

Mousehold Heath Conservators

Date: **Friday, 20 January 2023**
Time: **14:00**
Venue: **Council chamber City Hall, St Peters Street, Norwich, NR2 1NH**

Committee members:

Councillor Sands (M) (chair)
Councillor Brociek-Coulton (vice chair)
Councillor Champion
Councillor Galvin
Councillor Kendrick
Councillor Kidman
Councillor Lubbock
Councillor Peek
Councillor Schmierer
Matthew Davies, Norwich Fringe
Project
Marion Maxwell, Mousehold Heath
Defenders
John Trevelyan, The Norwich Society

For further information please contact:

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Agenda

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1	Apologies To receive apologies for absence	
2	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)	
3	Public questions/petitions To receive questions / petitions from the public which have been submitted in accordance with the council's constitution.	
4	Minutes Purpose - To approve the accuracy of the minutes of the meeting held on 30 September 2022.	5 - 8
5	Mousehold Heath budget monitoring to 30 November 2022 Purpose - To provide the 2022/23 revenue monitoring position and 2022/23 capital receipts balance as at 30 November 2022.	9 - 14
6	Mousehold Heath Conservators Budget and Precept 2023-24 Purpose - To set the budget and approve the precept for the Mousehold Heath Conservators budget 2023/24.	15 - 22
7	Annual work programme 2023-24 Purpose - To agree the work programme for 2023-24.	23 - 36
8	Mousehold Heath management update 6 September to 22 December 2022 Purpose - To provide a quarterly update on activities on Mousehold Heath relating to the delivery of the Mousehold Heath management plan objectives.	37 - 46
9	Mousehold Heath toilets option appraisal - Report to follow	

Date of publication: **Thursday, 12 January 2023**

Mousehold Heath Conservators**14:00 to 15:10****30 September 2022**

Present: Sands (M) (chair), Brociek-Coulton (vice chair), Champion, Galvin, Kendrick, Kidman, Lubbock, Peek and Schmierer and Marion Maxwell (Mousehold Heath Defenders) and John Trevelyan (Norwich Society)

Apologies: Matthew Davies (Norwich Fringe Project)

1. Public Questions/Petitions

There were no public questions or petitions.

2. Declarations of interests

There were no declarations of interest.

3. Minutes

RESOLVED to approve the accuracy of the minutes of the meeting held on 17 June 2022.

4. Management sub-group meeting dates

The chair welcomed Marion Maxwell, Mousehold Heath Defenders, to the committee and as the Defender's representative on the management sub-group due to Clare Cohen stepping down.

RESOLVED to agree the following management sub group dates:

- Friday 18 November 2022 at 2pm
- Friday 10 February 2022 at 2pm.

5. Mousehold Heath budget monitoring to 31 July 2022

The interim parks and open spaces manager presented the report.

The budget monitoring showed that the spend for the period to 31 July 2022 showed no unexpected expenditure and that the forecast outturn was likely to be achieved. A member asked whether the theatre groups that had used the football pitch had paid for this use. The Mousehold Heath warden said that he would take this away and update members in due course.

In response to a member's question the Mousehold Heath warden said that the concession stand at Britannia Road car park had decided not to continue with the business, however two applications had already been received for the space to be taken over by other stands. A member asked who had paid for the work to level off the area of the car park for the concession stand. The Mousehold Heath warden confirmed that it had been the Mousehold Heath Conservators who had paid for this from their budget as agreed at the committee meeting on 16 March 2022. A member queried whether the budget line 'Government Grants – Specific' fluctuated in the amount paid to the council. The Mousehold Heath warden said that this was from the Higher Level Stewardship (HLS) agreement and was a fixed amount. The cabinet member for community wellbeing informed the committee that the recharges to Norwich City Services Limited (NCSL) would be paid on a six monthly basis.

RESOLVED to note the Mousehold Heath budget monitoring report.

6. Mousehold Heath management update 1 June to 5 September 2022

The chair introduced the report. The Mousehold Heath warden gave an update on the items discussed at the itinerant meeting on 2 September 2022. Due to the recent rain the fire risk on the Heath had decreased since the itinerant. The installation of cast iron bins to replace plastic bins had progressed. The interim parks and opens spaces manager said that over the next two to three months all plastic bins would be removed and replaced with the cast iron bins. The Mousehold Heath Defender said it was particularly positive to see the old plastic bins replaced due to the antisocial behaviour associated with them.

During the itinerant meeting the conservators had noted that the number of flowers in wildflower meadow had decreased significantly due to both the extreme heat during the summer and the higher numbers of visitors. The Conservators had agreed during the itinerant that wildflower seeds should be spread when the weather allowed. The warden informed the committee that on 26 September 2022 and 27 September 2022 a cub scout group had volunteered to help with this activity

In regard to the Gilman Road space the warden informed the committee that due to the extreme heat this space had been maintained through the use of an electric brush cutter and scythes rather than a drive-on tractor. He said that a report would be brought to a future meeting to allow for a contract variation so that this space would only be maintained by volunteers using the electric brush cutter and scythes rather than NCSL. The wardens would be organising a scythe day for volunteers to learn how to safely use these and welcomed members to attend.

Members noted that the Heathland area management was ongoing, and the wardens had been cutting back the Leggy Gorse which helped to reduce the fire risk on the heath. The warden also informed the committee that the HLS agreement was due to expire in October 2023, but it was likely that it would be extended further.

The warden said that since the itinerant meeting he had been in conversation with the contractor that had removed the goldfish from the vinegar pond and it was suggested that this should happen annually.

Members discussed fire risk. Due to the future likelihood of further periods of extreme heat a suggestion had been made about the use of fire beaters within Mousehold Heath. The warden said that this item would be taken to the management sub-group for discussion. Members thanked the warden for both the itinerant meeting and the work they do protecting the heath.

The Mousehold Heath warden highlighted to members the activities that had taken place on the Heath since the last meeting. Members noted that all surveys in the management plan had now been completed. Overall, the number of moth species had increased but the number of bats present on the heath had decreased. This decrease was likely to be because of the overall decrease in insects due to the extreme heat. In response to a member's question, the Mousehold Heath warden said that the numbers outlined in the moth surveys were the cumulative total of species found since moth surveys have begun. In response to a follow up question the warden said that it was possible that the number of moth species had decreased but overall, the number of species of insects found was increasing. This was because of the work that had taken place to create a mosaic of habitats. The warden said that the number of moths could be higher as the traps used could not be left overnight. The chair commented that it could be considered whether local residents would be willing to have overnight traps in their gardens to get more data. The warden said that enquiries could be made with local residents to find out if they were already trapping moths.

