

Mousehold Heath Conservators

Date: **Friday, 30 September 2022**
Time: **14:00**
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

Committee members:

Councillor Sands (M) (chair)
Councillor Brociek-Coulton (vice chair)
Councillor Champion
Councillor Galvin
Councillor Kendrick
Councillor Kidman
Councillor Lubbock
Councillor Peek
Councillor Schmierer
Matthew Davies, Norwich Fringe
Project
Marion Maxwell, Mousehold Heath
Defenders
John Trevelyan, The Norwich Society

For further information please contact:

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Agenda

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|----------|--|----------------|
| 1 | Apologies

To receive apologies for absence | |
| 2 | Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting) | |
| 3 | Public questions/petitions

To receive questions / petitions from the public which have been submitted in accordance with the council's constitution. | |
| 4 | Minutes

Purpose - To approve the accuracy of the minutes of the meeting held on 17 June 2022. | 3 - 6 |
| 5 | Management sub-group meeting dates

To agree dates for the Mousehold Heath Conservators management sub-group. Suggested dates are: <ul style="list-style-type: none">• Friday 18 November at 2pm• Friday 10 February at 2pm. | |
| 6 | Mousehold Heath budget monitoring to 31 July 2022

Purpose - To provide the 2022/23 financial year revenue budget monitoring position and 2022/23 capital receipts balance as at 31 July 2022. | 7 - 12 |
| 7 | Mousehold Heath management update 1 June to 5 September 2022

Purpose - To provide a quarterly update on activities on Mousehold Heath relating to the delivery of the Mousehold Heath management plan objectives. | 13 - 20 |

Date of publication: **Thursday, 22 September 2022**



Mousehold Heath Conservators

14:00 to 15:05

17 June 2022

Present: Sands (M) (chair following election), Champion, Giles, Kendrick, Kidman, Lubbock, Peek and Schmierer and Clare Cohen (Mousehold Heath Defenders) and John Trevelyan (Norwich Society)

Apologies: Councillors Brociek-Coulton (vice-chair following election), Galvin and Matthew Davies (Norwich Fringe Project)

1. Appointment of chair

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

2. Appointment of vice-chair

RESOLVED to appoint Councillor Brociek-Coulton as vice-chair for the ensuing civic year.

3. Public Questions/Petitions

There were no public questions or petitions.

4. Declarations of interests

There were no declarations of interest.

5. Minutes

RESOLVED to approve the accuracy of the minutes of the meeting held on 18 March 2022.

6. Appointments to the management subgroup

The chair reminded members that the chair and vice chair of the committee were automatically appointed to the subgroup.

RESOLVED to appoint Councillors Champion and Peek and Clare Cohen to the management subgroup.

7. Mousehold Heath Conservators annual report 2021-22

The head of environment services introduced the report. The Conservators agreed an annual work programme and budget in January each year for the following financial year. The plan would be monitored at subsequent committee meetings.

A member referred to the fact that the football goalposts had been stolen and not replaced for a whole year and was disappointed that they were not replaced sooner to enable bookings for the pitch to be taken.

RESOLVED to:

- 1) note the content of the report.
- 2) publish a simplified summary of the report highlights, on the Mousehold Heath web page.
- 3) note that the promotion of the heath continues in order to raise awareness of its value as an open space and the opportunities it has to offer for residents and visitors.
- 4) approve that authority is delegated to the parks and open spaces manager to produce the finished version of the summary report with the communications team; and
- 5) ask the head of environment services to establish why goalposts were not replaced quicker.

8. Quarter one management update

The head of environment services introduced the report. There had been high levels of activity at the heath, which was recognised as an important resource for the health and wellbeing of the city. The report highlighted the range of activities the wardens were committed to.

In response to Councillor Champion's question Councillor Giles advised that the concession on Britannia Road was now in operation.

