

Mousehold Heath Conservators

Date: **Friday, 16 March 2018**
Time: **14:00**
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

Committee members:

Councillor Maxwell (chair)
Councillor Price (vice chair)
Councillor Bradford
Councillor Brociek-Coulton
Councillor Kendrick
Councillor Lubbock
Councillor Packer
Councillor Raby
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	Apologies	
	To receive apologies for absence	
2	Public questions/petitions	
	To receive questions / petitions from the public	
	Please note that all questions must be received by the committee officer detailed on the front of the agenda by 10am on Tuesday 13 March 2018 .	
	Petitions must be received by the committee officer detailed on the front of the agenda by 10am on Thursday 15 March 2018 .	
	For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution.	
3	Declarations of interest	
	(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)	
4	Minutes	5 - 8
	Purpose: To approve the accuracy of the minutes of the meeting held on 19 January 2018.	
5	Mousehold budget monitoring Q3 2017-18	9 - 12
	Purpose: To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2017/18 and capital position as at 31 December 2017.	
6	Mousehold Heath 2018-2028 management plan review progress update and development of part 2 of the draft plan	13 - 34
	Purpose: To update the Mousehold Conservators on progress with the management plan and provide a draft of the first four objectives of part two of plan.	
7	Annual work programme 2018 - 19	35 - 40
	Purpose: To propose the Mousehold Heath draft work programme for 2018-19.	
8	Quarterly management update	41 - 44

Purpose: To provide a quarterly update for the period 6 January to 5 March 2018, reporting activities on and relating to Mousehold Heath which contribute to the delivery of the management plan objectives.

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|------------|--|----------------|
| 9 | Committee schedule 2018-19 | 45 - 46 |
| | Purpose: To agree the meeting schedule for the Mousehold Heath Conservators for the 2018 - 2019 civic year. | |
| *10 | Exclusion of the public | |
| | Consideration of exclusion of the public. | |

Date of publication: **Thursday, 08 March 2018**



Mousehold Heath Conservators

14:05 to 15:30

19 January 2018

Present: Councillors Maxwell (chair), Price (vice chair), Bradford, Kendrick, Packer, Raby; and Clare Cohen (Mousehold Heath Defenders) John Trevelyan (The Norwich Society) and Matthew Davies (Norwich Fringe Project).

Apologies: Councillors Brociek-Coulton, Lubbock, and Sands (M).

1. Public questions/ petitions

No public questions or petitions were received.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

The chair advised that she had written to the prison governor regarding the hosting of beehives.

RESOLVED to agree the accuracy of the minutes of the meeting held on 17 November 2017.

4. Rangers House report

The strategy and disposal manager presented the report. He emphasised that when the lease on the house was sold it was highlighted that enfranchisement was a possible risk.

In response to the chair's question, he confirmed that following the sale of the freehold there was no liability remaining with the council for the house. In response to a member question he confirmed that the boundary was set and the wardens would monitor any encroachment.

He advised that this sale did not set a precedent and that the only other property on the heath which was let was Zaks. As this was a commercial let the law around enfranchisements did not apply.

A member queried what remained of the capital from the original sale of the ranger's house. It was discussed that there was a caveat on the capital sum from the sale in

that it could only be spent on capital projects. It was agreed that the finance business partner would produce a report providing this detail by the date of the next sub group meeting 12 February 2018.

RESOLVED to:

- (1) note the Rangers House report; and
- (2) ask the finance business partner to produce a report detailing what had been spent from the capital sum received from the leasehold sale of the ranger's house and to confirm what the remaining amount could be spent on.

(The strategy and disposal manager left the meeting.)

5. Mousehold heath budget and precept report 2018-19

The finance business partner presented the report. He confirmed that in terms of risks these were built into the council's risk management strategy. The key risk mitigation was to build up the budget reserves. These currently stood at 2.4% and the parks and open spaces manager advised that the aim was to take the reserves up to 5%. Underspensing was targeted to build up these reserves.

The finance business partner summarised the proposed movements of the budget. The vice-chair noted increased charges to the council for the pension fund were due to a contractor failing and the council stepping in.

Members discussed the capital achieved from the sale of the ranger's house. A member asked if the decision to use the funds for capital projects only was an obligation on the conservators or could it be changed. It was agreed that the finance business partner would include this information in his report.

The parks and open spaces manager said the monies provided an opportunity to draw in match funding. A number of new ideas would come from the management plan review and the conservators could determine how to spend these funds.

RESOLVED to:

- (1) note the forecast balances position set out in paragraphs 3-4 of the report;
- (2) note the risk management arrangements set out in paragraphs 5-9 of the report;
- (3) recommend council to approve the budget proposals set out in paragraph 10 of the report;
- (4) approve 2018-19 budgets as set out in Appendix A; and
- (5) place a precept on Norwich City Council in the relevant amount for the financial year beginning 1 April 2018, as per paragraph 11 of the report.

(The service accountant left the meeting.)

6. Mousehold Heath 2018-2028 management plan review progress update and development of part 2 of the draft plan

The parks and open spaces manager presented the report.

He advised that there were no project specifications prepared to date. Appendix one contained the draft of the first four objectives; all eight would be completed by the March deadline. He asked if any suggested amendments could be sent to him by email by the 26 January.

Discussion ensued regarding the management prescriptions. The parks and open spaces manager stated that the aim was to produce a reference list of all work completed. A previous criticism of the management plan was that it held too much information and therefore was not very reader friendly. The intention in future was for this to reflect overall what was happening with less detail, with the management prescriptions providing the detail. One action might be duplicated under a number of objectives because it met a number of targets.

In response to a member's question the parks and open spaces manager said the refurbishment of the public toilets on the heath would go forward to be considered as part of the management plan. He confirmed in response to a question from the chair that the building of toilets would come under capital works. The chair also noted the lack of baby changing provision available in the toilets on the heath.

A member noted that under objective D, page 39 of the report, it was stated that the use of pesticides was minimal and requested more detail. The parks and open spaces manager confirmed it was used minimally; it had been agreed for stump treatment and was used in the management of the sports turf. There would be a project around pesticide use, which would detail what was currently happening and what the aspirations were for use going forward.

In response to a member's question regarding the erection of an interpretation panel in the car park, the parks and open spaces manager said the management plan would look at information hubs and information provision across the heath. A strategy which looked at common branding consistent across all panels would be developed.

Members discussed permissions for events taking place on the heath. It was noted permission should be asked of the conservators but that this was not currently happening. The vice chair emphasised that efforts were being made to encourage community participation and use of the heath and that the previous process of notification for use of the heath was burdensome. The chair said that the committee wanted the heath to be used but would like to know when so members could be advised.

The parks and open spaces manager said that the events team held the skills regarding risk assessments and health and safety for events. He said he would discuss with them what the parameters were for normal use of the heath and notifications would be given for these events and for any events outside these parameters permission would be sought.

It was agreed that the chair and the parks and open spaces manager would speak with the events team regarding advising committee members of events taking place.

RESOLVED to:

- 1) note the Mousehold Heath 2018-2028 management plan review progress to date.
- 2) review the management prescriptions and projects contributing to the delivery of them for the first four objectives of part 2 of the plan.
- 3) provide any amendments to the parks and open spaces manager by 26 January for the draft to be amended; and
- 4) to ask the chair and the parks and open spaces manager to speak to events regarding advising members of the committee on events which are taking place, whose is running the event and the number of people it is thought will attend.

7. Mousehold Heath quarterly management update

The parks and open spaces manager presented the report.

He provided an update following the recent heavy winds on damage to the heath. Seven or eight trees had been damaged but none presented an imminent danger and wardens would be tackling this work with assistance from volunteers and specialist services if required.

He highlighted the number of volunteer hours donated to works on the heath including path maintenance.

There had been an increase in camping on the heath and a number of sites had been cleared. Wardens had signposted those who identified themselves as homeless to support services.

He noted the large number of events that had taken place on the heath within the last quarter. A member asked that for each event could information provided in relation to who organised it, who led it and how many people attended.

Members discussed requests received for memorial benches on the heath. The parks and open spaces said that as part of the management plan a protocol would be introduced for the placing of seats and the process for locating and maintenance.

RESOLVED to note the Mousehold Heath quarterly management update.

CHAIR

Report to Mousehold Heath Conservators

16 March 2018

Report of Chief Finance Officer

Subject Budget Monitoring Statement April – December 2017

Item

5

Purpose

To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2017/18 and capital position as at 31 December 2017.

Recommendations

To note the current budget monitoring position.

