



# Holt Country Park Annual Review

2023

## Contents

Introduction - Welcome to Holt Country Park.....	2
Abstract .....	2
About .....	2
North Norfolk District Council’s Corporate Objectives .....	3
Countryside Service Vision and Aims .....	3
Visitors.....	4
Green Flag Award .....	5
Staff Resource .....	6
NNDC Leisure and Locality Services Structure 2022.....	7
Health Safety and Security.....	7
Quality Facilities and Activities .....	7
Safe Equipment and Facilities.....	13
Personal Security.....	14
Control of Dogs .....	14
Maintenance of Equipment, Buildings and Landscapes .....	15
Litter, Cleanliness, Waste Management and Vandalism.....	15
Horticultural Maintenance .....	16
Arboricultural Maintenance.....	18
Building and Infrastructure Maintenance .....	20
Equipment Maintenance .....	20
Environmental Management .....	21
Managing Environmental Impact.....	21
Waste Minimisation .....	22
Chemical Use .....	22
Peat Use .....	22
Climate Change Adaption Strategies .....	22
Biodiversity, Landscape and Heritage .....	23
Management of Natural Features, Wild Fauna and Flora.....	23
Conservation of Landscape Features .....	27
Conservation of Buildings and Structures.....	28
Community Involvement.....	29
Community Involvement in Management and Development .....	29
Appropriate Provision for Community.....	32
Marketing and Communication .....	33
Marketing and Promotion .....	33
Appropriate Information Channels.....	33

Appropriate Educational and Interpretational Information .....	38
Action Plan .....	38
Conservation and Woodland Management Work Plan.....	0
Site Risk Assessment.....	0

## Introduction - Welcome to Holt Country Park

### Abstract

This annual review outlines the management work, activities, projects, development and general progress made by North Norfolk District Council’s Countryside Service against Holt Country Park’s Management Plans in 2023, and forms the basis of the authority’s application for continued Green Flag Award status. The annual review is separated into two sections for the ease of the reader - generic & previously provided information is shown within a grey background, with information & updates relating to the previous year specifically shown within a blue background.

### About

Holt Country Park is the main base for NNDC’s Countryside Team, who manage a number of sites across a broad geographical area, and is situated approximately one mile south of Holt on the eastern side of the B1149 Holt to Norwich Road. Grid Reference TG 081 375.

The nearest postcode is NR25 6SP.

The Country Park is freehold and owned by NNDC.

Parts of the eastern and southern areas of the park are designated as Common Land under the 1968 Commons Act and are also designated as Access Land under the Countryside Rights of Way Act (CROW Act 2000). There are designated public rights of way to complement the permissive access.

The northern end of the Country Park known as Mackey’s Hill is owned by NNDC but the harvestable timber is owned by the Forestry England. Access from Mackey’s Hill to the main Country Park is by a short footpath link.

Holt Country Park consists of 100 acres of mixed woodland, divided up by a network of rides.

Notable and significant features of the site include:

- A workshop,
- mess room,
- wood store,
- storage containers,
- public toilets,



- visitor centre,
- visitor information hut,
- children’s play area,
- small covered picnic area,
- Waymarked routes,
- pay and display car park,
- Tea Room (concession).



## North Norfolk District Council’s Corporate Objectives

North Norfolk District Council’s Corporate Plan 2023 to 2027 sets out the Council’s priorities until 2027. It guides business decisions to ensure that the council is well-run and able to meet its objectives.

The Corporate Plan is a strategic document, listing the priorities for council actions for the period 2023 to 2027, giving a shared vision and values, and listing the priority areas on which the council intends to concentrate its efforts:

- **Our greener future**
- **Developing our communities**
- Meeting our local housing need
- Investing in our local economy and infrastructure
- A strong, responsible and accountable Council

NNDC’s countryside team is well placed to support the Councils’ corporate objectives highlighted above in bold- *Our greener future & Developing our communities*. A copy of the corporate plan can be found here: [corporate-plan-2023-to-2027.pdf \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/corporate-plan-2023-to-2027.pdf)

## Countryside Service Vision and Aims

North Norfolk District Council’s Countryside Service manage areas of woodland and open space amenity land for the safe enjoyment of the community of North Norfolk, protecting & promoting the countryside and it’s wildlife, flora and fauna, whilst encouraging sustainable access. The main objectives of the service can be defined as:

