

## **Mousehold Heath Conservators**

Date: **Friday, 22 January 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:**

Committee officer: Andy Futter  
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### **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website.



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

## Agenda

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Apologies</b><br><br>To receive apologies for absence  |                |
| <b>2</b> | <b>Public questions/petitions</b><br><br>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) |                |
| <b>3</b> | <b>Declarations of interest</b><br><br>(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)                                     |                |
| <b>4</b> | <b>Minutes</b><br><br><b>Purpose</b> - To agree the minutes of the meeting held on 18 September 2015  | <b>5 - 8</b>   |
| <b>5</b> | <b>Application from National Grid</b><br><br><b>Purpose</b> - National Grid has submitted an application to install marker posts along Britannia Road to increase awareness of the location of a large gas main.          | <b>9 - 10</b>  |
| <b>6</b> | <b>Budget and Precept 2016-17</b><br><br><b>Purpose</b> - To set the budget and approve the precept for the Mousehold Heath Conservators budget 2016-17   | <b>11 - 16</b> |
| <b>7</b> | <b>Mousehold Heath Conservators management sub group: terms of reference</b><br><br><b>Purpose</b> - To consider the terms of reference for the Mousehold Heath Conservators management sub group.                        | <b>17 - 24</b> |
| <b>8</b> | <b>Notes from Mousehold Heath Management Sub Group</b><br><br><b>Purpose</b> - To consider the notes of the Mousehold Heath Management Sub Group  | <b>25 - 26</b> |
| <b>9</b> | <b>Annual work programme 2014-15</b><br><br><b>Purpose</b> - To propose the Mousehold Heath draft work  | <b>27 - 34</b> |

programme for 2016-17

10	<b>Mousehold Heath update</b>  <b>Purpose</b> - To provide an update on issues and recent activities at Mousehold Heath	35 - 38
11	<b>St Williams Chapel site management and upkeep</b>  <b>Purpose</b> - To report progress on issues raised at a recent itinerant meeting and proposed management objectives for St Williams Chapel	39 - 44
12	<b>Exclusion of the public</b>  <b>Purpose</b> - Consideration of exclusion of the public.	
*13	<b>Zaks Restaurant – The Pavilion Mousehold Heath</b> <ul style="list-style-type: none"> <li>This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.</li> </ul>	

Date of publication: **Monday, 18 January 2016**



# Mousehold Heath Conservators

## MINUTES

**14:00 – 15:30**

**18 September 2015**

Present: Councillors Maxwell (chair), Price (vice chair), Bradford, Brociek-Coulton Jones, Lubbock, Raby, Sands (M), John Trevelyan (Norwich Society) and Margaret Bush (Mousehold Heath defenders).

Apologies: Councillor Thomas (Vi) and Matthew Davies

Also present: Lenny Stamp (Community and neighbourhood manager), John Mallaband (service accountant).

### **1. Declarations of interest**

There were no declarations of interest.

### **2. Minutes**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 19 June 2015.

### **3. Budget monitoring statement April – July 2015**

The service accountant presented the report. The interim executive head of neighbourhoods said that although the report showed an underspend, the greater part of the operational budget had been spent and that the figures would even out by the end of the financial year.

He said that there had been a reduced income from the football pitches and that the communities and neighbourhood manager (north) had instigated discussion with the sports development team with a view to increase usage. Conservators suggested that women's football teams could be approached and the possibility of introducing 'walking football' could be explored.

**RESOLVED** to:

- 1) Note the budget monitoring statement April – July 2015; and
- 2) Ask the chair and vice chair to follow up on members suggestions on increasing usage of football pitches including 'walking football' and approaching women's football teams

#### **4. Mousehold Heath management sub group review**

The interim executive head of neighbourhoods presented the report. He explained that officers would need to draft a terms of reference and bring this to the next meeting of the Conservators in January 2016. In response to a member's question, he said that it was anticipated that the sub group would meet four times a year in the month preceding the full Conservators meeting.

#### **RESOLVED to:**

- 1) Agree to a review of the management sub group,
- 2) Ask officers to bring a draft terms of reference to the next meeting of the Conservators on 22 January 2016; and
- 3) Ask the Conservators to forward names of representatives to sit on the management sub group to the interim executive head of neighbourhoods.

#### **5. Mousehold Heath update**

The interim executive head of neighbourhoods presented the report. He said that the prayer event had caused parking problems for residents in the Sewell ward and that this event would not be taking place in the future. He agreed to investigate the charge for this event and to circulate this information to Conservators.

The interim executive head of neighbourhoods said that walks with the Mousehold Heath wardens could be arranged for members and asked to contact him in the first instance if they were interested in this.

**RESOLVED** to note the Mousehold Heath update.

#### **6. Britannia Road area – Community infrastructure levy (CIL) funded neighbourhood project**

The transport planner gave a presentation to members on the Britannia Road area CIL funded project.

Discussion ensued around the carpark and whether a fee should be charged to use this. Conservators supported the idea of a three hour limit rather than a fee. In response to a question, the interim executive head of neighbourhoods said that he would check the bylaws to determine if charges could be enforced for the carpark. This could also be picked up through wider parking enforcement.

A consultation would run from October to November.

#### **RESOLVED to:**

- 1) Ask the interim executive head of neighbourhoods to confirm the role of wardens in monitoring the use of car parks; and

- 2) To ask the transport planner to bring an update on this project to the January meeting of the Conservators.