A member asked when the ground works which planned to level off one entrance to the car park at Britannia Road were to be completed. The head of environment services agreed to feed an update back to committee on the progress of the works.

Councillor Kendrick advised that he had written to McDonalds regarding their planning application for a restaurant near the heath asking how they would mitigate litter. As a result, a question and answer session, would be held for conservators and interested members could contact him if they wished to attend.

A member considered the cost of litter picking on the heath could be mitigated by an article in the citizen explaining to the public the costs incurred, to which members agreed.

Members expressed thanks to the wardens, defenders and volunteers for their hard work on the heath.

RESOLVED to:

- 1) note the quarter one management update;
- 2) ask the head of environment services to provide an update on the planned grounds work at Britannia Road carpark; and
- 3) ask the head of environment services to speak to the communications team about a potential article on litter and its impacts at the heath.

9. Public toilet refurbishment at Gurney Road car park

The head of environment services introduced the report. There were four options to consider and members were being asked to choose an option in order that quotes could be obtained for works. Officers were recommending option four, the provision of a mixed gender layout including baby changing and disabled access. Members agreed with this option in principle but debate ensued about disabled facilities provision.

A member suggested that disabled facilities should be upgraded to be a 'changing places'. This was a scheme whereby there would be space and provision to change a disabled adult. The head of environment services proposed that a quote for a changing places facility could be obtained in addition to the quote for option four as it currently stood. He highlighted that it was likely that the costing for changing places would be beyond the budget available.

John Trevelyan noted that the report referred to the Norwich Society identifying the toilets as being locally listed but it was not clear this the case. He had reviewed records and the pavilion seemed to be locally listed but this did include the toilets. He noted further that being on a local list did not give legal protection from works being carried out. He also questioned whether the city council or the Mousehold Heath Conservators were responsible for costs of works. He perceived that the Conservators were responsible for cleaning and maintenance in terms of minor works but major works fell to the city council as landlord. It was agreed that the head of environment services would seek clarity on the position and update the committee at its next meeting.

RESOLVED to:

- 1) ask the head of environment services to provide a quote on option four as detailed within the report;
- 2) ask the head of environment services to provide a quote on including a changing spaces facility alongside option four as detailed within the report;
- 3) ask the head of environment services to provide clarity on which body was responsible for covering the costs of works at the toilets;

10. Implementation of the programme of roofing works

The head of environment services introduced the report which confirmed the funding was in place for the programme of works for the pavilion roof.

The chair noted that he was pleased to see the issue with scaffolding as detailed in paragraph 7 was resolved. Works which had been planned over two financial years 2021/22 and 2022/23 would be undertaken together to enable a cost saving as scaffolding was needed for both stages.

Members discussed who was responsible for paying for the works on the pavilion roof. John Trevelyan said the Conservators were responsible for this as they received the rental income for the pavilion and therefore expenditure sat with the group too.

RESOLVED to authorise the programme of works as detailed in the report.

11. Itinerant meeting date

The head of environment services said that the itinerant meeting was a good opportunity for members of the committee to meet with the wardens on the heath and agree priorities. Members suggested that Norwich City Services Limited (NCSL) as a key partner be invited as well.

Resolved to:

- 1) conduct an itinerant on Friday 2 September 2022 meeting at 14:00 in the car park by Zaks restaurant; and
- 2) to ask the head of environment services to invite a representative from NCSL to attend the itinerant meeting.

CHAIR



Committee Name: Mousehold Heath Conservators

Committee Date: 30/09/2022

Report Title: Mousehold Heath budget monitoring to 31 July 2022

Portfolio: Councillor Giles, Cabinet member for community wellbeing

Report from: Head of environment services

Wards: Catton Grove and Crome

OPEN PUBLIC ITEM

Purpose

To provide the 2022/23 financial year revenue budget monitoring position and 2022/23 capital receipts balance as at 31 July 2022.

Recommendation:

To note the current budget monitoring and reserves positions.

