

Mousehold Heath Conservators

Date: Friday, 18 March 2016

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 Jones
Councillor Lubbock
Councillor Raby
Councillor Sands (M)
Councillor Thomas (Vi)

Margaret Bush, Mousehold Heath Defenders
Matthew Davies, Norwich Fringe Project
John Trevelyan, The Norwich Society

For further information please contact:

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Agenda

1. Apologies

Purpose - To receive apologies for absence

2. Public questions/petitions

Purpose - To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with 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 - 10

Purpose - To approve the accuracy of the meeting held on the 22 January 2016.

5. Budget monitoring statement April 2015-January 2016 (report to follow)

Purpose - To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators budget 2015-16 and capital position.

6. Britannia Road area traffic and parking management scheme (CIL neighbourhood fund)

11 - 16

Purpose - To agree to consult upon a proposed traffic and parking management scheme for the Britannia Road area.

7. Mousehold Heath Update

17 - 20

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

8. St Williams Chapel interpretation panel update

21 - 22

Purpose - To provide an update on the repairs to the interpretation board at St Williams Chapel

Date of publication: **Friday, 11 March 2016**

Mousehold Heath Conservators

MINUTES

14:00 – 15:45

22 January 2016

Present: Councillors Maxwell (chair), Price (vice chair), Bradford, Lubbock, Raby, Sands (M), Thomas (Vi); John Trevelyan (Norwich Society)

Also present: Bob Cronk (Interim executive head of neighbourhoods), Lenny Stamp (Community and neighbourhood manager), Vicki Reynolds (Service accountant), Sarah Cracknell (Estates Surveyor), Angela Western (Estate Management and Letting Manager), Andy Emms (Democratic services manager)

1. Apologies

Apologies were received from Margaret Bush (Mousehold Heath defenders), Matthew Davies (Norwich Fringe Project), councillors Brociek-Coulton and Jones.

2. Public questions / petitions

No public questions or petitions were received.

3. Declarations of interest

There were no declarations of interest.

4. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on 18 September 2015.

5. APPLICATION FROM NATIONAL GRID

Melissa Jones from Dalcour Maclaren attended the meeting to speak on behalf of National Grid, explaining that National Grid were seeking to protect the pipeline through the installation of marker posts along Britannia Road which would include information notices at those points where the gas main was closest to the surface. These faceplates would be attached to the marker bollards allowing contractors etc to contact National Grid before carrying out any work, thus increasing awareness, safety etc.

In response to a Number of questions from the committee, Melissa explained the following:

- A map of the pipelines was available and Nigel Hayles was retaining a copy for reference.
- The weight of the tourist bus turning in the car park opposite Britannia Cafe does not pose a problem in terms of damage to the gas main.
- The main risk is posed through excavation during contractors work et cetera.
- The cost of the installation of the signage and any new bollards required would be borne by national grid.
- National Grid would require an agreement between themselves and the Conservators that would mean the Conservators must contact National Grid prior to any contract work being carried out in that area.
- Following pipeline strikes in other areas of the country (through a lack of information made available to contractors) National Grid works closely with the national health and safety executive to remedy such situations.

Whilst it was difficult to comment regarding sinking the pipe to a lower depth – as this is an engineering concern – Melissa said that she could request reasons as to why changing the depths of pipe may or may not have been considered. Members agreed that they would like her to explore this. Melissa confirmed that the details of plant protection would be passed to Lenny stamp to assist in any future planned works and emergencies.

RESOLVED to authorise the installation of marker posts to alert the presence of the gas main for contractors carrying out works in the vicinity of the pipeline, subject to the development of a licence between Norwich City Council and National Grid Gas.

6. BUDGET AND PRECEPT 2016-17

Vicki Reynolds presented the report.

In response to a member's question, Lenny Stamp explained that an additional £1500 could be made if pitch hire was reaching its full potential, adding that projects were being developed to encourage additional use.

Discussion ensued during which the following points were made:

- It was felt worthwhile exploring the idea of schools hiring the pitches, particularly in relation to school sports days. Whilst it was appreciated that schools also have budgeting problems, the idea was definitely worth investigating further.
- A member raised concerns regarding contracted works delivered through council contractors and whether or not it would be better to go out to tender to see if a better deal could be attained. Members agreed that it would be worthwhile to ask the head of city development services to attend a sub-group

meeting to allow members to understand what level of value for money is currently being provided within the contracted works.