Corporate and service priorities

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

Financial implications

This report states the budgetary position for Mousehold Heath Conservators, and the financial implications are analysed within the body of 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 and precept for financial year 2017/18 of £221,293 at their meeting of 20 January 2017.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Budget monitoring is undertaken at the end of each month and Appendix A details the financial position for Mousehold Heath as at the end of December 2017, and comparison of the expected out turn to the annual budget. Where appropriate, explanations for variances are given in paragraph 3 below.
3. The letters preceding the explanation below cross reference with the corresponding letter in Appendix A.
 - A. Depreciation is budgeted for but does not impact on balances, since it is reversed out of the revenue accounts.
 - B. Support service costs and other recharges will be processed later in the year. The forecast outturn reflects an expectation that in the majority of cases recharges will match budgets.
4. Overall the budget shows a forecast underspend of £2,324. Budgets move during the course of the year reflecting virements and changes in anticipated overheads, and some budget items (e.g. depreciation) do not impact on the conservators' balances, therefore this figure does not compare directly with the precept figure.
5. The impact of the precept and forecast 2017/18 budget monitoring position (adjusted to neutralise the impact of budget and accounting adjustments described above) on the Mousehold Heath balances are as follows:

Provisional balance brought forward from 2016/17	-£4,988
Precept 2017/18	-£221,293
Forecast Outturn 2017/18	£221,640
Accounting adjustment for depreciation	-£1,719
4th instalment of pension deficit costs	£2,808
Forecast balance to be carried forward to 2017/18	-£3,552

In-year movement in reserves	-£1,436
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6. The position on capital is as follows, with no spend in 2017/18 to date or budgeted:

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

Past reports state that the proceeds from the sale of the Ranger's House would be available to the Conservators for capital expenditure for the maintenance of the Heath. Previous spend has included work on the replacement of the Mottram Memorial, and roof repairs to Zaks restaurant. Provision of an all weather surface on paths or car parks could be classed as capital expenditure, and could legitimately come from this receipt.

421020 Mousehold Heath Conservators		Year: 2017/18		Period: 9 (Dec)			
Approved	Current	Budget To	Actual To Date	Variance To	Forecast	Forecast	
Budget	Budget	Date		Date	Outturn	Variance	
		EXPENDITURE					
		Employees					
69,050	69,050	1405 Salaries Full Time	51,786	52,250	464	69,050	0
9,083	9,083	1406 Salaries Employer PF Contrib'ns	6,813	6,872	59	9,083	0
5,052	5,052	1935 Pension Added Years share	3,789	2,840	-949	5,052	0
11,299	11,299	1939 Pension Deficit Recovery share	11,299	9,949	-1,350	9,949	-1,350
507	507	1990 Employee/Liability Insurance	507	454	-53	454	-53
94,991	94,991	Subtotal Employees	74,194	72,365	-1,829	93,588	-1,403
		Premises					
0	0	2090 Day to Day Repairs (ex R100)	0	4,259	4,259	0	0
9,000	9,000	2100 General Repairs & Maintenance	6,750	0	-6,750	9,000	0
250	250	2600 Grounds General Mtce & Upkeep	189	106	-83	250	0
0	0	2605 Special Maintenance City Works	0	440	440	0	0
74,225	74,225	2651 Grounds Maintenance contract	55,665	49,461	-6,204	74,225	0
4,380	4,380	2655 Treeworks	3,285	2,918	-367	4,380	0
1,209	1,209	2810 Electricity	909	844	-65	1,209	0
76	76	2851 Water Charges Metered	54	20	-34	76	0
7,198	7,198	2875 Contract Cleaning	5,400	4,816	-584	7,198	0
22	22	2900 Fire Insurance Buildings/Conts	22	23	1	22	0
96,360	96,360	Subtotal Premises	72,274	62,887	-9,387	96,360	0
		Transport					
800	800	3080 Car and Cycle Allowances	603	360	-243	481	-319
800	800	Subtotal Transport	603	360	-243	481	-319
		Supplies & Services					
445	445	3259 Specialist Supplies	333	100	-233	445	0
450	450	3370 Equipment - Purchase	342	450	108	450	0
650	650	3371 Equipment - Repairs/Maintenance	486	599	113	650	0
550	550	3389 Other Equipment and Tools	414	359	-55	550	0
500	500	3550 Clothing and Uniforms General	378	185	-193	247	-253
745	745	3804 Refreshments	558	162	-396	600	-145
500	500	3815 Staff Conference & Course Fees	378	250	-128	250	-250
6,000	6,000	3871 Projects	4,500	874	-3,626	6,000	0
7,110	7,110	4102 Other Contractual Services	5,337	6,060	723	7,110	0
16,950	16,950	Subtotal Supplies & Services	12,726	9,039	-3,687	16,302	-648
		Capital Financing					
1,719	1,719	5701 Depreciation	0	0	0	1,719	0
1,719	1,719	Subtotal Capital Financing	0	0	0	1719	0
210,820	210,820	Subtotal EXPENDITURE	159,797	144,651	-15,146	208,450	-2,370
		INCOME					
		Receipts					
-1,404	-1,404	8123 Football	-1,053	0	1,053	-1,404	0
-15,000	-15,000	9039 Other Rents	-11,250	-11,250	0	-15,000	0
-1,800	-1,800	9132 Catering Concessn Pitch & Putt	-1,350	-1,350	0	-1,800	0
-18,204	-18,204	Subtotal Receipts	-13,653	-12,600	1,053	-18,204	0
		Government Grants					
-2,204	-2,204	7097 Government Grants: Specific	-1,656	-2,209	-553	-2,204	0
-2,204	-2,204	Subtotal Government Grants	-1,656	-2,209	-553	-2,204	0
-20,408	-20,408	Subtotal INCOME	-15,309	-14,809	500	-20,408	0
		INDIRECT					
		Centrally Managed					
0	849	P100 Programmed Maint (ES/Prop Grp)	849	849	0	849	0
0	103	R100 Day to Day Reps (ES/Prop Grp)	103	103	0	103	0
0	952	Subtotal Centrally Managed	952	952	0	952	0
		Recharge Expenditure					
5,824	5,824	4040 CDS IT Services Recharge	0	0	0	5,824	0
100	100	5021 CDS Legal Services Recharge	0	0	0	100	0
5,059	5,059	5022 CDS HR Services Recharge	0	0	0	5,059	0
1,250	1,250	5024 Property Services Recharge	936	972	36	1,296	46
6,229	6,229	5026 CDS Finance Services Recharge	0	0	0	6,229	0
6,745	6,745	5044 CDS Management Support	0	0	0	6,745	0
2,306	2,306	5047 CDS Comms + Research Recharge	0	0	0	2,306	0
5,087	5,087	5097 Recharge from AHOs/One Stop Shops	0	0	0	5,087	0
32,600	32,600	Subtotal Recharge Expenditure	936	972	36	32,646	46
32,600	33,552	Subtotal INDIRECT	1,888	1,924	36	33,598	46
223,012	223,964	Total Mousehold Heath Conservators	146,376	131,766	-14,610	221,640	-2,324

Report to	Mousehold Heath Conservators 16 March 2018	Item
Report of	Head of citywide services	6
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 provide a draft of the first four objectives of part two of plan.

Recommendation

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; and
- 4) approve a one year extension of the current plan for the year 2018 - 19 based on the 2017 – 18 workprogramme.

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. On 17 November 2017 the Mousehold Conservators approved a revised timescale for the production of the draft management plan.
2. At the 17 November meeting a draft of part one of the document was circulated and following the meeting amendments were received which have been incorporated into part one of the plan.
3. A partially completed draft of part two of the plan was presented for the format to be approved.
4. It was agreed a draft of the first four objectives of part two of the plan would be brought to the 19 January 2018 meeting for consideration and comments.
5. The first four objectives were tabled for consideration at the meeting on 19 January and it was resolved that amendments and comments would be submitted to the parks an open spaces manager by 26 January 2018. No amends were received.

Progress to date

6. The management sub-group met on 12 February and with the wardens discussed the following to inform the development of project specifications at a later Conservators meeting.
7. The following were discussed and project detail defined and location identified and mapped for existing areas of ongoing management and proposals for new areas to be managed in this way during the next 10 years.
 - i. Coppice areas
 - ii. Glades
 - iii. Rides
 - iv. Acid grassland
 - v. Rotational heather cutting
 - vi. Humus stripping
 - vii. Bracken removal
 - viii. Gorse removal
 - ix. Rotational gorse cutting
 - x. St William's Chapel tree removal
 - xi. St William's Chapel grass cutting
 - xii. Bench/seat provision
8. The following were discussed to decide if the following are managed over the next 10 years and project aim, to inform the production of project specifications to be submitted to the Conservators for approval at a future meeting.
 - i. Old Quarries
 - ii. Tram Track

- iii. Historic routes
- iv. View from Mottram Memorial

9. In addition the following strategic/policy items were discussed to determine which should be taken forward over the next 10 years of the plan, to be submitted to the Conservators at a later date for approval once the project detail has been drafted.

- i. Car park surfacing review
- ii. Formal and informal sports provision review
- iii. Public toilet provision review
- iv. Interpretation strategy
- v. Volunteer strategy
- vi. Tree safety inspection policy
- vii. Access hubs
- viii. Britannia car park review
- ix. Vehicle on site policy

10. The resources available to do this work (Mousehold wardens and the Parks and open spaces manager), on top of the routine operational work is limited, and so the projects will need to be prioritised for delivery over the life of the plan.

11. A proposed ten year prioritised programme for the delivery of these projects is contained in Appendix A. The programme would be reviewed if the resources available changed or issues arose which required the priority of a project to change. Any revised timeframe would be approved by the Conservators.

