

# Minutes of Mousehold Heath Conservators Management Sub Group

21<sup>st</sup> May 2008      09.30 – 11.30 Westwick Room

## Present:

Cllr. Bradford (DB) (Chair)  
Cllr. Brociek-Coulton (JBC)  
Cllr. Little (SL)  
Chris Southgate (CS)  
Bob Cronk (BC)  
Simon Meek (SM)  
Paul Holley (PH)

## 1. Apologies

Cllr. Bearman (JB)  
Malcolm Bryant (MB)

## 2. Notes of Last Meeting

Notes were not taken at the last meeting as the discussion was predominantly to do with the consultation feedback and report to Conservators meeting. The outcome of the discussion was captured in BC report.

## Outstanding Actions

- Produce Green Spaces Team structure and details to circulate. **(SM)**
- Investigate Hill Farm track bank erosion and involve property services re: stabilisation of the bank. **(PH)**
- Survey fire brigade access points and produce a prioritised programme for works **(PH)**
- Arrange meeting with Highways to look at resolving outstanding issues re: Britannia Road car park. **(SM)**
- Meeting to be arranged to look at Vinegar Pond project prior to work starting in August to determine how work will be done - involving PH, MB, Defenders and Nigel Hales **(PH)**

## 3. Annual Work Programme

Draft document produced for discussion. Further detail required. Discussion on level of info required.

- Agreed that the format and content is to assist Conservators with decision making and officers with delivery..
- Format agreed as ok in principle. Font size to remain as 12 to assist people with poor eyesight.

- Concept of 'square location' taken from site photograph agreed in principle as a good idea to identify location of specific work in larger areas.
- Need to look further into details used for identifying squares on map and possibly adopting the existing Ordnance Survey system. **(PH)**
- Overlays for plans can be produced if needed, but there would be a need to justify.
- Add column to show project status eg date begun that can be updated prior to Sub Group and Conservator Meetings. **(SM)**
- Agreed that work programme year would match financial year.
- Budget details descriptions to be improved for clarity or a spreadsheet developed to enable if not possible via finance – which will also link to the work programme. **(SM)**
- Include a contingency figure for projects that will roll over if unused. Need to confirm ok with Mark Smith. **(BC)**.
- If carry over is not possible, then a contingency project to be put on the programme that is ready to run at short notice if contingency unused near to year end. **(SM)**
- St William's Chapel plan for works to be produced based on advice from experts. To be presented to Conservators for agreement. **(PH)**
- Advice from County and experts to be sent to Conservators **(PH)**
- Project template form to be produced for submission to Conservators for project approval **(SM)**
- Orienteering Course is still used as there are requests for the leaflet and also calls regarding missing posts. Orienteering Group was involved in Management Plan Consultation feedback and have offered to be involved in revamping the course.

#### **4. Warden's presence**

Discussion regarding the provision of a Warden base on site. Range of options possible.

- Obtain details of what Cleveland Site safe can provide as a possibility at the Fountain Ground. **(SM)**

- Cost of upgrading toilets at Zaks. JBC looking at funding application and would like to consider including this in it. **(PH)**

## **5. Conservators' Meeting 13<sup>th</sup> June**

### **(a) Management Plan**

- Updated Management Plan to be presented for approval

### **(b) Mr Marshall's question to Conservators**

Update provided to Sub Group on visit to Mr Marshall to answer his concerns. Mr Marshall has said he will still be present at the meeting.

- Proposed email response circulated to Sub Group and agreed to send. **(PH)**
- Future management of the slope to be considered. Add to October itinerant. **(SM)**

Cllr Brociek- Coulton has a meeting arranged with the Defenders to look at access steps being cut into the slope so that it can be used as an access point to the heath. It was agreed that this would be a good idea in principle.

- How the work is could be done and funded would be considered after Cllr Brociek-Coulton has reported back **(JBC)**

## **6. Current Issues**

### **(a) Bikes on the heath**

Update provided to Sub Group on recent events, a request for advice from the legal section is outstanding and will be chased regarding moving the bikes onto the City Council managed area. It was agreed that the Conservators cannot wait for decision on this before moving them off the heath.

- Senior Neighbourhood Warden aware of problem and asked to target patrols to the area, requiring the youths to leave the site. **(SM)**
- Wardens hotline number given to Defenders (Clare) to circulate requesting that any incidents are reported to this number so that statistics are gathered and the area is identified as a hotspot.

### **(b) Flashers and Campers**

Updated Sub Group on incidents involving the flasher and that the police are working with the Wardens.

Updated Sub Group on Nigel Hales working with the police in relation to campers on the heath and successfully removing them, which included a reported missing person being discovered who is wanted for questioning by the Police..

- Recognise with a staff bouquet. **(SM)**

## **7. Future Meetings Programme**

- Agreed as outlined in email prior to meeting. Need to circulate future dates and Itinerant. **(SM)**

## **8. AOB**

### **(a) Invert Survey proposal**

- Sub group discussed the brief circulated by Paul Holley. Agreed to instruct the contractor to do the work. **(PH)**

### **(b) Minibus Hire**

CPU involved in the process but due to staff nos. being low has been delayed.

- Need a decision by the end of the day confirming the bus is booked.  
Contact Cllr Little to let him know the situation at the end of the day.
- If CPU have not confirmed the booking it was agreed Cllr Little would make the booking using West Norwich Partnership **(SL)**

### **(c) Bat boxes**

Cllr Brociek- Coulton asked if a donation of bat boxes to go on the heath could be made to the Defenders. £20 would purchase 4 boxes made by a local man. Agreed that this was a good idea to progress. **(PH)**