- *To provide a high quality and inspiring visitor experience and a rich biodiversity of wildlife in sustainable woodland settings and open spaces*
- *To enhance the wildlife within our sites by diversifying habitats whilst securing the future of important species and complementing adjacent conservation sites*
- *To promote regular visits to our parks through increased awareness, and by providing a variety of high quality facilities, events and activities*
- *To actively encourage community involvement in our parks and open spaces at all times*

- *To seek service sustainability through appropriate income generating schemes and activities, and the provision of a first class service which meets the needs of the community*
- *To support the Councils corporate objectives relating to the current corporate plan - 2023-2027*

## Visitors

Holt Country Park is open to visitors all year around, only closing its gates in high winds or other examples of extreme weather where the safety of visitors may be compromised. Over the years the most accurate way by which we have been able to calculate visitor numbers is by using car park income to estimate the number of people visiting, and add to this the number of attendees to our events throughout the year.

Last year we reported that 2022 felt like more of a return to normality for Holt Country Park, and the rest of our sites, with the absence of restrictions and much of the uncertainty which had plagued the previous two covid years. Visitor numbers were estimated as follows:

Based on car park income we estimated the number of visitors to Holt Country Park in **2022** to be:

Car park income Jan-Oct:	£24824
Divided by 10, x 12:	£29788 (Estimated full year income)
Divided by £2:	14894 (number of car park tickets bought)
Multiplied by 2.5:	37235 visits, based on an average of 2.5 people per car.
Plus Events:	37235 + 1160 = 38395

It should be noted that there were significant lengths of time where the car park pay & display machine was faulty and out of action in 2022 and therefore the accuracy of this figure was reduced.

In 2023 the Council, led by the Leisure Team, invested in new data collection software provided by ActiveXchange, a brief summary of which can be found below:

*The ActiveXchange footfall software collects estimated footfall data from apps on smart phones, it counts the number of app “pings” from over 45,000 apps such as sat navs and fitness apps. Smart phones send out “pings” from pockets and bags without the phone actually being used at the time and is not dependent on a “good” phone signal as the data is sourced from on-device GPS. The data collected from the apps is smoothed using sophisticated data modelling including footfall data from other sources to prevent double counting and produce a high accuracy rate. The software applies the modelling after the sites have been selected to avoid over or under counting as one person travels within a site or between selected sites.*

In short this means that we now have another way to calculate visitors to Holt Country Park and our other sites across the district. We have access to this data dating back to January 2022, therefore we have provided ActiveXchange visitor data for Holt Country Park for 22 and 23 below:

Holt Country Park Visitor Numbers			
2022		2023	
Jan	3359	Jan	2985
Feb	4720	Feb	3107
Mar	2981	Mar	3802
Apr	3349	Apr	3576
May	2227	May	3251
Jun	2382	Jun	2831
Jul	2919	Jul	3424
Aug	5916	Aug	3601
Sep	2793	Sep	4036
Oct	2781	Oct	4511
Nov	2484	Nov	7224
Dec	3508	Dec	5645
<b>Total</b>	<b>39419</b>	<b>Total</b>	<b>47993</b>

The limitations of this data collection are that children who do not own a mobile phone are not accounted for in this calculation. Phone ownership of over 12's in the UK is estimated at 92% but the country park does attract a significant amount of visitors who are under 12, and therefore we need to include an uplift on these visitor numbers to more accurately reflect total visitors. With this in mind we have decided that an increase of 40% to account for child visitors is fair, and this would take 2023's figure to **67190**.

For year on year comparison we have also included visitor numbers utilising the old formula. This year we have been able to streamline this process by obtaining actual transaction numbers from the pay & display machine:

Car park transactions 2023: 21695

Multiplied by 2.5: 54238

Plus Events: 54238+1268 = **55506**

This figure does not take into account those visitors who walk into the park from their home or from another local parking area. Whilst neither method is perfect it has been decided that going forward we will continue to utilise the footfall software to estimate visitors to Holt Country Park and our other sites.

## Green Flag Award

The purpose and aims of the Green Flag award are:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve
- To establish standards of good management, and to promote and share best practice amongst the green space sector
- To recognise and reward the hard work of managers, staff and volunteers



Holt Country Park achieved its first Green Flag in 2005 and has now held the prestigious award for 19 consecutive years. This is an achievement which all those who have been involved in managing the park, old and new, are very proud of, particularly given the requirement for continuous improvement and development.

Interestingly we also believe that Holt Country Park was the first to receive a Green Flag in Norfolk.