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

Mousehold Heath Management Plan Objectives

The report helps to meet the Mousehold Heath Management Plan objectives.

1. Review the current budget monitoring and reserves positions to meet objectives set out in the Mousehold Heath Management Plan.
2. The objectives are:
 - A) To ensure Mousehold Heath is a welcoming place for people to visit.
 - B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
 - C) To ensure that Mousehold Heath is clean and well maintained.

- D) To manage Mousehold Heath in a way that has a positive impact on the environment.
- E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
- F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.
- G) To provide opportunities for local communities to be involved in all aspect of our work.
- H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

Report Details

1. Conservators approved a precept for the financial year 2022/23 of £246,082 at their meeting of 21 January 2022.
2. The Conservators have requested that budget reports be brought to their meetings on a regular basis. Appendix A details the financial position for Mousehold Heath as at the end of July 2022, and comparison of the expected outturn to the annual budget. The only significant variances to comment on at this stage is additional income from Catering Concession Pitch & Putt.
3. Corporate recharge budgets are no longer shown against individual cost centres within the General Fund, for accounting presentation purposes. All corporate recharges are still calculated in line with agreed principles. The Conservator's element of the recharges has been included within the figures in this report, for consistency between accounting periods.
4. Overall, the budget shows a forecast underspend of £3,529.
5. The impact of the precept and forecast 2022/23 budget monitoring position on the Mousehold Heath balances are as follows:

Table 1:

	£
Balance brought forward from 2021/22	(33,843)
Precept 2022/23	(246,082)
Forecast Outturn 2022/23	242,553
Forecast balance to be carried forward to 2023/24	(37,372)
In-year movement in reserves (underspend)	(3,529)

6. The prudent minimum level of reserves was assessed in 2021/22 for it to be £9,800. The reserve balance is expected to continue to exceed the prudent minimum balance.

Capital

7. The position on capital reserve is as below, with no spend incurred in 2022/23 to date. There are no current items in the capital budget, therefore no spend can be incurred in 2022/23 without a budget amendment to Council.

	£
Rangers House balance brought forward	(100,766)
Interest accrued on balance up until March 2022	(3,286)
Forecast balance of receipts at 31/03/2022	(104,092)

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

Risk Management

Risk	Consequence	Controls Required
Financial	Failure to adequately plan and monitor finances could result in insufficient resources being available to deliver the aims and objectives of the Management Plan and Annual Work Programme.	Ensure that sufficient financial and management information is available to continue management and maintenance programme.

Reasons for the decision/recommendation

8. Revenue budget and capital receipts balance monitoring will ensure that there are adequate resources to implement Mousehold Heath Management Plan and Annual Work Programme.

Appendices: A Mousehold Heath Conservators Provisional year end outturn report April - July

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**Appendix A: Mousehold Heath Conservators Provisional year end outturn
report April - July**

	Budget (£)	Actual to P4 (£)	Forecast outturn (£)	Forecast variance (£)
Salaries	76,270	24,853	76,270	0
Employers Pension Contributions	10,028	3,241	10,028	0
Annual Added Years Payments	3,581	0	3,581	0
Pension Deficit Recovery	15,809	0	15,809	0
Employee/Public Liability Insurance	474	0	474	0
General Repairs & Maintenance	15,000	654	15,000	0
Contract Cleaning	10,131	0	10,131	0
Electricity	1,554	0	1,554	0
Grounds General Maintenance	2,204	0	2,204	0
Recharge from GMO main contract	66,151	0	66,151	0
Tree works	8,731	0	8,731	0
Fire Insurance Buildings/Contents	35	0	35	0
Water Charges Metered	81	0	81	0
Car and Cycle Allowances	800	289	800	0
Clothing and Uniforms General	500	67	500	0
Equipment - Purchase	450	430	450	0
Equip-Repairs/ Maintenance	650	323	650	0
Other Equipment and Tools	550	196	550	0
Refreshments	745	66	745	0
Staff Conference & Course Fees	500	0	500	0
Specialist Supplies	445	0	445	0
Projects	4,046	0	4,046	0
Other Contractual Services	7,110	710	7,110	0
Recharge from AHOs	5,000	0	5,000	0
Football	(1,404)	0	(1,404)	0
Sponsorship - External Orgs	0	(329)	(329)	(329)
Other Rents	(15,000)	(7,500)	(15,000)	0
Catering Concession Pitch & Putt	(1,800)	(3,097)	(5,000)	(3,200)
Government Grants - Specific	(2,204)	0	(2,204)	0
Corporate Recharges	35,645	0	35,645	0
	246,082	19,904	242,553	(3,529)

