

## **Mousehold Heath Conservators**

Date: **Friday, 20 March 2015**

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**

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.

## 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 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)
- 4 Minutes 30 January 2015** **5 - 8**  
**Purpose** - To approve the accuracy of the minutes of the meeting held on 30 January 2015.
- 5 Budget Monitoring Statement April – January 2015** **9 - 14**  
**Purpose** - To provide the Conservators with a budget monitoring position for the Mousehold Heath Conservators revenue budget 2014/15 and capital position.
- 6 Mousehold Heath update** **15 - 20**  
**Purpose** - To provide an update on issues and recent activities at Mousehold Heath
- 7 Exclusion of the public**  
**Purpose** - Consideration of exclusion of the public.
- \*8 The Pavilion Mousehold Heath**
  - This report is not for publication because it would disclose information relating to any individual as in para 1 of Schedule 12A to the Local Government Act 1972.
  - This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information)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.

Date of publication: **Thursday, 12 March 2015**





**Mousehold Heath Conservators**

**2pm – 3.30pm**

**30 January 2015**

**Present:** Councillors Bradford (chair), Ackroyd, Barker, Gayton, Jones, Maxwell, Little and Price, and Margaret Bush.

**Apologies:** Councillor Brociek-Coulton, Matthew Davies and Chris Southgate.

**1. PUBLIC QUESTIONS**

Mr Paul Scruton asked – “Will the broken sign (opposite the Pavilion car park) be replaced by two separate signs, one pointing to public toilets and the other to public car park?”

The head of local neighbourhood services said that this would be discussed by the management sub group.

Mr Paul Scruton asked a further question – “Can you inform me and my neighbours when the fencing at the back of our houses (behind Gertrude Road), which used to separate us from the Mousehold Heath, will be put back? It was removed a few months ago, and leaves us open to attack from burglars.”

The Mousehold Heath warden said that the fence had been removed after it had collapsed. It would not be possible to replace it with the same fencing as it had spikes and would be a health and safety hazard. As the bramble grows back this would form a substantial natural barrier and a replacement fence would therefore not be necessary. In reply to a supplementary question from Mr Paul Scruton, the head of local neighbourhood services said that consideration would be given to leaving gorse as well to ensure no one could go through, and he would report back to the Mousehold Heath conservators on how successful this proved to be.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES**

**RESOLVED** to agree the accuracy of the meeting held on 19 September 2014 subject to item 5 being amended to read that the Mousehold Heath Defenders

contribution towards the St Williams Chapel interpretation board had been £1000 not £800.

#### **4. ANNUAL WORK PROGRAMME 2015-16**

The head of local neighbourhood services presented the report. In reply to a number of comments and questions he said that the Trust for Conservation volunteers would concentrate on landscape management and the cost of this would stay at the same level as the previous year. The repairs contingency budget or council balances could be used if there were more significant damage or repairs required to assets. The repair and renewal budget could be used for any substantial work that arises, including replacing car parking bollards etc. He added that work was also undertaken on the heath by the Mousehold Heath wardens which was too detailed to be reflected in the work programme.

The community and neighbourhood manager (North), in reply to a conservator's question, said that the options for the Britannia Road car park resurfacing had been too expensive so the repair of the existing surface would be carried on. Councillor Maxwell said that traffic calming measures would be considered by cabinet the following week which might help the situation.

In reply to a question from Councillor Little, the community and neighbourhood manager (North) said that there were no costs attributed to providing natural wild flowers as this was undertaken in day to day work and the wardens used their contacts to obtain seeds at no cost.

**RESOLVED** to approve the work programme for 2015-16 and to review its progress after six months.

#### **5. BUDGET AND PRECEPT 2015-16**

The service accountant circulated a revised report with new figures for the impact of forecast out turn 2014-15 and the forecast balance at 1 April 2015 which had been necessary because of a revised treatment of depreciation.

In reply to a question from Councillor Little, the head of local neighbourhood services said that subject to no major unexpected budgetary items being required, he anticipated that the balances would remain at the same level at the end of the following year.

**RESOLVED** to –

- (1) approve the forecast balances position set out in paragraphs 3 to 5 of the revised report;
- (2) approve the risk management arrangements set out in paragraphs 5-9;
- (3) approve the 2015-16 budget as set out in appendix A; and
- (4) place a precept on Norwich City Council for the financial year beginning 1 April 2015 as set out in paragraph 12.

