Precept 2017/18	(221,293)
Surplus 2017/18	5,780

Balances

6. At their meeting of 21 June 2013, the Conservators' opted to take up the council's offer to spread a £28,077 pension deficit charge, incurred as a result of a contractor's failure, over ten years. The Conservators' balance will therefore be reduced by the amount of £2,808 (being the sixth of ten instalments) as well as the addition of the revenue surplus.
7. The impact of the revenue surplus and pension costs on the level of balances is therefore:

Item	2017/18 £
Balance brought forward from 2016/17	(4,988)
Less: Revenue Surplus 2017/18	(5,780)
Less: Pension costs – 6 th of 10 instalments	2,808
Provisional balance c/f to 2018/19	(7,960)

8. This level of balances is above the level of balances anticipated by Conservators when setting the precept for 2017/18 at their meeting of 20th January 2017.
9. Conservators may wish to review the 2017-18 work programme should they wish to reduce spend in the year and contribute to reserves.

Capital

10. The position on capital is as follows, with no spend incurred in 2017/18:

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

Summary

11. The Conservators' financial position at the end of the 2017/18 financial year is consistent with the financial planning, budgets, and precept for 2017/18.
12. To maintain this position for the current and future financial years, Conservators will need to continue to monitor income and expenditure and ensure that the level of future precepts takes account of the need to maintain a prudent level of reserves, and the impact of the remaining instalments of the pension deficit costs.

Appendix A			Year: 2017/18		Period: 12 (Mar)
421020 Household Heath Conservators			Citywide Services		
Approved	Current		Budget To	Actual	Variance To
Budget	Budget		Date	To Date	Date
EXPENDITURE					
Employees					
69,050	69,050	1405 Salaries Full Time	69,050	68,623	-427
9,083	9,083	1406 Salaries Employer PF Contrib'ns	9,083	9,030	-53
5,052	5,052	1935 Pension Added Years share	5,052	4,886	-166
11,299	11,299	1939 Pension Deficit Recovery share	11,299	9,949	-1,350
507	507	1990 Employee/Liability Insurance	507	454	-53
94,991	94,991	Subtotal Employees	94,991	92,942	-2,049
Premises					
0	0	2090 Day to Day Repairs (ex R100)	0	8,966	8,966
9,000	9,000	2100 General Repairs & Maintenance	9,000	0	-9,000
250	250	2600 Grounds General Mtce & Upkeep	250	766	516
0	0	2605 Special Maintenance City Works	0	440	440
74,225	74,225	2651 Grounds Maintenance contract	74,225	74,203	-22
4,380	4,380	2655 Treeworks	4,380	4,378	-2
1,209	1,209	2810 Electricity	1,209	1,212	3
76	76	2851 Water Charges Metered	76	33	-43
7,198	7,198	2875 Contract Cleaning	7,198	7,216	18
22	22	2900 Fire Insurance Buildings/Conts	22	23	1
96,360	96,360	Subtotal Premises	96,360	97,238	878
Transport					
800	800	3080 Car and Cycle Allowances	800	764	-36
800	800	Subtotal Transport	800	764	-36
Supplies & Services					
445	445	3259 Specialist Supplies	445	150	-295
450	450	3370 Equipment - Purchase	450	450	0
650	650	3371 Equipment - Repairs/Maintenance	650	636	-14
550	550	3389 Other Equipment and Tools	550	626	76
500	500	3550 Clothing and Uniforms General	500	406	-94
745	745	3804 Refreshments	745	768	23
500	500	3815 Staff Conference & Course Fees	500	298	-203
6,000	6,000	3871 Projects	6,000	5,627	-373
7,110	7,110	4102 Other Contractual Services	7,110	7,110	0
16,950	16,950	Subtotal Supplies & Services	16,950	16,071	-879
Capital Financing					
1,719	1,719	5701 Depreciation	1,719	1,719	0 A
1,719	1,719	Subtotal Capital Financing	1,719	1,719	0
210,820	210,820	Subtotal EXPENDITURE	210,820	208,734	-2,086
INCOME					
Receipts					
-1,404	-1,404	8123 Football	-1,404	-1,228	176
-15,000	-15,000	9039 Other Rents	-15,000	-15,000	0
-1,800	-1,800	9132 Catering Concessn Pitch & Putt	-1,800	-1,800	0
-18,204	-18,204	Subtotal Receipts	-18,204	-18,028	176
Government Grants					
-2,204	-2,204	7097 Government Grants: Specific	-2,204	-2,209	-5
-2,204	-2,204	Subtotal Government Grants	-2,204	-2,209	-5
-20,408	-20,408	Subtotal INCOME	-20,408	-20,237	171
INDIRECT					
Centrally Managed					
0	949	P100 Programmed Maint (ES/Prop Grp)	949	1,319	370
0	103	R100 Day to Day Reps (ES/Prop Grp)	103	577	474
0	1,052	Subtotal Centrally Managed	1,052	1,897	845
Recharge Expenditure					
5,824	5,824	4040 CDS IT Services Recharge	5,824	5,923	99
100	100	5021 CDS Legal Services Recharge	100	993	893
5,059	5,059	5022 CDS HR Services Recharge	5,059	3,444	-1,615
1,250	1,250	5024 Property Services Recharge	1,250	1,391	141
6,229	6,229	5026 CDS Finance Services Recharge	6,229	6,549	320
6,745	6,745	5044 CDS Management Support	6,745	6,176	-569
2,306	2,306	5047 CDS Comms + Research Recharge	2,306	2,362	56
5,087	5,087	5097 Recharge from AHOs/One Stop Shops	5,087	0	-5,087
32,600	32,600	Subtotal Recharge Expenditure	32,600	26,838	-5,762
32,600	33,652	Subtotal INDIRECT	33,652	28,735	-4,917
223,012	224,064	Total Household Heath Conservators	224,064	217,232	-6,832
Adjustments					
Total Household Heath Conservators				217,232	
Depreciation				-1,719	
Net Revenue 2017/2018				215,513	
Precept				-221,293	
Provisional Position at 31st March 2018				-5,780	

Report to	Mousehold Heath Conservators 15 June 2018	Item
Report of	Head of citywide services	8
Subject	Mousehold Heath quarterly management update 6 March to 7 June 2018	

Purpose

To provide a quarterly update for the period 6 March to 7 June 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 repaired by the Mousehold Heath wardens.

Tree safety

3. Following a stormy winter, the six monthly tree safety inspection of all well used paths, tracks and car parks, carried out by the Mousehold wardens, located 30 dead, dying or dangerous trees and/or branches. A further 18 windblown trees and branches adjacent to or blocking paths, have been cut down and removed by the Mousehold wardens, with the help of volunteers. There are still low risk trees which require further remedial work. These works will be prioritised and completed so as not to disturb hibernating insects and nesting birds.

Management for nature

4. 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 scrub clearing, cutting invasive bracken and gorse, humus stripping and brushcutting/raking grassland areas.

Woodland management:

5. 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.
6. 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

7. As this period fell in the bird nesting season, there has been a limited amount of habitat work undertaken, however a number of ecological surveys have taken place.

8. Seedlings and saplings in heathland and grassland areas have been pulled out using the new tree poppers tools.
9. There has been a large gorse fire adjacent to the Vinegar Pond. Large areas of old and leggy burnt gorse has been cut back, to aid natural regeneration and reduce the visual impact of the burnt material.
10. 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.
11. The Mousehold Heath Defenders have undertaken wild flower surveys on 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.
12. Bird and butterfly surveys have also been undertaken by the Mousehold wardens assisted by volunteers

Path maintenance.

13. Three footpaths which have been encroached upon by vegetation, such as those behind the Vinegar Pond, have been cut back by the Mousehold wardens, with the help of individual volunteers and volunteer groups, to maintain access to the site.
14. 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

15. 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.
16. A member of the Mousehold Defenders has continued to carry out weekly litter picks.

Misuse and antisocial behaviour

17. Patrols by the Mousehold Wardens have been stepped up in the cold conditions, to locate homeless people so that accommodation can be found for them. Two separate campers have been found on the heath. The wardens verbally advised them about camping on the heath being against the bylaws and they were advised to leave. If they claimed to be homeless, the Norwich City Council single homeless and rough sleeper coordinator was contacted so that she could make contact with the persons.
18. The Mousehold Heath wardens have been working with Norfolk Police and Area Management Officers, to report and remove a burnt-out van, damaged bollards and paint spillage in Britannia Road car park, St James Hill.

Volunteers

19. A total of 665 volunteer work hours have been undertaken on site in the last quarter by the following groups:

- The Conservation Volunteers (TCV)
- The Assist Trust.
- Mousehold Heath Defenders
- Mousehold Heath Mousketeers
- City College Duke of Edinburgh Award Scheme group
- George White School students
- Norwich High School for Girls
- DEVELOP
- Talent Match Employment Group
- Many volunteers from the community

20. 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

21. There has been a range of events to increase understanding, involvement and enjoyment of the site have been organised or hosted on the heath in the last quarter:

- Four tasks involving one hundred and one George White School students have been helping the wardens to cut back encroaching woodland glade vegetation behind the Pavilion.
- 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.
- Two moth survey evenings have recorded 9 new moth species for the site.
- A guided history and wildlife walk was organised for a Norfolk Wellbeing Group led by a Mousehold warden.
- To celebrate International Dawn Chorus Day, a community survey walk was undertaken on 08.05.18 at 4.15am.