## **7. Exclusion of the public**

**RESOLVED** to exclude the public from the meeting during consideration of item \*8 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

### **\*8. Zaks Restaurant – The Pavilion Mousehold Heath**

The interim executive head of neighbourhoods presented the report and answered member's questions.

**RESOLVED** to ask the interim head of neighbourhoods to:

- 1) Email the Conservators to gather comments and suggestions around the proposal in the report; and
- 2) To consider arranging a meeting with NPS to discuss these comments and suggestions.

CHAIR





**Report to** Mousehold Heath Conservators

**Item**

**Report of** Interim executive head of neighbourhoods

**5**

**Subject** Application from National Grid

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### **Purpose**

National Grid has submitted an application to install marker posts along Britannia Road to increase awareness of the location of a large gas main.

### **Recommendation**

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 license between Norwich City Council and National Grid Gas.

### **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

## **Background**

1. An application has been submitted to highlight a gas supply pipe line which runs along the highway of Britannia Road car park.
2. National Grid Gas would like to install marker posts to ensure that contractors working on the site are aware of the gas mains location and reduce any possibility of safety issues during maintenance work to the boundary of the car park at Britannia Road.
3. As a means to reduce damage and risk to contractors, visitors and vehicles (especially the tourist bus), using the car park, Melissa Johns of Dalcour Maclaren on behalf of National Grid Gas, will be in attendance at the meeting on 22 January 2016 to discuss this issue further.
4. It is also proposed that a licence agreement is made between National Grid Gas and Norwich City Council, so that awareness of the pipeline is increased and National Grid's Plant Protection team are engaged to oversee any works proposed and carried out in the vicinity of the pipeline.

**Report to** Mousehold Heath Conservators  
22nd January 2016

ITEM

**Report of** Chief Finance Officer

**Subject** Budget and Precept 2016-17

6

### **Purpose**

To set the budget and approve the precept for the Mousehold Heath Conservators budget 2016-17.

### **Recommendations**

That the Conservators:

1. Review the forecast balances position set out in paragraphs 3-4;
2. Consider the risk management arrangements set out in paragraphs 5-9;
3. Review the budget proposals set out in paragraph 10 and accordingly approve or amend 2016-17 budgets as set out in Appendix A;
4. Resolve to place a precept on Norwich City Council in the relevant amount for the financial year beginning 1st April 2016, as per paragraph 12;

### **Financial Consequences**

The agreed precept will be for the financial year beginning 1st April 2016. This forms part of the General Fund Budgetary Requirement for Norwich City Council.

### **Strategic Objective/Service Priorities**

The report helps to achieve the corporate priorities “city of character & culture” and “value for money services”.

### **Contact Officers**

Vicki Reynolds, Service Accountant Finance Control

01603 212493

### **Background Documents**

None

## Report

1. Each year Conservators are required to determine and approve the budget for Mousehold Heath, and to make a levy on Norwich City Council.
2. This report also sets out details of the budget and forecast outturn for the current financial year, 2015-16, which informs the precept and budget proposals within this report.

### Balances

3. The current forecast is for a net underspend of £921 in 2015-16 to be added to the balance brought forward from previous years' precepts. The balances position for 1st April 2016 is therefore estimated at:

Balance brought forward at 1st April 2015	7,989
Impact of forecast outturn 2015-16	921
<b>Forecast Balance at 31st March 2016</b>	<b>8,910</b>

4. This level of balances represents 4.2% of the proposed budgeted expenditure (including accounting adjustments). Conservators may wish to consider the adequacy of this level in the light of the risks referred to in paragraphs below.

### Risk Management

5. The Conservators have previously expressed their wishes to consider, in conjunction with the budget and precept, risks to the financial position. These risks to the Conservators as the statutory decision-making body for the Heath, and to the council in implementing conservators' decisions, are incorporated within the council's own Risk Management Strategy (RMS).
6. The RMS requires that risks are considered at operational, tactical, and strategic levels, and escalated to an appropriate level for mitigation to be agreed and implemented.
7. Risks are managed and mitigation provided through, among other measures:
  - o Ensuring that appropriate systems and procedures are in place to safeguard the health & safety of staff, residents, and visitors;
  - o Taking steps to reduce the likelihood of adverse events occurring, through planning and risk assessment;
  - o Mitigating against the financial impact through insurance against adverse events;
  - o Holding sufficient reserves, both in the revenue Contingency and through the maintenance of a prudent minimum level of balances, to meet unexpectedly arising costs. The adequacy of these reserves is itself risk-assessed annually.
8. Financial risks, such as overspends resulting from adverse events, are therefore considered and provided for by the council at a corporate level.
9. The Conservators' reserves are expected to amount to £8,910 (see paragraphs 3-4) which represents 4.2% of the proposed budgeted expenditure (including accounting adjustments). This provides an initial level of internal risk management resource,

mitigating any need to call on the council for further support.

## Budgets

10. The following table summarises the proposed movements in the budget between the base budget carried forward from 2015-16, and the proposed budget for the 2016-17 financial year.

Base Budget 2015-16	211,073
A: Salary & pension cost increase	3,233
B: Contractual increases	1,393
C: Changes in overhead recharges	(3,330)
Other	(400)
<b>Proposed Budget 2016-17</b>	<b>211,969</b>

The detailed proposed budget for 2016-17 is set out in Appendix 1.

## Precept

11. The precept required to fund this expenditure would be **£211,969** (15/16 £211,073). This would be an increase of £896 over the 2015-16 precept, equivalent to 0.4%.
12. Should the Conservators wish to increase or decrease the level of balances, in light of the risk environment as discussed above, the proposed precept would need to be amended accordingly.
13. As a “local precepting authority”, the Conservators’ precept is not subject to the government’s determination of principles for “excessive” increases. The increase in precept will instead be contained within the council’s permitted increase in council tax without seeking approval through a local referendum of up to 2%.



