

Mousehold Heath Conservators

Date: **Friday, 19 September 2014**
Time: **14:00**
Venue: **Mancroft room**

City Hall, St Peters Street, Norwich, NR2 1NH

Committee members:

Councillor Ackroyd
Councillor Barker
Councillor Bradford
Councillor Brociek-Coulton
Councillor Gayton
Councillor Jones
Councillor Maxwell
Councillor Little
Councillor Price
Margaret Bush, The Mousehold Heath
Defenders
Matthew Davies, The Norwich Fringe Project
Chris Southgate, The Norwich Society

For further information please contact:

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Information for members of the public

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

Agenda

- 1 Apologies**
To receive apologies for absence
- 2 Public questions/petitions**
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 Declaration 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** **4 - 9**

Purpose - To agree the accuracy of the minutes of the meeting held on 20 June 2014.
- 5 Mousehold Heath update** **10 - 17**

Purpose - To provide an update on issues and recent activities at Mousehold Heath.
- 6 Budget Monitoring Statement April – July 2014** **18 - 23**

Purpose - To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2014-15 and capital position.
- 7 Notes from management sub group and itinerant meeting** **24 - 27**

Purpose - To update Conservators on the meeting of the management sub group and itinerant meeting.
- 8 Dates of next meetings**

Purpose - To approve the following meetings of the Conservators, to be held at City Hall at 14:00 on:
19 December 2014
20 March 2015

Also to approve the following meetings of the Mousehold Heath Conservators sub group, to be held at City Hall at 14:00 on:
8 December 2014
10 March 2015

Date of publication: **Tuesday, 07 October 2014**

MINUTES**MOUSEHOLD HEATH CONSERVATORS****2.00pm – 5.25pm****20 June 2014**

Present: Councillors Bradford (in the chair following election), Ackroyd, Barker, Brociek-Coulton, Jones, Little, Margaret Bush and Chris Southgate

Apologies: Councillors Gayton, Maxwell and Price and Matthew Davies

1. APPOINTMENT OF CHAIR

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

2. APPOINTMENT OF VICE CHAIR

RESOLVED to appoint Councillor Little as vice chair for the ensuing civic year.

3. MINUTES

RESOLVED to agree the accuracy of the minutes of the meeting held on 17 January 2014 subject to amending 'Beach Drive' to read "Beech Drive" in item 3 and item 6 to read ...'Lenny Stamp' and ...'Paul Holley'.

4. PROVISIONAL OUTTURN 2013/14

The Finance control officer presented the report. He suggested conservators disregard the 'forecast variance' column in Appendix A and apologised that its inclusion had been unhelpful.

In reply to a question from Councillor Little, he said that setting a level of reserves was a matter for the conservators. As a large part of the budget was controllable programmed works, a level of 5% was deemed appropriate. He said that, in an emergency, the council's budgets were available to support the conservators if members of the council considered it appropriate.

In reply to a question from Chris Southgate, the Head of local neighbourhoods said that the conservators had signed up to a higher level stewardship scheme for restoring heathland with funding allocated by the rural payments agency.

RESOLVED to note the provisional outturn for 2013/14.

5. BUDGET MONITORING STATEMENT APRIL-MAY 2014

The Finance control officer presented the report.

The Head of local neighbourhoods said that the budget monitoring ensured visibility of the work programme that drove the precept requirement. He suggested a more detailed update on programme works and projects at the half year stage.

In reply to a question from Chris Southgate, the head of local neighbourhoods said that the budget for the refurbishment and repair to the pavilion had been agreed by the conservators some time ago. It was anticipated that the final costs should be within the scope of the approved budget.

RESOLVED to –

- (1) note the current budget monitoring position;
- (2) record the Mousehold Heath Conservators' appreciation of the contribution by Mark Smith, the finance control officer, to the work of the conservators and to wish him well as he would be leaving the council in the near future.

6. RISK PLANNING

The Head of local neighbourhoods presented the report.

In reply to comments and questions, he said that the preparation of an asset register was in the work programme for the current year. It would be reviewed annually thereafter. The chair suggested that listing notable trees should be included and Margaret Bush said that the Mousehold Heath Defenders had records of specimen trees on the heath.

RESOLVED to approve the risk plan subject to –

- (1) the action column regarding 'tree disease' be amended by adding ...'and take any appropriate action following guidance from the trees officer';
- (2) amending the action column regarding 'work plans and projects not completed' to read ...'...programme of works not completed...'.

