

# AONB ASSISTANT'S REPORT

## 21 JULY – 21 OCTOBER 2008

Some of my main duties since I started work at the AONB have been:

- Induction process, including learning about NAAONB, NYCC procedures, adapting to a new work environment.
- Uploading and amending of text and information to website (ongoing).
- Assisting in preparation for events: Ryedale Show, Bat Walk at Castle Howard.
- Assisting with publicity material for JRC.
- Assisting with statistical updates for Management Plan review.
- General admin tasks for the unit eg taking minutes, dealing with orders, invoices, post, both incoming and out.
- Handling telephone and email enquiries to the Unit.
- Dealing with IT issues, as a new member of staff.

### MEETINGS

- 22 July – Hovingham - NYCC Natural Environment Team meeting, attendance and note-taking
- 5 August – Northallerton - NYCC Heritage Unit Team meeting
- 9 September – Northallerton - NYCC Natural Environment Team
- 10 September – Hovingham - Core Funders Group
- 18 September – Northern AONBs Group Meeting, Arnsdale and Silverdale AONB
- Monthly AONB Unit meetings

### FUTURE MEETINGS

- 30 October – Hovingham – JAC Meeting.
- 11 November – Hovingham - NYCC Natural Environment Team
- 2 December – Northallerton - NYCC Heritage Unit Team meeting
- 11 December – Hovingham – Core Funders Group
- Monthly - Howardian Hills AONB Unit meeting

### SITE VISITS

- 18 July – JAC Site Visit
- 7 August - Natural England - Tour of projects
- 19 September – Arnsdale Silverdale AONB – walking tour of projects

### FUTURE SITE VISITS

### RECREATION/ACCESS

### FUTURE RECREATION/ACCESS

- Distribution of walks leaflets to local shops/outlets

### COMMUNITY WORK

- 24 July – preparation for Ryedale Show
- 29 July – attendance at Ryedale Show, greeting visitors to stand and helping with quiz etc

### FUTURE COMMUNITY WORK

- Preparation for October and December Junior Ranger Club sessions
- 28 October – assist at JRC session at Gilling
- 25 November – evening meeting for farmers and landowners re Management Plan

### PROMOTION/PUBLICITY/ INTERPRETATION

- 28 August – SDF leaflets sent to local pubs, parish councils etc
- Ongoing development of Howardian Hills AONB website

FUTURE PROMOTION/  
PUBLICITY/INTERPRETATION

- October/November – distribution of SDF leaflets to schools/shops (plus bags for life)
- October/November – distribution of draft Management Plan
- Inputting of emailed responses to draft Management Plan
- Distribution of AONB Newsletter to postal recipients

PROJECTS

- Compilation and analysis of agricultural and population statistics for new AONB Management Plan

TRAINING

- NAAONB web-based Induction course for new AONB staff

FUTURE TRAINING

- Manual handling

MISCELLANEOUS

- 23 – 24 September – Annual Leave
- 30 September – 13 October – Sick Leave (for operation)

FUTURE MISCELLANEOUS

- Update filing system
- Update databases of members, residents, groups etc