## Appendix A

	<b>Mousehold Heath Conservators</b>			
<i>Revised</i>	<i>Forecast</i>		<i>Base Budget</i>	<i>Draft Budget</i>
<i>Budget</i>	<i>Outturn</i>		<i>2016/17</i>	<i>2016/17</i>
<i>2015/16</i>	<i>2015/16</i>			
64,668	64,668	1405 Salaries Full Time	64,668	66,660
8,708	8,708	1406 Salaries Employer PF Contrib'ns	8,708	8,781
4,732	4,732	1935 Pension Added Years share	4,732	4,804
7,783	7,783	1939 Pension Deficit Recovery share	7,783	8,894
505	1,060	1990 Employee/Liability Insurance	505	490
<b>86,396</b>	<b>86,951</b>	<b>Subtotal Employees</b>	<b>86,396</b>	<b>89,629</b>
4,000	1,440	2100 General Repairs & Maintenance	4,000	4,000
6,000	3,432	2600 Grounds General Mtce & Upkeep	6,000	6,000
71,855	71,855	2651 Grounds Maintenance contract	71,855	72,994
4,282	4,622	2655 Treew orks	4,282	4,380
598	1,451	2810 Electricity	598	598
750	750	2850 Water Charges Unmetered	750	750
750	750	2853 Sew erage Charge Metered	750	750
6,816	5,453	2875 Contract Cleaning	6,816	6,972
14	13	2900 Fire Insurance Buildings/Conts	14	14
<b>95,065</b>	<b>89,766</b>	<b>Subtotal Premises</b>	<b>95,065</b>	<b>96,458</b>
1,260	1,060	3080 Car and Cycle Allow ances	1,260	1,260
<b>1,260</b>	<b>1,060</b>	<b>Subtotal Transport</b>	<b>1,260</b>	<b>1,260</b>
450	197	3370 Equipment - Purchase	450	450
450	563	3371 Equipment - Repairs/Maintenance	450	450
290	-	3399 Stationery Recharges	290	290
190	266	3550 Clothing and Uniforms General	190	190
192	-	3570 DPP Printing Costs	192	192
100	-	3710 Telephones General	100	100
190	-	3715 Mobile Phone Rentals & Calls	190	190
960	1,483	3910 Advertising General	960	960
<b>2,822</b>	<b>2,509</b>	<b>Subtotal Supplies &amp; Services</b>	<b>2,822</b>	<b>2,822</b>
3,250	1,719	5701 Depreciation (Operational Assets)	3,250	1,719
<b>3,250</b>	<b>1,719</b>	<b>Subtotal Capital Financing</b>	<b>3,250</b>	<b>1,719</b>
<b>188,793</b>	<b>182,005</b>	<b>Subtotal EXPENDITURE</b>	<b>6,500</b>	<b>3,438</b>
(3,000)	(1,700)	8123 Football	(3,000)	(1,500)
(13,000)	(13,000)	9039 Other Rents	(13,000)	(14,900)
(1,800)	(1,800)	9132 Catering Concessn Pitch & Putt	(1,800)	(1,800)
<b>(17,800)</b>	<b>(16,500)</b>	<b>Subtotal Receipts</b>	<b>(17,800)</b>	<b>(18,200)</b>
(2,204)	-	7097 Government Grants: Specific	(2,204)	(2,204)
<b>(2,204)</b>	<b>-</b>	<b>Subtotal Government Grants</b>	<b>(2,204)</b>	<b>(2,204)</b>
<b>(20,004)</b>	<b>(16,500)</b>	<b>Subtotal INCOME</b>	<b>(20,004)</b>	<b>(20,404)</b>
-	964	P100 Programmed Maint (ES/Prop Grp)	-	-
14,000	14,000	R100 Day to Day Reps (ES/Prop Grp)	14,000	14,000
<b>14,000</b>	<b>14,964</b>	<b>Subtotal Centrally Managed</b>	<b>14,000</b>	<b>14,000</b>
4,172	4,040	4040 CDS IT Services Recharge	8,040	3,777
5,161	5,161	5022 CDS HR Services Recharge	5,161	4,275
1,814	1,814	5024 Property Services Recharge	1,814	1,207
7,075	7,075	5026 CDS Finance Services Recharge	7,075	5,774
6,671	6,671	5044 CDS Management Support Recharge	6,671	6,541
1,554	1,554	5047 CDS Comms + Research Recharge	1,554	1,543
5,087	5,087	5097 Recharge from AHOs/One Stop Shops	5,087	5,087
<b>31,534</b>	<b>31,402</b>	<b>Subtotal Recharge Expenditure</b>	<b>35,402</b>	<b>28,204</b>
<b>45,534</b>	<b>46,366</b>	<b>Subtotal INDIRECT</b>	<b>49,402</b>	<b>42,204</b>
<b>214,323</b>	<b>211,871</b>	<b>Total Mousehold Heath Conservators</b>	<b>218,191</b>	<b>213,688</b>
(3,250)	(1,719)	Less: Accounting Adjustments		(1,719)
<b>211,073</b>	<b>210,152</b>	Proposed Precept 2016/17		<b>211,969</b>





<b>Report to</b>	Mousehold Heath Conservators 22 January 2016	<b>Item</b>
<b>Report of</b>	Executive head of business relationship management and democracy	<b>7</b>
<b>Subject</b>	Mousehold Heath Conservators management sub group: terms of reference	

## **Purpose**

To consider the terms of reference for the Mousehold Heath Conservators management sub group.