12. A large amount of work has gone into producing the next stage of the plan, though progress has continued to be slower than anticipated due to; lost time due to the weather, staff absence, the addition of further projects, the requirement of GIS support for the mapping and technical issues relating to the loss of a large volume of data. This currently being investigated to see if it can be retrieved.

13. The projects for which work has been completed is contained in Appendix B. The project specifications shaded in grey have been completed, those not shaded grey still have to be completed.

14. Some of the mapping work as shown in the last columns has also been completed and the information will be eventually be accessible to the public via the councils GIS system.

Next steps

15. Due to the IT issue which prevented the specification being circulated prior to the meeting it is proposed that the project specifications are circulated following the meeting once the information has been recovered.

16. A three week period from the date of circulation being provided to enable the Conservators to respond to the Parks and open spaces manager with additions and amends.
17. As a result of the aforementioned issues the timescale has had to be revised. The revised timetable proposed (Appendix C) would require that work delivered in 2018 – 19 is based on a years extension to the current plan which expires 2018.
18. The draft annual programme 2018 – 19 submitted to this meeting has been produced on that basis.

Year active														
Heading	Code	Sub code	Proj code	Project	1	2	3	4	5	6	7	8	9	10
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	05	ACCESS HUBS					X					
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	04	INTERPRETATION STRATEGY				X						
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	03	VOLUNTEER STRATEGY						X				
Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	06	TREE SAFETY INSPECTION POLICY	X									
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	05	BRITANNIA CAR PARK REVIEW			X							
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	CAR PARK SURFACING REVIEW							X			
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	FORMAL AND INFORMAL SPORTS PROVISION REVIEW	X									
Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	02	PUBLIC TOILET PROVISION REVIEW		X								

Projects greyed out have had the project specification completed. Map drafted (Y) means that a paper map has been annotated. Map GIS (Y) means that the map information has been digitised into a GIS layer.

Draft project spec	Obj	Presc	Heading	Code	Sub code	Proj code	Project	Map drafted	Map GIS
SM	A	A1	Administration	AF Financial planning and recording	AF00 Finance, general	01	PREPARE ANNUAL BUDGET	n/a	n/a
SM	A	A1	Administration	AF Financial planning and recording	AF00 Finance, general	02	BUDGET MONITORING	n/a	n/a
SM	A	A5	Administration	AI Inspections and audits	AI00 Implement inspection, monitoring site integrity	01	GREEN FLAG AWARD	n/a	n/a
SM	B	t	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	01	ANNUAL SITE SAFETY INSPECTION	n/a	n/a
SM/IM	B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	02	TREE SAFETY INSPECTION		
SM	B	B9	Administration	AI Inspections and audits	AI30 Implement inspection, site safety	03	RISK ASSESSMENT	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP20 Prepare / revise plan, management plans	01	NEW MANAGEMENT PLAN	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP20 Prepare / revise plan, management plans	02	MANAGEMENT PLAN REVIEW	n/a	n/a
SM	B	B6	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	01	ACCESS MANAGEMENT INFRASTRUCTURE PLAN	Y	
SM	B	B8	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	03	VOLUNTEER STRATEGY	n/a	n/a
SM	A	A4	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	04	INTERPRETATION STRATEGY		
SM	A	A4	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	05	ACCESS HUBS		
SM	B	B9	Administration	AP Planning, plan preparation and revision	AP21 Prepare / revise plan, strategic planning	06	TREE SAFETY INSPECTION POLICY	n/a	n/a
SM	B	B6	Administration	AP Planning, plan preparation and revision	AP50 Prepare / revise plan, safety	01	VEHICLE ON SITE POLICY	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP60 Prepare plan, annual work	01	ANNUAL WORK PROGRAMME	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP60 Prepare plan, annual work	02	ANNUAL WORK PROGRAMME MONITORING	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	01	MOUSEHOLD CONSERVATORS MEETING	n/a	n/a
SM	A	A1	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	02	MOUSEHOLD CONSERVATORS MANAGEMENT SUB GROUP MEETING	n/a	n/a
SM	A	A2	Administration	AP Planning, plan preparation and revision	AP80 Convene meeting, Site Management Committee / advisory group	03	MOUSEHOLD CONSERVATORS ITINERANT	n/a	n/a
NH	B	B7	Administration	AR Reports and general correspondence	AP21 Prepare / revise plan, strategic planning	02	BENCH AND SEAT PROVISION	Y	
NH	C		Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	01	CAR PARK SURFACING REVIEW	n/a	n/a
SM	B	B4	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	02	FORMAL AND INFORMAL SPORTS PROVISION REVIEW	n/a	n/a
SM	B	B5	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	03	PUBLIC TOILET PROVISION REVIEW	n/a	n/a
SM	B	B7	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	04	SEAT SPONSORSHIP SCHEME	Y	
SM	A	A1	Administration	AR Reports and general correspondence	AR01 Prepare report, project review, new projects	05	BRITANNIA CAR PARK REVIEW	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR20 Prepare report, annual progress	01	MOUSEHOLD CONSERVATORS ANNUAL REPORT	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	00	MOUSEHOLD CONSERVATORS PROJECT APPROVAL AND RECORDING	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	01	MOUSEHOLD CONSERVATORS QUARTERLY MANAGEMENT UPDATE	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	02	MOUSEHOLD CONSERVATORS QUARTERLY BUDGET MONITORING	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	03	MOUSEHOLD CONSERVATORS ANNUAL WORK PROGRAMME REPORT	n/a	n/a
SM	A	A1	Administration	AR Reports and general correspondence	AR60 Prepare report, other	04	MOUSEHOLD CONSERVATORS PRECEPT REPORT	n/a	n/a
SM	B	B1	Administration	AS Site and species safeguard, law enforcement & admin.	AS00 Protect site, legal action	00	LEGAL ENFORCEMENT ACTION	n/a	n/a
SM	B	B1	Administration	AS Site and species safeguard, law enforcement & admin.	AS10 Protect site, visitor permit system	01	LICENCES AND PERMITS	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT00 Training and management, general	01	STAFF 1:1s	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT00 Training and management, general	02	STAFF APPRAISAL	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT00 Training and management, general	03	STAFF DEVELOPMENT PLANS	n/a	n/a
SM	A	A2	Administration	AT Training and management	AT00 Training and management, general	04	BEST PRACTICE VISITS	n/a	n/a
SM	B	B3	Administration	AT Training and management	AT00 Training and management, general	05	SAFEGUARDING CHILDREN AND VULNERABLE ADULTS	n/a	n/a
SM	G		Administration	AT Training and management	AT00 Training and management, general		VOLUNTEER DEVELOPMENT	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	01	CONTRACT MONITORING/IMPROVEMENT NORWICHNORSE	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	02	CONTRACT MONITORING/IMPROVEMENT NPS NORWICH	n/a	n/a
SM	A	A3	Administration	AT Training and management	AT40 Liaise / supervise staff / contractors	03	CONTRACT MONITORING EXTERNAL CONTRACTORS	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		CORPORATE VOLUNTEERING	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		GENERAL	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		MOUSEHOLD DEFENDERS	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		MOUSEHOLD HEATH MOUSKETEERS	n/a	n/a
SM	G		Administration	AT Training and management	AT50 Liaise / supervise volunteers		TCV	n/a	n/a
WS	F		Management	MC Manage cultural features	MC03 Manage cultural features, eathwork, by felling/cutting	02	ST WILLIAM'S CHAPEL - SCRUB/TREE REMOVAL		
WS	F		Management	MC Manage cultural features	MC03 Manage cultural features, eathwork, by mowing	01	ST WILLIAM'S CHAPEL - VEGETATION CUTTING		
NH	F		Management	MC Manage cultural features	MC50 Manage cultural features, historic building structure	01	WORLD WAR II MEMORIAL PLAQUE	n/a	n/a
NH	F		Management	MC Manage cultural features	MC70 Manage cultural features, industrial archaeological	01	OLD QUARRIES		
NH	F		Management	MC Manage cultural features	MC70 Manage cultural features, industrial archaeological	02	TRAM TRACK		
NH	F		Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	01	VIEW FROM MOTTRAM MEMORIAL		
WS			Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	02	BEECH DRIVE		
WS			Management	MC Manage cultural features	MC81 Manage cultural features, historical landscape, felling/cutting	03	CAVALRY TRACK		
NH	F		Management	ME Manage site infrastructure	MC50 Manage cultural features, historic building structure	01	PAVILION	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME01 Boundary structures	01	GATES, FENCING AND BARRIERS		