## Staff Resource

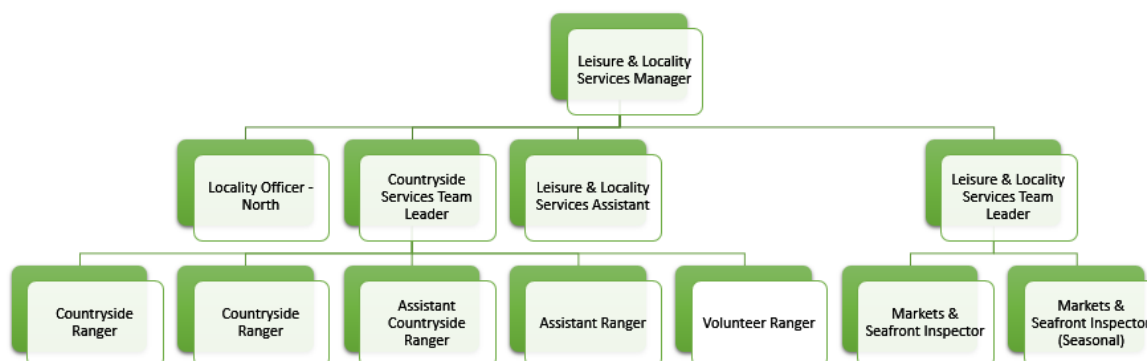
NNDC's Countryside Team manage 15 sites across North Norfolk and staffing levels for this are stable and adequate to deliver the service to a good standard. The team sits within the wider Leisure and Localities Service at NNDC which manages a wide range of services for the authority, including a Pier Pavilion Theatre, foreshores, sports and leisure centres, sports development, beaches, beach huts and markets.

Holt Country Park is the home of the countryside team with the following staff resource attributed to this site:

Position	Resource Attributed to HCP (FTE)
Countryside Services Team Leader	0.5
Countryside Ranger	0.6
Countryside Ranger	0.6
Assistant Ranger	0.3
Assistant Countryside Ranger*	0.5
Leisure & Locality Services Manager	0.2
Leisure & Locality Services Team Leader	0.2
Volunteer Ranger	0.1

\*in 2021 we were able to utilise hours previously assigned to a seasonal visitor centre assistant post to introduce a new part time Assistant Countryside Ranger, partnering with our tea room concession to keep the visitor centre open and operating. This has proven to be of great benefit to the service, enabling the team to work in different ways to help improve the output achieved. Subsequently to this we have now agreed that this post should be made full time, and more skilled, to further support the team's efforts to continue to manage our sites to the expected levels.

## Leisure and Locality Services Team Structure 2024



## Health Safety and Security

### Quality Facilities and Activities

Holt Country Park offers visitors a number of different facilities, activities, events and options which encourage them to stay active and healthy, as well as to continue to visit the park regularly.

#### Facilities

**Car Park** - the car park is situated at the front of the park off of the main entrance on the Holt/Norwich road. It is regularly maintained by the ranger team and the probation service. It was last 'topped up' with stone at the start of 2022 and is in good condition. Some potholes existed on the main driveway and these received some maintenance at the same time as the top up. The team investigated options for marking bays in the car park in 2020, however it was decided that this was too difficult and costly to do. The position of the car park, in the main amenity area, allows visitors to feel safe and comfortable when parking there. An upgraded pay and display machine now allows payment by cash, app or card. Problems surrounding the pay and display machine not working due to power issues were fixed in 2023 by connecting the battery to the parks generator, allowing it to charge during the day time.

**Visitor Centre** - in 2020 we changed the way in which the visitor centre was used to try to help maximise its potential. We were able to





come to an arrangement with our Tea Room staff for them to monitor the building during their opening hours. This meant that it could be open more often and for longer, thus providing more benefit to the park's visitors. Unfortunately in 2023, as a consequence of a greater practical workload placed on the ranger team, we were unable to keep the visitor centre up to date with current information and updates. We identified that another re-think was required in order to make best use of the facility. A plan is now in place for this with the finer details being discussed at the time of writing. We are very confident that this new solution, should it get the go-ahead, will provide the best possible outcome for all stakeholders. In recent years we have also utilised the visitor centre for events such as wreath making and tree giveaways.



*Children's Play Area* - late in 2019 the Countryside team were successful in securing capital funding to replace the aged old play area. The new play area was installed in its new position in the park in February 2020, and was met with universal approval. The old play area was removed and the space it occupied made into a picnic area, with extra seating and tables installed in both areas - which are next to each other.