Report to	Mousehold Heath conservators 15 June 2018	Item
Report of	Head of citywide services	9
Subject	Mousehold Heath Conservators annual report 2017-18	

Purpose

To report on the work carried out on Mousehold Heath on behalf of the Mousehold Conservators for the period 1 April 2017 – 31 March 2018.

Recommendation

- 1) To note the contents of the report.
- 2) To produce a simplified summary version of the report highlights, in a colour, A3 folded version, including photographs.
- 3) To include information about the heath to raise awareness of its value as an open space and the opportunities it has to offer for residents and visitors.
- 4) To delegate authority to the Parks and open spaces manager to produce the finished version of the summary report with the communications team .
- 5) To 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.

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 officers

Simon Meek Parks and open spaces manager	01603 212403
Will Stewart Mousehold warden	01603 213110
Nigel Hales Mousehold warden	01603 213310

Background documents

None

Report

Background

1. In recent years, the Mousehold Conservators have prepared a full colour, multi page annual report.
2. The purpose of the report was to provide an overview of management works undertaken during the course of the year, to highlight the level of community involvement in the site, a summary of any biological surveys undertaken.
3. The report had an element of looking forward within it.
4. The document was lengthy and required considerable resources to produce it
5. Following the publication of the previous year's report the Conservators asked that the format of the report be considered for a review, with regards to the aims of making people aware of the work of the Conservators, the value of the heath as unique city open space and also the opportunities it has to offer for formal and informal recreation and education.
6. This year a detailed annual report has been produced to inform the Mousehold Conservators Committee of the work carried out this year on their behalf. A simplified summary version of the report highlights, in a full colour, A3 folded version, including photographs will be produced.
7. The summary report will include highlights of the year, to raise awareness of its value as an open space and the opportunities it has to offer for residents and visitors. It will also highlight key projects happening in the current reporting year.

2017 – 2018 report

People

Volunteering

8. During the reporting period 4278 hours of volunteer time were recorded for the site in the last year. The tasks were organised and supervised by the Mousehold wardens, to ensure that the practical works were carried out in a safe working environment and adhering to the management plan objectives.
9. Since its inception in early 2017, the Mousehold Heath Mouseketeers Volunteer Group, led by the Mousehold wardens, has developed considerably, with in excess of 15 volunteers contributing on a regular basis.
10. A wide range of practical management tasks were undertaken including; bracken and grass cutting and raking, path maintenance, coppicing, woodland thinning, tree safety works, litter picking, installation of bollards and benches, sapling pulling, and wildlife surveys.
11. The volunteer programme provides an opportunity for the community to be involved with the management of the site and also from the mental and physical health benefits of being active in the outdoors.

12. Volunteering improves people's understanding and enjoyment of the site, builds up a sense of pride and ownership and enables projects to be delivered beyond the scope of the available budget.
13. The following groups contributed to the delivery of the management plan this year:
- i) The Conservation Volunteers (TCV)
 - ii) Mousehold Heath Mousketeers Volunteer Group
 - iii) Mousehold Heath Defenders
 - iv) The Assist Trust
 - v) Norwich City College Duke of Edinburgh group
 - vi) Easton College Foundation student group
 - vii) RBS, Aviva, Amey, Ethical Investment, Naked Wine Company Corporate groups
 - viii) Students from George White and Charles Darwin School
 - ix) City College student group
 - x) Duke of Edinburgh Gold Award work placement.
 - xi) Norwich High School for Girls
 - xii) Friends of Ketts Heights
 - xiii) Many individual volunteers from the community

Community involvement

14. Through guided walks, education activities, volunteer work days and other activities, there has been an increase in partnership working this year.
15. Community groups, business and education organisations that have been worked on and used the heath are Norwich High School for Girls, Norwich School, City College, George White/Mousehold Avenue/Parkside Schools, Assist Trust, Norwich Workers Educational Association (WEA), Aviva corporate group, etc.
16. Corporate Community Action Days were held involving employees from Amey, RBS and the Naked Wine Company, who undertook practical tasks to improve the site for people and wildlife.
17. The site, with its accessible city centre location, is an ideal environment for children to experience the 'great outdoors'. The conservator's ongoing development of environmental education has continued this year.
18. Work has been done to encourage and implement Forest School activities and other environmental education and conservation management activities. Pupils from Mousehold Avenue infants, Parkside, Charles Darwin and over 100 pupils from George White School. These events were popular with the pupils and also parents.
19. The activities increase involvement, understanding and enjoyment for local children and local community groups regarding nature conservation and its importance.
20. A memorial service was held for Pat Siano at the band stand on the Fountain Ground celebrate her life and dedication to Mousehold Heath. In recognition of her voluntary work as a member of the Mousehold Conservators and Mousehold Heath Defenders a plaque was installed on the Band Stand, dedicated to her memory.

Partnership working

21. A bat box survey was put in place working with the Norwich Bat Group and The Ecological Consultancy, to enable data to be collected relating to the bats which use the heath. This will help to inform management decisions made in the future.

Activities and events

22. While the heath is used considerably for informal recreation, the Conservators have continued their work to increase the opportunity for appropriate walks, events and activities to be held on the heath.

745 attended the walks and events programme; an increase of 428 people compared to last year.

23. A guided walks and events programme was organised and led by the wardens and local naturalists, to increase involvement, understanding and enjoyment of the site.

24. Walks this year included:

- i) Wildlife Watch Walks organised in Winter/Spring/Summer and Autumn in partnership with a local wildlife expert. All were very well attended.
- ii) Fungi forays.
- iii) Dawn chorus walk
- iv) Butterfly and site management walk.
- v) Four moth survey evenings.
- vi) Two Norwich HEART Heritage Weekend walks were organised. The first was a geological themed, superbly led walk by Tim Holt-Wilson, supported by the wardens. The second was a fascinating social and landscape history walk, focussing on the stories of St William's Chapel and Kett's Rebellion by local historian Colin Howey. Both walks were fully booked and a great success.
- vii) A number of additional walks were led by the wardens for specific groups and members of the community throughout the year on request, including walks for Norwich WEA, Corporate groups and Charles Darwin School.

25. Events this year included:

- i) A Winter solstice gathering was organised by the Mousehold Defenders to mark the shortest day and longest night of the year, which was held adjacent to the wild flower meadow, Gilman Road
- ii) Two Brass Band concerts took place at the Fountain Ground on June 11th and 23rd July; these were free for the public to attend.
- iii) Charles Darwin School (Mini Mouseholders) environmental activities.
- iv) Roots weekly forest fitness classes have been a success taking place on Sunday mornings adjacent to the Pavilion starting at 8.30am to 09.45. In addition, two Yoga classes aimed at women are also being trailed from 12.00 till 16.00.
- v) Stay and play children's environmental activities are ongoing, and proving to be very popular.
- vi) Armistice Remembrance Day service taken place at the Airman's Plaque war memorial arranged by the Mousehold Heath Defenders.
- vii) A Playdays event was organised by the Norwich City Council Events team on 24th July, from 11.00am to 3.00pm, on the Fountain Ground, including environmental education activities with the RSPB, face painting and other

organised outdoor activities. This was very well supported and enjoyed by local residents.

- viii) A local teacher formed the Mousehold Heath Theatre Company, organising a number of activities for children, with the support of the Norwich City Council events team and Mousehold wardens.

Sports

Football Pitch

26. A full sized football pitch is available at the Fountain Ground Sports Pitch, Gurney Road, including changing rooms, showers and toilets. During the 2016/17 season.
27. Income from the hire of the football pitch in 2017 – 18 was £1,228.
28. A review of formal and informal sports provision on the heath will take place in 2019/20.

Nature

Heathland management

29. Lowland heathland is a scarce and threatened habitat and only a sixth of the heathland that was present in England in 1800 now remains.
30. However, Britain still has 20 per cent of the world's total area of heathland and this makes it important to conserve the existing heathland areas and look for opportunities to extend them.
31. The Government UK Biodiversity Action Plan for Lowland Heathland includes targets for establishing more lowland heathland to provide space for wildlife and open access to members of the community.
32. Similar declines have been seen in acid grassland habitat. Both of these habitats can be found at Mousehold and provide a home to a high number of scarce and threatened species.
33. One of the priority management objectives is to address the reduction of open heathland and acid grassland across the site, which has been happening over the last 40 years. Of the total area of 88 hectares, only 9 hectares of Mousehold is covered by heathland.
34. In 2012, Norwich City Council secured - on behalf of the conservators – grant funding from Natural England's Higher Level Stewardship Scheme (HLS), to restore and conserve areas of heathland and acid grassland over a 10 year period.
35. A grant of £30,600 was awarded to be paid in equal annual payments until the year 2022. This funding has been allocated to restoring heathland and acid grassland, removing scrub, mowing with a tractor-mounted Rytac mower, grinding stumps and stripping humus, giving heather seeds in the seed bank a chance to grow. This has resulted in existing heathland areas being enlarged and linked up.