7. DRAFT ANNUAL REPORT

The Head of local neighbourhoods introduced the draft annual report which had been produced following early discussions with the management sub group. It was still a work in progress with formatting required and photo captions to be added. A list of current conservators also needed to be included.

Chris Southgate suggested a number of ways he believed the draft could be improved including adding more information on the challenges faced i.e. bikers using the heath; the need to manage heritage elements such as the chapel site and the low percentage of actual heathland. The need to work within the budget was also a challenge but the successful way that the conservators did this was also a 'good story'. He believed that all of the paragraphs relating to 'push the pedalways' should be removed as this was not a Mousehold Heath Conservators' project.

Councillor Brociek-Coulton said that the Mousehold Fayre should be included in the events section and there should be more information on volunteering, particularly Norwich in Bloom. Also Jill Webb was listed as an 'individual volunteer' but was actually a member of the Mousehold Heath Defenders.

Margaret Bush suggested the introduction should include reference to why the heath was given to the city and to amend the first paragraph to say it was given by the Dean and Chapter and not 'the church'.

Councillor Little said there should be a reference to the varieties of birds seen on the heath. Chris Southgate agreed and suggested that information on all wildlife be included. This again was a good news element that should be emphasised.

RESOLVED to ask the head of local neighbourhoods to –

- (1) update the draft report as minuted above;
- (2) circulate the revised draft to a sub group including the chair and Councillors Ackroyd and Brociek-Coulton for "sign off" in July;
- (3) inform all Mousehold Heath Conservators when the report had been finalised.

8. PUSH THE PEDALWAYS

The Design, conservation and landscape manager, presented the report.

Councillor Little said he welcomed the plans for the project and was pleased with the routes chosen. He considered that the environmental sensitivities regarding creating the route with 3 metre wide asphalt on Beech Drive was relatively minor compared to the advantage of improving access to the heath for disabled people and those with wheelchairs as well as cyclists.

Margaret Bush said that the Mousehold Heath Defenders were happy with opening up Dragoon Street but did not support the proposal relating to Beech Drive as there were other available options which they believed were better. They also considered it would be dangerous where this route joined Gurney Road. They were not happy at the proposal to adopt the route as this was in fact a 'disposal' of part of the heath and Norfolk County Council would then have complete control over what happened with the route, including allowing utilities underneath.

Chris Southgate agreed with the Mousehold Heath Defenders' views that the Beech Drive option was not an appropriate solution. He questioned why the 2.5 metre wide

route had been deemed to be enough before but now a 3 metre wide route was proposed. They believed that the lighting of Valley Drive was not necessary. He did not accept the rationale that the route would discourage anti-social behaviour. He agreed that the Cavalry Drive element was more rational.

The Design, conservation and landscape manager said that the highways experts view was that the planned Gurney Road crossing would be a safe option. The proposal to adopt the route was to ensure that it was maintained by Norfolk County Council's budgets and this had worked well in other places such as the Marriott's Way cycle route. The 3 metre width would allow for a delineation of the space for cyclists and pedestrians. His aim was for the proposed lighting to include sensors which would light as people approached and if achieved would be a national first.

Councillor Ackroyd said that her main concern was the proposal for lighting.

Councillor Barker said that he could see 'pro's and cons' of the scheme. He was concerned not to spoil the heath; he did not consider that it was significantly more dangerous for cyclists to use the longer route and was unsure how lorries could be stopped from using an enhanced Beech Drive.

The chair welcomed the proposed improvement to Gurney Road and preferred this as the only route.

Councillor Brociek-Coulton also agreed that Beech Drive should not be included and that Gurney Road should be the only route.

Councillor Little said that the gradient was much worse for cyclists on Gurney Road. Enhancing Beech Drive would be acceptable encroachment on the heath. The conservators should aim to encourage more people to access the heath by cycle rather than the car. Also, he again implored the conservators to consider people with disabilities and pushchairs.

Some conservators suggested that improvements could be made to Beech Drive without the need for asphalt.

The Design, conservation and landscape manager said that if the conservators rejected the Beech Drive option the project board would probably implement the Gurney Road option alone. However, that was a matter for the board. Fewer cyclists would be encouraged to use the route and the project would be less successful as a result. In reply to a question from the chair, he could not say that the proposed crossing of Gurney Road would definitely go ahead if the Beech Drive route was not chosen.

In response to questions, the Head of local neighbourhoods said that his team would work with the push the pedalways project to ensure any works undertaken on the heath were carried out to the conservators satisfaction.