The play area remains in good condition and continues to be very well used. Some pieces of equipment have suffered minor damage in the past year but we work closely to ensure that these are repaired or replaced as soon as possible. This is made possible through the collaboration of the Council's Ranger team, Property Services team and the equipment manufacturer KOMPAN.



*Hetty's House Tea Room* - Hetty's House Tea Room is entering its fifth year at the Country Park and continues to be as popular as ever. Its quaint appearance, range of refreshments and fantastic staff make it one of the highlights of many people's visits. In 2023



the team introduced late afternoon/early evening themed events to their offer, providing BBQs and afternoon teas.

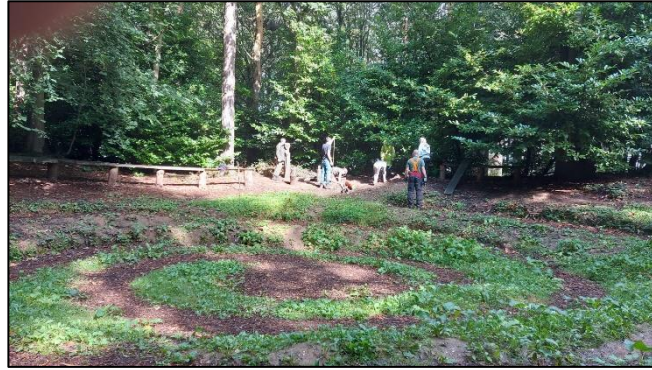
*Waymarked Routes & Sculptures* - In 2020 the team were able to implement their plans to re-route the park's waymarked trails. Using feedback from stakeholders we planned, measured and re-routed six new coloured trails ranging from 0.5 miles to 1.8 miles, and including themes for the trails - children's, features, butterfly walk, nature walk, quick stretch of the legs and easy access. Discussions are underway regarding a possible new trail to be introduced in 2024 with a focus on mental health and general wellbeing.

In 2023 we have continued to work closely with local chainsaw artist Matt Darge to introduce new sculptures to the country park, whilst carefully monitoring and managing the long standing sculptures we have. Over the past twelve months two of these older sculptures were removed as they had deteriorated to the point where they were no longer safe to remain in place.

New additions to the park this year have included a snail, a fox, a min-beast totem pole and some reptiles for the park's brand new reptile & amphibian area.



*Amphitheatre* - as part of the site improvements made by the rangers throughout the first national lockdown we started to re-purpose the old spiral staircase into an amphitheatre type area. This is still a work in progress but in 2022 all of the old wooden steps to the staircase were dug up and removed, and filled with wood chip. It was hope that a stage area could be installed in 2023 but unfortunately this was not possible. This remains the plan for this space.



*Public Toilets* - Holt Country Park is the only site in our service which benefits from public toilets on site. These toilets are in good condition and available 24/7. Once again the probation service were utilised in 2023 to clean and paint the toilet block.

*Picnic Areas* - The Park has a large area next to the children's play area identified as a picnic area and has a small 'barn' in the main amenity area providing covered seating for visitors to use. In 2020 we produced some large windbreaks to cover two sides of the barn and make it more usable in cold and windy weather. Both areas remain in good condition and have not required any major work in the past twelve months, although the open picnic area did benefit from some additional bench seating, which was installed by the volunteer group.



## Activities and Events

### Events

Each year our team organise and deliver outdoor events for the local community and visitors to the district to enjoy. These events are provided for a number of reasons, including promoting regular use and general awareness of our parks and open spaces, providing countryside education to the community, and helping to make the service sustainable into the future. They are a very valuable and enjoyable part of the work we do and we have been working hard in recent years to develop and diversify our offer to ensure that as many people as possible can access events which they enjoy.

Post Covid we certainly felt the effects of not being able to organise events as regularly or in the same way as we had previously. This led us to take on a little bit of a re-building job on our events and at the end of 2022 it was felt that we were close to achieving pre-pandemic numbers once again, which was pleasing. 2022 as a whole was also affected by a restructure in the wider Leisure and Locality service which led to some capacity issues within the team, and despite the team's best efforts 2023's event planning and organisation was also not able to be as thorough as in years gone by. This has been identified within the team and a review of our approach to events has taken place ahead of planning for 2024. We will be seeking to rationalise the events we provide in line with

the current capacity of the team, taking into account the outcomes we wish to achieve and the resources we now have to deliver them. In addition to this we must consider costs and income even more stringently than we previously have.