RESOLVED to:

- a) approve the 2016-17 budgets (set out in Appendix A); and,
- b) place a precept on Norwich City Council in the relevant amount for the financial year beginning 1 April 2016 (as per paragraph 12).

7. MOUSEHOLD HEATH CONSERVATORS MANAGEMENT SUB GROUP: TERMS OF REFERENCE

Andy Emms presented the report. He explained that suggestions had been taken to the sub group - specifically highlighting the scheme of delegation to Bob Cronk in conjunction with the sub group.

The agreed make-up of the sub group was then confirmed as follows:

- 1. the chair of Mousehold Heath Conservators committee;
- 2. the vice-chair of Mousehold Heath Conservators committee; and,
- 3. three other conservators:
 - a. one councillor;
 - b. one Mousehold Heath Defender; and,
 - c. one member of the Norwich society.

It was agreed that the warden's report to the subgroup can be carried over as a written report to the main committee.

RESOLVED to:

- a) approve the terms of reference for the Mousehold Heath Conservators management sub group; and,
- b) delegate power to the head of local neighbourhood services, in consultation with both the chair and vice chair of the conservators, to make changes to all future work programmes if the need arises between conservators meetings subject to no increase in the total budget provision and first taking the matter to the management sub-group (unless an urgent decision is required).

8. NOTES FROM MOUSEHOLD HEATH MANAGEMENT SUB GROUP

RESOLVED to accept the notes of the Mousehold heath management sub group

9. ANNUAL WORK PROGRAMME 2014-15

Bob Cronk presented the report, highlighting that the work programme arises from the ten-year management plan which runs until 2018.

RESOLVED to approve the draft work programme for 2016-17.

10. MOUSEHOLD HEATH UPDATE

Lenny Stamp presented the report, particularly highlighting the £11,000 worth of work carried out by volunteers in the last quarter.

RESOLVED to note current activities that have been undertaken on Mousehold Heath.

11. ST WILLIAMS CHAPEL SITE MANAGEMENT AND UPKEEP

Lenny Stamp presented the report and explained that a new frame and improved schedule of maintenance was currently being investigated for the interpretation board.

RESOLVED to approve the management plan covering vegetation management, improvements to public access and interpretation for the site of St Williams Chapel.

12. Exclusion of the public

RESOLVED to exclude the public from the meeting during consideration of item *13 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

***13. ZAKS RESTAURANT – THE PAVILION MOUSEHOLD HEATH**

Sarah Cracknell and Angela Western explained that negotiations had concluded on the lease renewal for Zaks. It was increased to £15,000 per annum had been agreed and many factors had been involved within this calculation.

Subject to approval it had been agreed that a 15 year lease (with a tenants option to break at 10) was acceptable, to include a rent review every five years.

Zaks had agreed to take on the insurance obligation as part of the agreed deal.

RESOLVED to:

- a) note that the tenant will not be undertaking the previously proposed works;
and,
- b) agree that NPS Norwich progress and conclude the lease renewal negotiations on the basis of a 15 year lease at a market rent to reflect the latest agreed heads of terms.

CHAIR

Report to	Norwich highways agency committee	Item
	17 March 2016	
Report of	Head of city development services	8
Subject	Britannia Road area traffic and parking management scheme (CIL neighbourhood fund)	

Purpose

To agree to consult upon a proposed traffic and parking management scheme for the Britannia Road area.

Recommendation

That the committee:

- (1) notes the proposed scheme objectives and associated measures
- (2) asks the head of city development services to advertise for statutory public consultation the necessary traffic regulation order to provide waiting restrictions and road hump notice for traffic calming measures as detailed in this report.
- (3) notes that any objections received will be considered by the committee in future.

Corporate and service priorities

The report helps to meet the corporate priority to provide a safe, clean and low carbon city and the service plan priority to implement the Transport for Norwich Strategy