RESOLVED to –

- (1) endorse the decision of the push the pedalways executive board to create a good quality route for cycling and walking between Heartsease

and the city centre by implementing the following project elements that affect the legally designated areas of Mousehold Heath –

- (a) (voting unanimously) laying a 3 metre wide, sealed surface two-way cycle track with lighting on the alignment of Dragoon Street in the vicinity of the Ranger's House and clearing the adjacent sunken lane to make it useable by pedestrians, including a shallow cutting to create level access to Gurney Road and reinstating heathland habitat to the slopes of the new cutting, as shown in Appendix 1 of the report;
 - (b) (voting unanimously) widening of the footpath on the west side of Gurney Road between the junctions with Britannia Road and Mousehold Avenue into the carriageway by 1.2 metre average and the verge by 1.0 metre average (no more than 1.6 metre) to create a 3.0 metre wide unsegregated cycle and pedestrian path as shown in Appendix 1;
 - (c) (with 4 voting in favour, none against and 4 abstentions) to introduce lighting on Valley Drive as shown in Appendix 1, subject to sensors being used;
 - (d) (with 5 voting in favour, 3 against and no abstentions) the adoption as highway of the areas of cycle/walking path and associated lighting on Dragoon Street, Gurney Road, and Valley Drive that are created or upgraded through push the pedalways, in order to maximise the resources available for future maintenance;
- (2) (with 7 voting in favour, 1 against and no abstentions) not to endorse the proposal to lay a 3 metre wide sealed surface path along Beech Drive without lighting to provide an unsegregated cycling and pedestrian track between Gurney Road and Valley Drive.

9. MOUSEHOLD HEATH UPDATE

RESOLVED, having considered the report of the Head of local neighbourhood services, to note the recent activities that have been undertaken on Mousehold Heath.

10. MANAGEMENT SUB GROUP – NOTES OF PREVIOUS MEETING

RESOLVED to –

- (1) receive the notes of the management sub group meeting held on 7 April 2014;
- (2) ask the Head of local neighbourhood services to circulate the schedule of dates of future sub group meetings;
- (3) hold an itinerant meeting later in the year.

11. DATE OF NEXT MEETING

RESOLVED to note the following schedule of future meetings all to commence at 2.00pm –

Itinerant meeting – to be agreed

Friday, 19 September 2014

Friday, 19 December 2014

Friday, 20 March 2015

CHAIR

Report to Mousehold Heath Conservators
19 September 2014
Report of Head of local neighbourhood services
Subject Mousehold Heath update

Item

5

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

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

1. Management works

- Overgrown paths leading from the Pitch and Putt Car Park has been cut back by members of Norwich Community Green Gym, allowing easy access to the site.
- Two large areas of fly-tipping along Gilman Road were moved by Mousehold wardens.
- A large hole that developed at the base of St. James Hill was made secure and reported to be a collapsed sewerage pipe. Anglian Water has been notified.
- The miss-placed memorial plaque from Geoffrey Goreham's bench has been returned and is safe in the warden's office.
- Earth Heritage Trail interest points have been maintained by a Mousehold warden and volunteers.
- The Cavalry Track has been maintained by a Mousehold warden by cutting back encroaching vegetation.
- Ten trees and branches near footpaths have been made safe by the Mousehold wardens, including a large windblown birch tree blocking the Long Valley, and a large windblown birch tree which fell across Gurney Road in high winds.
- The Mousehold wardens have been working closely with PCSO's and Police Officers to stop a motorcyclist riding on the heath and recent occurrences of campers.
- Contact is maintained with the council's area contract development officer to ensure all relevant contracts are working effectively and to standard. Where issues have arisen these have been resolved.
- Ecological surveys including plant, bumble bee, bird, butterfly, and dragonfly have been completed by members of the community and Mousehold wardens across the site.
- Two new plant surveys have been undertaken by members of the Mousehold Heath Defenders.

2. Volunteers

There has been a total of 1017 volunteer hours worked on the site in the last quarter. These have been completed by:

- The Conservation Volunteers (TCV)
- Norwich Community Green Gym
- The Mousehold Heath Defenders
- A City College Duke of Edinburgh Award Scheme group
- The Assist Trust
- A work placement student and
- Volunteers from the community.

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.