## **Recommendations**

To:

- 1) approve the terms of reference for the Mousehold Heath Conservators management Sub Group; and,
- 2) 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).

## **Corporate and service priorities**

The report helps to meet the corporate priority to provide a safe, clean and low carbon city.

## **Financial implications**

None.

**Ward/s:** All Wards

## **Contact officers**

Andy Futter, senior committee officer	01603 212029
Andy Emms, democratic services manager	01603 212459

## **Background documents**

None

# Report

## Background

1. At the conservators meeting on 18 September 2015, a report on the sub group was considered. Officers suggested that the work of the management sub group had served the conservators well in facilitating discussion on the implementation of the work programme. However, given the period of time that had passed since its establishment, it was proposed that the work of the group be reviewed and terms of reference developed.
2. It was agreed that a small group of conservators should undertake this work.
3. A draft document detailing the terms of reference was produced and sent to the democratic services manager. He suggested a simplified draft which was then considered by the management sub group on 22 December, 2015.
4. The proposed terms of reference reflect (and suggest an extension to) the delegated powers (detailed below) which were agreed by conservators in February 2013 for the 2013-4 work programme :
  - (2) *to approve and request officers implement the work programme for 2013-14. Any changes to costs to be reported to the conservators for approval (or if between formal meetings conservators agreed to delegate this decision to the head of local neighbourhood services in conjunction with the chair).*
5. The management sub group proposes that power be delegated 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. Consideration of such decisions will first be taken to the management sub-group (unless an urgent decision is required).
6. Such a process would allow virements to be made between items identified in the work programme, acting dynamically to take advantage of opportunities or deal with any problems that arise. This would be on the proviso that any such virement would not increase the total budget of the work programme, as such a decision could only be made by the conservators.
7. The management sub group agreed that, rather than asking officers to produce detailed reports of its deliberations, minutes of its meetings would continue to be taken and submitted to the Mousehold Heath Conservators for its recommendations to be considered.
8. The draft terms of reference are attached as an appendix to this report.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Mousehold Heath Conservators
<b>Committee date:</b>	22 January 2016
<b>Head of service:</b>	Anton Bull, head of business relationship management and democracy
<b>Report subject:</b>	Mousehold Heath Conservators management sub group: terms of reference
<b>Date assessed:</b>	11 January 2016
<b>Description:</b>	To consider the terms of reference for the Mousehold Heath Conservators management sub group.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	

**Mousehold Heath Conservators  
management sub- group**

**Terms of Reference**

**1. Purpose**

- a. To provide a mechanism for consultation on issues arising between the formal conservators meetings
- b. To contribute to the development and delivery of the Mousehold Heath annual work programme;
- c. To exercise the devolved power (February 2013) to agree expenditure between formal conservators meetings subject to it being in accordance with the work programme and reported to the next meeting of the Conservators.

**2. Membership**

- a. Members of the Mousehold Heath Conservators management sub-group shall be appointed by the Mousehold Heath Conservators at the beginning of the civic year;
- b. The Mousehold Heath Conservators management sub-group will consist of the chair and vice chair of the conservators and up to three other conservators (at least half the members to be city councillors).
- c. The sub group will elect its chair and vice chair at its first meeting in each civic year.

**3. Attendance at Meetings**

- a. Any other Mousehold Heath Conservator may attend sub-group meetings;
- b. The Mousehold Wardens will attend as will other officers as required and the meetings will be minuted.
- c. Others shall attend by agreement of the sub group chair;

#### **4. Frequency of Meetings**

- a. At least one meeting shall be held between each of the full meetings of the Mousehold Heath Conservators.
- b. The schedule of meetings shall be agreed by the Mousehold Heath Conservators at the beginning of the civic year

#### **5. Responsibilities**

- a. To develop the work programme and specific pieces of work to meet the objectives contained within the Mousehold Heath management plan for approval by the Mousehold Heath Conservators;
- b. To review the implementation of the annual work programme;
- c. To inform decisions required outside of the full Mousehold Heath Conservators meetings that are in line with the conservator's scheme of delegation/devolved power.

#### **6. Reporting**

- a. The Mousehold Heath Conservators management sub-group minutes will be submitted to the Mousehold Heath Conservators for its recommendations to be considered.



**Notes from Mousehold Heath Management Sub Group****22 December 2015****16:30 – 18:15****Present:**

Cllr Maxwell	Chair
Cllr Price	Vice chair
Cllr Lubbock	
Cllr Raby	
Margaret Bush	The Mousehold Heath Defenders
John Trevelyan	The Norwich Society
Nigel Hales	Mousehold Heath Warden
Will Stewart	Mousehold Heath Warden
Lenny Stamp	Neighbourhood and community manager
Andy Emms	Democratic services manager
Andy Futter	Committee Officer

**Terms of reference**

Andy Emms said that a draft of the terms of reference for the management sub group had been sent to him. He suggested that they could be simplified, which he would do and would be brought to the next full meeting of the Conservators to formalise the devolvment detailed and for adoption of the terms of reference.

**Action points**

Andy Emms to bring a draft terms of reference to the next full meeting of the Conservators on 22 January 2016.