Financial implications

Community Infrastructure Levy funding of £20,000

Ward/s: Crome/Thorpe Hamlet

Cabinet member: Councillor Bremner – Environment and sustainable development

Contact officers

Kieran Yates, Transport Planner 01603 212471

Gwyn Jones, City Growth & Development Manager 01603 212364

Background documents

None

Background

1. The community of Britannia Road and Vincent Road has approached Norwich City Council to voice concerns about excess traffic speed and anti-social behaviour associated with use of the Mousehold Heath car park on Britannia Road.
2. As a result Norwich City Council prioritised Neighbourhood Community Infrastructure Levy (CIL) funding to tackle these issues with a parking and traffic management scheme.
3. A public consultation meeting was held in November 2014 that informed the development of a scheme that includes traffic calming and waiting restrictions to better manage on street parking.
4. It is the intention of the project to achieve the following objectives:
 - (a) Improved compliance with the existing 20mph speed limit
 - (b) Deter anti-social driving, in particular driving by 'boy racers' at night
 - (c) Better management of on-street parking on the part of Britannia Road adjacent to Mousehold Heath so that there is space for the tourist bus to stop and turn around, and to deter verge parking in front of the Britannia Café.
 - (d) Improve pedestrian safety and access along the part of Britannia Road that does not have a footway and to provide a safer pedestrian crossing from the Heath towards Britannia Café gate where the footpath ends.
 - (e) Promote cycling on Britannia Road as a consequence of this package of measures.
5. Both Britannia Road and Vincent Roads have recently been re-designated as a 20mph speed zone as part of Pedalway funding with the requisite traffic calming feature being at the junction of Britannia Road with Gurney Road. This scheme will reinforce compliance with the extant 20mph zone restriction with new traffic calming.
6. Recent traffic calming has already been installed on Gurney Road as part of the Pedalway scheme and currently underway is a 20mph speed limit on Ketts Hill funded as part of a local safety scheme. Together these measures will improve road safety.
7. A time limit for parking on the Britannia Road car park can be considered in future should parking demands require it, however it is not part of this current project due to resource constraints. The Mousehold Heath Conservators have previously been consulted.
8. The Britannia Café is a social enterprise that rehabilitates offenders through work placements. It has become a popular destination and attracts a significant number of customers by car that at times leads to parking pressures in the local area. However as the café is regarded by the planning authority as ancillary to the prison it has not yet been possible for the city council as the planning or highway authority to formally levy any funding from the café to contribute towards this highway scheme or to control its operations that may impact upon parking nearby. The operator of the café have been co-operative in the provision of their venue as a meeting place for the community consultation held in late 2014, and will be included in the consultation.

Community consultation

9. A public meeting was convened in November 2014 by Norwich City Council and attended by the local police community support officer (PCSO) team from Norfolk Constabulary and Councillors Nobbs and Maxwell for Crome ward. The meeting comprises of questions and answers, and a self-completion survey was circulated by the transportation officer.
10. Community concerns were wide ranging and predominantly focussed on road safety issues arising from anti-social driving particularly at night associated with 'boy racers' congregating on the Mousehold Heath car park. This meeting was held prior to traffic calming work on Gurney Road and 20mph speed limit on local roads when the speed limit was the default 30mph for urban roads.
11. PCSOs have been able to conduct targeted policing exercises, however due to limited resources this was not possible at all times. The consensus from the meeting was that changes were needed to the way traffic and parking was managed on Britannia and Vincent Roads.
12. Residents and members also asked if customers to the Britannia Café could be encouraged to use the large prison car parking area to the rear accessed via Knox Road. Whilst visitors to the prison may use this car park, we have been advised by the Britannia Café that the prison governor does not wish to encourage café parking.
13. Using feedback from the community, and in discussion with stakeholders including the Mousehold Heath Conservators and the Norwich sightseeing bus, the following transportation scheme has been devised within the available budget.

The way forward

14. In order to effectively manage traffic and parking issues on Britannia and Vincent Roads the following measures are considered necessary. See Appendix 1 and 2 documents for details.
 - (a) Retain and reinforce the existing 20mph zone signage with 20mph roundal road markings at intervals on Britannia Road and Vincent Road.
 - (b) Install four new full width road humps on Britannia Road (along the section from Gurney Road to Ketts Hill/Plumstead Road and its branch down towards Gurney Road) to ensure average traffic speeds are compliant with the 20mph limit.
 - (c) Install one courtesy pedestrian crossing point (flat top road hump with road narrowed to a single lane) where the Britannia Road footway ends and where the pedestrian gate to the Britannia Café is sited. This will moderate traffic speed, discourage access by buses and coaches into the residential part of the roads and encourage more consideration of pedestrians who wish to cross Britannia Road.
 - (d) waiting restrictions installed on Britannia Road:
 - (i) coach parking bay; 15 minutes maximum waiting
 - (ii) on-street parking bay; no restriction on time, (no charge).iii) double yellow lines; on the east side from Gurney Road to HMP Norwich, excluding the above parking bays, and on the west side (opposite HMP Norwich).