3. Events

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

- The Mousehold Heath Fair organised by the Mousehold Heath Defenders, attracted an estimated 500 members of the community to the Fountain Ground.
- Eid al Fitr prayers to mark the end of Ramadan on Fountain Ground.
- A school holiday Playdays event organised by Norwich City Council Events Team took place on the Fountain Ground in July.
- Five events from the guided walk programme have been completed increasing understanding and enjoyment of the site.
- An environmental education activities evening for Sprowston Beavers group were organised and led by Mousehold wardens.
- Additional guided walks for Norwich MIND and Norwich Family History Group have been led by Mousehold wardens.
- A number of Forest School and Wild4 environmental education activities have taken place.
- Two Norwich HEART Heritage walks have been organised for the heath in mid-September.
- A number of bee and plant surveys have been completed on St. James Hill by members of Mousehold Heath Defenders and a Mousehold warden.
- Two new plant surveys have been undertaken by members of the Mousehold Heath Defenders

4. Annual work programme

Conservators requested at their last meeting an update on the implementation of the annual work programme. This is attached as appendices to the report.

**ITEM 5
APPENDIX**

Mousehold Heath project costing for 2014/15 Draft

Type	Priorit y	Location Name	Item	Action	Managem ent Plan Map 5 Aerial Map Location	Managem ent plan Obj.	Estimat ed cost £	Lead	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Six month update from April to September 2014	Expendit ure
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	Ongoing monitoring	o
	1	Long Valley	Wildlife Pond	Monitor condition	E6	4.8	0	MW								MW	MW				Ongoing monitoring	o
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		These areas are to be cut on a rotational basis over the winter period	o
	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		7 work parties completed. Ongoing work parties	595
	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		This works is part of the HLS agreement and will be undertaken throughout the winter months, within areas 1 and 2 (page 21) of the management plan.	o
	1	St. James' Hill	Scrub clearance	Cut back scrub/paths	E13-14/F13-14/ G12-14/H13-14	4.5	0	MW								TCV/MW	TCV/MW	TCV/MW	TCV/MW		These areas/paths will be cleared by volunteer help throughout the winter period.	o
	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		Ongoing treatment of cut stumps.	o
	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							Areas of bracken has be targeted by volunteers to encourage heather regeneration primarily in areas 1 and 2 (page 21) of the management plan. 9 TCV work parties completed.	1,190
	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								Ongoing monitoring with School.	
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 remove 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						This area will be cut as part of our contract with NPS.	o
	1	The Anthills	Grassland management	Cut areas & remove arisings (Cons.Cut 5) TCV GG MW	G8/H8	4.6	0	MW/TCV							TCV/G G MW						This area will be cut using volunteer help within the Autumn period.	o
	1	The Anthills	Grassland management	Control any encroaching scrub TCV GG MW	G8/H8	4.6	0	MW/TCV								TCV/G G MW	TCV/G G MW	TCV/G G MW	TCV/G G MW		This area will be thinned out by volunteer help through the Winter period.	o
	2	St James' Hill/Cav Track area	Scrub management	Control, or coppice areas on rotation	E14/F12-14/G14	4.6	0	MW							TCV/G G MW	TCV/G G MW	TCV/G G MW				This area will be managed by volunteers through the Autumn and Winter period.	o
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 - Woodla	2	All areas	Coppicing, pollarding	Expand woodland ride and glades using work parties and contractors		4.7 9.2	0	MW								TCV/G G MW/C	TCV/G G MW/C	TCV/G G MW/C	TCV/G G MW/C		This works will be undertaken throughout the Winter period.	o