Committee Name: Mousehold Heath Conservators

Committee Date: 30/09/2022

Report Title: Mousehold Heath management update 1 June to 5 September 2022

Portfolio: Councillor Giles, Cabinet Member for Community Wellbeing

Report from: Head of Environment Services

Wards: Catton Grove and Crome

OPEN PUBLIC ITEM

Purpose

To provide a quarterly update on activities on Mousehold Heath relating to the delivery of the Mousehold Heath management plan objectives.

Recommendation:

It is recommended that the Conservators note the contents of the report

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the sustainable and healthy city corporate priority.

This report addresses Deliver a Capital Investment Programme in our parks that will improve visitor experience, maintain our heritage assets and improve community cohesion. strategic action in the Corporate Plan.

The report helps to meet the Mousehold Heath management plan objective(s):

A: To ensure Mousehold Heath is a welcoming place for people to visit.

Report Details

1. The report details the work, activities and issues arising on, and relating to the delivery of the Mousehold Heath management plan objectives.
2. The objectives are:
 - A) To ensure Mousehold Heath is a welcoming place for people to visit.
 - B) To protect Mousehold Heath and ensure that it is a safe and secure place to visit.
 - C) To ensure that Mousehold Heath is clean and well maintained.
 - D) To manage Mousehold Heath in a way that has a positive impact on the environment.
 - E) To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.
 - F) To safeguard the historic landscape, archaeological features and buildings of Mousehold Heath.
 - G) To provide opportunities for local communities to be involved in all aspect of our work.
 - H) To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

Objective A: To ensure Mousehold Heath is a welcoming place for people to visit.

AP80/03 MOUSEHOLD CONSERVATORS ITINERANT

1. An itinerant meeting was arranged for committee members to discuss the management of the site regarding the implementation of the management plan and the implementation of the biodiversity strategy for the improvement of nature habitats promoted by NCC on 2 September 2022.

ML00/03 CONCESSION

2. The concession location at Britannia Road has now had the improvement works completed to secure the area for trading.
3. The concession holder for Britannia Road has resigned his position from 15 August 2022, a new application is being processed.

Objective B: To protect Mousehold Heath and ensure that it is a safe and secure place to visit.

AI30/02 TREE SAFETY INSPECTION

4. One windblown tree and three broken branches overhanging public access pathways were made safe, along the Long Valley, path to pitch

and putt course and a pathway adjacent to the Bandstand on the Fountain Ground, by the Mousehold wardens.

ML60/01 NORFOLK CONSTABULARY

5. The Mousehold wardens liaised with police officers regarding anti-social behaviour.
6. On Friday 5 August 2022 travellers gained access onto the Wingfield Open Space. They were removed by Sunday afternoon. The access point that was breached was secure at the time, it is thought a bollard was uprooted to gain access onto the area, this is now secured into place with a more robust replacement.

MP00/01 SITE PRESENCE

7. Increased patrols were undertaken by the Mousehold wardens, due to the exceptionally dry conditions and risk of fires.