36. The funding has enabled the Conservators to access specialist contractors to achieve this objective as part of the HLS agreement.
37. Ongoing habitat conservation improvements were carried out through the HLS agreement during 2017-18.
38. This year, a further 0.7ha of poor quality, degenerating heathland habitat, covered in dense bracken and bramble growth had works carried out to encourage re-colonisation by heather plants.
39. Removal of encroaching trees, scrub and bracken from existing heathland area's has been carried out, these works are usually undertaken by volunteers, in compliance with the Higher Level Stewardship (HLS) agreement. The works also include humus stripping and the use of a cut and collect machine to control nutrient enrichment of soil, in line with management plan objectives.
40. Future management will increasingly move from heathland restoration to maintenance as areas in the agreement are restored.

Grassland management

41. Important areas of Acid Grassland were also included in, the HLS agreement, with the Desert, Ant Hills, St. James Hill, and the area adjacent to the wildlife pond, cut once a year, in early to late autumn, depending on weather conditions.
42. All arisings were removed from the site, to minimise nutrient enrichment of the soil. This management technique maintains the acidic soil conditions required by specialist grasses and wildflowers found on the heath
43. The removal of any encroaching scrub and trees also takes place following regular plant surveys carried out with the help of volunteers to monitor plant biodiversity.
44. Where present the conservation of ant hills is ensured through sympathetic management techniques.
45. Natural England who is overseeing the HLS agreement, carried out an annual habitat condition assessment and complimented the quality and quantity of the works undertaken this year and the progress of the HLS agreement to date.

Woodland management

46. Mousehold today is largely covered in secondary woodland and scrub, consisting mainly of oak and birch, with some rowan and sycamore. These are species which readily invade open areas.
47. Natural woodland regeneration continues to be encouraged, rather than the importation of new trees, which ensures the trees within the woodland are of local provenance, minimising the spread of pests and disease.
48. Woodland areas were managed through a number of techniques to diversify and enhance the habitat through ride creation, coppicing, and pollarding.

49. Work has continued through clearance to restore woodland glades to provide a more diverse structure to the vegetation which in turn improves biodiversity.
50. Work to restore a section of woodland adjacent to Gilman Road by clearing dead and overgrown vegetation and thinning trees was continued. This work has been carried out to increase community access to a formally impenetrable area and improve biodiversity.
51. There has been a large amount of woodland management work carried out by the Mousehold wardens and volunteers.

Tree safety management

52. Due to exceptionally high winds experienced through parts of 2017-18 and particularly during storm force winds on 18.01.18 (which brought down over 50 trees), an above average number of tree works were carried out by the Mousehold wardens to make dangerous trees safe, especially next to and over main pathways. Over one hundred individual tree issues were identified by the wardens on tree safety surveys, routine patrols and reported by members of the community.
53. Tree surveys carried out by the Mousehold Wardens on a six monthly basis, in September 2017 and March 2018, identified a total of 45 trees, adjacent to or blocking pathways, which were dead, dying or dangerous and requiring, in some cases, urgent attention or ongoing monitoring..
54. Where possible, dead/dying trees were retained, to encourage a diverse structure to the woodland and to ensure there is a supply of dead and decaying wood for those specialist species which require it. Trees identified as posing an unacceptable level of safety risk were removed.
55. Norwich Norse (Environmental) Ltd, the council's joint venture company carried out essential tree safety works along Gurney Road.

Ecological surveying and monitoring

Butterflies

56. Two Butterfly Conservation Butterfly Monitoring Scheme (BMS) transects were surveyed by the wardens, on a weekly basis, between April and October.
57. The BMS is the largest and longest running biological survey in the country (established in 1976). Data is collected from over 1,200 sites in the UK, with 29 sites surveyed in Norfolk.
58. Butterflies are uniquely placed among British terrestrial insects and other invertebrate groups to act as indicators of the state of the environment. The results of the surveys are used by the national government to assess the impacts of climate change and the progress of governmental policy initiatives such as the UK Biodiversity Action Plan and Higher Level Stewardship (HLS) schemes.
59. Not only are butterflies biologically suitable as indicator species, having rapid lifestyles and, in many cases, high sensitivity to environmental conditions, but the

recording and monitoring volunteer and datasets built up by Butterfly Conservation and the Centre for Ecology and Hydrology, enable accurate assessment of their trends.

60. When taking into consideration that butterfly numbers nationally and in Norfolk decreased in 2017, it is pleasing to see that butterfly numbers on Mousehold, when taking into account annual weather fluctuations and national population changes are increasing. The heath is bucking the decreasing county trend with both transects seeing an upward trend.
61. There were 474 (an increase of 66 compared with 2016) butterflies recorded during the survey on the Western side of Gurney Road. Sections 1, 11, which are through woodland glades. Sections 2, 5, 7, through heathland/acid grassland areas show high abundance of butterflies.
62. Recently restored open habitat areas, such as section 7, the heathland area near Wingfield, have seen a significant increase in abundance in the last two years). All Western transect route numbers are marked on the map in Yellow 1 to 11.
63. The Mousehold Heath East BMS transect survey recorded a big total of 792 (a massive 264 increase compared to 2016) butterflies, mainly in the recently managed and restored areas of the anthills (section 1) and heathland (sections 4, 5 and 6).

Moths

64. Six public moth survey evenings, along with ad hoc surveys were completed. Over 100 moths were recorded during the surveys, including 12 species new to the site (up from 7 last year). Many colourful and characteristic heath species were recorded during the surveys, including an impressive Black Arches viewed on 15.08.16 and an attractive Small Dusty Wave recorded on 12.09.16
65. These surveys have taken place adjacent to Gilman Road and Gurney Road resulting in the site species list increasing to 233 species.

Birds

66. A Common Bird Census (CBC) survey was carried out by the wardens with the help of volunteers. 30 species of bird were recorded as having breeding territories based on the CBC methodology. There was a general increase in territories during the 2016 nesting season, with Blackbirds, Greenfinches, Long tailed tits, Tree creepers and Great spotted woodpeckers, having a particularly good year. The gradual increase in the total number bird territories, suggests that conservation management work undertaken to increase habitat diversity, age and structure, along with an increasing dead wood habitat, is having a positive effect.
67. One of the many highlights out on the site this year, has been watching two young Kestrels fledge from an owl box which had been put up by the Mousehold Defenders and wardens some years ago.

Plants

68. A monthly plant survey on St James' Hill, was carried out by members of the Mousehold Heath Defenders and wardens.

69. Two further monthly surveys in the New Pond/Hawthorn Glade and the Desert wildflower area, have been carried out by members of the Mousehold Heath Defenders, recording a wide variety of nectar providing wild flowers.
70. The surveys provide important data to site managers to monitor and inform habitat conservation and management decisions. The data also increases interest, understanding and enjoyment of the site by visitors.

Bumblebees

71. A monthly Bumblebee Conservation Trust, Bee Walk survey was carried out by the Mousehold wardens, with the help of members of the Defenders, on St James Hill.
72. The transect survey recorded a number of bee species, including Buff-tailed bumblebee, White-tailed bumblebee, Red-tailed bumblebee and Common carder bee.
73. Bee numbers increased along the transect route in 2017, suggesting that habitat management work such as opening up the Cavalry Track and clearing scrub from St James Hill, to conserve grassland, is having a positive effect.

Damselflies and dragonflies

74. A number of species have been recorded such as Large red, Common blue and Azure damselflies; along with the Norfolk hawk, Red darter and Emperor dragonflies. Over 100 Migrant hawkers been recorded feeding over heathland vegetation in August. The Norfolk hawk, which is a nationally threatened and scarce British Red Data Book species, was recorded for the third year in succession. Its nearest breeding site is Thorpe Marshes so they are presumably venturing up to the heath to feed on the abundance of insects in the open habitats.
75. Many species are now seen near the Vinegar Pond which following its restoration a few years ago, is now holding water throughout the year.

Reptiles and amphibians

76. Common Lizard were recorded in good numbers throughout the spring and summer months, with many seen basking in recently restored open heathland and grassland habitats.
77. Due to the exceptionally cold weather in February and March the frogs withheld their spawning activities until the end part of March rather than February. Once the weather improved, it was a particularly good year for spawning frogs and frogspawn with large numbers of both recorded in the Vinegar Pond and a record amount of spawn seen in the Mustard Pond.
78. There were ad hoc sightings of both Slow worm and Grass snake at various locations across the site.

Infrastructure

Access

79. The Mousehold Heath Defenders working party cleared encroaching vegetation from the Tram Track, pathways adjacent to the Pitch and Putt car park, Pilot project area and the Wingfield open space improving access to the public.
80. The Disabled access pathway at Gilman Road open space constructed of Breedon gravel was re-laid as the old surface was suffering from erosion due to high usage.

Car parks

81. Annual maintenance regrading works were undertaken at the Pitch and Putt, Britannia Road and the car park in front of the Pavilion.
82. Due to the wooden bollard being repeatedly hit at the far end entrance to Britannia Road car park, a metal post was installed to reduce further costs for its repair.

Security

83. Due to concerns raised regarding unauthorised vehicular and caravan access onto the Wingfield Open Space two Rhino high security lockable bollards were installed in front of the access gate leading onto the field to improve the security of the site.
84. A wooden bollard was installed by a volunteer and Mousehold warden to prevent vehicle access from Mousehold Lane.
85. As part of the infrastructure refurbishment programme ten wooded bollards were replaced adjacent to the disabled pathway along Britannia Road.