In response to the chair's question the warden said that the extreme weather had not changed how the surveys were conducted and that the surveys would likely continue to have the same methodology to ensure that trendlines could be tracked. Some of the data was submitted to national projects and full figures for each of the surveys would be included in the annual report. It was hoped that the development of the heathland would lead to more species being found.

A member commented that she had been contacted by residents of Britannia Road about the vehicular antisocial behaviour taking place on Britannia Road and Britannia Road car park. The chair said that he had spoken to the local police who were seeking a temporary closure order for the car park to close this overnight and the exact timings of this were still being discussed. He had previously suggested the installation of rumble strips on Britannia Road to reduce the number of cars speeding down the road. The police were in favour of this as was the county councillor for the division however the highways authority had raised some concerns about this. The cabinet member for community wellbeing said that cabinet were acutely aware of the issues that were ongoing and were committed to solving this. He said that Public Space Protection Orders (PSPO) were being drafted which would give the police greater dispersal powers. In order to take these further the police needed to provide evidence that they had taken other action to prevent the antisocial behaviour and whether these had been successful. The cabinet member said that an update would be brought to the next meeting.

A member commented that it seemed that both the PSPO and temporary closure order seemed very labour intensive for the police and the installation of rumble strips

could offer a more permanent solution. The chair said he would speak to the highways authority to understand the costs involved with this. A member commented that another solution could be to close the road overnight, the chair added that this had been suggested before, but this would need to be agreed by the highways authority. A member queried whether any engagement had taken place with the individuals who are committing the antisocial behaviour. A member commented that both residents and members had attempted to engage with individuals but had subsequently been harassed and threatened. The cabinet member for community wellbeing said that enforcement officers were in conversation with the Ministry of Justice about re-deployable CCTV cameras that could help to deter antisocial behaviour.

The interim parks and open spaces manager said that the public toilet provision item that had been discussed at the meeting on 17 June 2022 had not been brought forward as information from property services raised serious concerns about the option previously considered. Officers would need to discuss these concerns and the potential costs of these before they could be brought to the committee. A report would be brought to the next committee on a short-term solution for the block. The proposed solution was to close the women's toilet, as these were in the worst state of disrepair, making the men's toilet into a gender-neutral toilet and giving these a deep clean.

RESOLVED to:

- 1) note the management update;
- 2) thank the Mousehold Heath wardens for the itinerant meeting and their hard work on protecting and maintaining Mousehold Heath
- 3) invite the police to the meeting at which antisocial behaviour is discussed
- 4) ask the interim parks and open spaces manager to bring the following reports to the next committee:
 - a) contract variation for the maintenance of the Gilman Road space
 - b) antisocial behaviour related to Britannia Road and Britannia Road car park and the possible mitigations for this; and
 - c) public toilet provision at Gurney Road car park.

CHAIR



Committee Name: Mousehold Heath Conservators

Committee Date: 20/01/2023

Report Title: Mousehold Heath budget monitoring to 30 November 2022

Portfolio: Councillor Giles, Cabinet member for community wellbeing

Report from: Head of environment services

Wards: Catton Grove and Crome

OPEN PUBLIC ITEM

Purpose

To provide the 2022/23 revenue budget monitoring position and 2022/23 capital receipts balance as at 30 November 2022.

Recommendation:

To note the current budget monitoring and reserves positions

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

Mousehold Heath management plan objectives

1. The Mousehold Heath management plan objectives are:.

- A) To ensure Mousehold Heath is a welcoming place for people to visit.
- B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
- C) To ensure that Mousehold Heath is clean and well maintained.
- D) To manage Mousehold Heath in a way that has a positive impact on the environment.

- E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
- F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.
- G) To provide opportunities for local communities to be involved in all aspect of our work.
- H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

Report Details

1. Conservators approved a precept for the financial year 2022/23 of £246,082 at their meeting of 21 January 2022.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the financial position for Mousehold Heath as at the end of November 2022, and comparison of the expected outturn to the annual budget. The only significant variances to comment on at this stage is additional income from the Catering Concession Pitch & Putt.
3. Corporate recharge budgets are no longer shown against individual cost centres within the General Fund, for accounting presentation purposes. All corporate recharges are still calculated in line with agreed principles. The Conservator's element of the recharges has been included within the figures in this report, for consistency between accounting periods.
4. Overall, the budget shows a forecast underspend of (£4,562), due to reduced contracts costs and increased income from Pitch & Putt.
5. The impact of the precept and forecast 2022/23 budget monitoring position on the Mousehold Heath balances are as follows:

Table 1:

	£
Balance brought forward from 2021/22	(33,843)
Precept 2022/23	(246,082)
Forecast Outturn 2022/23	238,712
10th out of 10 instalment of pension deficit costs	2,808
Forecast balance to be carried forward to 2023/24	(38,405)
In-year movement in reserves (underspend)	(4,562)

6. The prudent minimum level of reserves was assessed in 2021/22 at £9,800. The reserve balance is expected to continue to exceed the prudent minimum balance and no fundamental changes are considered to be required at this stage.

Capital

7. The position on the capital reserve is shown below, with no spend incurred in 2022/23 to date. There are currently no items in the capital budget and therefore no spend can be incurred in 2022/23 without a budget amendment being agreed by Council.

	£
Rangers House balance brought forward	(100,766)
Interest accrued on balance up until March 2022	(3,286)
Forecast balance of receipts at 31/03/2022	(104,092)

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

Risk Management

Risk	Consequence	Controls Required
Include operational, financial, compliance, security, legal, political or reputational risks to the council	Failure to adequately plan and monitor finances could result in insufficient resources being available to deliver the aims and objectives of the Management Plan and Annual Work Programme.	Ensure that sufficient financial and management information is available to continue management and maintenance programme.

Reasons for the decision/recommendation

8. Budget monitoring will help to ensure that there are adequate resources to implement Mousehold Heath Management Plan and Annual Work Programme.

Appendices: A Mousehold Heath Conservators forecast year end outturn report April - November

Contact Officer: Name: Neil Wright
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Appendix A: Mousehold Heath Conservators forecast year end outturn report April – November.