ML60/02 NORFOLK FIRE AND RESCUE SERVICE

8. Three fires have been reported and attended to by the Fire Brigade the first one in July adjacent to Hill Farm Track, one large fire at St. James Hill in the middle of August. Mousehold wardens have undertaken extra fire patrols and spotted a number of 'hot spots' (where heat trapped underground after a fire resurfaces - initialling in the form of smoke – during subsequent hot, dry weather. The Fire Brigade were called three times to dampen down hot spots and a Sprinkler unit was used to dampen down the area on the Sunday, two days after the initial fire.
9. A smaller fire was also attended to in the grassland area adjacent to Britannia Road public car park at the beginning of September.
10. The Mousehold wardens have liaised with Norfolk Fire Service to ensure that the fire crews have keys for access gates and bollards, allowing quick access to the site.

Objective C: To ensure that Mousehold Heath is clean and well maintained.

ME04/01 LITTER PICKING

11. Mousehold wardens have worked with a NCSL litter picker to undertake extra litter picks to clear areas of litter exposed by fires and remove glass which could create a future fire risk.
12. Assist Trust volunteers have carried out a number of litter picks in the Gilman Road area.

ME04/02 LITTER BINS

13. A number of plastic litter bins have been burnt out across the site. The Wardens have been liaising with a Parks and Open Spaces Officers to replace them with cast iron metal bins to mitigate any future damage. Two have already been installed.

14. As part of a refurbishment programme to address burnt out plastic litter bins two cast iron bins have been installed as a more robust alternative, this will be an ongoing project with the aim to eventually replace all plastic litter bins across the site.

15. All cast iron bins used are recycled from the City Centre.

ME04/03 FLY TIPPING

16. A number of fly tipping items were removed from Hill Farm Track, Pitch and Putt car parks and other parts of the heath, including garden waste and building materials. Items found are removed and disposed of by NCSL's EPA crew.

ME12/01 REMOVE GRAFFITI

17. Two separate incidents of graffiti were removed from the band stand on

ME41/01 MAIN PATHS

18. Vegetation encroaching onto fourteen paths, including paths across Gilman Road Open Spaces and up to the Pavilion, have been cut back to allow easy access to the site, by the Mousehold wardens and volunteers.

Objective E: To improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

MH60/01 VINEGAR POND

19. Due to the extreme hot and dry weather conditions the Vinegar pond water level has been very low, there has been evidence of algal blooms and bacteria build ups compromising the health and safety of a large shoal of fish that were showing signs of stress due to the exceptionally low oxygen and water levels. This situation needed urgent action to remove the fish and transfer them into a much safer environment.

A private contractor was procured to remove the fish (as many as possible) by electrofishing, this method introduces an electrical current through the water stunning the fish so as they can be caught in a net and transferred into large water tanks on a trailer pumped with oxygen, they were then taken off site and released into an isolated ornamental pond, a large amount of fish were removed, mainly goldfish unofficially introduced some years ago, there were no fatalities.

One frog and several common newts were captured at the time and released back into the pond as they are more adept at surviving these conditions.

To control future levels of fish and manage the negative impact they have on frog populations, it is advised to carry out the removal of fish on a regular basis for the next two years to monitor and control levels to an acceptable level so as not to have an impact on spawning frogs and their development and survival into emerging adults.

RA12/01 COMMON BIRD CENSUS

20. Weekly B.T.O. Common Bird Census breeding bird surveys have been undertaken by the Mousehold wardens with support from volunteers.

RA42/01 BUTTERFLY CONSERVATION SURVEY

21. Two, weekly, Butterfly Conservation, Butterfly Monitoring Scheme transect surveys have been carried out by the Mousehold wardens joined by volunteers.

RA44/01 MOTH TRAPPING SURVEY

22. Community Moth Survey evenings took place in July and August. Two new species for the site have been identified, bringing the site list up to 270 species.