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	1	Off site	Web Site and leaflets	Update leaflets and city council Mhold web pages		4.10	0	MW	MW	MW	MW										The Communications team were invited to a conservators meeting to discuss future promotion of the heath.	
	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	A guided walk and talk programme was displayed and ongoing monitoring of contract	
	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	Ongoing monitoring of site	
	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	Ongoing monitoring of site	
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							Ongoing maintenance	
	2	All Paths	Paths	Level/fill as necessary		4.11	0	MW			MW	MW	MW								Ongoing maintenance	
	1	St. James' Hill	Easy access track	Cut back encroaching scrub TCV GG work parties		4.11	0	MW								MW	MW				Completed	
	2	Cavalry Track	Path	Trim back as necessary	F13/G12-13	4.11	0	MW				MW				MW					Completed	
	1	Fountain Ground	Bandstand/Changing Rms	Electrical safety testing	F9	4.11	0	MW			MW										Completed	
	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	Maintenance work completed	
	1	Britannia Rd car park	Car park	Essential maintenance as required	G12-13/H13	4.11	1,000	MW	C	C	C								MW	MW	Works ordered	
	1	Pitch & Putt car park	Car park	Essential maintenance as required	J5	4.11	1,000	MW	C	C	C								MW	MW	Works ordered	
	1	Pavilion/Gilman Rd/ Ice Cream van concession/ Gurney Rd car parks	Car parks	Maintain as necessary		4.11	1,000	MW	C	C	C	C	C	C							Works ordered	
	3	Whole site	Interpretation stations	Renew and update when necessary		4.11	0	MW		MW											St. Williams Chapel interpretation panel awaiting decision on style to be agreed by Conservators	
	3	Selected locations	Welcome to Mhold signs	Review potential new signs		4.11	0	MW		MW											As and when needed	
	2	Various	Benches	Replace/repair as necessary		4.11	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing repair and maintenance	
	2	Various	Signs	Replace/repair as necessary		4.11	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing monitoring	
	2	Various	Infrastructure upkeep and renewals	Replace, maintain, repair and renew as required	G12-13/H13	4.11	5,000	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	All three litter bins at St. James Hill will be re secured into the ground.	
	3	Car parks	Car park surfacing	Review durable surfaces		4.11	0	MW									MW	MW			To be discussed at Conservators meetings	
	3	Areas with BMX activity	BMX biking	Monitor & review measures to resolve unauthorised BMX activities		4.11	0	MW		MW			MW								Ongoing monitoring	
	1	Whole site	Emergency works	Emergency repairs contingency		4.11	1,500	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Height barrier at Hill Farm Track repair. Awaiting decision regarding replacement of Geoffrey Goreham memorial bench. Hole appeared at the bottom of St. James Hill on bend of Gurney Road.	
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	MW	Completed	
		Off site	Conservators Meeting			5.1	0	CO	MHC			MHC			MHC			MHC			Completed	
		Off site	Cons Working Group Mtg			5.1	0	CO			MHC			MHC			MHC			MHC	To be arranged	

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	2	Whole site	Itinerant	Organise site visit to review work plan progress & priorities for next financial year		5.1	0	CO/MW													Completed	o	
	1	Off site	Annual Work Programme	Drafted and agreed by Conservators		5.1	0	MW									MW	MW			Completed	o	
	2	Heathland Areas	Heathland Regeneration	Monitor heathland regeneration	Selected Sqs	5.1	0	MW					MW	MW	MW						Ongoing surveying and monitoring	o	
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									9 surveys completed	o	
	2	All	Butterfly transect	Complete 26 week transect		5.1	0	MW	MW	MW	MW	MW	MW								40 surveys completed	o	
	2	All	Fungi/plant/bumblebee survey.	Survey & record Fauna and Flora		5.1	0	MW/D	D	D	D	D	D	D	D	D	D	D	D	D	Fungi survey walk 15.10.14. 5 Plant and 5 bumblebee surveys completed on St James Hill.	o	
	2	All	Miscellaneous species	Collate records		5.1	0	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing	o	
	2	All	Dragonfly survey	Monitor monthly throughout season		5.1	0	MW		MW	MW	MW	MW	MW							4 surveys completed.	o	
	2	All	Annual report	Collate information & produce report		5.1	0	MW	MW	MW											Completed	o	
	1	Heathland areas	Heathland Management	Implement Higher Level Stewardship (HLS) agreement		4.5	0	MW	MW	MW	MW										Ongoing	o	
Supplies and Services																							
Equipment and Tools Repairs	1	All	Site management works	Purchasing	NA	All	450	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing to support the implementation of the management plan	446.13	
Equipment and Tools Purchas	1	All	Site management works	Repairs and maintenance	NA	All	450	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing to support the implementation of the management plan	211.46	
Advertising and Promotion (35	1	All	Service	leaflets/guided walks/reports	N/A	All	960	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing, to promote the site and generate educational events for the public and schools	o	
Printing (3570)	1	All	Service	Printing/leaflets	N/A	All	300	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing, to develop relationships with our communications section for promotion of the Heath in accordance with our management plan.	o	
Protective clothing 3550	1	All	Service	Health and Safety	NA	All	190	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	MW	Ongoing/ Patrolling/Tree survey	173	
Available funds							26,589														Total	o	2615.59
Balance							26,589																
							0														Balance		26,589

KEY;	MHC	Mousehold Heath Conserv.	2
	D	Mousehold Defenders	2
	C	Contractor	2
	ARB	Arboriculture section	
	CO	Committee Officer	
	GG	Green Gym	
	TCV	The Conservation Volunteer	
	NGP	Norfolk Geodiversity Partne	
	A&CM	Asset & City Management	
	MW	Mousehold Wardens	

Report for Information

Report to Mousehold Heath Conservators
19 September 2014

Item

Report of Chief Finance Officer

6

Subject Budget Monitoring Statement April – July 2014

Purpose

To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2014/15 and capital position.