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

Purpose

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

Recommendation

To:

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

Corporate and service priorities

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

Financial implications

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

Ward/s: Multiple Wards

Cabinet member: Councillor Packer - Health and wellbeing

Contact officers

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

Background documents

None

Report

Background

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

Progress to date

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

Next steps

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

1.A VISION FOR MOUSEHOLD HEATH

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

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

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

Project detail is contained in the Mousehold Heath project register.

2.MANAGEMENT OBJECTIVES

There are eight management objectives.

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

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

Woodland

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

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

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

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

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

Grassland and heathland

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

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

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

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

Ponds

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

Invasive undesirable species

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

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

Recording and monitoring

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

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

MH00 Manage habitat, woodland, coppicing

MH00/01 COPPICE

MH03 Manage habitat, woodland, aiding natural regeneration

MH03/01 NATURAL REGENERATION

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

MH04/01 GLADE MANAGEMENT, MAINTAIN

MH04/02 GLADE MANAGEMENT, CREATION

MH04/03 PAVILION FIRE BREAK

MH08 Manage habitat, woodland, by managing deadwood

MH08/01 DEAD AND DECAYING WOOD

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

MH12 Manage habitat, grassland by mowing

MH12/01 MAINTAIN ACID GRASSLAND

MH14 Manage habitat, grassland by scrub control

MH14/01 RESTORE ACID GRASSLAND

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

MH31 Manage habitat, heath, by scrub, tree control

MH31/01 SCRUB AND TREE REMOVAL

MH35 Manage habitat, heath, by cultivation to accelerate leaching

MH35/01 HUMUS STRIPPING

MH39 Manage habitat, heath, by other activities

MH39/01 BRACKEN REMOVAL

MH39/02 ROTATIONAL CUTTING COMMON GORSE

MH39/03 COMMON GORSE REMOVAL

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

MH60 Manage habitat, open water, general

MH60/01 VINEGAR POND

MH60/02 WILDLIFE POND

E5) To manage invasive species

MH29 Manage habitat, controlling invasive species, other activities

MH29/01 LAUREL

MH29/02 JAPANESE KNOTWEED

MH29/03 HIMALAYAN BALSAM

MH29/04 SYCAMORE

MH29/05 RHODODENDRON

E6) To manage specific species

MS30 Manage species, mammals

MS30/01 BAT BOXES

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

RA06 Collect data, mammals, list species

RA06/01 MAMMALS SPECIES LIST

RA12 Collect data, birds, survey

RA12/01 COMMON BIRD CENSUS

RA16 Collect data, birds, list species

RA16/01 BIRDS SPECIES LIST

RA26 Collect data, herptiles, list species

RA2601 REPTILES SPECIES LIST

RA42 Collect data, lepidoptera, survey

RA42/01 BUTTERFLY CONSERVATION SURVEY

RA44 Collect data, lepidoptera, count, estimate, measure

RA44/01 MOTH TRAPPING

RA46 Collect data, lepidoptera, list species

RA46/01 BUTTERFLIES SPECIES LIST

RA46/02 MOTHS SPECIES LIST

RA56 Collect data, odonata, list species

RA56/01 DRAGONFLY SPECIES LIST

RA56/02 DAMSELFLY SPECIES LIST

RA66 Collect data, orthoptera, list species

RA66/01 GRASSHOPPER SPECIES LIST

RA66/02 CRICKET SPECIES LIST

RA76 Collect data, other insects, list species

RA76/01 CRICKET SPECIES LIST

RA76/02 SOLITARY BEES SPECIES LIST

RA82 Collect data, other invertebrates, survey

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

RA92 Collect data, fauna, survey

RA92/01 NBMP

RA92/02 BAT BOX SURVEY

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

RF03 Collect data, vegetation monitor

RF03/01 HEATHER COVER AND QUALITY MONITORING

RF16 Collect data, trees/shrubs, list species

RF16/01 TREE SPECIES LIST

RF22 Collect data, other, vascular plants survey

RF22/01 MUSTARD POND GLADE SURVEY

RF22/02 ST JAMES' HILL SURVEY

RF66 Collect data, fungi, list species

RF66/01 FUNGI SPECIES LIST

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

Earthworks and archaeological features

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

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

Historic buildings and structures

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

Historical information

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

F1) To maintain earthwork features

MC03 Manage cultural features, earthwork, by felling, cutting

MC03/01 ST WILLIAMS' CHAPEL - VEGETATION REMOVAL

MC03/02 ST WILLIAMS' CHAPEL - SCRUB TREE REMOVAL

ML40 Liaise stakeholders, local/national authorities

ML40/01 HISTORIC ENGLAND

ML40/03 NORFOLK ARCHAEOLOGY SERVICE

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

MC50 Manage cultural features, historic building/structure

MC50/01 PAVILION

MC50/02 WWII MEMORIAL PLAQUE

MC50/03 BANDSTAND

MC50/04 MOTTRAM MEMORIAL

F3) To maintain industrial archaeology

MC70 Manage cultural features, industrial archaeology

MC70/01 OLD QUARRIES

MC70/02 TRAM TRACK

MC81 Manage cultural features, historic landscape, felling/cutting

MC81/01 VIEW FROM MOTTRAM MEMORIAL

MC81/02 BEECH DRIVE

MC81/03 CAVALRY TRACK

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

RC01 Collect data, archaeological

RC01/01 ST WILLIAMS' CHAPEL

RC10 Collect data, historic buildings

RC10/01 RANGER'S HOUSE

RC10/02 PAVILION

RC20 Collect data, industrial archaeology

RC20/10 GENERAL

RC30 Collect data, historic landscape

RC30/01 LANDSCAPE

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

Volunteering

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

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

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

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

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

AT00 Training and management general
AT00/06 VOLUNTEER DEVELOPMENT

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

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

G2) To develop initiatives with other community/volunteer groups

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

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

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

Information and interpretation

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

Education

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

Events

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

Media

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

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

H1) To provide and maintain signage and interpretative material

ME06 Erect/maintain signs/interpretation boards

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

H2) To provide and maintain information trails

ME06 Erect/maintain signs/interpretation boards

ME06/05	NATURE TRAIL
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MI10 Inform visitors, onsite information

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

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

MI00 Inform stakeholders

MI00/02 WEBSITE

RV70 Create/manage GIS data

RV70/01 03 GIS DATA SETS

MI10 Inform visitors, onsite information

MI10/01 GENERAL INFORMATION SIGNS

MI10/02 GENERAL VISITOR ENQUIRIES

MI10/03 TEMPORARY MANAGEMENT SIGNS

MI10/05 INTERPRETATIVE PANELS

H4) To provide educational opportunities on site and off site

MI00 Inform stakeholders

MI00/01 OFFSITE SCHOOL TALKS

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

ML70 Liaise stakeholders, media

ML70/01 PRESS

ML70/02 TV

ML70/03 RADIO

H6) To provide events

MI60 Provide/manage events

MI60/01 EVENTS

MI60/02 GUIDED WALKS PROGRAMME

H7) To collect data relating to use of the site

RH31 Collect data, public use, education

RH31/01 FOREST SCHOOLS

RH31/02 ONSITE EDUCATIONAL VISITS

RH90 Collect data, other activities, general

RH90/01 WEBSITE USE

RH90/02 COUNCIL EVENTS

RH90/03 GUIDED WALKS PROGRAMME

Mousehold Heath Management Plan

2018 – 2028

Project register

(DRAFT)

19/20

Items in bold with red shading are active and delivered then

N

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

N

Items in normal font and unshaded not active

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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

Regeneration

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

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

Increasing tourism

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

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

Boosting funding

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

PR and marketing

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

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

Green Flag Award website

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

Project map/plans

N/A

Links to additional information

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

N/A

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code

AP21/02

Project title

Bench and seat provision

Brief description

Provision of seating at agreed locations across the site.

Proj lead

NH

Delivered by

MW

Budget code

421020 2090

Budget £s

Years active

Months active

18/19

19/20

20/21

21/22

22/23

23/24

24/25

25/26

26/27

27/28

A

M

J

J

A

S

O

N

D

J

F

M

Approved by

Mousehold Conservators

Approval date

15/06/18

Priority

Should

Project aims

Detailed project description

1.

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

2.

Locations for future benches to be agreed by committee.

3.