	Budget (£)	Actual to P8 (£)	Forecast outturn (£)	Forecast variance (£)
Salaries	76,270	49,476	77,405	1,135
Employers Pension Contributions	10,028	6,466	10,131	103
Annual Added Years Payments	3,581	1,941	3,581	0
Pension Deficit Recovery	15,809	15,743	15,743	(66)
Employee/Public Liability Insurance	474	0	474	0
General Repairs & Maintenance	15,000	2,300	15,000	0
Contract Cleaning	10,131	6,023	9,035	(1,096)
Electricity	1,554	(1,259)	1,554	0
Grounds General Maintenance	2,204	0	2,204	0
Recharge from GMO main contract	66,151	41,177	61,765	(4,386)
Tree works	8,731	5,466	8,200	(531)
Fire Insurance Buildings/Contents	35	0	35	0
Water Charges Metered	81	0	81	0
Car and Cycle Allowances	800	289	800	0
Clothing and Uniforms General	500	67	500	0
Equipment - Purchase	450	430	450	0
Equip-Repairs/ Maintenance	650	527	650	0
Other Equipment and Tools	550	504	550	0
Refreshments	745	156	745	0
Staff Conference & Course Fees	500	0	500	0
Specialist Supplies	445	100	445	0
Projects	4,046	3,100	4,046	0
Other Contractual Services	7,110	3,460	7,110	0
Recharge from AHOs	5,000	0	5,000	0
Football	(1,404)	0	(1,404)	0
Sponsorship - External Orgs	0	(329)	(329)	(329)
Other Rents	(15,000)	(11,250)	(15,000)	0
Catering Concession Pitch & Putt	(1,800)	(3,197)	(4,000)	(2,200)
Government Grants - Specific	(2,204)	0	(2,204)	0
Corporate Recharges	35,645	0	35,645	0
	246,082	121,190	238,712	(7,370)



Committee Name: Mousehold Heath Conservators

Committee Date: 20/01/2023

Report Title: Mousehold Heath Conservators Budget and Precept 2023/24

Portfolio: Councillor Giles, Cabinet member for community wellbeing

Report from: Interim head of finance, audit and risk

Wards: Crome / Catton Grove

OPEN PUBLIC ITEM

Purpose

To set the budget and approve the precept for the Mousehold Heath Conservators budget 2023/24.

Recommendation:

That the Conservators:

- (1) Review the forecast balances position set out in paragraphs 3-4;
- (2) Consider the risk management arrangements and prudent minimum reserve levels set out in paragraphs 4-9;
- (3) Review the budget proposals set out in paragraph 10 and approve or amend the budgets in Appendix A accordingly;
- (4) Resolve to place a precept on Norwich City Council for the relevant amount for the financial year 2023/24 as per paragraph 12.

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

Mousehold Heath management plan objectives

- The report helps to meet the Mousehold Heath management plan objective C
 - To ensure that Mousehold Heath is clean and well maintained.

Report

1. Each year the Conservators are required to determine and approve the budget for Mousehold Heath, and to make a levy on Norwich City Council.
2. This report also sets out details of the budget and forecast outturn for the current financial year, 2022/23, which informs the precept and budget proposals within this report.

Balances

3. The current forecast for 2022/23 is an underspend of (£4,562). This comprises an underspend on the budget of (£7,370) and a planned contribution to the pension deficit of £2,808.

The balances position for 31 March is therefore estimated at:

Table 1

Balance brought forward at 1 April 2022	(33,843)
Impact of forecast outturn 2022/23	(7,370)
Use of reserves - pension deficit charge 2022/23*	2,808
Forecast Balance at 31 March 2023	(38,405)

*The pension deficit charge is a repayment to the council relating to pension deficit costs charged to Mousehold Heath. At their meeting of 21 June 2013, the Conservators opted to take up the council's offer to spread the £28,077 pension deficit charge, incurred as a result of a contractor's failure, over 10 years. The Conservators' balance will therefore be reduced by the amount of £2,808 each year (2022/23 will be the last of ten instalments).

4. This level of balances represents 14.5% of the proposed budgeted expenditure (including accounting adjustments). As agreed at the Conservator's meeting on 17 September 2021, the prudent level of reserves was set at £9,800, based on 2021/22 budgets. Using the same methodology against proposed 2023/24 budgets, shows a required minimum prudent reserves balance of £10,000. Based on the figures within this report, the reserve level is expected to continue to exceed the prudent minimum balance.

Risk Management

5. The Conservators have previously expressed their wishes to consider, in conjunction with the budget and precept, risks to the financial position. These risks to the Conservators as the statutory decision-making body for the Heath, and to the council in implementing conservators' decisions, are incorporated within the council's own Risk Management Strategy (RMS).
6. The RMS requires that risks are considered at operational, tactical, and strategic levels, and escalated to an appropriate level for mitigation to be agreed and implemented.

7. Risks are managed and mitigation provided through, among other measures:
 - (a) Ensuring that appropriate systems and procedures are in place to safeguard the health & safety of staff, residents, and visitors;
 - (b) Taking steps to reduce the likelihood of adverse events occurring, through planning and risk assessment;
 - (c) Mitigating against the financial impact through insurance against adverse events;
 - (d) Holding sufficient reserves, both in the revenue Contingency and through the maintenance of a prudent minimum level of balances, to meet unexpectedly arising costs. The adequacy of these reserves is itself risk-assessed annually.
8. Financial risks, such as overspends resulting from adverse events, are therefore considered and provided for by the council at a corporate level.
9. The Conservators' reserves are expected to amount to £38,405 (see paragraphs 3-4) which represents 14.5% of the proposed budgeted expenditure (including accounting adjustments). This provides an initial level of internal risk management resource, mitigating any need to call on the council for further support.

Budgets

10. The following table summarises the proposed movements in the budget between the base budget carried forward from 2022/23, and the proposed budget for the 2023/24 financial year.

Table 2:

Base Budget 2022/23 (£)	246,082
A: Employee costs	7,303
B: Contractual increases	8,586
C: Utility price increase	2,345
D: Fire insurance inflation	13
E: Changes in overhead recharges	242
Proposed Budget 2023/24	264,571

Reasons for these changes can be summarised as follows:

- A. Increase in employee costs.
- B. Increase in inflation costs for contractual cleaning and maintenance work.
- C. Increase in utility prices.
- D. Fire insurance inflation.
- E. Corporate recharge increase

These changes can be seen in the detailed proposed budget for 2023/24 set out in Appendix 1.

11. Corporate recharge budgets are no longer shown against individual cost centres within the General Fund, for accounting presentation purposes. All corporate recharges are still calculated in line with agreed principles. The Conservator's element of the recharges has been included within the figures in this report, for consistency between accounting periods.