Holt Country Park is well placed as a venue for events because of the availability of on-site facilities and as such has traditionally been utilised more than our other sites. The recently trialled self-led trails which we offered at Holt Country Park have not been delivering the outcomes we hoped and will be scrapped for 2024, and we will focus on our larger themed trails at key points throughout the year. We will avoid events during the school summer holidays due to the difficulty to manage the car park at this peak time. Events at this time will be available at one of our nearby sister sites - Pretty Corner Woods.

A breakdown of Holt Country Park’s events for 2023 are shown below.

Holt Country Park Events 2023					
Event	Date	Provider	Children	Adults	Dogs
Tree Giveaway	Jan 14 <sup>th</sup>	NNDC Climate & Environment		126	
Tree Giveaway	Feb 11 <sup>th</sup>	NNDC Climate & Environment		115	
Spot the Signs of Spring	Feb 14 <sup>th</sup>	Ranger Team	25	19	
Easter Wreath Making	Apr 1 <sup>st</sup>	Wild by Nature		6	
Wildlife Babies Easter Egg Trail	Apr 11 <sup>th</sup>	Ranger Team	66	62	
Little Wildlife Detectives Self-Led	Whitsun	Ranger Team	25	20	
Butterfly & Dragonfly Walk	Aug 7 <sup>th</sup>	Ranger Team	20	20	
Tiny Tots Woodland Fun	Aug 22 <sup>nd</sup>	Ranger Team	30	50	
Wood Craft Animals	Aug 22 <sup>nd</sup>	Ranger Team	8	16	
Halloween Orienteering	Oct 22 <sup>nd</sup>	Ranger Team	48	47	
Fancy Dress Halloween Trail	Oct 25 <sup>th</sup>	Ranger Team	53	39	
Xmas Wreath Making	Dec 2 <sup>nd</sup>	Wild by Nature		7	
Xmas Wreath Making	Dec 9 <sup>th</sup>	Wild by Nature		9	
Santa Paws	Dec 17 <sup>th</sup>	Ranger Team	42	75	40
Santa Trail	Dec 21 <sup>st</sup>	Ranger Team	44	51	
Santa Trail	Dec 22 <sup>nd</sup>	Ranger Team	47	53	
<b>Totals</b>			<b>408</b>	<b>715</b>	<b>40</b>

One real success from the events in 2023 was the introduction of *Santa Paws* which provided the opportunity for dogs to come and meet Santa. The response was far beyond what we had anticipated with over 100 dogs requesting the chance to attend. As with all of our events we like to trial them with lower numbers in the first instance to ensure that the event is delivered safely and to a good standard. Therefore 40 lucky dogs got the chance to meet Santa in 2023, but we intend to increase this capacity in 2024.

Also in 2023 we teamed up with the physical activity development section of our wider Leisure service to deliver an event for [Nansa](#), a local SEND focussed organisation, at the Country Park. This came about following talks where we

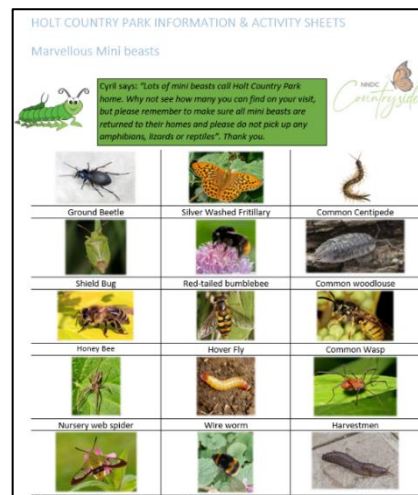


became aware that families regularly feel they are left out and struggle to find engaging activities they are able to attend. We worked with Nansa to secure funding to allow them to create an interactive “Walk and Talk” session in Holt Country Park. The funding allowed the creation of interactive boxes (pictured) placed throughout the Country Park which participants could engage with whilst learning educational information on wildlife and animals. The event attracted over thirty families on the day and the posts remain in place as a permanent for visitors to enjoy.



### Activities

In addition to the traditional events described above we are always looking to improve our offer by providing ideas and activities for visitors to enjoy whilst at the park. All of these additional activities are simply designed to encourage repeat visits and to make visits more enjoyable, but they do not get in the way of our visitors who are content to simply enjoy a walk with family, friends or their dogs. Examples of these activities include our activity sheets, tic-tac-toe game boards and tin can alley. These are all free activities simply designed to add a little something to the Country Park for our visitors to enjoy.