**Works programme**

Lenny Stamp gave an update on the progress against the works plan as follows:

- Nigel Hales had been working on researching visitor hubs
- The need for protective clothing for chainsaw trained staff including volunteers
- The resurfacing of the car park on Britannia Road. Cllr Price suggested that that the Britannia café could contribute to the costs and this could be written into the work programme.

### **Action points**

To ask the wardens to father options regarding surfaces for the car park and to bring this information to the next full meeting on the Conservators.

### **Wardens update**

Will Stewart gave the sub group an update on the wardens activities including:

- Three volunteers had been bushcutter trained
- A Christmas lunch had been provided for volunteers

### **Action points**

To include the wardens update report in the agenda papers for the next full meeting of the Conservators.

### **St Williams chapel**

Nigel Hales said that the interpretation panel had been vandalised but would be repaired.

### **Action points**

To include the St Williams chapel report in the agenda papers for the next full meeting of the Conservators.

### **National Grid application**

Nigel Hales said that National Grid needed to install markers to ensure that any contractors were aware of gas mains.

### **Action points**

To clarify if National Grid intend to charge for any supervisory work during contracts

To bring this item to the next full meeting of the Conservators.

**Report to** Mousehold Heath Conservators  
22 January 2016  
**Report of** Head of local neighbourhood services  
**Subject** Annual work programme 2014-15

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**Item**

**9**

### **Purpose**

To propose the Mousehold Heath draft work programme for 2016-17

### **Recommendation**

To approve the draft work programme for 2016-17

### **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.

### **Contact officers**

Bob Cronk, Interim executive head of neighbourhoods 01603 212373

Lenny Stamp, community and neighbourhood manager north 01603 213281

### **Background documents**

None

## **Report**

### **Review of 2015-16 work programme**

1. All main objectives set out in the 2015-16 works programme for biodiversity improvements will have been met by the end of the financial year, including heathland and grassland habitat improvements that form part of the site's Higher Level Stewardship (HLS) agreement.
2. Infrastructure improvements programme of installation of interpretation panels and their upkeep, renewing furnishings, clearing and keeping open access on pathways (including removing windblown trees) and levelling car park surfaces is providing improved access to visitors and local users alike; this was carried out through the year.
3. The events in the guided walk programme have been very well attended with full attendance on nearly all public walks.
4. A large number of flora and fauna surveys have increased biological records, as well as increasing community involvement, understanding and enjoyment of the site.
5. A new six monthly tree inspection survey, to cover all well used paths, was designed and implemented by the Mousehold wardens to address dangerous and windblown trees and branches being made safe.
6. In line with the management plan objectives the maintenance of all public car parks, particularly Britannia Road, are now managed on an annual inspection basis with the support of a civil engineer from our contractor to assess what works need to be ordered. This will help in providing a safe surface condition mitigating any severe pot holes developing, drops near the kerb and water collection. Minor repairs will be arranged by the Mousehold Heath wardens with volunteer help where possible.

### **Proposed work programme 2016-17**

7. 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. This is to ensure that activity is aligned with the budget setting process.

### **Rationale**

8. Many of the proposed actions in the work programme consist of ongoing site management works and activities such as the annual programme of events. It is intended to at least maintain, and where possible expand, the levels of habitat management activity, infrastructure improvement and services to the public undertaken in previous years, subject to the availability of resources. This should be possible for the following reasons:
  - New ways of working, especially the greater availability and involvement of volunteer time, have reduced costs and enabled an increase in the amount of management work undertaken. It should be noted that organising and supervising volunteer work parties requires staff time and this is possible through the efforts and good work of the Mousehold wardens.

- The 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	1	Heathland areas	Gorse management	Cut/collect gorse areas on rotation Conservation. Contractor	Annual rotation	4.5	2,000	MW/C								MW/C	MW/C	MW/C	MW/C	
	1	Heathland areas	Scrub clearance	Heathland restoration and cut scrub. Community Green Gym	E13-14/F13-14/G13-14/H14	4.5	1,500	MW/C	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	GG/MW	
	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/MW	TCV/MW	TCV/MW	TCV/MW	
	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	4,500	MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	TCV/MW	
	1	Heathland areas	Bracken control	Cut/bruise bracken in open areas TCV work parties	G4-5/H5/I5	4.5	0	MW			TCV/MW	TCV/MW	TCV/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	1	The Desert	Wild Flower management	Cut areas & remove arisings (Cons.Cut 5) Contractor	C5-6/D5-6	4.6	0	MW/C							C					
	1	The Anthills	Grassland management	Cut areas & remove arisings (Cons.Cut 5) TCV GG MW	G8/H8	4.6	0	MW/TCV							TCV/GG MW					
	1	The Anthills	Grassland management	Control any encroaching scrub TCV GG MW	G8/H8	4.6	0	MW/TCV								TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG 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/GG MW	TCV/GG MW	TCV/GG 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/GG MW/C	TCV/GG MW/C	TCV/GG MW/C	TCV/GG MW/C	
	2	Gilman Rd	Path/cycleway	Complete tree work	A5-F8	4.7	0	ARB/MW								MW	MW	MW	MW	
Cost code: Treeworks 2655	1	All areas	Programmed works	Tree section: Carry out safety related tree works		4.7	4,282	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 GG work parties	J4/K4	4.9	0	MW								TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	
	1	Pitch & Putt hub board	Interpretation sign	Design & install	J4/K4	4.9	1,500	MW						MW	MW						
	3	Tram Track	Historic routes	Open up	I6/J5-6/K5	4.9	0	MW								TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	
	2	The Pavillion	Maintenance and Improvements	Monitor lease agreement and repair proposals, Firebreak maintenance	G7	10.1iii	0	MW/A&CM													
	1	Fountain Ground Bandstand	Repair and Maintenance	Monitor condition	H8	10.1 iv	0	MW													
	1	Mottram Memorial	Repair and Maintenance	Monitor condition	F14	10.1 v	0	MW													
	1	World War II commemorative plaque	Repair and Maintenance	Monitor condition	F9	10.1v	0	MW													

Promote the use of Mousehold Heath through publicity, local press, guided walks and other public events including schools and local community groups.

