



**Mousehold Heath Conservators**

**14:05 to 15:15**

**16 June 2017**

Present: Councillors Maxwell (chair), Price (vice chair), Bradford, Lubbock, Kendrick, Raby, Thomas (Va) (sub for Thomas (Vi)); and Clare Cohen (Mousehold Heath Defenders) and John Trevelyan (The Norwich Society).

Apologies: Councillors Brociek-Coulton, Thomas (Vi) and Sands (M).  
Matthew Davies (Norwich Fringe Project)

**1. Appointment of chair**

**RESOLVED** to appoint Councillor Maxwell as chair for the ensuing civic year.

**2. Appointment of vice-chair**

**RESOLVED** to appoint Councillor Price as vice-chair for the ensuing civic year.

**3. Public questions/ petitions**

There were no public question or petitions received.

**4. Declarations of interest**

There were no declarations of interest.

**5. Minutes**

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

**6. Appointments to the management sub group**

Following discussion it was:

**RESOLVED** to appoint Councillor Maxwell (chair), Councillor Price (vice-chair), Councillor Brociek-Coulton, Clare Cohen (Mousehold Heath Defenders) and John Trevelyan (The Norwich Society) to the Mousehold Heath management sub group.

**7. Mousehold Heath Conservators Budget**

(Vicki Reynolds, service accountant, attended the meeting for this item.)

The service accountant presented the report.

In response to a question on paragraph 8 of the report, the service accountant stated that whilst the pension cost instalments were greater than originally envisaged other costs such as recharges from the council were reducing. The situation as it currently stood was not sustainable in the medium term but these costs were changing and this could alter the position.

The parks and open spaces manager confirmed he was aware of this and it was being monitored on a monthly basis.

**RESOLVED** to note the provisional revenue and capital outturn positions 2016-17.

## **8. Mousehold Heath Conservators annual report 2016-17**

Simon Meek (parks and open spaces manager) presented the report. Appendix one was circulated at the meeting. He explained the new structure of the report and that it related more directly to the management objectives and themes contained in the current management plan.

The chair advised her report; a letter to the press thanking volunteers for their contribution to maintaining the heath, was outstanding. The parks and open spaces manager detailed how this letter should tie in with the release of the annual report to publicise the release. When report was finalised letter would go out at the same time.

In response to questions from the committee on the use of schemes such as community payback initiatives, the parks and open spaces manager advised he would need to consider workload of wardens.

The parks and open spaces manager provided information on the broader work happening with volunteers and plans to develop a program for volunteers which would contain a number of modules.

Claire Cohen advised that the Mousehold Heath volunteer group was getting confused with Mousehold Defenders. The parks and open spaces manager agreed to consult with wardens and volunteers to consider change of name.

In response to a suggestion from the committee, the parks and open spaces manager agreed to look at the maps in the report. He would look at the use of maps and possibility of adding a map link to the report.

In response to a concern relating to Highways, it was agreed that the management plan review would look at the impact of the Norwich Area Transport Strategy in the Gurney Road area of the site.

**RESOLVED** to:

- (1) approve the content of the Mousehold Heath Annual report 2016-17 subject to any amendments identified at the meeting being made,
- (2) ask the parks and open spaces manager to review use of maps in report and possibility of adding a map link in,
- (3) delegate authority to the Parks and open spaces manager to produce the finished version of the report with the communications team,
- (4) ask the parks and open spaces manager to produce a PDF version of the finished report for the Norwich City Council website, a hard copy of the document for each member of the committee, and also copies for circulation to local schools; and
- (5) ask the chair to write a letter to the local press at the time the annual report is published, to thank volunteers for the time they have given up to help look after the heath and to the raise awareness of the heath, the annual report and the work of the Mousehold Heath Conservators.

## **9. Mousehold Heath update**

The parks and open spaces manager presented the report. He highlighted an increase in volunteering and activities this quarter and confirmed that the work plan took account of seasonal changes.

**RESOLVED** to note the work undertaken in the last quarter to meet the management plan objectives.

## **10. Mousehold Heath management plan 2018-2028 – Development stage 1**

The parks and open spaces manager presented the report. Discussion ensued on the vision statement.

The Conservators discussed site security after travellers gained access to the playing fields last summer and costs due to damages were incurred. In particular the access gate on Heartsease Lane onto Wingfield Open was vulnerable. The parks and open spaces manager proposed bollards be installed which would cost £1,258 a pair, including installation and confirmed there was scope within the budget to fund this.

There was also a gap through which vehicles could access Wingfield open space and the parks and open spaces manager suggested fitting two hard wooden bollards to block access as no vehicle access was needed at this point. The wooden bollards were available in stores and could be fitted by the wardens and volunteers. This meant there would be no impact on the Mousehold Heath Conservators budget.

Information was tabled at the meeting on rhino bollards and wooden posts.

**RESOLVED to:**

- 1) approve the vision statement,
- 2) approve the management plan objectives,
- 3) ask the committee officer to schedule an additional management sub-group meeting to develop the management prescriptions for each management objective and the projects to deliver them for consideration at the September meeting of the Mousehold Heath Conservators,
- 4) ask that the parks and open spaces manager to consider the workload of the wardens in terms of managing any extra volunteer,
- 5) consider the impact of the Norwich Area Transport Strategy (NATS) in relation to Gurney Road area,
- 6) approve spend of £1,258 from budget for the installation of rhino bollards at the access gate to Wingfield open space on Heartsease Lane,
- 7) approve the fitting of two wooden bollards at the gap onto Wingfield open space,
- 8) ask the committee officer to arrange an itinerant to take place prior to August; and
- 9) ask the committee officer to circulate future meeting dates.

**CHAIR**