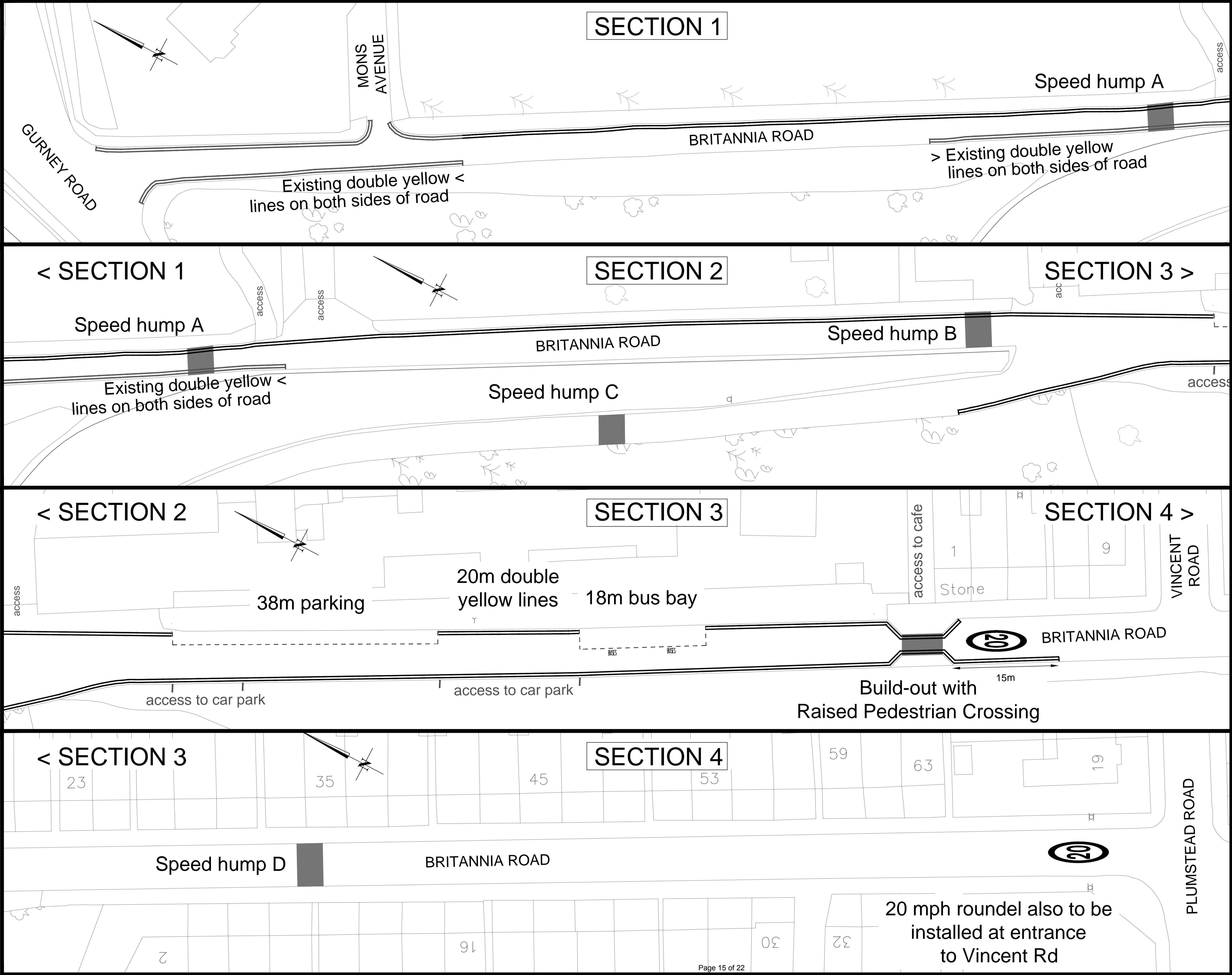
- (e) should resources allow, cycle parking may be provided on the grass verge near to the entrance of the Britannia Café to encourage visits by bike to Mousehold Heath and the cafe.

Funding

15. The cost of implementing this scheme will be a maximum of £20,000.

Implementation

16. A highway safety audit has been undertaken by Norfolk County Council and the proposed scheme amended as a result to improve compliance with the 20mph speed limit and to comply with national regulations on 20mph zones. When constructed and one year thereafter further highway safety audits will be undertaken.
17. Following this committee meeting, a statutory consultation period for the Traffic Regulation Order of 21 days will be undertaken and Road Hump notice issued. All local residents, businesses and stakeholders will be consulted by letter. Representations must be made in writing by letter or email before the consultation end date.
18. Transportation officers will be available at City Hall to answer any queries in person.
19. Representations will be submitted to a future meeting of the Norwich Highways Agency committee for consideration.
20. Once agreement has been obtained the scheme will be implemented in the 2016-17 financial year.
21. The project will be one the first community projects to be funded by the community infrastructure levy neighbourhood fund which city growth with local priorities.