Visitor Management	2	Whole site	School visits	Organised visits & activities		4.10	0	MW	MW	MW	MW	MW			MW	MW	MW	MW	MW	MW
	2	Off site	School talks	Talks & activities to schools		4.10	0	MW	MW	MW	MW	MW			MW	MW	MW	MW	MW	MW
	2	Whole site	Public events	Organise & run year round programme		4.10	0	MW	D	D	D	D	D	D	D	D	D	D	D	D
	1	Whole site	Site management notices and information hubs	Produce site info notices prior to works commencing		4.10	0	MW					MW		MW	MW	MW			
	3	Way marked trail	Way marked posts	Maintain and repair as required		4.10	0	MW	MW	MW	MW									
	1	Selected areas	Geological interpretation Earth Heritage Trail	Maintain ad repair as required TCV GG work parties	MW	4.10	0	NGP/MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW	TCV/GG MW
	2	Whole site	Easy access	Continue to review easy access provision & propose improvements	Various	4.10	0	MW			MW	MW								
	1	Off site	Web Site and leaflets	Update leaflets and city council M'hold web pages		4.10	0	MW	MW	MW	MW									
	2	Whole site	Guided walks programme	Deliver annual programme of guided walks/activities	Various	4.10	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
	1	Whole site	Litter	Litter pick, monitor contractor	Various	4.10	0	MW	C	C	C	C	C	C	C	C	C	C	C	C
	1	Whole site	Fly-tipping	Remove fly-tipping as it occurs	Various	4.10	0	MW	C	C	C	C	C	C	C	C	C	C	C	C

Ensure that main pathway networks are maintained and repaired for public health and safety and emergency vehicle access including disable access routes, trails, courses, signs, furnishings, interpretation panels, on site car parks, toilet and sports facilities.

Visitor Infrastructure	2	All Paths	Paths	Cut back either side as necessary		4.11	0	MW	C/MW	C/MW	C/MW	C/MW	C/MW	C/MW						
	2	All Paths	Paths	Level/fill as necessary		4.11	0	MW			MW	MW	MW							
	1	St. James' Hill	Easy access track	Cut back encroaching scrub TCV GG work parties		4.11	0	MW								MW	MW			
	2	Cavalry Track	Path	Trim back as necessary	F13/G12-13	4.11	0	MW				MW			MW					
	1	Fountain Ground	Bandstand/Changing Rms	Electrical safety testing	F9	4.11	0	MW				MW								
	2	Pavilion area	Visitor point	Examine feasibility/progress	G8	4.11	0	MW											MW	MW
	2	Pavilion area	Pavilion access track	Maintain to safe standard	G8	4.11	0	MW											MW	MW
	1	Britannia Rd car park	Car park	Essential maintenance as required	G12-13/H13	4.11	2,000	MW	C	C	C								MW	MW
	1	Pitch & Putt car park	Car park	Essential maintenance as required	J5	4.11	1,000	MW	C	C	C								MW	MW
	1	Gurney Road and Gilman Road car parks including the Ice Cream Van concession	Car parks	Maintain as necessary		4.11	1,000	MW	C	C	C	C	C	C						
	3	Whole site	Interpretation stations	Renew and update when necessary		4.11	0	MW			MW									
	3	Selected locations	Welcome to M'hold signs	Review potential new signs		4.11	0	MW			MW									
	2	Various	Benches	Replace/repair as necessary		4.11	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
	2	Various	Signs	Replace/repair as necessary		4.11	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
	2	Various	Infrastructure repair and renewal, Interpretation of site i.e Hubs on car parks, Maintenance costs for changing rooms, Asset management.	Replace, maintain,repair and renew as required	G12-13/H13	4.11	9,000	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
	3	Car parks	Car park surfacing	Review durable surfaces giving priority to Britannia Road		4.11	0	MW									MW	MW		
	3	Areas with BMX activity	BMX biking	Monitor & review measures to resolve unauthorised BMX activities		4.11	0	MW			MW			MW						
	1	Whole site	Emergency works	Emergency repairs contingency		4.11	2,267	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW



Review management on a regular basis

Review & monitoring	1	Off site	Management Plan	Review & revise plan		5.1	0	MW			MW			MW	MW	MW	MW	MW	MW
		Off site	Conservators Meeting			5.1	0	CO	MHC			MHC		MW	MHC		MHC		
		Off site	Cons Working Group Mtg			5.1	0	CO			MHC			MHC			MHC		MHC
	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
	2	All	Dragonfly survey	Monitor weekly throughout season		5.1	0	MW		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 Seviles

Equipment and Tools Repairs 3371	1	All	Site management works	Purchasing	NA	All	450	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Equipment and Tools Purchase 3370	1	All	Site management works	Repairs and maintenance	NA	All	450	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Advertising and Promotion (3910)	1	All	Service	leaflets/guided walks/reports	N/A	All	960	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW
Protective clothing 3550	1	All	Service	Health and Safety clothing. Training of volunteers, purchasing new tools and equipment.	NA	All	1,195	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW