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

Project map/plans

INSERT MAP SHOWING SEATING LOCATIONS AND FUTURE PROVISION

Links to additional information

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Project map/plans

N/A

Links to additional information

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

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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

PROJECT SPECIFICATION

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

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

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

5. Reporting

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

Project map/plans

N/A

Links to additional information

[2016 01 22 Minutes approving ToR](#)

[2016 01 22 ToR report](#)

[2016 01 22 ToR report appendix](#)

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

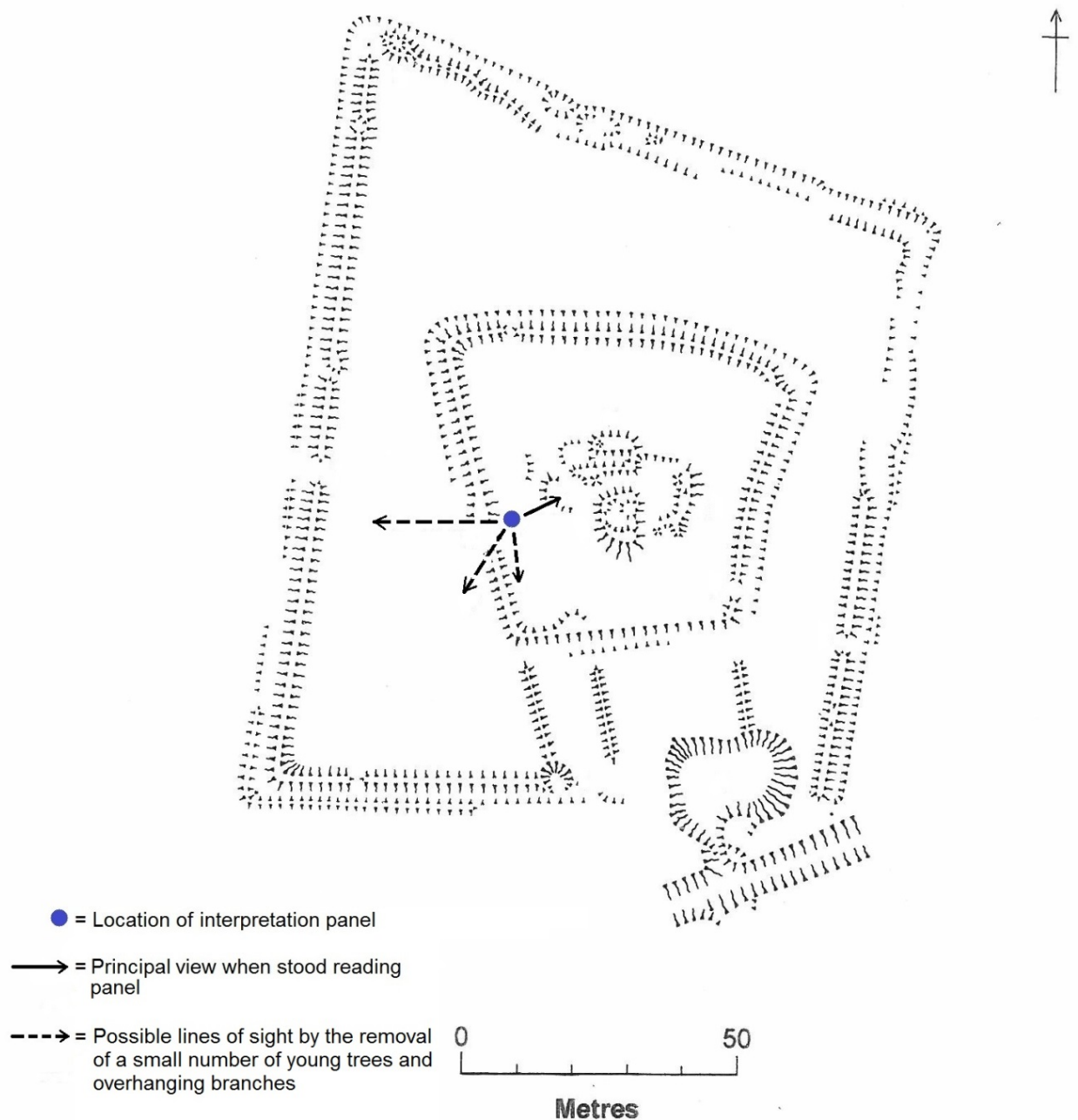
Fig 1



Fig 2

St William's Chapel

Mousehold Heath



© B Cushion

Links to additional information

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

PROJECT SPECIFICATION

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

Project ref code		MC50/02		Project title		World War II memorial plaque																																					
Brief description																																											
Maintain world war II memorial plaque																																											
Proj lead		NH		Delivered by		MW,VOL,CON		Budget code		421020 2090		Budget £s																															
Years active										Months active																																	
18/19		19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by		Mousehold Conservators								Approval date		15/06/18		Priority		Should																											
Project aims																																											
1. To carry out maintenance and repair works as and when required.																																											
2. To keep the plaque clean																																											
3. To protect the integrity of the memorial for our future generations, in remembrance of those who gave their lives.																																											
4. To maintain access and deliver a high standard of interpretation.																																											
5. To maintain to a standard not hazardous to users of the site.																																											
Detailed project description																																											
1. Remove any graffiti, stickers or any other items obscuring plaque.																																											
2. Maintain and remove any encroaching vegetation including overhanging tree branches.																																											
3. Maintain and provide pathways leading to memorial ensuring open access for all.																																											
4. Carry out adhoc weekly monitoring as part of patrols on the site.																																											
5. Identify reactive repairs required.																																											
6. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through NPS Norwich																																											
7. Encourage annual community Remembrance Day services.																																											
Project map/plans																																											
INCLUDE LOCATION MAP OF PLAQUE																																											
Links to additional information																																											

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PROJECT SPECIFICATION

Project ref code	MC70/01										Project title	Old quarries									
Brief description																					
Maintain old quarry sites																					
Proj lead	MW		Delivered by	MW,VOL,CON						Budget code	421020 3871				Budget £s						
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by	Mousehold Conservators								Approval date	15/06/18				Priority	Should						
Project aims																					
<ol style="list-style-type: none"> Maintain and protect old quarries 																					
Detailed project description																					
<ol style="list-style-type: none"> Maintain and improve historical open quarried features removing encroaching vegetation encouraging bio diversity of the site. Protect erosion and encourage bare open sandy slopes, preferably south facing, encouraging ground burrowing invertebrates. Keep open and maintain quarries, included in the Earth Heritage Trail. Carry out adhoc weekly monitoring as part of patrols on the site. Identify reactive repairs required. Minor repairs will be carried out by the Mousehold wardens and volunteers. Specialist repairs are ordered through a private contractor. Work in partnership with Geological and other associated professional organisations. 																					
Project map/plans																					
LOCATION PLAN																					
Links to additional information																					

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		ME06/04		Project title		Welcome to Mousehold roadside signs																																					
Brief description																																											
Provide and maintain welcome to Mousehold roadside signs																																											
Proj lead		NH		Delivered by		MW,CON,VOL		Budget code		421020 3871		Budget £s																															
Years active										Months active																																	
18/19		19/20		20/21		21/22		22/23		23/24		24/25		25/26		26/27		27/28		A		M		J		J		A		S		O		N		D		J		F		M	
Approved by				Mousehold Conservators						Approval date				15/06/18		Priority		Should																									
Project aims																																											
1. To provide welcome signs at main locations, main roads and car parks, informing the public they are entering Mousehold Heath.																																											
2. Keep materials used to a high quality with strong vandalism and weather resistance qualities helping to keep maintenance costs to a minimum.																																											
3. To provide the public with a good first impression, personal to Mousehold, informing them of where they are.																																											
Detailed project description																																											
1. To revise signs and produce new ones in accordance with an emerging information and signage strategy.																																											
2. Information included to be easily updated.																																											
3. Keep the signs clean and well maintained.																																											
4. Carry out adhoc weekly monitoring as part of patrols on the site.																																											
Project map/plans																																											
INSERT MAP SHOWING WELCOM TO MOUSEHOLD ROADSIDE SIGN LOCATIONS																																											
Links to additional information																																											

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Method of Assessment

Customer complaint levels

Monthly quality assessments

Contract monitoring inspections

Project map/plans

[]

Links to additional information

[]

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		[MH14/01]		Project title		[Restore Acid Grassland]	
Brief description							
[Restore remnants of acid grassland]							
Proj lead		[WS]		Delivered by		[MW, VOL.]	
Budget code		[]		Budget £s		[n/a]	
Years active				Months active			
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]
[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]
						[O]	[N]
						[D]	[J]
						[F]	[M]
Approved by		[Mousehold Conservators]		Approval date		[15/06/18]	
Priority		[Should]					
Project aims							
<ol style="list-style-type: none"> To restore acid grassland areas to increase biodiversity Improve access to acid grassland area. 							
Detailed project description							
<ol style="list-style-type: none"> Clear by cutting and removing dead and encroaching tree, scrub, bracken vegetation to restore open habitat. Retain anthills Create small areas of bare ground up to 5% to increase biodiversity and encourage seed germination. Maintain with annual Autumn cut when restored as per MH12/01 							
Project map/plans							
[INSERT GRASSLAND RESTORATION MAP]							
Links to additional information							

-PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

Project ref code		[MH35/01]		Project title		[Humus Stripping]	
Brief description							
[Manage Habitat, stripping organic layer and creating bare ground]							
Proj lead		[WS]		Delivered by		[MW, VOL, CON]	
Budget code		[HLS]		Budget £s		[]	
Years active				Months active			
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]
[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]
		[O]	[N]	[D]	[J]	[F]	[M]
Approved by		[Mousehold Conservators]		Approval date		[15/06/18]	
Priority		[Must]					
Project aims							
<ol style="list-style-type: none"> 1. To implement the Higher Level stewardship Agreement requirement to have bare ground cover of between 1 – 10% in heathland areas. 2. To humus strip enriched heathland areas to create bare ground habitat to increase biodiversity and allow heather seeds to germinate. 							
Detailed project description							
<ol style="list-style-type: none"> 1. Using a small excavator and specialist contractor recommended by Natural England, humus strip an area of previously burnt and/or nutrient enriched, degenerate soil within the heathland area annually. 2. Annually create 3 new bare sand exposures on small slopes by removing nutrient layer by hand or with a small digger, to maintain and increase important and rare solitary bee and wasp species. 							
Project map/plans							
[INSERT HEATHLAND MAP]							
Links to additional information							