Precept

12. The precept required to fund this expenditure would be **£264,571** (2022/23 £246,082). This would be an increase of £18,489 against the 2022/23 precept.
13. Should the Conservators wish to increase or decrease the level of balances, in light of the risk environment as discussed above, the proposed precept would need to be amended accordingly.

Implications

Financial and resources

14. This report presents the proposed 2023/24 precept and budgets. The financial implications are given throughout the report.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

Risk Management

Risk	Consequence	Controls Required
Financial performance	Failure to adequately plan and monitor finances could result in insufficient resources being available to deliver the aims and objectives of the Management Plan and Annual Work Programme.	Ensure that sufficient financial and management information is available to continue management and maintenance programme.

Reasons for the decision/recommendation

15. Setting of the 2023/24 precept will ensure that there are adequate resources to implement Mousehold Heath Management Plan and Annual Work Programme.

Background documents

None

Appendices: Appendix 1

Contact officers

Name: Neil Wright (Service accountant)

Telephone number: 01603 987725

Email address: NeilWright@norwich.gov.uk

Appendix 1

		Base budget (£)	Draft 2023/24 Budget (£)	Change (£)	Category as per Table 2
2000	Salaries	76,270	83,038	6,768	A
2011	Employers Pension Contributions	10,028	10,900	872	A
2015	Annual Added Years Payments	3,581	3,332	(249)	A
2018	Pension Deficit Recovery	15,809	15,546	(263)	A
2090	Employee/Public Liability Insurance	474	649	175	A
2285	Water Charges Metered	81	90	9	C
2103	General Repairs & Maintenance	15,000	15,000	0	
2207	Contract Cleaning	10,131	11,154	1,023	B
2216	Electricity	1,554	3,890	2,336	C
2231	Grounds General Maintenance	2,204	2,204	0	
2239	Recharge from GMO main contract	66,151	72,832	6,681	B
2240	Tree works	8,731	9,613	882	B
2255	Fire Insurance Buildings	35	48	13	D
2400	Car and Cycle Allowances	800	800	0	
2600	Clothing and Uniforms General	500	500	0	
2658	Equipment - Purchase	450	450	0	
2659	Equip-Repairs/Maintenance	650	650	0	
2663	Other Equipment and Tools	550	550	0	
2682	Refreshments	745	745	0	
2684	Staff Conference & Course Fees	500	500	0	
2710	Specialist Supplies	445	445	0	
2832	Projects	4,046	4,046	0	
2849	Other Contractual Services	7,110	7,110	0	
4015	Recharge from AHOs	5,000	5,000	0	
1061	Football	(1,404)	(1,404)	0	
1146	Other Rents	(15,000)	(15,000)	0	
1148	Catering Concessions Pitch & Putt	(1,800)	(1,800)	0	
1412	Government Grants - Specific	(2,204)	(2,204)	0	
	Corporate Recharges	35,645	35,887	242	E
		246,082	264,571	18,489	



Committee Name: Mousehold Heath Conservators

Committee Date: 20/01/2023

Report Title: Annual work programme 2023-24

Portfolio: Councillor Giles, Cabinet Member for Community Wellbeing

Report from: Head of Environment Services

Wards: Catton Grove and Crome

OPEN PUBLIC ITEM

Purpose

To agree the work programme for 2023-24 as detailed in Appendix 2.

Recommendation:

It is recommended that the Conservators note the contents of the report, to secure the implementation and commitments made within the management plan objectives to deliver the works outlined in the work programme keeping within budget for the 2023-24 financial year.

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the sustainable and healthy city corporate priority.

This report addresses Deliver a Capital Investment Programme in our parks that will improve visitor experience, maintain our heritage assets and improve community cohesion strategic action in the Corporate Plan.

The report helps to meet the Mousehold Heath management plan objective(s):

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

Report Details

1. The report details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives that are planned for the 2023/24 financial year.
2. The objectives are:
 - A) To ensure Mousehold Heath is a welcoming place for people to visit.
 - B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
 - C) To ensure that Mousehold Heath is clean and well maintained.
 - D) To manage Mousehold Heath in a way that has a positive impact on the environment.
 - E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
 - F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.
 - G) To provide opportunities for local communities to be involved in all aspect of our work.
 - H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

Consultation

3. None

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

4. There are no proposals in this report that would reduce or increase resources at this time

Legal

5. None

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	The Mousehold Wardens will continue to work with Norfolk Constabulary to ensure that the Heath is a safe place to visit
Children and Adults Safeguarding	Safeguarding is a priority for the Mousehold Wardens, and they will continue to signpost vulnerable individuals to the services that they require.
Environmental Impact	The Mousehold Wardens will continue to improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

Risk Management

Risk	Consequence	Controls Required
Financial	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Operational	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Legal	The Council cannot comply with its legal duty to ensure that buildings are safe for users to access	Ensure that sufficient management information is available to continue management and maintenance programme

Reasons for the decision/recommendation

6. To agree the annual work programme for 2023-24 to contribute to the delivery of the management objectives in the management plan, taking into consideration financial and staff resources available.

Background papers: None

Appendices: Appendix 1: Project specification

Appendix 2: Annual works programme summary

Contact officer: Interim parks and open spaces manager

Name: Susan Moore

Telephone number: 01603 989488

Email address: susanmoore@norwich.gov.uk

Appendix 1.

PROJECT SPECIFICATION

Management plan objectives A: To ensure Mousehold Heath is a welcoming place for people to visit.

Project specification AP60/01, Appendix 1.

To agree the annual work programme for 2023-24 to contribute to the delivery of the management objectives in the management plan, taking into consideration financial and staff resources available.

Project ref code		AP60/01		Project title		Annual work programme															
Brief description																					
Develop annual work programme																					
Proj lead		POS		Delivered by		POS, 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
Project aims																					
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.																					
Detailed project description																					

1. 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.