33,104

- KEY;
- MHC

D

C

ARB

CO

GG

TCV

NGP

A&CM

MW
- Mousehold Heath Conservators

Mousehold Defenders

Contractor

Arboriculture section

Committee Officer

Green Gym

The Conservation Volunteers

Norfolk Geodiversity Partnership

Asset & City Management

Mousehold Wardens



**Report to** Mousehold Heath Conservators (Sub Group)  
22 January 2016  
**Report of** Head of local neighbourhood services  
**Subject** Mousehold Heath update

**Item**

10

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### **Purpose**

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

### **Recommendation**

To note current activities that have been undertaken on Mousehold Heath

### **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

## Site management

1. A court order eviction notice was issued to the campers who were sited adjacent to Gilman Road. The campers removed themselves before the court order was enforced but unfortunately left a large amount of waste on site. An order for its removal was requested and the council's environmental protection team removed all items and cleansed the site.
2. An oak bollard at the pitch and putt public car park was deliberately pulled up and this was reported to the police as a crime. The bollard was reinstalled with the help of a volunteer.
3. Works were carried out with our conservation contractors to remove vegetation within the heathland restoration areas, humus build up was removed by scraping build in line with our management plan objective, section seven, 7.2. This work was funded under our HLS agreement.

## Tree and natural area management

4. A large Beech tree was identified as suffering from a serious fungal disease by the Wardens, who arranged for the council's tree officer to confirm the diagnosis. Following this survey, it was decided to take immediate action on public health and safety grounds and the crown was removed allowing the tree to decay providing a good standing dead wood habitat for insects in line with our management plan objectives, section four, 4.7.
5. The first half year tree survey has been completed identifying twenty four trees in need of works to be carried out over the next one to three months.
6. Due to high winds a number of trees were identified to be cleared and made safe, works included hung up and fallen trees over or adjacent to main public pathways.
7. Unfortunately due to high winds (Barney), the Turners Oak situated in the middle of the public car park in front of the pavilion, suffered damage to a large limb, the tree gang were called out to undertake emergency works to make safe. Fortunately the damage was high up in the crown to the rear when viewed from Gurney Road, so aesthetically it had little impact on the structure of the tree.

## Access works

8. To control vehicle encroachment onto Gilman Road Open Space at Hill Farm Track a pathway leading onto the open space was narrowed by TCV volunteers.
9. Works are nearing completion for the installation of the new hard surface cycle route adjacent to the Rangers House.
10. The Mousehold Heath Defenders working party carried out pathway clearance to access route through St. Williams chapel site. This has now improved access for the visiting public to interpret the site more easily.

## **Promotion**

11. A ceremony was organised by the Mousehold Heath Defenders in respect of Armistice day, which was well attended.

## **Volunteers**

12. There have been a total of 1536 volunteer hours worked on the site in the last quarter.

These have been completed by:

- The Conservation Volunteers (TCV)
- Norwich Community Green Gym
- The Assist Trust
- Hartford House Engage Group
- A work placement student
- Volunteers from the community
- Jump Start Project (Dibden Road Hostel residents).

13. 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**

14. A range of events have been organised or hosted on the heath in the last period, these being:

- Fungi walk
- Wild 4 wellies, environmental education activities for children
- A number of Forest School environmental education activities.
- Two Norwich Heart Heritage weekend walks
- Autumn Watch walk



**Report to** Mousehold Heath Conservators  
**Report of** Interim executive head of neighbourhoods  
**Subject** St Williams Chapel site management and upkeep

**Item**

**11**

### **Purpose**

To report progress on issues raised at a recent itinerant meeting and proposed management objectives for St Williams Chapel

### **Recommendation**

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

### **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

## **Background**

1. St Williams Chapel an important heritage site and attracts visitors to the heath.
2. Part of the forward planning is to manage the shrubs and vegetation to expose the mounds to enable visitors to find the site more easily.
3. At the itinerant meeting in 2015 Conservators discover how difficult it was to find the four corners of the chapel after visiting to view the newly installed interpretation panel. This was due to the site being for some time, considerably over grown.
4. Following these discussions, officers have drafted a site management plan for consideration – see appendix 1.



### **Management plan**

#### **The maintenance and upkeep of St. Williams Chapel site**

##### **Aims**

To improve and maintain public access routes and the interpretation of St. Williams Chapel site situated on Mousehold Heath.

##### **Objectives**

To keep pathways clear for improved public access and interpretation of the site, by removal of vegetation with hand tools and a brush cutter from all pathways identified on map below, fig 1. This will also include the removal of small trees from the banks and ditches marking the inner and outer boundaries of the chapel, ref fig 1. These works will be followed up appropriate stump treatment to prevent re-growth.

##### **Community involvement**

Local community groups will be involved in the completion of this works including the Mousehold Heath Defenders, TCV and Community Green Gym supervise by the Mousehold Heath Wardens Norwich City Council under the guidance of David Robertson Norfolk County Council's Historic Environment Service.

##### **Protection**

There will be no breaking of the ground surface taking place whilst carrying out these tasks so not to compromise the site, ensuring its integrity. Breaking the ground surface in anyway would require Scheduled Monument Consent from the Department of Media Culture and Sport.

##### **Tasks for completion**

###### Vegetation

To improve public access by removing vegetation including bramble, scrub and sapling growth impeding pathway access for the visiting public including banks and ditches of the inner and outer mounds for improving interpretation of the site.

All scrub including brambles and saplings should be cut on a regular basis to prevent them spreading and causing root damage.