Recommendations

That the Conservators note the current budget monitoring position

Financial Consequences

This report states the budgetary position for Mousehold Heath and as such there are no additional financial consequences to this report for 2014/15.

Strategic Objective/Service Priorities

The report helps to achieve the corporate objective to achieve strong financial management and stability, together with the service plan priority to improve Budget Preparation, Balancing and Monitoring to provide members (and officers) with relevant accurate and timely financial information to assist them in formulating policy and allocating resources, and to enable the Head of Finance to exercise the additional statutory responsibilities contained in the Local Government Act 2003, i.e. to advise on the robustness of estimates and adequacy of reserves, and to monitor performance against budget.

Contact Officers

Nisar Ahmed (Finance Control Manager)

01603 212561

Background Documents

Working papers

Report

1. Conservators approved a budget and precept for financial year 2014/15 of £210,904 at their meeting of 17 January 2014.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Budget monitoring is undertaken at the end of each month and Appendix A details the financial position for Mousehold Heath as at the end of May 2014, and comparison of the expected out turn to the annual budget. Where appropriate, explanations for variances are given in paragraph 2 below.
3. The letters preceding the explanation below cross reference with the corresponding letter in the comments column of Appendix A.
 - A. Depreciation is budgeted for but does not impact on balances, since it is reversed out of the revenue accounts. Impairments and IAS 19 Pension charges are not budgeted for, but again do not impact on balances, since they are reversed out of the revenue accounts.
 - B. The salary forecast outturn shown is for a £3.3k overspend, based on actual spend to date.
 - C. Premises costs have come more in line with the budget and we expect this trend to continue throughout the financial year.
 - D. The expected income from football pitches is not yet being allocated directly to Mousehold, also the budgeted grant income has also not yet been received.
 - E. Support service costs and other recharges will be processed later in the year. The forecast outturn reflects an expectation that recharges will match budgets.
4. Overall the budget shows a forecast underspend of £24,035. Because budget moves during the course of the year, to reflect variations and changes in anticipated overheads, and because some budget items (e.g., depreciation) do not impact on the conservators' balances, this figure does not compare directly with the precept figure.
5. The impact of the precept and forecast 2014/15 budget monitoring position (adjusted to neutralise the impact of budget and accounting adjustments described above) on the Mousehold Heath balances are as follows:

Provisional balance brought forward from 2013/14	-£10,646
Precept 2014/15	-£210,907
Forecast Outturn 2014/15	£188,350
Less: Accounting Items AIS19 and Depreciation	£0
Less: 3rd instalment of Pension Deficit costs	£2,808
Forecast balance to be carried forward to 2015/16	-£30,395
Movement in Year	£235

6. The position on capital is as follows, with no spend in 2014/15 to date or budgeted:

Rangers House receipt brought forward	- £118,767
Changing Rooms spend 2014/15	£0
Mottram Memorial spend 2014/15 981040-6102-5321	£0
Balance of receipts	- £118,767

7. Appendix A

Budget Monitoring Report

Year: 2014/15

Period: 4 (July)