Draft project spec	Obj	Presc	Heading	Code	Sub code	Proj code	Project	Map drafted	Map GIS
NH	C		Management	ME Manage site infrastructure	ME01 Boundary structures	02	BOLLARDS		
NH	C		Management	ME Manage site infrastructure	ME02 Other structures	04	BENCHES/SEATS/PICNIC BENCHES		
NH	C		Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	01	LITTER PICKING	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	02	LITTER BINS		
SM	C		Management	ME Manage site infrastructure	ME04 Remove rubbish / maintain litter bins	03	FLY TIPPING	n/a	n/a
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	01	FINGER POSTS AND WAYMARKS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	02	GATE ACCESS RESTRICTIONS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	03	INFORMATION PANELS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	04	MOUSEHOLD HEATH ROADSIDE SIGNS	Y	
NH	H		Management	ME Manage site infrastructure	ME06 Erect/maintain signs/interpretation boards	05	NATURE TRAIL	Y	
SM	C		Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	01	REMOVE GRAFFITI	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	02	BANDSTAND CLEANING	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME12 Site buildings, maintain / improve	03	BANDSTAND MAINTENANCE	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	01	TOILET CLEANING	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	02	TOILETS MAINTENANCE - PROGRAMMED	n/a	n/a
SM	C		Management	ME Manage site infrastructure	ME14 Site buildings, maintain / improve toilets	03	TOILETS MAINTENANCE - REACTIVE	n/a	n/a
WS	C		Management	ME Manage site infrastructure	ME41 Provide / maintain paths	01	MAIN PATHS		
WS	E		Management	ME Manage site infrastructure	ME41 Provide / maintain paths	02	SECONDARY PATHS		
NH	C		Management	ME Manage site infrastructure	ME41 Provide / maintain paths	03	CYCLEWAYS AND EASY ACCESS		
NH	C		Management	ME Manage site infrastructure	ME44 Provide / maintain car parks	01	CAR PARK SURFACING	n/a	n/a
NH	C		Management	ME Manage site infrastructure	ME44 Provide / maintain car parks	02	CYCLE STANDS		
SM	C		Management	ME Manage site infrastructure	ME70 Provide / maintain staff facilities, general	01	WARDEN OFFICE ACCOMMODATION	n/a	n/a
WS	E		Management	MH Manage habitat	MH00 Manage habitat, forest / woodland / scrub, by coppicing	01	COPPICE	Y	Y
WS	E		Management	MH Manage habitat	MH03 Manage habitat, forest / woodland / scrub, aiding natural regeneration		NATURAL REGENERATION	n/a	n/a
WS	E		Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining	01	GLADE MANAGEMENT, MAINTAIN	Y	Y
WS	E		Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining	02	GLADE RESTORATION AND CREATION MANAGEMENT	Y	Y
WS	E		Management	MH Manage habitat	MH04 Manage habitat, forest / woodland / scrub, maintaining	03	PAVILION FIRE BREAK		
WS	E		Management	MH Manage habitat	MH08 Manage habitat, forest / woodland / scrub, by managing dead wood	01	DEAD & DECAYING WOOD	n/a	n/a
WS	E		Management	MH Manage habitat	MH12 Manage habitat, grassland, by mowing	01	MAINTAIN ACID GRASSLAND		
WS	E		Management	MH Manage habitat	MH14 Manage habitat, grassland, by scrub control	01	RESTORE ACID GRASSLAND - SCRUB & TREE REMOVAL	Y	Y
WS	E		Management	MH Manage habitat	MH31 Manage habitat, heath, by scrub / tree control	01	SCRUB & TREE REMOVAL		
WS	E		Management	MH Manage habitat	MH35 Manage habitat, heath, by cultivation to acc leaching	01	HUMUS STRIPPING		
WS	E		Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	01	BRACKEN REMOVAL		
WS	E		Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	01	COMMON GORSE REMOVAL		
WS	E		Management	MH Manage habitat	MH39 Manage habitat, heath, by other activities	02	ROTATIONAL CUTTING - COMMON GORSE		
NH	E		Management	MH Manage habitat	MH60 Manage habitat, open water / rivers, general	01	VINEGAR POND	n/a	n/a
NH	E		Management	MH Manage habitat	MH60 Manage habitat, open water / rivers, general	02	WILDLIFE POND	n/a	n/a
WS	E			MH Manage habitat	MS30 Manage species, mammal	01	BAT BOXES		n/a
WS	H		Management	MI Information / education / interpretation / events	MI00 Inform stakeholders	01	OFF SITE SCHOOL TALKS	n/a	n/a
SM	H		Management	MI Information / education / interpretation / events	MI00 Inform stakeholders	02	WEBSITE	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	01	GENERAL INFORMATION SIGNS	Y	
NH	H		Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information	03	TEMPORARY MANAGEMENT SIGNS	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI10 Inform visitors, onsite information		WELCOME TO MOUSEHOLD HEATH SIGNS	Y	
NH	H		Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	04	GEOLOGICAL TRAIL	Y	
NH	H		Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	05	INTERPRETATIVE PANELS	Y	
NH	H		Management	MI Information / education / interpretation / events	MI20 Inform visitors, educational information	06	NATURE TRAIL		
SM	H		Management	MI Information / education / interpretation / events	MI40 Inform visitors, recreational information		FOOTBALL	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI60 Provide/manage events	01	EVENTS	n/a	n/a
NH	H		Management	MI Information / education / interpretation / events	MI60 Provide/manage events	02	GUIDED WALKS PROGRAMME	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML00 Liaise stakeholders, owners / occupiers	01	ZAKS RESTAURANT	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML30 Liaise stakeholders, neighbours	01	BRITANNIA CAFÉ	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML30 Liaise stakeholders, neighbours	02	RANGERS HOUSE	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	01	NORWICH AREA TRANSPORT STRATEGY	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	02	NORWICH CITY COUNCIL - AREA MANAGEMENT TEAM	n/a	n/a
SM	B	B1	Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities	03	NORWICH CITY COUNCIL - COMMUNITY ENABLING TEAM	n/a	n/a
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		BRITISH GAS		
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		HISTORIC ENGLAND	n/a	n/a
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		NATURAL ENGLAND	n/a	n/a
SM	B		Management	ML Liasion with stakeholders	ML40 Liaise stakeholders, local / national authorities		NORFOLK ARCHAEOLOGY SERVICE	n/a	n/a
SM	G		Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups		FRIENDS OF KETTS HEIGHTS	n/a	n/a
SM	G		Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups		MOUSEHOLD DEFENDERS	n/a	n/a
SM	G		Management	ML Liasion with stakeholders	ML50 Liaise stakeholders, local community / groups		NORWICH FRINGE PROJECT	n/a	n/a

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SM	B	B2	Management	ML Liasion with stakeholders	ML60 Liaise stakeholders, emergency services	01	NORFOLK CONSTABULARY	n/a	n/a
SM	B	B2	Management	ML Liasion with stakeholders	ML60 Liaise stakeholders, emergency services	02	NORFOLK FIRE AND RESCUE SERVICE	n/a	n/a
SM	H		Management	ML Liasion with stakeholders	ML70 Liaise stakeholders, media		PRESS	n/a	n/a
SM	H		Management	ML Liasion with stakeholders	ML70 Liaise stakeholders, media		TV	n/a	n/a
WS	C		Management	MM Manage machinery and equipment	MM20 Acquire / maintain tools /equipment	00	TOOLS AND EQUIPMENT	n/a	n/a
NH	B	B1	Management	MP Patrol	MP00 Patrol, boundaries	01	SITE PRESENCE	n/a	n/a
NH	B	B1	Management	MP Patrol	MP00 Patrol, general	02	SITE BOUNDARIES AND HOTSPOTS	n/a	n/a
WS	E		Recording	RA Record, fauna	RA06 Collect data, mammals, list species	01	MAMMALS SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA12 Collect data, birds, survey	01	COMMON BIRD CENSUS	Y	Y
WS	E		Recording	RA Record, fauna	RA16 Collect data, birds, list species	01	BIRDS SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA26 Collect data, herptiles, list species	01	REPTILES SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA42 Collect data, Lepidoptera, survey	01	BUTTERFLY CONSERVATION SURVEY	Y	
WS	E		Recording	RA Record, fauna	RA44 Collect data, Lepidoptera, count / estimate / measure / census	01	MOTH TRAPPING	n/a	n/a
WS	E		Recording	RA Record, fauna	RA46 Collect data, Lepidoptera, list species	01	BUTTERFLY SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA46 Collect data, Lepidoptera, list species	02	MOTH SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA56 Collect data, Odonata, list species	01	DRAGONFLY SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA56 Collect data, Odonata, list species	02	DAMSELFLY SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA66 Collect data, Orthoptera, list species	01	GRASSHOPPER SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA66 Collect data, Orthoptera, list species	02	CRICKET SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA86 Collect data, other invertebrates, list species	01	SOLITARY BEE SPECIES LIST	n/a	n/a
WS	E		Recording	RA Record, fauna	RA86 Collect data, other invertebrates, list species	01	SOLITARY WASP SPECIES LIST	n/a	n/a
SM	F		Recording	RC Record cultural heritage	RC01 Collect data, archaeological		ST WILLIAMS CHAPEL	n/a	n/a
SM	F		Recording	RC Record cultural heritage	RC10 Collect data, historic buildings		RANGERS HOUSE	n/a	n/a
SM	F		Recording	RC Record cultural heritage	RC10 Collect data, historic buildings		ZAKS	n/a	n/a
SM	F		Recording	RC Record cultural heritage	RC20 Collect data, industrial archaeology		GENERAL	n/a	n/a
SM	F		Recording	RC Record cultural heritage	RC30 Collect data, historical landscapes		LANDSCAPE	n/a	n/a
WS	E		Recording	RF Record, vegetation	RF03 Collect data, vegetation, monitor		HEATHLAND COVER AND QUALITY MONITORING	n/a	n/a
WS	E		Recording	RF Record, vegetation	RF16 Collect data, trees / shrubs, list species		TREE SPECIES LIST	n/a	n/a
WS	E		Recording	RF Record, vegetation	RF66 Collect data, fungi, list species		FUNGI SPECIES LIST	n/a	n/a
SM	H		Recording	RH Record, human interaction	RH31 Collect data, public use, education		FOREST SCHOOLS	n/a	n/a
SM	H		Recording	RH Record, human interaction	RH31 Collect data, public use, education		ONSITE EDUCATIONAL VISTS	n/a	n/a
SM	B	B1	Recording	RH Record, human interaction	RH35 Collect data, public use, trespass / theft / damage	01	ILLEGAL ACTIVITIES CRIME	n/a	n/a
SM	B	B1	Recording	RH Record, human interaction	RH36 Collect data, public use, unplanned / undesirable activities	01	UNDESIRABLE ACTIVITY	n/a	n/a
SM	B	B9	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	01	CHEMICAL USE RECORDS	n/a	n/a
SM	B	B9	Recording	RH Record, human interaction	RH90 Collect data, other activities, general	02	GOALPOST INSPECTIONS	n/a	n/a
SM	H		Recording	RH Record, human interaction	RH90 Collect data, other activities, general		EVENTS	n/a	n/a
SM	H		Recording	RH Record, human interaction	RH90 Collect data, other activities, general		GUIDED WALKS	n/a	n/a
SM	G		Recording	RH Record, human interaction	RH90 Collect data, other activities, general		VOLUNTEERS	n/a	n/a
SM	H		Recording	RH Record, human interaction	RH90 Collect data, other activities, general		WEBSITE USE	n/a	n/a
SM	H		Recording	RV Record, archive - general, photos, maps etc.	RV70 Create / manage GIS data		GIS DATA SETS	n/a	n/a
WS			Management	MH Manage habitat	MS00 Manage species, tree / shrub	01	LAUREL	n/a	n/a
WS					MS00 Manage species, tree / shrub	02	JAPANESE KNOTWEED	n/a	n/a
WS					MS00 Manage species, tree / shrub	03	HIMALAYAN BALSAM	n/a	n/a
WS					MS00 Manage species, tree / shrub	04	SYCAMORE SEEDLINGS AND SAPLINGS	n/a	n/a
WS					MS00 Manage species, tree / shrub	05	RHODODENDRON	n/a	