### *Forest Schools Initiative*

Wild by Nature Forest School has been operating at Holt Country Park since November 2020 and, despite a disrupted start, is flourishing. The school provided the following review of their 2023:

WILD BY NATURE  
Forest School & Outdoor Learning



*Now in our 3rd year at Holt Country Park, this year we have extended our offering of groups even further. Wild by Nature now runs 5 groups over the course of a week - on Mondays we have our Forest School group for home educated children and their families, Tuesdays we have our preschool stay and play, Thursdays we run an adult forest school and art group in our area, whilst our walking group, Toddle Tots, enjoy walks around different areas of the park. Thursday afternoons we have our outdoor parent and baby group, Tree Babies.*

*In addition, we were able to provide a programme of 1 to 1 Forest school sessions for a student from a local school over the summer term and we hope to welcome other students from this school.*

*Our groups are heavily subsidised thanks to lottery funding. With our current funding due to expire, we are now waiting to hear the outcome of a new application and hope this will allow us to continue sharing the benefits of Forest school and being outdoors in nature with many more families and individuals.*

*2023 also saw us host the Forest School Association Spring get together for the FSA Norfolk group and two workshops/ CPD days with Louise of Birchwood Learning.*

*As well as the well booked wreath making workshops, we have ideas for other seasonal workshops, and also team building sessions and well-being.*

*Looking forward to what 2024 brings!*

The team work closely with the Wild by Nature team throughout the year to ensure that the partnership continues to be mutually beneficial and is working in the most effective way possible for all involved. More can be found out about this initiative here:

[\(7\) Wild by Nature | Facebook](#)

[Home | Inside Holt Country Park's new forest school \(north-norfolk.gov.uk\)](http://north-norfolk.gov.uk)

### **Safe Equipment and Facilities**

The site and other features are formally inspected by rangers monthly and an itemised inspection schedule is completed, with additional (more informal) inspections carried out as part of their everyday work within the park. Paths, artwork, bins, benches, structures, interpretation, trails etc. are covered within these inspections. Maintenance works are undertaken by the rangers who follow a monthly work plan (example in appendices) based on the management plan and the inspections. All significant activities and operations are covered by risk assessments which are reviewed on an annual basis.

*The Play Inspection Company carries out formal inspections of the park's play area and significant structures/sculptures on a quarterly basis, with reports returned to the Council's property services team for review and action.*

The team were fortunate to secure capital funding in 2023 to purchase two new pieces of equipment for the service - a saw mill and Worky Quad (see right). Before use in a public space full training was provided for use of each, as well as appropriate RAMS being produced, and both pieces of equipment were added to the team's inspections. Finally, an appropriate service regime was put in place for both.



Risk assessments are carried out for all activities and events within the Country Park, including customer facing events and the Ranger's practical works. To support this the Leisure and Locality Services Manager and the Countryside Team Leader have both recently completed their 3 day IOSH Managing Safely qualification, and the Council's new Corporate Health & Safety Officer has been invited to site to review the team's health and safety documentation and practices.

## Personal Security

Although anti-social behaviour is not completely absent from Holt Country Park it is extremely rare that there are occurrences whereby individuals are personally affected by it. Emergency signs are in place on site, mostly around the main amenity area, which detail the information required by visitors in case of emergency, including contact numbers for the ranger team and the main council offices. Rangers are fully first aid trained with forestry add-on, and carry radios which operate off a multi-network sim system allowing for a much greater coverage than an ordinary mobile phone. All of the team also have an enhanced DBS check in place which is renewed annually, and all have standard issue uniform making them instantly recognisable to the public.

The ranger's safety is supported by the use of the Council's chosen lone working system - peoplesafe, and their movements can also be tracked via the radio's they use.

A working relationship has been established with the local police Safer Neighbourhood Team (SNT) in Holt. When instances of anti-social behaviour are experienced within Holt Country Park, which has previously involved groups of teenagers meeting up in the evening/night time and occasionally lighting fires, then these are reported to the SNT who will subsequently increase their presence at the park to help to prevent recurrences. This approach seems to be managing this minor problem well. The team also have annual contact with the Norfolk Fire Service to ensure that all access codes to the site held by the fire service are accurate and up to date in case they need to attend the site. We also review access points and all other fire related questions, concerns and queries.

## Control of Dogs

The Country Park is used extensively by local people to walk dogs. Dog bins are provided in places of heavy use and where they can be effectively emptied by contractor's staff. Regular checks are made by NNDC Environmental Protection Rangers and interpretation is placed throughout the park to inform visitors to clean up after their dogs. Public land in the district is covered by a Dog Control Order making it an offence for people not to clean up after their dogs. The regulations were introduced under the Clean Neighbourhoods and Environment Act 2005.