## **6. MOUSEHOLD HEATH UPDATE**

The communities and neighbourhood manager present his report.

The changes to cutting on Gilman Road had been introduced following a contractor cutting the wildlife area at the wrong time of year. In future the wardens would undertake all maintenance in this area and this would ensure more flexibility in the budgets to allow them to do the work that is required. He thanked the Mousehold Heath Defenders for their help in respect of identifying camping that was being undertaken and the council's homelessness officers who had helped deal with the situation. He highlighted the work of volunteers on the heath and said it simply wouldn't be possible to do as much work as we did on the heath without this help.

Councillor Price reiterated the thanks to the work done by the volunteers. He welcomed that the burnt out car had been dealt with quickly and efficiently but was worried about contamination from such incidents.

Councillor Little queried whether schools did anything to promote the fact that the heath was such a valuable resource. The head of local neighbourhood services said he would investigate how to promote the heath to schools throughout the city as it was an asset for the city as a whole and not just for schools nearby.

In reply to a question, the head of neighbourhood services said that the agents for the leaseholder at the Mousehold Heath Pavilion would attend the next management subgroup to present their proposals regarding the refurbishment of the toilets.

The head of local communities said that Hope Collins had published a new addition of its new naturalists series on nature in towns and cities. Number 1 to 7 referred to Mousehold Heath and recognised the good work of the Mousehold Heath Conservators in its preservation.

A member of the public said that there had been problems with drainage on the area between Britannia Road to Mousehold Avenue. Work had been undertaken to address this and he wanted to congratulate the Mousehold Heath Conservators for this.

**RESOLVED** to note the recent and current activities undertaken on Mousehold Heath.

CHAIR





## Report for Information

**Report to** Mousehold Heath Conservators  
20th March 2015

**Report of** Chief Finance Officer

**Subject** Budget Monitoring Statement April – January 2015

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**Item**

**5**

### **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**

John Mallaband (Service Accountant)

01603 212583

### **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 January 2015, 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 is reversed out of the revenue accounts.
  - B. The salary forecast outturn shown is for a £174 underspend, based on actual spend to date.
  - C. Premises costs are currently forecasting an overspend of £2,871 due to special maintenance works, however the corresponding income is shown under Government grants.
  - D. The expected income from football pitches is below the profiled income to date, with the forecast outturn predicted to be £924 below budget.
  - 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 £4,927. Because budget moves during the course of the year, to reflect virements 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	£207,458
Less: Accounting Items AIS19 and Depreciation	£0
Less: Instalment on Pension Deficit costs	£2,808
Forecast balance to be carried forward to 2015/16	-£11287
Movement in Year	-£641

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 <a href="#">981040-6102-5321</a>	£0
Balance of receipts	- £118,767