Map	Mousehold heath location plan in the city and surrounding area	A4 P
Map	Main facility provision locations	A3L
Map	Main cultural feature locations	A3L
Map	Compartment map	A4P
Map	Heathland locations	A3L
Map	Acid grassland	A3L
Appendix	Flora species list	
Appendix	Fauna species list	

Administration	AA Site acquisition / declaration	AA00 Acquire site, by purchase / lease / agreement	00
Management	AE Employ staff	AA10 Acquire site, extension, by purchase / lease / agreement	01
Recording	AF Financial planning and recording	AA30 Declare site	02
	AI Inspections and audits	AA40 De-declare site	03
	AL Legal matters and payments	AA50 Update information, owner / occupier details	04
	AN Site designation	AE00 Employ staff, general	05
	AP Planning, plan preparation and revision	AE10 Employ staff, staff welfare	06
	AR Reports and general correspondence	AF00 Finance, general	07
	AS Site and species safeguard, law enforcement & admin.	AF01 Grant applications	08
	AT Training and management	AF02 Fund raising and donations	09
	MB Manage habitat, hedgerows	AI00 Implement inspection, monitoring site integrity	10
	MC Manage cultural features	AI10 Implement inspection, site equipment	
	MD Manage cultural features	AI20 Implement inspection, site buildings	
	ME Manage site infrastructure	AI30 Implement inspection, site safety	
	MH Manage habitat	AI40 Implement inspection, other	
	MI Information / education / interpretation / events	AL00 Maintain holding, legal, by e.g. renewing lease / agreement / tenancy	
	ML Liaison with stakeholders	AL20 Maintain holding, legal, by making / receiving payments	
	MM Manage machinery and equipment	AL40 Prepare / revise policy & legislation	
	MP Patrol	AN00 Classify site	
	MS Manage species	AN10 Notify site	
	RA Record, fauna	AN20 Renotify site	
	RB Record, biology general	AN30 Denotify site	
	RC Record cultural heritage	AN40 Register site	
	RF Record, vegetation	AP00 Prepare / revise legal site description	
	RH Record, human interaction	AP10 Prepare / revise work programme	
	RP Record, physical environment	AP20 Prepare / revise plan, management plans	
	RV Record, archive - general, photos, maps etc.	AP21 Prepare / revise plan, strategic planning	
		AP22 Prepare / revise plan, major projects	
		AP30 Prepare / revise plan, fire protection / control	
		AP40 Prepare / revise plan, emergency procedure	
		AP50 Prepare / revise plan, safety	
		AP60 Prepare plan, annual work	
		AP70 Convene meeting, Annual Programme Review	
		AP80 Convene meeting, Site Management Committee / advisory group	
		AR00 Prepare report, project recording	
		AR01 Prepare report, project review, new projects	
		AR10 Prepare report, incident, e.g. fire / accident	
		AR20 Prepare report, annual progress	

AR30 Prepare correspondence, general
AR60 Prepare report, other
AS00 Protect site, legal action
AS10 Protect site, visitor permit system
AS20 Protect site / species, activity permit system
AS30 Protect site, by preparing evidence
AS40 Protect site, by prosecution
AS50 Protect species, by prosecution
AS60 Protect species, by control of harvesting
AT00 Training and management, general
AT10 Train staff, management techniques
AT20 Train staff, use of machinery / equipment
AT30 Train staff, other
AT40 Liaise / supervise staff / contractors
AT50 Liaise / supervise volunteers
AT60 Liaise / supervise voluntary working groups
MB00 Manage habitat, hedgerows, general
MB02 Manage habitat, hedgerows, by planting / sowing / propagating
MB03 Manage habitat, hedgerows, by cutting / trimming
MB05 Manage habitat, hedgerows, by laying
MB06 Manage habitat, hedgerows, by controlling undesirable species
MB09 Manage habitat, hedgerows, by other activities
MC00 Manage cultural features, eathwork, by controlling scrub/saplings
MC03 Manage cultural features, eathwork, by mowing
MC03 Manage cultural features, eathwork, by felling/cutting
MC50 Manage cultural features, historic building structure
MC51 Manage cultural features, historic building content
MC60 Manage cultural features, archaeological general
MC70 Manage cultural features, industrial archaeological
MC80 Manage cultural features, historical landscape
MC81 Manage cultural features, historical landscape, felling/cutting
MC90 Manage cultural features, religious interest
ME01 Boundary structures
ME02 Other structures
ME03 Remove structures
ME04 Remove rubbish / maintain litter bins
ME05 Provide / maintain picnic tables
ME06 Erect/maintain signs/interpretation boards

ME10 Site buildings, general
ME11 Site buildings, construct
ME12 Site buildings, maintain / improve
ME14 Site buildings, maintain / improve toilets
ME15 Site buildings, maintain / improve visitor centre
ME2 Legal / Emergency operations
ME20 Comply with legal obligations
ME21 Implement emergency procedures
ME31 Control dumping
ME32 Control extraction
ME40 Provide / maintain paths / rides / roads / car parks
ME41 Provide / maintain paths
ME42 Provide / maintain rides
ME43 Provide / maintain roads
ME44 Provide / maintain car parks
ME50 Provide / maintain drainage / irrigation systems
ME60 Provide / maintain facilities, general
ME62 Provide / maintain education facilities
ME63 Provide / maintain medical facilities
ME64 Provide / maintain workshop
ME65 Provide / maintain fuel storage
ME66 Provide / maintain general stores
ME67 Provide / maintain water supply
ME68 Provide / maintain power supply
ME69 Provide / maintain fuel supply
ME70 Provide / maintain staff facilities, general
ME80 Provide / maintain recreational facilities
MH00 Manage habitat, forest / woodland / scrub, by coppicing
MH01 Manage habitat, forest / woodland / scrub, by planting / sowing
MH02 Manage habitat, forest / woodland / scrub, by thinning / group felling
MH03 Manage habitat, forest / woodland / scrub, aiding natural regeneration
MH04 Manage habitat, forest / woodland / scrub, maintaining ride/path/glade
MH06 Manage habitat, forest / woodland / scrub, by enclosure / exclosure
MH07 Manage habitat, forest / woodland / scrub, by scrub control
MH08 Manage habitat, forest / woodland / scrub, by managing dead wood
MH09 Manage habitat, forest / woodland / scrub, by other activities
MH10 Manage habitat, grassland, by controlled grazing
MH11 Manage habitat, grassland, by controlled burning