RA82/01 ST JAMES' HILL BUMBLEBEE SURVEY

23. Monthly Bumblebee Conservation Trust, BeeWalk transect surveys have undertaken by a Mousehold warden.

RA92/01 NATIONAL BAT MONITORING PROGRAMME

24. Two, Bat Conservation Trust, National Bat Monitoring Programme Transect Field Surveys were undertaken in July, by a Mousehold warden and volunteers.

RF22/01 MUSTARD POND GLADE FLOWER SURVEY

25. Members of the Mousehold Heath Defenders have carried out monthly flowering plant surveys, recording a wide range of colourful, nectar providing flowers.

RF22/02 ST JAMES' HILL SURVEY

26. A member of the Mousehold Heath Defenders and a Mousehold warden have undertaken a monthly plant survey on St James Hill.

Objective G: To provide opportunities for local communities to be involved in all aspect of our work.

AT50/01 VOLUNTEERS GENERAL

27. A total of 1167 community volunteer hours have been undertaken on the site between 1 June – 05 September by the following groups;

- Mousehold Heath Defenders
- Norwich High School for Girls
- Mousehold Heath Musketeers'
- The Conservation Volunteers (TCV)

- Goodgym Norwich
- Natwest Corporate Group
- Assist Trust
- Many individual volunteers from the community

28. Volunteering has provided an opportunity for the community to become involved with the management of the heath, to increase their understanding of the projects being undertaken, the importance of the heath and to engender a sense of ownership and pride in the space.

Objective H: To promote Mousehold Heath to increase awareness, knowledge, understanding and a sense of pride.

RC30/01 HISTORIC LANDSCAPE

29. Local historians, involved with the research and restoration of the WW2 RAF/USAF Air Base at Newman Road, Rackheath, have been researching war activity on the heath with a Mousehold warden.

MI60/01 EVENTS

30. One ROOTS environmental education and play activity session, for young people, organised through Norwich City Council Events Team, has taken place on the heath.

31. One Enchanted Woods Forest School environmental activity group have taken place increasing knowledge, interest and enjoyment of nature for young people.

32. On Thursday 21st July and Thursday 25th August, two community moth survey evenings took place. Two new species for the site were identified bringing the site list up to 270 species.

33. A Community Wildlife Workshop, focusing on an introduction to Butterflies and other biodiversity, was led by a local expert and a Mousehold warden on Friday 12th August. Southern Emerald dragonflies were spotted next to the Mustard Pond. This was a new record on the heath for this scarce, attractive damselfly.

MI60/02 GUIDED WALKS PROGRAMME

34. The 'Mousehold Guided Walks and Surveys Programme 2022', has been implemented by the wardens, inviting members of the community to learn more about, and enjoy, the sites biodiversity and natural features. A Site Management and Biodiversity Walk, along with Wildlife Workshops and moth surveys took place in July. All the walks and wildlife surveys are advertised on local community neighbourhood boards and Norwich City Council website

Consultation

35. None

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

36. There are no proposals in this report that would reduce or increase resources at this time

Legal

None

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	The Mousehold Wardens will continue to work with Norfolk Constabulary to ensure that the Heath is a safe place to visit
Children and Adults Safeguarding	Safeguarding is a priority for the Mousehold Wardens, and they will continue to signpost vulnerable individuals to the services that they require.
Environmental Impact	The Mousehold Wardens will continue to improve habitats and the natural environment for wildlife to enhance the biodiversity of Mousehold Heath.

Risk Management

Risk	Consequence	Controls Required
Financial	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme

Risk	Consequence	Controls Required
Operational	Failure to adequately plan and monitor activities could result in insufficient resources being available to deliver the aims and objectives of the Management Plan	Ensure that sufficient management information is available to continue management and maintenance programme
Legal	The Council cannot comply with its legal duty to ensure that buildings are safe for users to access	Ensure that sufficient management information is available to continue management and maintenance programme

Reasons for the decision/recommendation

37. To provide an update to the Mousehold Heath Conservators on the activities on the Heath.

Background papers: None

Appendices: None

Contact officer:

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