NOTES

KEY

Proposed double yellow lines

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REVISIONS

No.	Date	Notes	Int.	Ckd.

Title

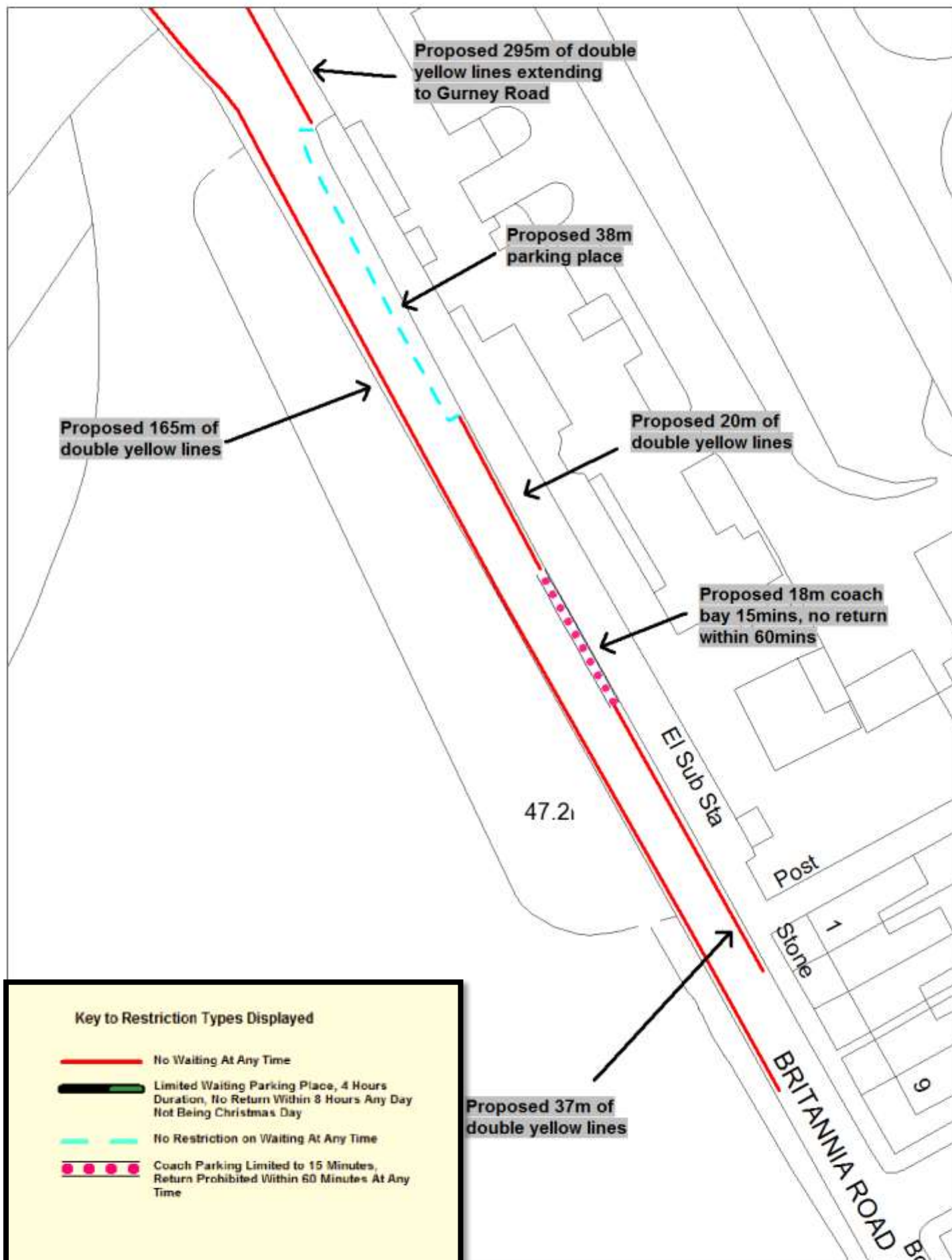
Britannia Road CIL

Scheme proposals

Scale(s) Not to scale

Date	Mar 2016	DWG. No.	15-BR-02
Designed by	KY/PW	NEG. No.	
Drawn By	PW		
Checked By			