MH12 Manage habitat, grassland, by mowing
MH13 Manage habitat, grassland, by sowing / planting / turf laying
MH14 Manage habitat, grassland, by scrub control
MH16 Manage habitat, grassland, by enclosure / exclosure
MH19 Manage habitat, grassland, by other activities
MH2 Manage habitat, controlling invasive species
MH20 Manage habitat, controlling invasive species, by grazing
MH21 Manage habitat, controlling invasive species, by burning
MH22 Manage habitat, controlling invasive species, by mowing / cutting
MH23 Manage habitat, controlling invasive species, by enclosure / exclosure
MH25 Manage habitat, controlling invasive species, by spraying
MH29 Manage habitat, controlling invasive species, by other activities
MH3 Manage habitat, heath
MH3+ Manage habitat, heath, general
MH30 Manage habitat, heath, by controlled grazing
MH31 Manage habitat, heath, by scrub / tree control
MH32 Manage habitat, heath, by mowing
MH33 Manage habitat, heath, by fire prevention / control
MH34 Manage habitat, heath, by enclosure / exclosure
MH35 Manage habitat, heath, by cultivation to acc leaching
MH37 Manage habitat, heath, by controlled burning
MH39 Manage habitat, heath, by other activities
MH60 Manage habitat, open water / rivers, general
MH61 Manage habitat, open water / rivers, by water level control
MH62 Manage habitat, open water / rivers, by excavation
MH63 Manage habitat, open water / rivers, by plant introduction
MH64 Manage habitat, open water / rivers, by pollution prevention
MH65 Manage habitat, open water / rivers, clearing/dredging/re-profiling
MH66 Manage habitat, open water / rivers, clearing surrounding vegetation
MH69 Manage habitat, open water / rivers, by other activities
MI00 Inform stakeholders
MI10 Inform visitors, onsite information
MI20 Inform visitors, educational information
MI30 Inform visitors, specialist information
MI40 Inform visitors, recreational information
MI50 Provide interpretation
MI60 Provide/manage events
ML00 Liaise stakeholders, owners / occupiers

ML10 Liaise stakeholders, commoners
ML20 Liaise stakeholders, right-holders
ML30 Liaise stakeholders, neighbours
ML40 Liaise stakeholders, local / national authorities
ML50 Liaise stakeholders, local community / groups
ML60 Liaise stakeholders, emergency services
ML70 Liaise stakeholders, media
ML80 Liaise stakeholders, others
MM00 Acquire / service vehicles / boats
MM10 Acquire / service machinery
MM20 Acquire / maintain tools /equipment
MM30 Acquire / service aircraft
MP00 Patrol, general
MP00 Patrol, boundaries
MS00 Manage species, tree / shrub
MS10 Manage species, other vascular plant
MS20 Manage species, lower plant
MS30 Manage species, mammal
MS40 Manage species, bird
MS50 Manage species, herptile
MS60 Manage species, fish
MS70 Manage species, Lepidoptera
MS80 Manage species, other insect
MS90 Manage species, other invertebrate
RA01 Collect data, mammals, natural event
RA02 Collect data, mammals, survey
RA03 Collect data, mammals, monitor
RA04 Collect data, mammals, count / estimate / measure / census
RA05 Collect data, mammals, research project
RA06 Collect data, mammals, list species
RA1 Collect data, birds
RA10 Collect data, birds, general
RA11 Collect data, birds, natural event
RA12 Collect data, birds, survey
RA13 Collect data, birds, monitor
RA14 Collect data, birds, count / estimate / measure / census
RA15 Collect data, birds, research project
RA16 Collect data, birds, list species

RA2 Collect data, herptiles
RA20 Collect data, herptiles, general
RA21 Collect data, herptiles, natural event
RA22 Collect data, herptiles, survey
RA23 Collect data, herptiles, monitor
RA24 Collect data, herptiles, count / estimate / measure / census
RA25 Collect data, herptiles, research project
RA26 Collect data, herptiles, list species
RA3 Collect data, fish
RA30 Collect data, fish, general
RA31 Collect data, fish, natural event
RA32 Collect data, fish, survey
RA33 Collect data, fish, monitor
RA34 Collect data, fish, count / estimate / measure / census
RA35 Collect data, fish, research project
RA36 Collect data, fish, list species
RA46 Collect data, Lepidoptera
RA40 Collect data, Lepidoptera, general
RA41 Collect data, Lepidoptera, natural event
RA42 Collect data, Lepidoptera, survey
RA43 Collect data, Lepidoptera, monitor
RA44 Collect data, Lepidoptera, count / estimate / measure / census
RA45 Collect data, Lepidoptera, research project
RA46 Collect data, Lepidoptera, list species
RA5 Collect data, Odonata
RA50 Collect data, Odonata, general
RA51 Collect data, Odonata, natural event
RA52 Collect data, Odonata, survey
RA53 Collect data, Odonata, monitor
RA54 Collect data, Odonata, count / estimate / measure / census
RA55 Collect data, Odonata, research project
RA56 Collect data, Odonata, list species
RA6 Collect data, Orthoptera
RA60 Collect data, Orthoptera, general
RA61 Collect data, Orthoptera, natural event
RA62 Collect data, Orthoptera, survey
RA63 Collect data, Orthoptera, monitor
RA64 Collect data, Orthoptera, count / estimate / measure / census

RA65 Collect data, Orthoptera, research project
RA66 Collect data, Orthoptera, list species
RA70 Collect data, other insects, general
RA71 Collect data, other insects, natural event
RA72 Collect data, other insects, survey
RA73 Collect data, other insects, monitor
RA74 Collect data, other insects, count / estimate / measure / census
RA75 Collect data, other insects, research project
RA76 Collect data, other insects, list species
RA80 Collect data, other invertebrates, general
RA81 Collect data, other invertebrates, natural event
RA82 Collect data, other invertebrates, survey
RA83 Collect data, other invertebrates, monitor
RA84 Collect data, other invertebrates, count / estimate / measure / census
RA85 Collect data, other invertebrates, research project
RA86 Collect data, other invertebrates, list species
RA9 Collect data, fauna, general
RA90 Collect data, fauna, general
RA91 Collect data, fauna, natural event
RA92 Collect data, fauna, survey
RA93 Collect data, fauna, monitor
RA94 Collect data, fauna, count / estimate / measure / census
RA95 Collect data, fauna, research project
RA96 Collect data, fauna, list species
RB00 Collect data, biological, general
RB01 Collect data, biological, natural event
RB02 Collect data, biological, survey
RB03 Collect data, biological, monitor
RB04 Collect data, biological, count / estimate / measure / census
RB05 Collect data, biological, research project
RB06 Collect data, biological, list species
RC01 Collect data, archaeological
RC10 Collect data, historic buildings
RC20 Collect data, industrial archaeology
RC30 Collect data, historical landscapes
RC40 Collect data, religious interest
RF00 Collect data, vegetation, general
RF01 Collect data, vegetation, natural event

RF02 Collect data, vegetation, survey
RF03 Collect data, vegetation, monitor
RF04 Collect data, vegetation, count / estimate / measure / census
RF05 Collect data, vegetation, research project
RF06 Collect data, vegetation, list species
RF10 Collect data, trees / shrubs, general
RF11 Collect data, trees / shrubs, natural event
RF12 Collect data, trees / shrubs, survey
RF13 Collect data, trees / shrubs, monitor
RF14 Collect data, trees / shrubs, count / estimate / measure / census
RF15 Collect data, trees / shrubs, research project
RF16 Collect data, trees / shrubs, list species
RF20 Collect data, other vascular plants, general
RF21 Collect data, other vascular plants, natural event
RF22 Collect data, other vascular plants, survey
RF23 Collect data, other vascular plants, monitor
RF24 Collect data, other vascular plants, count/estimate/measure/census
RF25 Collect data, other vascular plants, research project
RF26 Collect data, other vascular plants, list species
RF30 Collect data, bryophytes, general
RF31 Collect data, bryophytes, natural event
RF32 Collect data, bryophytes, survey
RF33 Collect data, bryophytes, monitor
RF34 Collect data, bryophytes, count / estimate / measure / census
RF35 Collect data, bryophytes, research project
RF36 Collect data, bryophytes, list species
RF40 Collect data, algae, general
RF42 Collect data, algae, survey
RF43 Collect data, algae, monitor
RF44 Collect data, algae, count / estimate / measure / census
RF45 Collect data, algae, research project
RF50 Collect data, lichens, general
RF51 Collect data, lichens, natural event
RF52 Collect data, lichens, survey
RF53 Collect data, lichens, monitor
RF54 Collect data, lichens, count / estimate / measure / census
RF55 Collect data, lichens, research project
RF56 Collect data, lichens, list species

