

# AONB Admin Assistant's Report

## 3<sup>RD</sup> NOVEMBER 2007 - 21<sup>ST</sup> MARCH 2008

Some of my main duties over the past two months have been:

- Uploading text and information to website (ongoing).
- **Discovery Project:** Assisting with the planning of 2008 Discovery Project which will include; Pilot twinning project between Welburn School and Longhill School (Hull), two-day JRC activity comparing Hovingham and Filey (geology and water-life), 12x Junior Ranger Club Sessions (May in Husthwaite (x4), October in Gilling (x4) and December at Castle Howard Arboretum (x4).
- **Parish Plan meetings** – Assisting in the preparation of the Parish Plan meetings being held in the AONB.
- **Newsletter delivery** – organising the distribution of three batches of newsletters over a three month period.

### MEETINGS

- Dec 3<sup>rd</sup> – Hovingham – Appraisal review.
- Dec 13<sup>th</sup> – Hovingham – Core Funders Group.
- Dec 20<sup>th</sup> – Hovingham – JRC planning with YWT
- Jan 24<sup>th</sup> – Hovingham – YRCC – Parish Plan/ Management Plan Consultation Events
- Feb 5<sup>th</sup> – Heritage Unit meeting - Northallerton
- Feb 19<sup>th</sup> – Hovingham – Natural Environment Team
- March 11<sup>th</sup> – Northallerton – Countryside Strategy
- March 13<sup>th</sup> – Hovingham – Core Funders Group
- Monthly – AONB Unit Meetings

### FUTURE MEETINGS

- April 3<sup>rd</sup> – JAC
- April 7<sup>th</sup> – Swinton – AONB Partnership Group
- April 15<sup>th</sup> – Barlow Common – Nat. Env. Team
- 28<sup>th</sup> April – Hovingham - Parish Plan Meetings
- July 18<sup>th</sup> – JAC Projects Tour
- June 12<sup>th</sup> – Hovingham - Core Funders Group
- Monthly - Howardian Hills AONB Unit meeting
- Monthly (as required) – Heritage Unit
- Every 6wks (as required) – Nat. Env. Team

### PROJECTS

- Barn owl box project promoted in AONB newsletter. Surveys going to Wolds Barn Owl Group.

### COMMUNITY WORK

### FUTURE COMMUNITY WORK

- May 13<sup>th</sup> - Welburn – with YRCC - Parish Plan / Community Consultation Event
- May 28<sup>th</sup> & 29<sup>th</sup> – Husthwaite - Junior Ranger Club
- June 2<sup>nd</sup> - Hovingham – with YRCC - Parish Plan / Community Consultation Event
- June 9<sup>th</sup> – Barton Le Street – with YRCC - Parish Plan / Community Consultation Event
- June 17<sup>th</sup> - Ampleforth – with YRCC - Parish Plan / Community Consultation Event
- Prep for JRC in October and Dec half-terms.

### PROMOTION/PUBLICITY/ INTERPRETATION

- Nov 21<sup>st</sup> – Hovingham - AONB Newsletter – packing for distribution
- Feb 16<sup>th</sup> – Northallerton - NYCC Historic Environment Day
- March 5<sup>th</sup> – Thirsk – Literature Exchange (Tourism Fair)
- March 14<sup>th</sup> & 15<sup>th</sup> – Birmingham – Outdoors Show

Ongoing contribution to the development of Howardian Hills AONB website.

### FUTURE PUBLICITY/INTERPRETATION

- June 21<sup>st</sup> – Castle Howard – Stand at ‘Walk for Nepal’ Event with PRoW
- July 29<sup>th</sup> – Ryedale Show
- Continue supply of existing leaflets to outlets.

#### EDUCATIONAL/RAISING AWARENESS

- Jan 30<sup>th</sup> – St. Benedict’s School – GLOBE ‘Intro Session’ delivery

#### FUTURE EDUCATION/AWARENESS

- March 30<sup>th</sup> – Amotherby – Open Churchyard Event with YWT (SDF)
- Prep for Ryedale Show (29<sup>th</sup> July)
- June 3<sup>rd</sup> – Crayke School – Discovery Day
- June 4<sup>th</sup> – Hovingham School Discovery Day
- June 4<sup>th</sup> – St Hilda’s School Discovery Day
- June 10<sup>th</sup> – Sheriff Hutton School Disc. Day
- June 11<sup>th</sup> – Amotherby School Discovery Day
- June 16<sup>th</sup> – Terrington School Discovery Day

#### TRAINING

- 9<sup>th</sup> Nov – Harrogate – Away Day
- 4th December – Scarborough - @UK training

#### FUTURE TRAINING

#### MISCELLANEOUS

- Dec 24<sup>th</sup> 2007– Jan 4<sup>th</sup> 2008 – Holiday
- Feb 26<sup>th</sup> – Feb 29th – Holiday

#### FUTURE MISCELLANEOUS

- March 31<sup>st</sup> – April 4th - Holiday