The annual work programme for each project will include:

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

2. 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.
3. 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)

Links to additional information

None

Project map/plans

Appendix 2

Annual work programme summary 23/24

Obj.	Project title	Project/ Map reference code	Brief description	Priority	Budget code	Budget cost £	Lead
	A) To ensure Mousehold Heath is a welcoming place for people to visit.						
A	Access hubs	AP21/05	To develop "Access Hubs" to the heath at the main visitor arrival points.	Should		0	POSM
A	Annual work programme	AP60/01	Develop annual work programme	Must		0	POSM
A	Annual work programme monitoring	AP60/02	Monitor delivery of the work programme during the year	Must		0	POSM
A	Britannia car park provision review.	AR01/05	To review the provision of a car park at Britannia Road	Must		0	POSM
A	Budget monitoring	AF00/02	Monthly monitoring	Must		0	POSM
A	Car Park surfacing review.	AR01/01	To investigate alternative car park surfacing, including all public car parks.	Could		0	MHW
A	Electricity	AF00/03	Electricity supply		2216	1493	MHW
A	Green Flag Award	AI00/01	To achieve Green Flag Status for the site	Must	2832	400	POSM
A	Management plan review	AP20/02	Annual review of management plan	Must		0	POSM
A	Mousehold Conservators Annual Report	AR20/01	Mousehold Conservators Annual Report	Must		0	POSM
A	Mousehold Conservators Annual Report public summary	AR20/02	A brief report covering highlights of the year for the public based on the full Annual Report.	Must		0	POSM
A	Mousehold Conservators Annual work programme report	AR60/03	Seek approval for the annual work programme to be delivered in the following financial year to achieve management plan objectives	Must		0	POSM
A	Mousehold Conservators meeting	AP80/01	Mousehold Conservators meeting	Must		0	POSM

A	Mousehold Conservators Subgroup meetings	AP80/02	Mousehold Conservators Subgroup meeting	Must		0	POSM
A	Prepare annual budget	AF00/01	Develop annual budget for delivering annual work programme	Must		0	POSM
A	Signage and interpretation strategy.	AP21/04	To develop a signage and interpretation strategy to guide the development and provision of interpretative material an signage.	Should		0	POSM
A	Tree safety inspection policy review	AP50/02	Review the tree safety policy	Must		0	POSM
A	Volunteer strategy	AP21/03	To develop a strategy relating to the marketing, increasing, retention and development of volunteer involvement on the heath.	Should		0	POSM
A	Formal and informal sports provision review	AR01/03	To review the current provision of formal and informal sports provision on the heath to identify any changes in the provision for the future.	Must		0	POSM
	B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit						
B	Annual site safety inspection	AI30/01	Annual safety inspection of site infrastructure	Must		0	MHW
B	Bench and seat provision.	AP21/02	Provision of seating at agreed locations across the site.	Should		0	MHW
B	National Grid gas pipeline	ML00/04	Partnership working with National Grid.	Must		0	MHW
B	Norfolk Fire and Rescue Service	ML60/02	Liaise with stakeholders, emergency services.	Must		0	MHW
B	Norfolk Police	ML60/01	Partnership working	Must		0	MHW
B	Norwich Area Transport Strategy	ML40/01	Maintain a watching brief of Norwich Area Transport strategy and implications for Mousehold Heath	Must		0	MHW
B	Public toilet provision review	AR01/02	To review the toilet provision to determine if the toilets will be retained and if so are improved and managed in the future	Must		0	POSM
B	Rangers House buffer zone and track	ML30/02	Liaise with the owner of the Ranger's House regarding heath matters and also management to the heath which may impact on the property.	Must		0	MHW
B	Risk assessments	AI30/03	Risk assessments produced and reviewed	Must		0	MHW
B	Training		Staff and Volunteer training		2684	500	MHW

B	Tree safety inspection	AI30/02	Inspection of trees on the site to ensure that hazards posed by dead , diseased and dying trees is managed	Must		0	MHW
B	View from Mottram memorial	MC81/01	Clearance of trees and scrub on St James' Hill to maintain the view.	Must		0	MHW
	C) To ensure that Mousehold Heath is clean and well maintained.						
C	Access for all paths	ME41/04	Provision and maintenance of access for all routes.	Must		0	MHW
C	Bandstand cleaning	ME12/02	Band stand cleaned	Must		0	MHW
C	Benches/Seats/Picnic Benches.	ME02/01	Maintain benches, seats and picnic benches.	Must		0	MHW
C	Bollards	ME01/02	Provide and maintain bollards.	Must	2103	1,500	MHW
C	Car park surfacing	ME44/02	Maintenance and repair of public car parks.	Must	2103	4,500	MHW
C	Clothing and Uniforms General		Staff protected clothing		2600	500	MHW
C	Cycle stands	ME44/01	Provide and maintain cycle stands	Must	2103	200	MHW
C	Cycleways	ME41/03	Provision and maintenance of cycleway routes	Must		0	MHW
C	Equipment - Repairs/Maintenance		Maintain and repair equipment	Must	2659	650	MHW
C	Gates, fencing and barriers.	ME01/01	Provide and maintain gates, fencing and barriers	Must	2103	1,500	MHW
C	Litter Picking	ME04/01	To provide a daily litter picking service within the boundary of Mousehold Heath	Must		0	MHW
C	Maintain main paths	ME41/01	Provide and maintain main paths.	Must		0	MHW
C	Other equipment and tools		Maintain supplies		2663	550	MHW
C	Tools and equipment	MM20/00	Acquire, maintain tools, equipment.	Must	2658	450	MHW
	D) To manage Mousehold Heath in a way that has a positive impact on the environment						
D	NCC environmental strategy	AP21/01	To contribute to the delivery of the council's environmental strategy.	Should			POSM
	E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath						

E	Tree Species list	RF16/01	Collect Data, tree, shrub, list species	Should		0	MHW
E	Bat box survey	RA92/02	Collect data, fauna, bats, survey.	Should		0	MHW
E	Bird species list	RA16/01	Record sightings of birds and maintain a site species list.	Should		0	MHW
E	Bracken removal.	MH39/01	Bracken removal. Manage habitat, heath by managing bracken.	Must	2231	1,500	MHW
E	Butterfly Conservation (BC), Butterfly Monitoring Survey (BMS)	RA42/01	Carry out Butterfly Conservation Survey	Must		0	MHW
E	Butterfly Species list	RA46/01	Record sightings of butterflies and maintain a site species list.	Should		0	MHW
E	Common bird census (CBC) Transect Survey	RA12/01	Undertake a CBC survey	Should		0	MHW
E	Common gorse removal.	MH39/03	Cutting and removal of Common gorse in heather covered areas.	Must	2231	500	MHW
E	Coppicing	MH00/01	Manage habitat, woodland/scrub by coppicing.	Should		0	MHW
E	Cricket species list	RA66/02	Record sightings of crickets and maintain a site species list.	Should		0	MHW
E	Damselfly species list	RA56/02	Record sightings of damselflies and maintain a site species list.	Should		0	MHW
E	Dead and decaying wood	MH08/01	Dead and decaying wood	Should		0	MHW
E	Dragonfly species list	RA56/01	Record sightings dragonflies and maintain a site species list.	Should		0	MHW
E	Fungi Species List	RF66/01	Collect Data, fungi.	Should		0	MHW
E	Glade management, maintain	MH04/01	Maintain open glades	Should		0	MHW
E	Glade management; creation	MH04/02	Create new woodland glades.	Should		0	MHW
E	Grasshopper species list	RA66/01	Grasshopper species list	Should		0	MHW
E	Heather cover and quality monitoring	RF03/01	Collect data, vegetation, monitor, Heather	Must		0	MHW

