

AONB ASSISTANT'S REPORT

25 MARCH – 23 OCTOBER 2009

My main duties over the period have been:

- Assisting in preparation for events and meetings: visit of Helen Phillips (CEO Natural England), JAC meeting, Easter sessions for Junior Ranger Club, Partnership meeting, Wath Court Tenants' meeting, JAC site visit, National Parks Day, Ryedale Show, Green Day, Natural Environment Day (postponed), October sessions for Junior Ranger Club.
- Attending some of the Easter sessions of the Junior Ranger Club, Ryedale Show and Green Day.
- Attending Northern AONBs Group meetings and site visits to Solway Coast and Nidderdale AONBs.
- Making travel arrangement for HHAONB staff attending NAAONB Conference.
- Distribution of the Spring edition of 'Outstanding' magazine, the HHAONB Annual Report and Newsletter.
- Delivery of HHAONB general and walks leaflets to TICs and local outlets.
- General admin tasks for the unit eg taking minutes, dealing with orders, invoices, post, both incoming and out.
- Clearing filing backlog and general file management.
- Uploading and amending of text and information to website.
- Handling telephone and email enquiries to the Unit.
- Dealing with IT issues.

MEETINGS

- 2 April – Brandsby - JAC meeting
- 2 April – Solway AONB - Northern Group AONBs' meeting
- 5 May – Northallerton - NYCC Heritage Unit Team
- 6 May – AONB Unit Action Programme meeting
- 17 June – Hovingham – Wath Court Tenants
- 12 August - AONB Unit Action Programme meeting
- 10 September - Hovingham – Core Funders' Group
- 24 September – Helmsley – SDF Panel
- 29 September – Hovingham – Natural Environment Team
- Monthly AONB Unit meetings

FUTURE MEETINGS

- 5 November – JAC meeting
- 12 November - AONB Unit Action Programme meeting
- 15 December – Core Funders' Group
- Monthly - Howardian Hills AONB Unit meeting

SITE VISITS

- 3 April – Solway AONB - Northern Group AONBs' site visit
- 28 May – Pickering – checking venues for NE Day
- 23 June – Howsham – re siting of transformer for Howsham Mill
- 17 July – JAC site visit
- 19 August – River Derwent re new SINC designation

- 2 September – Slingsby Village for JRC sessions
- 16 October – Nidderdale AONB – Northern Group AONBs' site visit

FUTURE SITE VISITS

RECREATION/ACCESS

- Distribution of walks leaflets to local shops/outlets

FUTURE RECREATION/ACCESS

- Continue supply of walks leaflets to local shops/outlets
- Assist with publication of Nunnington Walks leaflet

COMMUNITY WORK

- Preparation for Easter sessions of Junior Ranger Club
- 6-8 April – attendance at Easter JRC sessions at Welburn, Nunnington and Hovingham
- Preparation for October half-term sessions of Junior Ranger Club

FUTURE COMMUNITY WORK

- 26-27 October – assisting with delivery of JRC sessions at Slingsby and Nunnington

PROMOTION/PUBLICITY/ INTERPRETATION

- Assisting with organisation of Partnership Meeting on 20 April
- Distribution of 'Outstanding' magazine
- Delivery of HHAONB general leaflet to local TICs
- Ongoing development of Howardian Hills AONB website
- Preparation for National Parks Day at Danby
- Preparation for Ryedale Show
- Preparation for Green Day at Helmsley Walled Garden
- 28 July - Attendance at Ryedale Show
- 15 August – Attendance at Green Day
- Distribution of Annual Report
- Distribution of HHAONB Newsletter

FUTURE PROMOTION/ PUBLICITY/INTERPRETATION

- Distribution of final version of Management Plan – October/November
- Distribution of 'Outstanding' magazine and Northern Groups Calendar
- Further development of Howardian Hills AONB website

PROJECTS

- Carry out initial research for formulation of Environmental Policy
- Carry out initial research for formulation of basic design guidance for new farm buildings
- Gather information on visitor numbers, activity etc from YTB

TRAINING

- 22 April - H&S e-learning
- 2 July – Manual Handling course
- 13 August – Freedom of Information e-learning
- 1 September – Data Protection e-learning

FUTURE TRAINING

- First Aid

MISCELLANEOUS

- 30 March – Annual leave
- 30 April – Appraisal
- 11 – 15 May – Annual leave
- 3 + 30 June, 21 August, 3 September – Annual leave

FUTURE MISCELLANEOUS

- Ongoing file management
- 3 November – 6-monthly appraisal
- 16 – 20 November - Annual leave