RF60 Collect data, fungi, general
RF61 Collect data, fungi, natural event
RF62 Collect data, fungi, survey
RF63 Collect data, fungi, monitor
RF64 Collect data, fungi, count / estimate / measure / census
RF65 Collect data, fungi, research project
RF66 Collect data, fungi, list species
RH0 Collect data, human interaction
RH00 Collect data, human interaction, general
RH01 Collect data, human interaction, survey
RH02 Collect data, human interaction, monitor
RH03 Collect data, human interaction, count / estimate / measure / census
RH04 Collect data, human interaction, research project
RH05 Collect data, human interaction, fires, unplanned
RH06 Collect data, human interaction, low flying aircraft
RH07 Collect data, human interaction, pollution
RH10 Collect data, land use history
RH11 Collect data, past conservation management
RH30 Collect data, public use, research
RH31 Collect data, public use, education
RH32 Collect data, public use, count educational groups
RH33 Collect data, public use, recreation
RH34 Collect data, public use, count visitors
RH35 Collect data, public use, trespass / theft / damage
RH36 Collect data, public use, unplanned / undesirable activities
RH40 Collect data, stakeholder analysis
RH41 Collect data, stakeholders activities
RH42 Collect data, stakeholders liaison
RH80 Collect data, current management, by others
RH90 Collect data, other activities, general
RH91 Collect data, other activities, by others
RV00 List / collate references, published and unpublished
RV01 Collate / create digital datasets
RV1 List / collate photographs
RV3 List / collate maps
RV10 List / collate photographs, general
RV20 List / collate / commission photographs aerial
RV30 List / collate maps, general

RV40 Prepare / update site maps
RV50 List / collate records, archival
RV51 Collate press cuttings
RV60 List / collate remote sensing data
RV70 Create / manage GIS data

7

8

9

Sub code	Proj code	Project	1	2	3	4	5	6	7	8	9	10
AP21 Prepare / revise plan, strategic planning	05	ACCESS HUBS										
AP21 Prepare / revise plan, strategic planning	04	INTERPRETATION STRATEGY										
AP21 Prepare / revise plan, strategic planning	03	VOLUNTEER STRATEGY										
AP21 Prepare / revise plan, strategic planning	06	TREE SAFETY INSPECTION POLICY										
AP50 Prepare / revise plan, safety	01	VEHICLE ON SITE POLICY										
AP60 Prepare plan, annual work	01	ANNUAL WORK PROGRAMME										
AP60 Prepare plan, annual work	02	ANNUAL WORK PROGRAMME MONITORING										
AP80 Convene meeting, Site Management Committee / advisory group	03	MOUSEHOLD CONSERVATORS ITINERANT										
AP80 Convene meeting, Site Management Committee / advisory group	02	MOUSEHOLD CONSERVATORS MANAGEMENT SUB GROUP MEETING										
AP80 Convene meeting, Site Management Committee / advisory group	01	MOUSEHOLD CONSERVATORS MEETING										
AR01 Prepare report, project review, new projects	05	BRITANNIA CAR PARK REVIEW										
AR01 Prepare report, project review, new projects	01	CAR PARK SURFACING REVIEW										
AR01 Prepare report, project review, new projects	01	FORMAL AND INFORMAL SPORTS PROVISION REVIEW										
AR01 Prepare report, project review, new projects	02	PUBLIC TOILET PROVISION REVIEW										

Management plan revision timescale and key stage amendments

STAGE 3

1. Approve management prescriptions and project specifications for all objectives
2. Agree consultation process for stage 5.

Work to be undertaken by the Mousehold wardens and Parks and open spaces manager.

1. Produce draft management prescriptions and project specifications
2. Produce draft maps/plans for project locations as required.

APPROVAL: June 2018 Mousehold Heath Conservators meeting

STAGE 4

1. Approve first draft of the management plan

Work to be undertaken by the Mousehold wardens and Parks and open spaces manager.

1. Source photographs to illustrate the management plan.
2. Complete maps for the management plan.
3. Produce first draft of the management plan with communications team (simple word document not desktop published).

APPROVAL: September 2018 Mousehold Heath Conservators meeting

STAGE 5

1. Stakeholder consultation completed
2. Review stakeholder consultation
3. Revise 1st draft management plan to produce final draft following consultation.
4. Annual work programme for 2018-19 produced and based on final draft management plan also informing the precept.

Work to be undertaken by the Mousehold wardens and Parks and open spaces manager.

1. Feedback to each stakeholder on the outcome of the matter(s) they raised.
2. Final amends made following consultation and final management plan produced.

APPROVAL: January 2018 Mousehold Heath Conservators meeting

STAGE 6

1. Approved plan passed to communications for production of finished document.
2. Document published

Published by the end of March 2019

Report to Mousehold Heath Conservators
16 March 2018
Report of Head of Citywide services
Subject Annual work programme 2018 - 19

Item

7

Purpose

To propose the Mousehold Heath draft work programme for 2018 – 19.

Recommendation

To approve the draft work programme for 2018 – 19.

Corporate and service priorities

The report helps to meet the corporate priority a clean and safe city.

Financial implications

Any costs that arise from this report will be met from the approved Mousehold budget or from external funding.

Ward/s: Crome

Cabinet member: Councillor Kendrick - Resources

Contact officers

Simon Meek – parks and open spaces manager 01603 212403

Adrian Akester – head of Citywide services 01603 212331

Background documents

None

Report

Proposed work programme 2018 - 19

1. The Conservators have in more recent years, approved the annual work programme for the following financial year at the same meeting that the budget and precept is approved.
2. At the meeting on 19 January 2018 the Mousehold Conservators resolved to approve the precept for 2018 – 19.
3. The precept budget was based on a continuation of the work programme from 2017 – 18, due to delays in the management plan being produced in time for approval for the start of the new financial year.
4. The proposed work streams in the work programme for the period consist of ongoing site management works and activities (Appendix A). The work in the year will continue to deliver volunteer tasks and events. The habitat management work will be based on maintaining the existing areas of habitat without creating additional ones until the management plan has been approved. Any projects to create new habitat will be included in the 2019 – 20 work programme onwards, subject to being approved in the new management plan by the Mousehold Conservators.
5. New ways of working, especially the greater availability and involvement of volunteer time, will continue as this enables an increase in the amount of management work undertaken.
6. The ongoing use of contractors with specialist machinery has been increased, especially for heathland management. Also, the increased use of machine tools e.g. chainsaw and brush-cutter for use by the Mousehold wardens and the training of volunteers, has enabled many smaller tasks, such as, tree safety works, path maintenance, habitat management, etc., to be undertaken at lower cost and more efficiently.

Type	Priority	Location Name	Item	Action	Management Plan Map 5 Aerial Map Location	Management plan Obj.	Estimated cost £	Lead	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
There are two ponds on site that are fed by surface water run off these play host to breeding frogs and newts throughout Winter, Spring and summer and provide good habitats for aquatic invertebrates and plant life. Objectives are to retain water levels throughout the year and avoid introduction of unsuitable plant and animal species, remove any unauthorised introductions should they occur.																				
Habitat Management - Water	1	Vinegar Pond	Pond	Monitor condition	E4	4.8	0	D/MW	MW	MW	MW									MW
	1	Long Valley	Wildlife Pond	Monitor condition	E6	4.8	0	MW								MW	MW			
Mousehold Heath covers 184 acres of which less than 10% is attributed to Heathland the rest is primary and secondary woodland with small areas of open grassland, open spaces and sports pitches. Objectives are to maintain, enhance and increase biodiversity of areas of heather and lowland heath vegetation, joining up of existing areas of heathland in line with the Higher Level Stewardship (HLS) scheme with the aim of extending open Heathland areas to 30% or more.																				
Habitat Management - Heath Projects 3871	1	Heathland areas	Gorse management	Cut/collect gorse areas on rotation Conservation. Contractor	Annual rotation	4.5	1,000	MW/C								MW/C	MW/C	MW/C	MW/C	
Contract services/others 4102	1	Heathland areas	Scrub clearance	Heathland restoration and cut scrub. TCV work parties	E13-14/F13-14/G13-14/H14	4.5	1,050	MW/C	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW
Projects 3871	1	Heathland areas	Humus stripping	Remove topsoil from selected areas to encourage heathland regeneration. Contractor	Annual rotation	4.5	1,000	MW/C								MW/C	MW/C	MW/C	MW/C	
	1	St. James' Hill	Scrub clearance	Cut back scrub	E13-14/F13-14/ G12-14/H13-14	4.5	0	MW								TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	
Contract services/others 4102	1	All Heathland areas	Control scrub regrowth	Control regrowth from previously cut scrub. TCV work parties	D3-4/E3-5/F3-5/G3-5&7/H4-5&7/I4-5/J6-7/K6-7/L6	4.5	5,610	MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW
	1	Heathland areas	Bracken control	Cut/bruse bracken in open areas TCV work parties	G4-5/H5/15	4.5	0	MW			TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW							
	3	Playing field adj pitch & putt	GNDP project	Monitor/manage heathland project area	K6/L6/M6	4.5	0	MW	MW	MW	MW	MW	MW							
Grasses and wild flower species favouring acid soil conditions are an integral component of heathland vegetation providing a diverse habitat for a multitude of insects, these areas will be rapidly lost without appropriate management. Objectives are to cut vegetation once per year and remove arisings ensuring nutrient levels are kept to a minimum, periodically remover encroaching scrub and trees.																				
Habitat Management - Acid Grassland and Wild Flower Meadow. Projects 3871 (was £1,000)	1	The Desert	Wild Flower management	Cut areas & remove arisings (Cons.Cut 5) Contractor	C5-6/D5-6	4.6	500	MW/C						C						
	1	The Anthills	Grassland management	Cut areas & remove arisings (Cons.Cut 5) TCV MW	G8/H8	4.6	0	MW/TCV						TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW				
	1	The Anthills	Grassland management	Control any encroaching scrub TCV MW	G8/H8	4.6	0	MW/TCV						TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	
	2	St James' Hill/Cav Track area	Scrub management	Control, or coppice areas on rotation	E14/F12-14/G14	4.6	0	MW						TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	
Mousehold Heath now mainly consists of dense woodland with little understory or ground flora. To increase and improve its ecological value, objectives are to create a network of rides and glades by widening existing tracks and pathways, works include thinning, coppicing and pollarding allowing in more light for ground flora to flourish while retaining standing and fallen dead wood.																				
Habitat Management - Woodland	2	All areas	Coppicing, pollarding	Expand woodland ride and glades using work parties and contractors		4.7 9.2	0	MW						TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	
	2	Gilman Rd	Path/cycleway	Complete tree work	A5-F8	4.7	0	ARB/MW								MW	MW	MW	MW	
	1	All areas	Programmed works	Tree section: Carry out safety related tree works		4.7		ARB/MW	ARB	ARB	ARB	ARB	ARB	ARB	C/MW	C/MW	C/MW	C/MW	C/MW	
	1	All areas	Emergency works	Carry out safety related tree works		4.7	0	ARB/MW							C/MW	C/MW	C/MW	C/MW	C/MW	
	2	All areas	Woodland Management Scheme	Investigate viability for Mousehold		4.7	0	MW	MW	MW	MW									
Ensure that the importance of Mousehold Heath as a historic landscape is protected. Objectives are to retain and conserve key landscape elements such as open heathland, hills and hollows, archaeological and historical features along with historical buildings, memorials and protected scheduled ancient monuments.																				
Historic Building and Landscape Management	1	St. William's Chapel Site	Maintain site	Clear encroaching vegetation to agreed plan TCV work parties	J4/K4	4.9	0	MW							TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	TCV/MK/ MW	