Saplings and scrub should be cut as close to the ground surface as

Possible, with roots and stumps left *in-situ* and treated to prevent regrowth.

## Trees

Established trees growing on the site of the chapel building/buildings will be retained, selected trees will be removed with roots left *in-situ* and treated preventing regrowth. Any ivy growing on the trees will be monitored. Where necessary, ivy will be cut back to restrict growth and to prevent trees collapsing under its weight. Ivy should be cut as close to the ground surface as possible, with roots left *in-situ* and treated to prevent regrowth.

Selected trees growing on key sight lines from the interpretation panel will be removed along with overhanging branches. Roots left *in-situ* and treated to prevent regrowth, ref fig 2.

Cut vegetation including brash and cut timber can be taken off site and burnt in adjacent woodland.

Piles of cut timber and branches can be left in selected locations to serve as invertebrate habitats or used to close minor paths for protection against erosion.

## Site of Chapel

Allow nettles to grow on the site of the chapel building/buildings It is hoped this will prevent users of mountain, BMX and motorbikes from causing damage to the building earthworks and below ground archaeological remains.

The nettles should be strimmed once a year and the arising's removed from site.

Nigel Hales Mousehold Heath Officer, Norwich City Council

David Robertson, Norfolk Monuments Management Project, Norfolk County Council

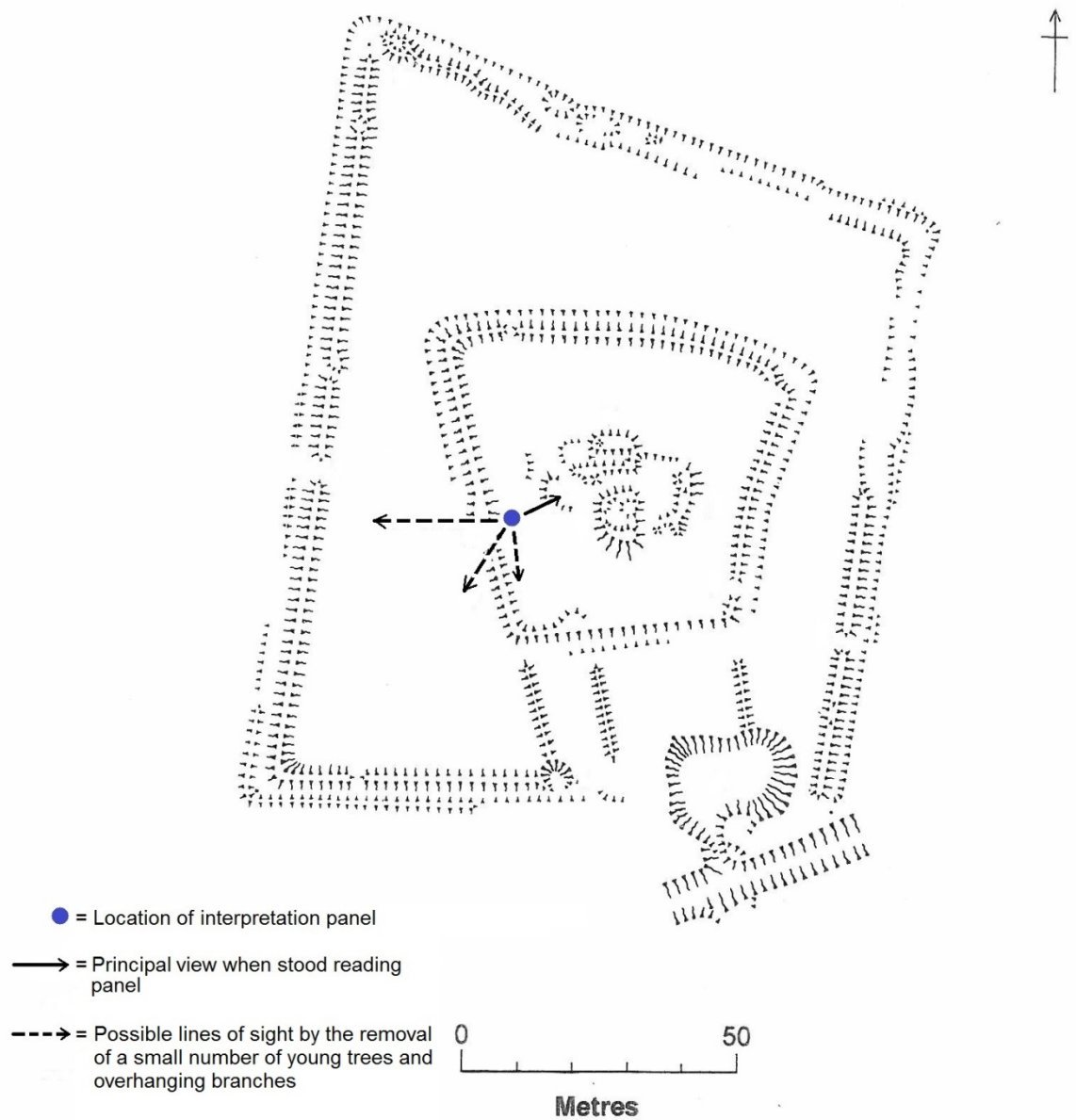
Fig 1



Fig 2

# St William's Chapel

## Mousehold Heath



© B Cushion

### Permissions

Fig 1 including an illustration produced by Jason Gibbons used courtesy of Norfolk County Council.

Fig 2 including an earthwork survey produced by Brian Cushion used courtesy of Norfolk County Council