Andy Watt
Head of City Development Services
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Key to Restriction Types Displayed

- No Waiting At Any Time
- Limited Waiting Parking Place, 4 Hours Duration, No Return Within 8 Hours Any Day Not Being Christmas Day
- - - No Restriction on Waiting At Any Time
- ● ● ● Coach Parking Limited to 15 Minutes, Return Prohibited Within 60 Minutes At Any Time

Report to Mousehold Heath Conservators
18 March 2016
Report of Interim executive head of neighbourhoods
Subject Mousehold Heath update

Item

7

Purpose

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

Recommendation

That Conservators comment on current activities that have been undertaken on Mousehold Heath during the last period

Corporate and service priorities

The report helps to meet the corporate priority city of character and culture

Financial implications

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

Contact officers

Lenny Stamp - Communities and neighbourhood manager 01603 213218

Will Stewart - Mousehold warden 01603 213310

Nigel Hales - Mousehold warden 01603 213310

Background documents

None

Report

Asset management

1. A number of new wooden bollards have been installed to the front of the public car park in front of the pavilion on Gurney Road and three. This will be followed up by more replacements at the beginning of the new financial year 2015-16. Three new benches were installed on Gilman Road Open Space.

Tree and natural area management

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

Asset management

4. Minor repairs have been undertaken to taps in the toilets adjacent to the Pavilion and showers in Fountain Ground changing rooms.

Access works

5. Paths on St. James Hill have been maintained by Mousehold Heath Defenders, the Conservation Volunteers (TCV), Green Gym, City College group and other volunteers.
6. A contractor using a tractor-mounted cut and collect mower, supervised by Mousehold wardens, has cut back paths and emergency vehicle access routes across the site.
7. Paths have been cut back around St. Williams Chapel and vegetation cut and removed to improve access, views across and enjoyment of the scheduled ancient monument in line with Management Plan.
8. These conservation and improve works have involved hundreds of hours of volunteer work by the Mousehold Heath Defenders, TCV, Norwich Community Green Gym, a City College Foundation skills and Duke of Edinburgh award scheme groups and an Easton College work placement student, all supervised by the Mousehold wardens. Work to improve will continue in autumn 2016.

Volunteers

9. There have been a total of 1100 volunteer hours undertaken on site in the last quarter.

These have been completed by:

- The Conservation Volunteers (TCV)
- Norwich Community Green Gym
- Mousehold Heath Defenders
- The Assist Trust
- An Easton College and City College work placement students.
- Volunteers from the community.
- City College Duke of Edinburgh award scheme group.
- City College Foundation work skills group
- Harford House volunteer team.

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

Events

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

- A number of annual volunteer Christmas thank you meals took place at the Britannia Road café.
- Two cross-country inter-schools have taken place on the heath.
- A guided walk for new Norwich Community Green Gym members was led by a Mousehold Heath warden.

Report to	Mousehold Heath Conservators 18 March 2016	Item
Report of	Interim executive head of neighbourhoods	8
Subject	St Williams Chapel interpretation panel update	

Purpose

To provide an update on the repairs to the interpretation board at St Williams Chapel

Recommendation

That Conservators note the ongoing work to rectify damage to the interpretation panel and the intention to reinstate it on the St Williams Chapel site.

Corporate and service priorities

The report helps to meet the corporate priority city of character and culture

Financial implications

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

Contact officers

Lenny Stamp - Communities and neighbourhood manager

01603 213218

Background documents

None

Report

Installation

1. The interpretation board was erected in 2015 and was inspected by the Conservators at their summer Itinerant meeting.
2. Concerns were raised that the panel was vulnerable to vandalism - such as graffiti - damaging the face of the board and resulting in the whole board having to be replaced.
3. It was agreed that a clear protection panel should be sourced to cover the board and making any vandalism cheaper and easier to rectify.
4. After the new board was installed it was vandalised by unknown person(s) which left the board in a poor state of repair and the bending the aluminium frame.

Repair and reinstatement

5. The board was removed by the sign makers to rectify the damaged frame.
6. The frame has now been strengthened and is ready to be re-installed.
7. The sign company have advised that there has been a hold up with the delivery of some specialist stainless steel security bolts from their supplier and was hopeful that these would be received by 11 March or the following week.
8. Once the security bolts are received, the panel will be returned to the stand at St Williams Chapel site.