E	Himalayan Balsam	MS00/03	Manage Species, tree, shrub, Himalayan Balsam.	Should		0	MHW
E	Humus Stripping	MH35/01	Manage Habitat, stripping organic layer and creating bare ground.	Must	2832	1,000	MHW
E	Japanese Knotweed	MS00/05	Manage Species, tree, shrub, Japanese Knotweed	Should		0	MHW
E	Laurel	MS00/01	Manage species, tree, shrub Laurel	Should		0	MHW
E	Maintain acid grassland	MH12/01	Maintain acid grassland	Must	2832	250	MHW
E	Maintain Bat Boxes	MS30/01	Manage species, mammal.	Should		0	MHW
E	Mammal species list	RA06/01	Record sightings of mammals and maintain a site species list.	Should		0	MHW
E	Moth Species list	RA46/02	Record sightings of moths and maintain a site species list.	Should		0	MHW
E	Moth trapping survey	RA44/01	Record moths trapped and maintain a site species list.	Should		0	MHW
E	Mustard Glade flower survey	RF22/01	Collect data, other vascular plants, survey.	Should		0	MHW
E	National bat monitoring programme survey	RA92/01	Collect data, fauna, bats, survey.	Should		0	MHW
E	Natural Regeneration	MH03/01	Manage Habitat, woodland, scrub, aiding natural regeneration.	Should		0	MHW
E	Reptiles species list	RA26/01	Record sightings of reptiles and maintain a site species list.	Should		0	MHW
E	Restore acid grassland	MH14/01	Restore remnants of acid grassland through clearance of encroaching vegetation	Should	2231	200	MHW
E	Rhododendron	MS005/05	Manage Species, tree, shrub, Rhododendron.	Should		0	MHW
E	Rotational common gorse cutting.	MH39/02	Rotational cutting of gorse stands on heathland areas to create age and structural diversity.	Should	2832	750	MHW
E	Scrub and tree removal.	MH31/01	Manage Habitat, heath, by scrub/tree control.	Must	2849	7,110	MHW
E	St James Hill flower transect survey	RF22/02	Collect data, other vascular plants, survey.	Should		0	MHW
E	St James' Hill bumblebee transect survey	RA82/01	St James' Hill bumblebee transect survey	Should		0	MHW

E	Sycamore	MS00/04	Manage species, tree, shrub, Sycamore.	Should		0	MHW
E	Vehicle on site policy	AP50/01	Prepare, revise plan, safety.	Must		0	MHW
E	Volunteer data	RH90/05	Collect data, public use, volunteers	Should		0	MHW
E	Wildlife pond	MH60/02	Wildlife pond Maintenance and protection of Wildlife pond.	Should		0	MHW
	F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath						
F	Bandstand maintenance	ME12/03	Band Stand maintenance	Must		0	MHW
F	Beech Drive	MC81/02	Manage cultural features, historic landscape, felling/cutting.	Should		0	MHW
F	Cavalry Track	MC81/03	Manage cultural features, historic landscape, felling/cutting.	Should		0	MHW
F	Historic boundary markers	MC50/05	Maintain historic boundary markers.	Must	2103	50	MHW
F	Mottram Memorial	MC50/04	Mottram Memorial Maintain the panoramic plaque and granite plinth.	Must		0	MHW
F	NCC Area Management Team	ML40/02	Work with the Area Management with regards to the grounds maintenance and street cleaning contract and ASB matters	Must		0	MHW
F	Old quarries	MC70/01	Old quarries.Maintain old quarry sites	Should		0	MHW
F	Pavilion fire break	MH04/03	Maintain pavilion fire break.	Must		0	MHW
F	Pavilion condition survey	MC50/06	To undertake a condition survey of the interior and exterior of the pavilion. Implement condition survey over a six year maintenance works programme from 2019 to 2025. Agreed at conservators meeting September 2019 funded from increase in precept of £6,000.00 per year to a holding fund and ring fenced to secure funds.	Must	2103	6,000	POSM
F	St William's Chapel – Scrub and tree removal	MC03/02	Manage cultural features, earthwork, by felling/cutting trees and scrub.	Must		0	MHW
F	St William's Chapel - vegetation cutting.	MC03/01	Manage cultural features, earthwork, by cutting vegetation	Must		0	MHW

F	Tram Track	MC70/02	Maintain and restore tram track	Should		0	MHW
F	Vinegar pond	MH60/01	Maintain and enhance Vinegar pond.	Should		0	MHW
F	World War II memorial plaque.	MC50/02	Maintain world war II memorial plaque	Should		0	MHW
	G) To provide opportunities for local communities to be involved in all aspect of our work.						
G	Corporate Volunteering	AT50/02	Liaise with and supervise corporate volunteers	Should		0	MHW
G	General Volunteering	AT50/01	Liaise/Supervise Volunteers	Must	2682	745	MHW
G	Mousehold Heath Defenders	AT50/03	Liaise/Supervise Volunteers	Must		0	MHW
G	The Conservation Volunteers (TCV)	AT50/05	Liaise/Supervise Volunteers	Should		0	MHW
G	The Mousehold Heath Mousketeers	AT50/04	Liaise/Supervise Volunteers	Must		0	MHW
G	Volunteer development	AT00/06	To develop volunteer skills	Must		0	MHW
	H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride						
H	Biodiversity Trail	MI20/07	Inform visitors, education information.	Should		0	MHW
H	Events	MI60/01	Organisation and planning of events	Should	2710	445	MHW
H	Finger posts and waymarks	ME06/01	To install and maintain waymarks and fingerposts.	Should	2832	75	MHW
H	Forest Schools	RH31/01	Collect data, public use, education	Should		0	MHW
H	Gate access restrictions.	ME06/02	Provide and maintain restricted access signs on gates and barriers	Should	2832	150	MHW
H	General information signs	MI10/01	Provide and maintain general information signs on site	Should		0	MHW
H	General visitor enquiries	MI10/02	General visitor enquiries	Must		0	MHW
H	Geological trail	MI20/04	Maintain the geological trail and associated information.	Must	2832	75	MHW
H	Guided walk programme	MI60/02	Delivery of an annual guided walks programme	Should		0	MHW
H	Guided Walks Programme	RH90/04	Collect data, other activities, general	Should		0	MHW