In 2020, during times of reduced footfall in the park, we unfortunately did see an increase in dog walkers not clearing up after their dogs. Park Rangers and NNDC's Environmental Protection Rangers increased their presence at the park to try and deter this type of activity whilst also educating visitors at the same time. Social media channels were also used to back up this message and to encourage visitors to take responsibility. These actions had the desired effect and dog mess did reduce back down the very low levels which we were used to. This continued through 2023, and we are still receiving few complaints from the public. We also provide free bags for dog owners to use to clear up their mess.

Dog walkers are very welcome at Holt Country Park and we make this very clear, however we do have signs reminding owners that they are expected to follow the countryside code:

*When you take your dog into the outdoors, always ensure it does not disturb wildlife, farm animals, horses or other people by keeping it under effective control. This means that you keep your dog on a lead, or keep it in sight at all times, be aware of what it's doing and be confident that it will return to you promptly on command.*

Our Facebook page is utilised to remind dog owners of their responsibilities as and when appropriate. For example we may receive a few comments or complaints regarding dogs or their owners which will use as a prompt to send out a reminder. This seems to work well and we do not have too many issues, however it is apparent that different owners have different outlooks and therefore we are aware that this needs to be carefully managed.

Despite problems with dog walkers being very low on occasions we do have to take further action, as we did in 2021 when we were able to identify and fine a repeat offender at Holt Country Park, demonstrating that the plans and processes we have in place do work - [Home | Dog owner fined £60 for failing to clear up dog mess \(north-norfolk.gov.uk\)](https://www.north-norfolk.gov.uk).

Rangers also work hard with local dog walkers to develop relationships with them and to explain the importance of owners controlling their dogs to ensure that the park can be enjoyed by all and to prevent any adverse effects to local wildlife.

## Maintenance of Equipment, Buildings and Landscapes

### Litter, Cleanliness, Waste Management and Vandalism

The Country Park has not suffered significantly from litter or fly tipping over the years. Traditionally litter bins were not provided throughout the site and information displayed on notice boards encouraged visitors to take their litter home. In recent years litter bins have been installed in the main car park area to cope with litter from the tea room and the general increase in visitors. With the spike in visitors following lockdown the likelihood of more litter being generated has risen greatly. New litter bins have been installed around the play area and picnic area, as well as a new double recycling bin in the main amenity area - making recycling on site a lot easier.



Litter picking is carried out by site staff three times a week throughout the year with additional litter picks in busier periods and during events. As per their lease Hetty's House Tea Room are responsible for emptying bins and clearing litter associated with the tea room during opening hours and at the end of each day of trading, this agreement has worked well throughout their time with us.

Every effort is made to separate general waste from recycling on site by the rangers and the tea room, with both parties having access to a large collection bin for each. The toilets are cleaned by Serco at least once a day and more in busier times.

Waste	Frequency of clearance	By who
Litter bins emptied	Three times a week or when necessary.	Serco
Dog bins emptied	When 75% full or when necessary.	Serco
Park litter picked	Three times a week or when necessary.	NNDC Rangers
Main amenity area litter picked	Daily	Hetty's House Tea Room staff
Industrial waste	When required	Private approved contractors.

Some vandalism does occur at Holt Country Park, particularly in the summer months, however the extent of this can be described as minimal. Where repairs to equipment, structure, facilities etc. are required these will be dealt with by the ranger team or by the Council's property service team. The Council's internal 'Concerto' system is utilised for the reporting and management of damage and other necessary repairs. Red tape and signage is utilised on-site to inform visitors if an area or a specific item is out of use. Where appropriate the team will report instances of vandalism to their contacts within the SNT for support. Any graffiti, which is very rare, can be removed swiftly by the Council's Environmental Health team.

## Horticultural Maintenance

The country park is a registered county wildlife site and is situated next to Holt Lowes which is a SSSI. Horticultural management is carried out in accordance with the five year management plan which outlines conservation and forestry work for each compartment within the park. This can be found on the Holt Country Park webpage - [Home | Holt Country Park \(north-norfolk.gov.uk\)](http://Home | Holt Country Park (north-norfolk.gov.uk)).