PROJECT SPECIFICATION

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

-PROJECT SPECIFICATION

Project ref code		MH39/02		Project title		Rotational common gorse cutting															
Brief description																					
Rotational cutting of gorse stands on heathland areas to create age and structural diversity.																					
Proj lead		WS		Delivered by		MW, VOL.		Budget code				Budget £s									
Years active										Months active											
18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	A	M	J	J	A	S	O	N	D	J	F	M
Approved by		Mousehold Conservators						Approval date		15/06/18		Priority		Should							
Project aims																					
<ol style="list-style-type: none"> Develop and maintain a diverse age a good balance between the ratio of gorse and other heathland vegetation, especially heather, and to create a mosaic of healthy gorse stands of age and structural diversity to conserve and enhance biodiversity. Adhere to Higher Level Stewardship Agreement (HLS) - Common Gorse should cover less than 50% of heathland areas Reduce Fire risk by preventing gorse reaching the mature, leggy stage. Increase access to heathland areas by managing encroaching mature gorse stands 																					
Detailed project description																					
<ol style="list-style-type: none"> Cut and clear Common Gorse stands on a 9 year rotation and allow areas to regenerate Leave all Western gorse in situ. 																					
Project map/plans																					
See Rotational Gorse cutting map See Heathland Area Map See Higher Level stewardship map																					
Links to additional information																					
HLS Agreement.																					

-PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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PROJECT SPECIFICATION

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

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PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Project map/plans

INSERT MAP SHOWING EARTH HERITAGE TRAIL POINTS OF INTEREST

Links to additional information

PROJECT SPECIFICATION

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

Links to additional information

|

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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

PROJECT SPECIFICATION

Project ref code		[MI60/02]		Project title		[Guided walk programme]															
Brief description																					
[Delivery of an annual guided walks programme]																					
Proj lead		[NH]		Delivered by		[MW]				Budget code		[421020 3259]		Budget £s		[]					
Years active										Months active											
[18/19]	[19/20]	[20/21]	[21/22]	[22/23]	[23/24]	[24/25]	[25/26]	[26/27]	[27/28]	[A]	[M]	[J]	[J]	[A]	[S]	[O]	[N]	[D]	[J]	[F]	[M]
Approved by		[Mousehold Conservators]						Approval date		[15/06/18]		Priority		[Should]							
Project aims																					
<ol style="list-style-type: none"> 1. To promote and widen the understanding of Mousehold Heath's history and nature conservation management. 2. To increase involvement, understanding and enjoyment of the site for visitors and local community groups etc. 3. Provide free events to attract low income families. 																					
Detailed project description																					
<ol style="list-style-type: none"> 1. Produce an annual guided walks programme. 2. To target biodiversity projects including Heathland restoration projects, woodland and acidic grassland management including the promotion of partnership working with national conservation organisations such as the R.S.P.B. Natural England, N.W.T etc. 3. Target understanding of species dependent environments and the importance of their management. 4. Arrange seasonal interests as well as early morning, afternoon and evening events such as <ul style="list-style-type: none"> • Dawn chorus walks and surveys • Moth evening surveys • Bat surveys • Autumn Fungi forays • Butterfly walks and surveys 5. Provision of Community wildlife workshops in a classroom environment (am) and site exploration in the afternoon. 6. Target local history of the site through locally and nationally promoted events such as Norwich Heart Heritage weekends and Norfolk Walking Festival. 7. To record dates, details , organiser and number attending for all events. 																					

Project map/plans

[]

Links to additional information

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Links to additional information

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PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

PROJECT SPECIFICATION

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

Obj	Presc	Heading	Code	Sub code	Proj code	Project	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	27/28
A	A1	Administration	AF Financial planning and recording	AF00 Finance, general	01	PREPARE ANNUAL BUDGET	X	X	X	X	X	X	X	X	X
A	A1	Administration	AF Financial planning and recording	AF00 Finance, general	02	BUDGET MONITORING	X	X	X	X	X	X	X	X	X
A	A5	Administration	AI Inspections and audits	AI00 Implement inspection, monitoring site integrity	01	GREEN FLAG AWARD		X	X	X	X	X	X	X	X
B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	01	ANNUAL SITE SAFETY INSPECTION		X	X	X	X	X	X	X	X
B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	02	TREE SAFETY INSPECTION	X	X	X	X	X	X	X	X	X
B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	03	RISK ASSESSMENT		X	X	X	X	X	X	X	X
A	A1	Administration	AP Planning, plan preparation and revision	AP20 Prepare / revise plan, management plans	01	NEW MANAGEMENT PLAN								X	X
A	A1	Administration	AP Planning, plan preparation and revision	AP20 Prepare / revise plan, management plans	02	MANAGEMENT PLAN REVIEW	X	X	X	X	X	X	X	X	X
A	A1	Administration	AP Planning, plan preparation and revision	AP60 Prepare plan, annual work	01	ANNUAL WORK PROGRAMME	X	X	X	X	X	X	X	X	X
A	A1	Administration	AP Planning, plan preparation and revision	AP60 Prepare plan, annual work	02	ANNUAL WORK PROGRAMME MONITORING	X	X	X	X	X	X	X	X	X
A	A1	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	01	MOUSEHOLD CONSERVATORS MEETING	X	X	X	X	X	X	X	X	X
A	A1	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	02	MOUSEHOLD CONSERVATORS MANAGEMENT SUB GROUP MEETING	X	X	X	X	X	X	X	X	X
A	A2	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	03	MOUSEHOLD CONSERVATORS ITINERANT	X	X	X	X	X	X	X	X	X
A	A4	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	04	SIGNAGE AND INTERPRETATION STRATEGY					X				
A	A4	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	05	ACCESS HUBS						X			
B	B6	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	01	ACCESS MANAGEMENT INFRASTRUCTURE PLAN			X						
B	B6	Administration	AP Planning, plan preparation and revision	AP50 Prepare / revise plan, safety	01	VEHICLE ON SITE POLICY	X								
B	B7	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	02	BENCH AND SEAT PROVISION		X							
B	B8	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	03	VOLUNTEER STRATEGY							X		

Obj	Presc	Heading	Code	Sub code	Proj code	Project	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	27/28
B	B9	Administration	AP Planning, plan preparation and revision	AP50 Prepare / revise plan, safety	02	TREE SAFETY INSPECTION POLICY		X							
A	A1	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	05	BRITANNIA CAR PARK REVIEW				X					
A	A1	Administration	AR Reports and general correspondence	AR20 Prepare report, annual progress	01	MOUSEHOLD CONSERVATORS ANNUAL REPORT	X	X	X	X	X	X	X	X	X
A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	00	MOUSEHOLD CONSERVATORS PROJECT APPROVAL AND RECORDING	X	X	X	X	X	X	X	X	X
A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	01	MOUSEHOLD CONSERVATORS QUARTERLY MANAGEMENT UPDATE	X	X	X	X	X	X	X	X	X
A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	02	MOUSEHOLD CONSERVATORS QUARTERLY BUDGET MONITORING REPORT	X	X	X	X	X	X	X	X	X
A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	03	MOUSEHOLD CONSERVATORS ANNUAL WORK PROGRAMME REPORT	X	X	X	X	X	X	X	X	X
A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	04	MOUSEHOLD CONSERVATORS PRECEPT REPORT	X	X	X	X	X	X	X	X	X
A	A3	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	CAR PARK SURFACING REVIEW								X	
B	B4	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	FORMAL AND INFORMAL SPORTS PROVISION REVIEW			X						
B	B5	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	02	PUBLIC TOILET PROVISION REVIEW				X					
B	B7	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	04	SEAT AND BENCH SPONSORSHIP SCHEME	X								
B	B1	Administration	AS Site and species safeguard, law enforcement & admin.	AS00 Protect site, legal action	00	LEGAL ENFORCEMENT ACTION	X	X	X	X	X	X	X	X	X
B	B1	Administration	AS Site and species safeguard, law enforcement & admin.	AS10 Protect site, visitor permit system	01	LICENCES AND PERMITS	X	X	X	X	X	X	X	X	X
A	A2	Administration	AT Training and management	AT00 Training and management, general	04	BEST PRACTICE VISITS	X	X	X	X	X	X	X	X	X
A	A3	Administration	AT Training and management	AT00 Training and management, general	01	STAFF 1:1s	X	X	X	X	X	X	X	X	X
A	A3	Administration	AT Training and management	AT00 Training and management, general	02	STAFF APPRAISAL	X	X	X	X	X	X	X	X	X
A	A3	Administration	AT Training and management	AT00 Training and management, general	03	STAFF DEVELOPMENT PLANS	X	X	X	X	X	X	X	X	X
A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	01	CONTRACT MONITORING/IMPROVEMENT NORWICHNORSE ENVIRONMENTAL	X	X	X	X	X	X	X	X	X