H	Information panels	ME06/03	Provide and maintain information boards.	Must		0	MHW
H	Interpretative panels	MI20/05	Provide and maintain interpretation panels to enhance people's visits and increase understanding of the site and its management.	Should		0	MHW
H	Nature Trail	ME06/05	Provide and maintain nature trail markers	Must	2832	50	MHW
H	Nature trail	MI20/06	To provide. Maintain and promote the nature trail.	Must		0	MHW
H	Off-site School talks	MI00/01	Visit schools to tell them about Mousehold Heath.	Should		0	MHW
H	Onsite Educational Activities	RH31/02	Onsite Educational Activities	Should		0	MHW
H	Temporary management signs	MI10/03	Provide temporary notices on giving details of management work and events happening to inform visitors.	Must	2832	50	MHW
H	Website	MI00/02	To maintain an up to date web page and develop its effectiveness over the life of the plan.	Must		0	MHW
H	Welcome to Mousehold roadside signs	ME06/04	Provide and maintain welcome to Mousehold roadside signs	Should		0	MHW
			Total budgeted cost of works			£31,193	



Committee Name: Mousehold Heath Conservators

Committee Date: 20/01/2023

Report Title: Mousehold Heath management update 6 September to 22 December 2022

Portfolio: Councillor Giles, Cabinet Member for Community Wellbeing

Report from: Head of Environment Services

Wards: Catton Grove and Crome

OPEN PUBLIC ITEM

Purpose

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

Recommendation:

It is recommended that the Conservators note the contents of the report

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the sustainable and healthy city corporate priority.

This report addresses Deliver a Capital Investment Programme in our parks that will improve visitor experience, maintain our heritage assets and improve community cohesion. strategic action in the Corporate Plan.

The report helps to meet the Mousehold Heath management plan objective(s):

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

Report Details

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

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

AP80/03 MOUSEHOLD CONSERVATORS ITINERANT

3. An itinerant meeting was held on 2 September 2022, to discuss the management of the site regarding the aims and objectives of the Mousehold Heath Management Plan and Higher Level Stewardship Agreement (HLS).

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

AS00/00 LEGAL ENFORCEMENT ACTION

4. An occupied caravan was parked on Britannia Road public car park for roughly six weeks, after initiating contact with the occupier to assist in permanent housing, a notice was served for eviction by our Legal Advice Team, the caravan and van was moved from site on Monday 28 November 2022 by the owner.

AI30/02 TREE SAFETY INSPECTION

5. The second, six monthly tree safety inspection was undertaken by the Mousehold wardens at the end of September, identifying thirty five dying, dangerous trees and branches, mostly due to several high winds and adverse weather conditions, requiring work to manage tree safety risk. Most of the works were completed by the Mousehold wardens within three months. A Mousehold warden met a Norwich City Council Arboricultural Officer, to assess several large trees, and four specialised

works were passed on to be undertaken by the NCSL Arboricultural team.

6. An additional nine dead, dying, dangerous and windblown trees and branches, spotted during patrols and reported by members of the community, have been made safe and cleared by the Mousehold wardens.

ML60/01 NORFOLK CONSTABULARY

7. The Mousehold Wardens liaised with police officers regarding anti-social behaviour.
8. A caravan and van arrived on Britannia Road public car park mid-October with a tenant occupying the caravan. The police were informed of the situation.

MP00/01 SITE PRESENCE

9. Mousehold wardens have continued to patrol the heath, focusing on areas with anti-social behaviour issues.
10. When found during patrols and work parties, litter has been removed on an ad hoc basis, to keep the site safe and clean.

RH35/01 ILLEGAL ACTIVITIES CRIME

11. Two chickens were released on the heath possibly due to restrictions enforced regarding Avian flu, NCC guidelines were followed, Norfolk Wildlife Rescue were quick to respond and found them a new home, a big thank you to them!
12. Two bollards at the Mousehold Avenue end of Gilman Road have been vandalised and stolen. Norfolk County Council have been contacted and replacement bollards are on order.

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

ME04/01 LITTER PICKING

13. Mousehold wardens have worked with a NCSL litter picker to undertake extra litter picks to clear areas of litter exposed by fires and remove glass which could create a future fire risk also remains of fireworks after 5 November 2022 celebrations.

ME01/02 BOLLARDS

14. Three wooden bollards in Britannia Rd car park, have been re-installed by Mousehold wardens and volunteers, after they were illegally removed.

ME04/02 LITTER BINS

15. Two plastic litter bins have been burnt out across the site. The Mousehold wardens have been liaising with a Parks and Open Spaces Officers to replace them with cast iron metal bins to mitigate any future damage, as and when they are available. Five have already been installed.

16. All cast iron bins to be used are recycled from the City Centre.

ME04/03 FLY TIPPING

17. A number of fly tipping items were removed from the Pitch and Putt car park and the slip road at Britannia Road, including garden waste and building materials. Items found are removed and disposed of by NCSL's EPA crew.

ME12/01 REMOVE GRAFFITI

18. Graffiti was removed from the bandstand and a bench on the Fountain Ground, along with two adjacent litter bins.

19. An attempt has been made by the Mousehold wardens to remove a large amount of graffiti on trees in the Gurney Road area. Further attempts to remove the graffiti will be made in January.

ME41/01 MAIN PATHS

20. Seven paths have been maintained by brush cutting and raking vegetation to allow easy access to the site.

ME12/02 BANDSTAND CLEANING

21. The bandstand received its second clean at the beginning of November under our contract obligations with NCSL.

ME01/01 GATES, FENCING AND BARRIERS

22. The vehicle access gate at Gilman Road had a new pivot joint fitted after the old one failed.

23. A stolen vehicle was driven through the wooden access gate at Beech Drive. A temporary repair has been undertaken, until a permanent replacement can be fitted.