42102 Mousehold Heath Conservators

Neighbourhood Services

Approved Budget	Current Budget		Budget To Date	Actual To Date	Variance To Date	Forecast Outturn	Forecast Variance
EXPENDITURE							
Employees							
65,925	65,925	1405 Salaries Full Time	21,976	22,546	570	67,639	1,714
7,536	7,536	1406 Salaries Employer PF Contrib'ns	2,512	3,040	528	9,120	1,584
4,108	4,108	1935 Pension Added Years share	1,368	0	(1,368)	4,108	0
6,095	6,095	1939 Pension Deficit Recovery share	6,095	0	(6,095)	6,095	0
1,045	1,045	1990 Employee/Liability Insurance	0	0	0	1,045	0
84,709	84,709	Subtotal Employees	31,951	25,586	(6,365)	88,007	3,298
Premises							
4,000	4,000	2100 General Repairs & Maintenance	1,332	830	(502)	2,490	(1,510)
2,000	2,000	2600 Grounds General Mtce & Upkeep	668	0	(668)	0	(2,000)
75,855	75,855	2651 Grounds Maintenance contract	25,284	26,712	1,428	80,137	4,282
4,239	4,239	2655 Treeworks	1,412	1,493	81	4,478	239
598	598	2810 Electricity	200	273	73	818	220
750	750	2850 Water Charges Unmetered	252	0	(252)	0	(750)
750	750	2853 Sewerage Charge Metered	252	0	(252)	0	(750)
6,238	6,238	2875 Contract Cleaning	2,080	2,076	(4)	6,228	(10)
94,430	94,430	Subtotal Premises	31,480	31,384	(96)	94,151	(279)
Transport							
1,260	1,260	3080 Car and Cycle Allow ances	420	200	(220)	599	(661)
1,260	1,260	Subtotal Transport	420	200	(220)	599	(661)
Supplies & Services							
450	450	3370 Equipment - Purchase	152	57	(95)	171	(279)
450	450	3371 Equipment - Repairs/Maintenance	152	84	(68)	252	(198)
290	290	3399 Stationery Recharges	96	0	(96)	0	(290)
190	190	3550 Clothing and Uniforms General	64	132	68	397	207
300	300	3570 DPP Printing Costs	100	0	(100)	0	(300)
100	100	3710 Telephones General	25	0	(25)	0	(100)
190	190	3715 Mobile Phone Rentals & Calls	64	0	(64)	0	(190)
960	960	3910 Advertising General	320	480	160	1,440	480
2,930	2,930	Subtotal Supplies & Services	973	753	(220)	2,260	(670)
Capital Financing							
3,250	3,250	5701 Depreciation (Operational Assets)	0	0	0	3,250	0
3,250	3,250	Subtotal Capital Financing	0	0	0	3,250	0
186,579	186,579	Subtotal EXPENDITURE	64,824	57,923	(6,901)	188,268	1,689
INCOME							
Receipts							
0	0	8063 Insurance Costs Recovered	0	(4,610)	(4,610)	(13,830)	(13,830)
(3,000)	(3,000)	8123 Football	(1,000)	0	1,000	0	3,000
(13,000)	(13,000)	9039 Other Rents	(4,332)	(6,500)	(2,168)	(19,500)	(6,500)
(1,800)	(1,800)	9132 Catering Concessn Pitch & Putt	(600)	(900)	(300)	(2,700)	(900)
(17,800)	(17,800)	Subtotal Receipts	(5,932)	(12,010)	(6,078)	(36,030)	(18,230)
Government Grants							
0	0	7097 Government Grants: Specific	0	(1,047)	(1,047)	(3,141)	(3,141)
(2,070)	(2,070)	7099 Government Grants: Non-Specific	(692)	0	692	0	2,070
(2,070)	(2,070)	Subtotal Government Grants	(692)	(1,047)	(355)	(3,141)	(1,071)
(19,870)	(19,870)	Subtotal INCOME	(6,624)	(13,057)	(6,433)	(39,171)	(19,301)
INDIRECT							
Centrally Managed							
14,000	14,000	R100 Day to Day Reps (ES/Prop Grp)	4,668	930	(3,738)	14,000	0
14,000	14,000	Subtotal Centrally Managed	4,668	930	(3,738)	14,000	0
Recharge Expenditure							
4,426	4,426	4040 CDS IT Services Recharge	0	0	0	4,426	0
5,147	5,133	5022 CDS HR Services Recharge	0	0	0	5,133	0
1,814	1,814	5024 Property Services Recharge	604	159	(445)	478	(1,336)
7,258	7,487	5026 CDS Finance Services Recharge	0	0	0	7,487	0
6,036	6,221	5044 CDS Management Support	0	0	0	6,221	0
1,388	1,508	5047 CDS Comms + Research	0	0	0	1,508	0

Budget Monitoring Report Year: 2014/15 Period: 4 (July)

42102 Mousehold Heath Conservators

Neighbourhood Services

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
5,087	5,087	5097 Recharge from AHOs/One Stop	1,696	0	(1,696)	0	(5,087)
31,156	31,676	Subtotal Recharge Expenditure	2,300	159	(2,141)	25,253	(6,423)
45,156	45,676	Subtotal INDIRECT	6,968	1,089	(5,879)	39,253	(6,423)
211,865	212,385	Total Mousehold Heath Conservators	65,168	45,956	(19,212)	188,350	(24,035)