Obj	Presc	Heading	Code	Sub code	Proj code	Project	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	27/28
A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	02	CONTRACT MONITORING/IMPROVEMENT NPS NORWICH	X	X	X	X	X	X	X	X	X
A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	03	CONTRACT MONITORING EXTERNAL CONTRACTORS	X	X	X	X	X	X	X	X	X
B	B3	Administration	AT Training and management	AT00 Training and management, general	05	SAFEGUARDING CHILDREN AND VULNERABLE ADULTS	X	X	X	X	X	X	X	X	X
G	G1	Administration	AT Training and management	AT00 Training and management, general	06	VOLUNTEER DEVELOPMENT	X	X	X	X	X	X	X	X	X
G	G1	Administration	AT Training and management	AT50 Liaise / supervise volunteers	02	CORPORATE VOLUNTEERING	X	X	X	X	X	X	X	X	X
G	G1	Administration	AT Training and management	AT50 Liaise / supervise volunteers	01	GENERAL	X	X	X	X	X	X	X	X	X
G	G1	Administration	AT Training and management	AT50 Liaise / supervise volunteers	03	MOUSEHOLD DEFENDERS	X	X	X	X	X	X	X	X	X
G	G1	Administration	AT Training and management	AT50 Liaise / supervise volunteers	04	MOUSEHOLD HEATH MOUSKETEERS	X	X	X	X	X	X	X	X	X
G	G1	Administration	AT Training and management	AT50 Liaise / supervise volunteers	05	TCV	X	X	X	X	X	X	X	X	X
F	F1	Management	MC Manage cultural features	MC03 Manage cultural features, eathwork, by felling/cutting	02	ST WILLIAMS' CHAPEL - SCRUB/TREE REMOVAL	X	X	X	X	X	X	X	X	X
F	F1	Management	MC Manage cultural features	MC03 Manage cultural features, eathwork, by mowing	01	ST WILLIAMS' CHAPEL - VEGETATION REMOVAL	X	X	X	X	X	X	X	X	X
F	F2	Management	MC Manage cultural features	MC50 Manage cultural features, historic building structure	02	WORLD WAR II MEMORIAL PLAQUE	X	X	X	X	X	X	X	X	X
F	F3	Management	MC Manage cultural features	MC70 Manage cultural features, industrial archaeological	01	OLD QUARRIES	X	X	X	X	X	X	X	X	X
F	F3	Management	MC Manage cultural features	MC70 Manage cultural features, industrial archaeological	02	TRAM TRACK	X	X	X	X	X	X	X	X	X
F	F3	Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	01	VIEW FROM MOTTRAM MEMORIAL	X	X	X	X	X	X	X	X	X
F	F3	Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	02	BEECH DRIVE	X	X	X	X	X	X	X	X	X
F	F3	Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	03	CAVALRY TRACK	X	X	X	X	X	X	X	X	X
C	C1	Management	ME Manage site infrastructure	ME01 Boundary structures	01	GATES, FENCING AND BARRIERS	X	X	X	X	X	X	X	X	X
C	C1	Management	ME Manage site infrastructure	ME01 Boundary structures	02	BOLLARDS	X	X	X	X	X	X	X	X	X

Obj	Presc	Heading	Code	Sub code	Proj code	Project	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	27/28
C	C1	Management	ME Manage site infrastructure	ME02 Other structures	01	BENCHES/SEATS/PICNIC BENCHES	X	X	X	X	X	X	X	X	X
C	C2	Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	01	LITTER PICKING	X	X	X	X	X	X	X	X	X
C	C2	Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	02	LITTER BINS	X	X	X	X	X	X	X	X	X
C	C2	Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	03	FLY TIPPING	X	X	X	X	X	X	X	X	X
C	C8	Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	01	REMOVE GRAFFITI	X	X	X	X	X	X	X	X	X
C	C9	Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	02	BANDSTAND CLEANING	X	X	X	X	X	X	X	X	X
C	C9	Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	03	BANDSTAND MAINTENANCE	X	X	X	X	X	X	X	X	X
C	C3	Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	01	TOILET CLEANING	X	X	X	X	X	X	X	X	X
C	C3	Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	02	TOILETS MAINTENANCE - PROGRAMMED	X	X	X	X	X	X	X	X	X
C	C3	Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	03	TOILETS MAINTENANCE - REACTIVE	X	X	X	X	X	X	X	X	X
C	C4	Management	ME Manage site infrastructure	ME41 Provide / maintain paths	01	MAIN PATHS	X	X	X	X	X	X	X	X	X
C	C4	Management	ME Manage site infrastructure	ME41 Provide / maintain paths	02	SECONDARY PATHS	X	X	X	X	X	X	X	X	X
C	C4	Management	ME Manage site infrastructure	ME41 Provide / maintain paths	03	CYCLEWAYS AND ACCESS FOR ALL	X	X	X	X	X	X	X	X	X
C	C5	Management	ME Manage site infrastructure	ME44 Provide / maintain car parks	02	CAR PARK SURFACING	X	X	X	X	X	X	X	X	X
C	C5	Management	ME Manage site infrastructure	ME44 Provide / maintain car parks	01	CYCLE STANDS	X	X	X	X	X	X	X	X	X
C	C6	Management	ME Manage site infrastructure	ME70 Provide / maintain staff facilities, general	01	WARDEN OFFICE ACCOMMODATION	X	X	X	X	X	X	X	X	X
C	C6	Management	ME Manage site infrastructure	ME70 Provide / maintain staff facilities, general	02	WARDEN OFFICE ACCOMMODATION OPTIONS APPRAISAL			X						
F	F2	Management	ME Manage site infrastructure	MC50 Manage cultural features, historic building structure	03	BAND STAND	X	X	X	X	X	X	X	X	X
F	F2	Management	ME Manage site infrastructure	MC50 Manage cultural features, historic building structure	04	MOTTRAM MEMORIAL	X	X	X	X	X	X	X	X	X

Obj	Presc	Heading	Code	Sub code	Proj code	Project	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	27/28
F	F2	Management	ME Manage site infrastructure	MC50 Manage cultural features, historic building structure	01	PAVILION	X	X	X	X	X	X	X	X	X
H	H1	Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	01	FINGER POSTS AND WAYMARKS	X	X	X	X	X	X	X	X	X
H	H1	Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	02	GATE ACCESS RESTRICTIONS	X	X	X	X	X	X	X	X	X
H	H1	Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	03	INFORMATION PANELS	X	X	X	X	X	X	X	X	X
H	H1	Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	04	MOUSEHOLD HEATH WELCOME SIGNS	X	X	X	X	X	X	X	X	X
H	H2	Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	05	NATURE TRAIL	X	X	X	X	X	X	X	X	X
E	E1	Management	MH Manage habitat	MH00 Manage habitat, forest / woodland / scrub, by coppicing	01	COPPICE	X	X	X	X	X	X	X	X	X
E	E1	Management	MH Manage habitat	MH03 Manage habitat, forest / woodland / scrub, aiding natural regeneration	01	NATURAL REGENERATION	X	X	X	X	X	X	X	X	X
E	E1	Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining ride/path/glade	01	GLADE MANAGEMENT, MAINTAIN	X	X	X	X	X	X	X	X	X
E	E1	Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining ride/path/glade	02	GLADE MANAGEMENT, CREATION	X	X	X	X	X	X	X	X	X
E	E1	Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining ride/path/glade	03	PAVILION FIRE BREAK	X	X	X	X	X	X	X	X	X
E	E1	Management	MH Manage habitat	MH08 Manage habitat, forest / woodland / scrub, by managing dead wood	01	DEAD & DECAYING WOOD	X	X	X	X	X	X	X	X	X
E	E2	Management	MH Manage habitat	MH12 Manage habitat, grassland, by mowing	01	MAINTAIN ACID GRASSLAND	X	X	X	X	X	X	X	X	X
E	E2	Management	MH Manage habitat	MH14 Manage habitat, grassland, by scrub control	01	RESTORE ACID GRASSLAND	X	X	X	X	X	X	X	X	X
E	E3	Management	MH Manage habitat	MH31 Manage habitat, heath, by scrub / tree control	01	SCRUB & TREE REMOVAL	X	X	X	X	X	X	X	X	X
E	E3	Management	MH Manage habitat	MH35 Manage habitat, heath, by cultivation to acc leaching	01	HUMUS STRIPPING	X	X	X	X	X	X	X	X	X
E	E3	Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	01	BRACKEN REMOVAL	X	X	X	X	X	X	X	X	X
E	E3	Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	03	COMMON GORSE REMOVAL	X	X	X	X	X	X	X	X	X
E	E3	Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	02	ROTATIONAL CUTTING COMMON GORSE	X	X	X	X	X	X	X	X	X