24. Norfolk County Council Highways has been contacted about replacement bollards on Gilman Road.

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

MH04/01 GLADE MANAGEMENT MAINTAIN

25. The Mustard Pond glade has been conserved by cutting and raking encroaching vegetation.

26. A deep hole forming a potential trip hazard was reported by the Mousehold Defenders and filled in by a Mousehold warden.

MH12/01 MAINTAIN ACID GRASSLAND

27. The Anthills and Wildflower meadows have been given their Autumn conservation cut by volunteers and the wardens.
28. Gilman Road Open Space and Wildflower Meadow were also cut as part of a 'Using a Scythe' course, which was undertaken by sixteen regular Mousehold volunteers, over two days, at the end of November. The course was a success with all the volunteers now trained and able to complete meadow and bracken cutting under the supervision of the Mousehold wardens. The use of scythes is a more sensitive way to cut important habitats, with many other benefits to volunteers, site management and the environment.

MH31/01 SCRUB AND TREE REMOVAL

29. Invasive scrub and birch trees have been cut and cleared, to restore and conserve important heathland and grassland habitat, in line with the Natural England, Higher Level Stewardship Agreement (HLS) and Mousehold Heath Management Plan.

MH39/01 BRACKEN REMOVAL

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

MH39/03 COMMON GORSE REMOVAL

31. Invasive common gorse, along with burnt gorse stems from this summer's fires, have been cut, chipped and removed from heathland/grassland areas, to conserve heather, grasses, western gorse and other dwarf shrub species. This gorse management also reduces fire risk across the site.

MH60/01 VINEGAR POND

32. After the prolonged intensive hot weather conditions experienced this summer, the water quality and level in the pond has now improved to normal conditions.

RA42/01 BUTTERFLY CONSERVATION SURVEY

33. Two, weekly, Butterfly Conservation, Butterfly Monitoring Scheme transect surveys have been carried out by the Mousehold wardens joined by volunteers.

RA44/01 MOTH TRAPPING SURVEY

34. A Community Moth Survey evening took place in September. Two new species for the site were identified, bringing the site list up to over 270 species.

RA82/01 ST JAMES' HILL BUMBLEBEE SURVEY

35. Monthly Bumblebee Conservation Trust, BeeWalk transect surveys have undertaken by a Mousehold warden.

RF22/01 MUSTARD POND GLADE FLOWER SURVEY

36. Members of the Mousehold Heath Defenders have carried out monthly flowering plant surveys, recording a wide range of colourful, nectar providing flowers.

RF22/02 ST JAMES' HILL SURVEY

37. A member of the Mousehold Heath Defenders and a Mousehold warden have undertaken a monthly plant survey on St James Hill.

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

AT50/01 VOLUNTEERS GENERAL

38. A total of 1239 community volunteer hours have been undertaken on the site between 6 September – 22 December 2022 by the following groups;

- Mousehold Heath Defenders
- Norwich High School for Girls
- Mousehold Heath Mousketeers
- The Conservation Volunteers (TCV)
- Crown Commercial and WSP (County Council contractor) corporate groups.
- Harford Manor School volunteers
- Goodgym Norwich
- Assist Trust
- Many individual volunteers from the community

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

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

ME06/03 INFORMATION PANELS

40. The public notice board was stolen from the Pitch and Putt public car park on Gurney Road. The old board was made of metal and thought to have been stolen for scrap metal value. A new notice board has now been installed made from recycled plastic to mitigate future theft.

MI60/01 EVENTS

41. Two ROOTS environmental education and play activity session, for young people, organised through Norwich City Council Events Team, have taken place on the heath.
42. Three Enchanted Woods Forest School environmental activity groups have taken place increasing knowledge, interest and enjoyment of nature for young people.
43. Two, fully booked Heritage Open Day walks, covering the story of St William's Chapel, Kett's Rebellion and Geodiversity, have been enjoyed by members of the community. These walks were led by local experts and a Mousehold Warden on Friday 16 and Sunday 18 September 2022.
44. A Community Wildlife Workshop, focusing on an introduction to Winter Birds, was led by a local expert and a Mousehold warden on Thursday 8 December 2022.
45. A Fungi walk was led by a local expert and a Mousehold warden on Tuesday 25th October. A number of new species for the site were recorded bringing the total site list up to 302 species.
46. A cross country run was undertaken on Wednesday 2 November 2022 roughly 150 runners attended.
47. A new community theatre performance, inspired by the events of local history, took place on Mousehold Heath, the event was spread over three weekends in September and October. Limbik, a Norwich-based theatre company lead audiences on a walk in the woods with some wonderful surprises as they retrace the steps of Kett's Rebellion of 1549.
48. Rebel Rabble is part audio trail and part theatrical performance where the cast interacted with an audience of up to 30 people at a time. Each audience member was provided with a pair of "silent disco" headphones, through which they simultaneously listened to an audio journey.
49. As a group, they were guided through the woods, listening to the fictional retelling of Kett's Rebellion.

MI60/02 GUIDED WALKS PROGRAMME

50. The ten, walks, workshops and wildlife survey events making up the

Mousehold Heath Guided Walks and Surveys Programme 2022, have been successfully implemented by the wardens, inviting members of the community to learn more about, and enjoy, the sites biodiversity and natural features. One of the highlights was the Fungi Foray on 25th October, when 19 participants helped locate and record 45 species, with 4 new species for the site, increasing the site cumulative list to 302 fungi species.

RC30/01 HISTORIC LANDSCAPE

51. Local historians, involved with the research and restoration of the WW2 RAF/USAF Air Base at Newman Road, Rackheath, have been researching military training/war activity on the heath with a Mousehold warden. A number of historic features of interest have been identified and the Historic Environment Record Team at Gressenhall have been notified.

Consultation

52. None

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

53. There are no proposals in this report that would reduce or increase resources at this time

Legal

54. None

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	The Mousehold Wardens will continue to work with Norfolk Constabulary to ensure that the Heath is a safe place to visit
Children and Adults Safeguarding	Safeguarding is a priority for the Mousehold Wardens, and they will continue to signpost vulnerable individuals to the services that they require.

Consideration	Details of any implications and proposed measures to address:
Environmental Impact	The Mousehold Wardens will continue to improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

Risk Management

Risk	Consequence	Controls Required
Financial	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Operational	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Legal	The Council cannot comply with its legal duty to ensure that buildings are safe for users to access	Ensure that sufficient management information is available to continue management and maintenance programme

Reasons for the decision/recommendation

55. This report is for members to note the activities on Mousehold Heath since the last committee meeting.

Background papers: None

Appendices: None

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