	2	Whole site	Itinerant	Organise site visit to review work plan progress & priorities for next financial year		5.1	0	CO/MW												
	1	Off site	Annual Work Programme	Drafted and agreed by Conservators		5.1	0	MW									MW	MW		
	2	Heathland Areas	Heathland Regeneration	Monitor heathland regeneration	Selected Sqs	5.1	0	MW					MW	MW	MW					
In order to determine whether management is having an appropriate affect on the site's biodiversity, it is important that the site is monitored on an ongoing basis.																				
Surveying & recording	2	All	Common Bird Census	Carry out weekly during season		5.1	0	MW	MW	MW	MW	MW								
	2	All	Butterfly transect	Complete 26 week transect		5.1	0	MW	MW	MW	MW	MW	MW	MW						
	2	All	Biological surveys	Survey & record Fauna and Flora		5.1	0	MW/D	D	D	D	D	D	D	D					D
	2	All	Miscellaneous species	Collate records		5.1	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
	2	All	Dragonfly survey	Monitor weekly throughout season		5.1	0	MW		MW	MW	MW	MW	MW						
	2	All	Annual report	Collate information & produce report		5.1	0	MW	MW	PH										
	1	Heathland areas	Heathland Management	Implement Higher Level Stewardship (HLS) agreement		4.5	0	MW	MW	MW	MW									
Supplies and Sevices																				
Water charges 2851	1	All	On site buildings	Payment to Water company	N/A		76	MW												
Training 3815	1	All	Training	Staff and Volunteer training	N/A		500	MW												
Electricity 2810	1	All	On site buildings	Payment to Power company	N/A		1200	MW												
Other equipment and tools 3389	1	All	Other equipment and tools	Purchasing consumable materials, fule, gloves stc.	N/A	All	550	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Equipment purchase 3370	1	All	Site management works	Equipment purchase	NA	All	450	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Equipment - Repairs/Maintenance 3371	1	All	Site management works	Equipment repairs and maintenance	NA	All	650	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Specialist supplies and services 3259	1	All	Service	Walk leader costs/leaflets etc.	N/A	All	445	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Hospitality 3804	1	Off site	Volunteer party, drinks and biscuits	Working party refreshments and thank you meal	N/A		745	MW												
Clothing and Uniforms General 3550	1	All	Service	Health and Safety clothing. Training of volunteers, purchasing new tools and equipment.	NA	All	500	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW

							26,694													
							29,194													
							2,500													

KEY;	MHC	Mousehold Heath Conservators
	D	Mousehold Defenders
	C	Contractor
	ARB	Arboriculture section
	CO	Committee Officer
	TCV	The Conservation Volunteers
	NGP	Norfolk Geodiversity Partnership
	A&CM	Asset & City Management
	MW	Mousehold Wardens

Report to	Mousehold Heath Conservators 16 March 2018	Item
Report of	Head of citywide services	8
Subject	Mousehold Heath quarterly management update 6 January to 5 March 2018	

Purpose

To provide a quarterly update for the period 6 January to 5 March 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. This 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 removed and replaced by the Mousehold Heath wardens.
3. Two wooden bollards have been re-installed by the Mousehold Heath wardens to prevent cars from encroaching onto St James' Hill from Britannia Road and more require attention.
4. One wooden bollard was cemented in to prevent cars from driving onto the Wingfield from Mousehold Lane by the Mousehold Wardens and a volunteer.

Tree safety

5. Following the storm on 18 January 2018, with winds of over 70mph, the Mousehold wardens immediately surveyed the site recording over 40 windblown trees and branches, along with ad hoc reports from members of the community. Three trees were found to be blocking pavements and access to car parks which were removed by the wardens on the morning of the storm. A further 37 windblown trees and branches have been removed by the Mousehold wardens with the help of volunteers. One particularly challenging tree was a large windblown pine blocking paths behind the Mustard Pond. 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

6. 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 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:

7. Work to coppice and thin a section of overgrown woodland adjacent to Gilman Road and the Long Valley, by clearing dead and overgrown vegetation has continued. This has increased 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, as well as reducing anti-social behaviour in the area.

8. 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

9. With species dormant and birds not nesting, the autumn/winter months are one of the busiest times on the heath, with practical tasks focusing on path maintenance and the cutting back encroaching vegetation and clearing scrub, which rapidly out-competes and smothers important heathland and grassland plant species.
10. Large areas of old and leggy gorse that had encroached over footpaths, (especially adjacent to the Vinegar Pond) and onto heather covered areas have been cut back, increasing biodiversity and reducing the risk of large fires.
11. Areas of St James' Hill and Spitalfield's grassland had been cut with a brush cutter and the arisings removed, to improve biodiversity and to conserve historic views over the city.

Path maintenance.

12. Six footpaths which have been encroached upon by vegetation, such as those behind the Vinegar Pond, have been cut back by the Mousehold wardens, Mousehold Heath Defenders, TCV, with the help of individual volunteers, to improve access to the site.
13. The Cavalry Track has been maintained by cutting back encroaching vegetation and clearing out gullies, by the Mousehold Mousketeers and Norwich High School for Girls groups under the supervision of a Mousehold Warden.

Litter management

14. 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.
15. The first substantial snow cover for four years resulted in St James' Hill being used for sledging. Large amounts of debris (broken sledges etc.) have been removed from the area by the Mousehold Wardens working in partnership with Norwich Norse, Mousehold Mousketeers and members of the community.

The increase activity on the slopes creates bare ground, disturbance and suppresses scrub growth which increases flower and grass biodiversity.

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. Four 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. A homeless man was found camping in woodland near the Pavilion. The Mousehold Wardens were assisted by the Norwich City Council homeless and rough sleeper co-coordinator and a member of the CAPS outreach team, who arranged accommodation for them in Bishops Bridge House.

19. One motorcyclist had been spoken to and asked to leave the site.

Volunteers

20. A total of 904 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
- Amey Corporate Community Action Day Group
- Mousehold Heath Mousketeers
- City College Duke of Edinburgh Award Scheme group
- George White School students
- Norwich High School for Girls
- Many volunteers from the local community

21. 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

22. Although this was the quietest period for events on the site, 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. This included a very successful Christmas volunteer meal, attended by 60 volunteers and organised by the Mousehold wardens.

Report to Mousehold Heath Conservators

Item

16 March 2018

Report of Director of business services

9

Subject Committee schedule 2018-19

Purpose

To agree the meeting schedule for the Mousehold Heath Conservators the 2018 to 2019 civic year.

Recommendation

That the committee agrees, subject to approval at the city council's annual council, the schedule of meetings for the civic year 2018-2019, 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

Corporate and service priorities

The report helps to meet the corporate priority to provide value for money services and a fair city.

Financial implications

There are no direct financial implications arising from this report.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Jackie Rodger, senior committee officer

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Background documents

None

Report

1. The committee meets four times a year on the third Friday of the following months January (originally December but moved back for budget setting), March, June and September.
2. It is therefore proposed to hold meetings as follows:

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