## 7. Appendix A

### Budget Monitoring Report Year: 2014/15 Period: 10 (Jan)

#### 421020 Household Heath Conservators

#### Neighbourhood Services

Approved Budget	Current Budget		Budget To Date	Actual To Date	Variance To Date	Forecast Outturn	Forecast Variance
<b>EXPENDITURE</b>							
<b>Employees</b>							
65,925	65,925	1405 Salaries Full Time	54,940	54,180	(760)	65,016	(909)
7,536	7,536	1406 Salaries Employer PF Contrib'ns	6,280	7,313	1,033	8,776	1,240
4,108	4,108	1935 Pension Added Years share	3,420	3,583	163	4,108	0
6,095	6,095	1939 Pension Deficit Recovery share	6,095	6,290	195	6,290	195
1,045	1,045	1990 Employee/Liability Insurance	0	346	346	346	(699)
<b>84,709</b>	<b>84,709</b>	<b>Subtotal Employees</b>	<b>70,735</b>	<b>71,712</b>	<b>977</b>	<b>84,535</b>	<b>(174)</b>
<b>Premises</b>							
4,000	4,000	2100 General Repairs & Maintenance	3,330	3,720	390	4,464	464
2,000	2,000	2600 Grounds General Mtce & Upkeep	1,670	0	(1,670)	2,000	0
0	0	2605 Special Maintenance City Works	0	2,948	2,948	3,538	3,538
75,855	75,855	2651 Grounds Maintenance contract	63,210	63,703	493	75,855	0
4,239	4,239	2655 Treeworks	3,530	3,560	30	4,239	0
598	598	2810 Electricity	500	793	293	952	354
750	750	2850 Water Charges Unmetered	630	0	(630)	0	(750)
750	750	2853 Sewerage Charge Metered	630	0	(630)	0	(750)
6,238	6,238	2875 Contract Cleaning	5,200	5,195	(5)	6,238	0
0	0	2900 Fire Insurance Buildings/Conts	0	15	15	15	15
<b>94,430</b>	<b>94,430</b>	<b>Subtotal Premises</b>	<b>78,700</b>	<b>79,935</b>	<b>1,235</b>	<b>97,301</b>	<b>2,871</b>
<b>Transport</b>							
1,260	1,260	3080 Car and Cycle Allowances	1,050	775	(275)	930	(330)
<b>1,260</b>	<b>1,260</b>	<b>Subtotal Transport</b>	<b>1,050</b>	<b>775</b>	<b>(275)</b>	<b>930</b>	<b>(330)</b>
<b>Supplies &amp; Services</b>							
450	450	3370 Equipment - Purchase	380	453	73	543	93
450	450	3371 Equipment - Repairs/Maintenance	380	395	15	474	24
290	290	3399 Stationery Recharges	240	0	(240)	0	(290)
190	190	3550 Clothing and Uniforms General	160	153	(7)	183	(7)
300	300	3570 DPP Printing Costs	250	0	(250)	0	(300)
100	100	3710 Telephones General	75	0	(75)	0	(100)
190	190	3715 Mobile Phone Rentals & Calls	160	0	(160)	0	(190)
960	960	3910 Advertising General	800	1,332	532	1,598	638
<b>2,930</b>	<b>2,930</b>	<b>Subtotal Supplies &amp; Services</b>	<b>2,445</b>	<b>2,332</b>	<b>(113)</b>	<b>2,799</b>	<b>(131)</b>
<b>Capital Financing</b>							
3,250	3,250	5701 Depreciation (Operational Assets)	0	0	0	3,250	0
<b>3,250</b>	<b>3,250</b>	<b>Subtotal Capital Financing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,250</b>	<b>0</b>
<b>186,579</b>	<b>186,579</b>	<b>Subtotal EXPENDITURE</b>	<b>152,930</b>	<b>154,754</b>	<b>1,824</b>	<b>188,816</b>	<b>2,237</b>
<b>INCOME</b>							
<b>Receipts</b>							
0	0	8063 Insurance Costs Recovered	0	0	0	(4,610)	(4,610)
(3,000)	(3,000)	8123 Football	(2,500)	(1,730)	770	(2,076)	924
(13,000)	(13,000)	9039 Other Rents	(10,830)	(13,000)	(2,170)	(15,600)	(2,600)
(1,800)	(1,800)	9132 Catering Concessn Pitch & Putt	(1,500)	(1,800)	(300)	(2,160)	(360)
<b>(17,800)</b>	<b>(17,800)</b>	<b>Subtotal Receipts</b>	<b>(14,830)</b>	<b>(16,530)</b>	<b>(1,700)</b>	<b>(24,446)</b>	<b>(6,646)</b>
<b>Government Grants</b>							
0	0	7097 Government Grants: Specific	0	0	0	0	0
(2,070)	(2,070)	7099 Government Grants: Non-Specific	(1,730)	(2,185)	(455)	(2,622)	(522)
<b>(2,070)</b>	<b>(2,070)</b>	<b>Subtotal Government Grants</b>	<b>(1,730)</b>	<b>(2,185)</b>	<b>(455)</b>	<b>(2,622)</b>	<b>(552)</b>
<b>(19,870)</b>	<b>(19,870)</b>	<b>Subtotal INCOME</b>	<b>(16,560)</b>	<b>(18,715)</b>	<b>(2,155)</b>	<b>(27,068)</b>	<b>(7,198)</b>
<b>INDIRECT</b>							
<b>Centrally Managed</b>							
0	0	P100 Programmed Maint (ES/Prop Grp)	0	236	236	0	0
14,000	14,000	R100 Day to Day Reps (ES/Prop Grp)	11,670	4,607	(7,063)	14,000	0
<b>14,000</b>	<b>14,000</b>	<b>Subtotal Centrally Managed</b>	<b>11,670</b>	<b>4,842</b>	<b>(6,828)</b>	<b>14,000</b>	<b>0</b>
<b>Recharge Expenditure</b>							
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	1,510	1,541	31	1,849	35