ITEM 7

Mousehold Heath Conservators management sub group meeting

Friday 5 September 2014 Britannia Cafe

Present

Cllr David Bradford

Cllr Barker

Margaret Bush

Will Stewart, Mousehold Warden

Lenny Stamp, Community & neighbourhood manager North

Guest:

Davina Tanner, CEO Britannia Enterprises Norwich Ltd

Apologies

Chris Southgate

From previous sub-group meeting:

Conservators asked that the wardens:

- approach the company and ask what mutual benefit might be achieved from visitors to the café using the car park and the company helping to maintain the facility
- put on hold the surface treatment for the time being but to ensure it is completed for the summer

In view of the above Davina Tanner was invited to this meeting

Britannia Café

The work of the enterprise was introduced and how low category prisoners contribute to the café and other work across the city. Davina informed the meeting that the café was doing better than expected and she realised that there was additional use of the car park opposite the café.

The usage of the car park was discussed and Davina said that she was aware of:

- the impact on the car park since opening
- users of the heath were also using the café
- the café encouraged visitors to the heath and
- provided a place for refreshments for visitors
- a further review in six months to assess the impact further

Davina informed the meeting that since the café opened there has been positive feedback about visits to Mousehold Heath placed on Trip Advisor; she also acknowledged that there was an impact on the car park, and the additional vehicles had a significant effect on the surface. Davina indicated that she may be able to offer a small contribution towards additional resurface work in the future.

Working Groups

Working groups for Mousehold was included in the discussion, and it was agreed that:

- Groups would be available from April 2015, after new accommodation block was in use
- Davina would liaise directly with Nigel Hales and Will Stewart about a work programme for clients
- There would be a review after six months of the work groups

Tree Works on St James Hill

Management of the trees on St James Hill was mentioned which seem to block the view across the city. Will Stewart informed the meeting that there was a current programme which will include:

- Coppicing of the bordering trees and bushes
- Trimming of branches; and
- Removal of one tree by bark ringing

The meeting was closed by David Bradford all where thanked for attending and reminded of the following Itinerant meeting to discuss further the wear and tear on Britannia Road car park.

Mousehold Heath Conservators itinerant meeting

Cllr Bradford, Cllr Little, Cllr Brociek-Coulton, Cllr Barker, Cllr Maxwell, Margaret Bush

Lenny Stamp, William Stewart, Bob Cronk, Paul Holley, Sarah Cracknell and Angela Western (NPS Norwich)

Britannia car park

Conservators considered the wear and tear of the car park surface and agreed to ask NPS for some alternative design options for a more robust car park surfacing that reduced costs but was in keeping with Mousehold Heath.

Mousehold Avenue

Surface water flooding

The use of the woodland hollow at the junction of Gurney Road and Mousehold lane as a soak away was agreed.

The Pavilion

NPS were asked to:

- request proposals from the leaseholder on the possible future maintenance of the toilet provision on the basis of previous suggestions
- ask that the leaseholder confirms if they wish to explore an increased outside eating area
- investigate if the current lease describes public usage of the external eating area;
- progress the lease and explore how it can be used to minimise size of lorries using the car park and access track

The wardens were also requested to remove one dead conifer tree on the edge of the car park, to open up sight line of the pavilion.

Heathland Higher Level Stewardship (HLS) Agreement

An area of recent HLS funded heathland restoration was visited. Heather seedlings could be seen in areas scrub cleared and humus stripped earlier in the year.

Conservators were pleased with the progress of the heathland restoration and HLS agreement.

Woodland Management

Beech Drive – a discussion concluded that encroaching vegetation onto the drive could be cut back, possibly by prison work parties.

The natural thinning of a large beech tree had created a natural glade which was now an important habitat for woodland butterfly species.

Woodland Management Update – an update was given stating that work was still being undertaken in accordance with Management Plan, including tree inspection

and safety surveys, ride and glade creation/conservation and the removal of non-native invasive species such as laurel and sycamore saplings.

Woodland Diseases - the only woodland disease presently affecting the heath is the Horse Chestnut leaf minor disease (first recorded 2002 in UK) which causes leaves on Horse Chestnut trees to colour and fall early. If the tree is in good health it should survive the disease.

Due to Mousehold Heath's acidic soils, Chalara Ash Dieback disease is not a major threat as only a few young ash trees grow on the site.

Further information and discussion on these subjects will be included in a Woodland Management Update at the next sub group meeting.