Obj	Presc	Heading	Code	Sub code	Proj code	Project	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	27/28
E	E4	Management	MH Manage habitat	MH60 Manage habitat, open water / rivers, general	01	VINEGAR POND	X	X	X	X	X	X	X	X	X
E	E4	Management	MH Manage habitat	MH60 Manage habitat, open water / rivers, general	02	WILDLIFE POND	X	X	X	X	X	X	X	X	X
E	E5	Management	MH Manage habitat	MH29 Manage habitat, controlling invasive species, by other activities	01	LAUREL	X	X	X	X	X	X	X	X	X
E	E5	Management	MH Manage habitat	MH29 Manage habitat, controlling invasive species, by other activities	02	JAPANESE KNOTWWED	X	X	X	X	X	X	X	X	X
E	E5	Management	MH Manage habitat	MH29 Manage habitat, controlling invasive species, by other activities	03	HIMALAYAN BALSAM	X	X	X	X	X	X	X	X	X
E	E5	Management	MH Manage habitat	MH29 Manage habitat, controlling invasive species, by other activities	04	SYCAMORE	X	X	X	X	X	X	X	X	X
E	E5	Management	MH Manage habitat	MH29 Manage habitat, controlling invasive species, by other activities	05	RHODODENDRON	X	X	X	X	X	X	X	X	X
H	H4	Management	MI Information / education / interpretation / events	MI00 Inform stakeholders	01	OFF SITE SCHOOL TALKS	X	X	X	X	X	X	X	X	X
H	H3	Management	MI Information / education / interpretation / events	MI00 Inform stakeholders	02	WEBSITE	X	X	X	X	X	X	X	X	X
H	H3	Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	01	GENERAL INFORMATION SIGNS	X	X	X	X	X	X	X	X	X
H	H3	Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	02	GENERAL VISITOR ENQUIRIES	X	X	X	X	X	X	X	X	X
H	H3	Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	03	TEMPORARY MANAGEMENT SIGNS	X	X	X	X	X	X	X	X	X
H	H2	Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	04	GEOLOGICAL TRAIL	X	X	X	X	X	X	X	X	X
H	H3	Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	05	INTERPRETATIVE PANELS	X	X	X	X	X	X	X	X	X
H	H2	Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	06	NATURE TRAIL	X	X	X	X	X	X	X	X	X
H	H2	Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	07	BIODIVERSITY TRAIL	X	X	X	X	X	X	X	X	X
H	H6	Management	MI Information / education / interpretation / events	MI60 Provide/manage events	01	EVENTS	X	X	X	X	X	X	X	X	X
H	H6	Management	MI Information / education / interpretation / events	MI60 Provide/manage events	02	GUIDED WALKS PROGRAMME	X	X	X	X	X	X	X	X	X
B	B1	Management	ML Liasion with stakeholders	ML00 Liaise stakeholders, owners / occupiers	01	ZAKS RESTAURANT	X	X	X	X	X	X	X	X	X

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B	B1	Management	ML Liasion with stakeholders	ML30 Liaise stakeholders, neighbours	01	BRITANNIA CAFÉ	X	X	X	X	X	X	X	X	X
B	B1	Management	ML Liasion with stakeholders	ML30 Liaise stakeholders, neighbours	02	RANGERS HOUSE	X	X	X	X	X	X	X	X	X
B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	01	NORWICH AREA TRANSPORT STRATEGY	X	X	X	X	X	X	X	X	X
B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	02	NORWICH CITY COUNCIL - AREA MANAGEMENT TEAM	X	X	X	X	X	X	X	X	X
B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	03	NORWICH CITY COUNCIL - COMMUNITY ENABLING TEAM	X	X	X	X	X	X	X	X	X
B	B2	Management	ML Liasion with stakeholders	ML60 Liaise stakeholders, emergency services	01	NORFOLK CONSTABULARY	X	X	X	X	X	X	X	X	X
B	B2	Management	ML Liasion with stakeholders	ML60 Liaise stakeholders, emergency services	02	NORFOLK FIRE AND RESCUE SERVICE	X	X	X	X	X	X	X	X	X
B	B1	Management	ML Liasion with stakeholders	ML00 Liaise stakeholders, owners / occupiers	04	BRITISH GAS	X	X	X	X	X	X	X	X	X
F	F1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	05	HISTORIC ENGLAND	X	X	X	X	X	X	X	X	X
F	E3	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	06	NATURAL ENGLAND	X	X	X	X	X	X	X	X	X
B	F1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	07	NORFOLK ARCHAEOLOGY SERVICE	X	X	X	X	X	X	X	X	X
G	G2	Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups	01	NORWICH FRINGE PROJECT	X	X	X	X	X	X	X	X	X
H	H5	Management	ML Liasion with stakeholders	ML70 Liaise stakeholders, media	01	PRESS	X	X	X	X	X	X	X	X	X
H	H5	Management	ML Liasion with stakeholders	ML70 Liaise stakeholders, media	02	TV	X	X	X	X	X	X	X	X	X
C	C7	Management	MM Manage machinery and equipment	MM20 Acquire / maintain tools /equipment	00	TOOLS AND EQUIPMENT	X	X	X	X	X	X	X	X	X
B	B1	Management	MP Patrol	MP00 Patrol, boundaries	01	SITE PRESENCE	X	X	X	X	X	X	X	X	X
B	B1	Management	MP Patrol	MP00 Patrol, general	02	SITE BOUNDARIES AND HOTSPOTS	X	X	X	X	X	X	X	X	X
E	E6	Management	MS Manage species	MS30 Manage species, mammal	01	BAT BOXES	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA06 Collect data, mammals, list species	01	MAMMALS SPECIES LIST	X	X	X	X	X	X	X	X	X

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E	E7	Recording	RA Record, fauna	RA12 Collect data, birds, survey	01	CBC	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA16 Collect data, birds, list species	01	BIRDS SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA26 Collect data, herptiles, list species	01	REPTILES SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA42 Collect data, Lepidoptera, survey	01	BUTTERFLY CONSERVATION SURVEY	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA44 Collect data, Lepidoptera, count / estimate / measure / census	01	MOTH TRAPPING	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA46 Collect data, Lepidoptera, list species	01	BUTTERFLY SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA46 Collect data, Lepidoptera, list species	02	MOTH SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA56 Collect data, Odonata, list species	01	DRAGONFLYSPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA56 Collect data, Odonata, list species	02	DAMSEL FLY SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA66 Collect data, Orthoptera, list species	01	GRASSHOPPER SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA66 Collect data, Orthoptera, list species	02	CRICKET SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA76 Collect data, other insects, list species	01	SOLITARY BEES SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA76 Collect data, other insects, list species	02	SOLITARY WASPS SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA82 Collect data, other invertebrates, survey	01	ST JAMES' HILL SOLITARY BEE & WASP SURVEY	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA92 Collect data, fauna, survey	01	NBMP BAT SURVEY	X	X	X	X	X	X	X	X	X
E	E7	Recording	RA Record, fauna	RA92 Collect data, fauna, survey	02	BAT BOX SURVEY	X	X	X	X	X	X	X	X	X
F	F4	Recording	RC Record cultural heritage	RC01 Collect data, archaeological	01	ST WILLIAMS CHAPEL	X	X	X	X	X	X	X	X	X
F	F4	Recording	RC Record cultural heritage	RC10 Collect data, historic buildings	01	RANGERS HOUSE	X	X	X	X	X	X	X	X	X
F	F4	Recording	RC Record cultural heritage	RC10 Collect data, historic buildings	02	PAVILION	X	X	X	X	X	X	X	X	X

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F	F4	Recording	RC Record cultural heritage	RC20 Collect data, industrial archaeology	01	GENERAL	X	X	X	X	X	X	X	X	X
F	F4	Recording	RC Record cultural heritage	RC30 Collect data, historical landscapes	01	LANDSCAPE	X	X	X	X	X	X	X	X	X
E	E8	Recording	RF Record, vegetation	RF22 Collect data, other vascular plants, survey	01	MUSTARD POND GLADE SURVEY	X	X	X	X	X	X	X	X	X
E	E8	Recording	RF Record, vegetation	RF22 Collect data, other vascular plants, survey	02	ST JAMES' HILL SURVEY	X	X	X	X	X	X	X	X	X
E	E8	Recording	RF Record, vegetation	RF03 Collect data, vegetation, monitor	01	HEATHER COVER AND QUALITY MONITORING	X	X	X	X	X	X	X	X	X
E	E8	Recording	RF Record, vegetation	RF16 Collect data, trees / shrubs, list species	01	TREE SPECIES LIST	X	X	X	X	X	X	X	X	X
E	E8	Recording	RF Record, vegetation	RF66 Collect data, fungi, list species	01	FUNGI SPECIES LIST	X	X	X	X	X	X	X	X	X
B	B1	Recording	RH Record, human interaction	RH35 Collect data, public use, trespass / theft / damage	01	ILLEGAL ACTIVITIES CRIME	X	X	X	X	X	X	X	X	X
B	B1	Recording	RH Record, human interaction	RH36 Collect data, public use, unplanned / undesirable activities	01	UNDESIRABLE ACTIVITY	X	X	X	X	X	X	X	X	X
B	B9	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	01	CHEMICAL USE RECORDS	X	X	X	X	X	X	X	X	X
B	B9	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	02	GOALPOST INSPECTIONS	X	X	X	X	X	X	X	X	X
G	G1	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	05	VOLUNTEERS	X	X	X	X	X	X	X	X	X
H	H7	Recording	RH Record, human interaction	RH31 Collect data, public use, education	01	FOREST SCHOOLS	X	X	X	X	X	X	X	X	X
H	H7	Recording	RH Record, human interaction	RH31 Collect data, public use, education	02	ONSITE EDUCATIONAL VISTS	X	X	X	X	X	X	X	X	X
H	H7	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	03	COUNCIL EVENTS	X	X	X	X	X	X	X	X	X
H	H7	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	04	GUIDED WALKS PROGRAMME	X	X	X	X	X	X	X	X	X
H	H7	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	02	WEBSITE USE	X	X	X	X	X	X	X	X	X
H	H3	Recording	RV Record, archive - general, photos, maps etc.	RV70 Create / manage GIS data	03	GIS DATA SETS	X	X	X	X	X	X	X	X	X