Budget Monitoring Report    Year: 2014/15    Period: 10 (Jan)

**421020 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>
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
5,087	5,087	5097 Recharge from AHOs/One Stop	4,240	0	(4,240)	5,087	0
<b>31,156</b>	<b>31,676</b>	<b>Subtotal Recharge Expenditure</b>	<b>5,750</b>	<b>1,541</b>	<b>(4,209)</b>	<b>31,711</b>	<b>35</b>
<b>45,156</b>	<b>45,676</b>	<b>Subtotal INDIRECT</b>	<b>17,420</b>	<b>6,383</b>	<b>(11,037)</b>	<b>45,711</b>	<b>35</b>
<b>211,865</b>	<b>212,385</b>	<b>Total Mousehold Heath Conservators</b>	<b>153,790</b>	<b>142,422</b>	<b>(11,368)</b>	<b>207,458</b>	<b>(4,927)</b>



**Report to** Mousehold Heath Conservators  
6 March 2015  
**Report of** Head of local neighbourhood services  
**Subject** Mousehold Heath update

**Item**

**6**

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**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**

## **Management works**

### **Asset management**

A number of new wooden bollards have been installed to the front of the public car park in front of the pavilion on Gurney Road, in line with the aims and objectives of infrastructure management covered in the management plan (section four, 4.11). This will be followed up by more replacements at the beginning of the new financial year 2015-16.

Three new benches were installed on Gilman Road Open Space in line with the infrastructure management covered in the management plan (section four, 4.11)

### **Tree and natural area management**

Dead, dying, dangerous and windblown trees and branches near footpaths have been made safe by the Mousehold wardens, including branches blocking main pathways.

Heathland and grassland management has been undertaken by Mousehold wardens, volunteers and contractors, to restore and improve the condition of existing habitats in line with the site's Higher Level Stewardship (HLS) agreement.

### **Access works**

Branches overhanging the public footpath and highway at Heartsease Lane have been cut back improving access for the public and grounds maintenance machinery needed to carry out grass cutting along the verge.

### **Promotion**

A consent application has been sent off to English Heritage for the installation of the interpretation panel for St. Williams Chapel, this should hopefully take place the end part of April.

One thousand Earth Heritage leaflets have been produced to hand out at public events.

### **Volunteers**

There have been a total of 1526 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
- The Assist Trust
- Hartford House Engage Group
- A work placement student
- 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.

## **Events**

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

- A number of Forest School environmental education activities.
- The Mousehold Defenders have undertaken several weekend tasks these include improving public access by cutting back overhanging vegetation from pathways.
- A walk for members of the Norwich Society was led by a Mousehold warden, to discuss historic features and site management.
- Fungi foray with local expert Tony Leech
- Armistice Day service arranged by the Mousehold Defenders held on 11-11-2014 at the war memorial Gurney Road.
- Several Wild4wellies environmental activities have taken place.
- Moth survey evenings.
- Bat walk and survey
- Norfolk Women's Trefoil Guild walk
- Two community wildlife watch walks
- A Christmas thank you meal, held in Britannia Road Café, to thank the many volunteers for their time, hard work and dedication throughout the year.

## **Gurney Road Sign**

Damaged car park and toilet sign Fountain Ground opposite "Zaks" car park

The broken sign was raised at the previous full meeting by a member of the public requesting that the sign indicating car park and toilet facilities to be replaced. After initial discussion with highways team it was concluded that:

- the Conservators were responsible for replacement
- the Conservators agree style of sign
- Highways would design, arrange manufacture and erection on behalf of the Conservators

Highways produced a sample style and layout which conforms to the national road sign standard which is appended to this report.

### Replacement Mousehold Heath car park sign required

(opposite Zaks on Gurney Road)

- Extant pole may be used
- Costs to be recharged to Mousehold Conservators via Lenny Stamp
- City to design, procure and install on their behalf



Broken sign to be replaced



**PLEASE USE A WHITE ON BROWN DISABLED SYMBOL**

Double sided sign required  
Please consider appropriate size of sign

Symbols:

- Walk in deciduous woodland
- Car park
- Toilets
- Disabled facilities

NB we would not mention ZAKS as this business name could change over the years