Utilising the work plan and ongoing guidance from senior members of the countryside team, appropriate work tasks are set each month/week to manage the country park wildflower rides and grassland areas. Work tasks are adjusted to allow for changing weather, late seasons, wildlife habitats and breeding species. All conservation and grounds maintenance work is carried out by the countryside team, with the help of volunteers one day a week and on an ad hoc basis where required. Our rangers are qualified to use a variety of machinery, brush cutters, tractors, chainsaws and chippers to maintain the country park, and they utilise conservation management techniques to maintain, protect and enhance wildlife biodiversity and habitats.

Areas around amenities and facilities are maintained for visitors using machinery which has a lower impact on wildlife and which is suited for the time of year so it does less damage. No grass cutting is carried out within bird nesting season, when butterflies are feeding, breeding and laying eggs on plants, or in wild flower season. For example, areas around trail posts are cut using a strimmer so the rangers can be more selective, leaving tussocks of grass and wildflowers for insects, butterflies and bees to use.

Over the years selective grass cutting for the consideration of wildlife has proven very important. Grassland rides are brush cut in late September or October depending on the season, making sure that wildlife habitats are not disturbed. The cut grass is then raked and collected by the rangers and volunteers and used for reptile and amphibian habitat within the park. Over time this method of grass management has decreased the density of coarse rough grass allowing more wild flower species to grow for the benefit of all.

The countryside team make sure that wild flowers are left until they have gone to seed so that they can naturally seed or be collected for planting. Leaving the grass cutting later in the season is important for reptiles and amphibians using particular areas for habitat. Wildlife habitats are always protected, this is a benefit for visitors who enjoy the variety of wildlife species within the park. Tractor grass cutting is carried out using a compact tractor with the grass cutting deck set higher to produce a conservation cut. This does not damage the rides, trees or grassland, and prevents areas being cut down to the ground, leaving important wildflower and invertebrate habitats.

Within the sensory garden new flower beds and a mini raised pond were created with additional seating to allow people to stop, sit and take in the wildlife in the area. Willow trees were planted next to the giant rings in the garden to create a future archway, and wildflower seed from flowers within the country park was also planted to create a mini wildflower meadow. The soil beds are maintained using hand tools by the rangers and volunteers.

Selective areas of brambles, stinging nettles, and plant species are left for feeding butterflies, birds and mammals for food. If extra soil is needed, then this is obtained from the local green waste recycling centre, CJC Lee, who work in conjunction with North Norfolk District Council. They produce high quality peat free soil conditioner from locally sourced natural material. Soil containing peat is not used anywhere on site.

Ongoing work continues in the main pond at Holt Country Park to remove invasive material including reed mace and excessive pond weed, as well as cutting back vegetation on the banks. This has allowed areas of the pond to be restored to natural open areas of water used by a variety of wildlife. All invasive material was removed by hand and placed high up on the banks to allow any invertebrates to return back to the pond, and this has proven to be a very successful exercise.

The purpose-built amphibian ponds on one of the main rides are regularly checked and water levels maintain throughout the summer. This has helped provide additional areas of habitat for amphibians and aquatic wildlife. Volunteers have planted more native pond plants to provide more habitat for wildlife species.

## Arboricultural Maintenance

Monitoring, maintenance and management of tree works is carried out by NNDC's ranger team in conjunction with the Council's approved tree services contractor - MJ Tree Services. The Council's tree management contract was re-procured in early 2022.

Regular informal tree surveys are carried out by the rangers, who have tree surveying qualifications, with the aim to highlight the decline, disease and the development of trees in a public space. Professional tree surveys within the park and on the boundaries are carried out by MJ Tree Services at least every 18 months in order that all trees can be seen in and out of leaf throughout the seasons.

Works which are deemed high risk, require large or specialist machinery, involve climbing, or are situated next to amenities, property and other facilities are carried out by MJ Tree Services as part of their contract with us. All other works are carried out by the ranger team who all hold the relevant qualifications to manage and maintain the trees within the woodland, and all tree work is carried out within the recommendations of the British Standards for Tree Work BS3998 in order to ensure that trees can be maintained and managed for longevity, and to prevent the spread of diseases and pathogens. A high level of Bio security is implemented to prevent the spread of disease and pathogens in all NNDC woodlands including Holt Country Park. Tree species for re stocking are sourced from approved suppliers only, and these have been grown in house or are purchased trees which have been grown in the UK and are proven to be free from disease.

Woodland management follows the standards and requirements set out in the UK Forestry standard documentation, and is managed taking into consideration the protection of wildlife and their habitats, as well as all legal protection regulations such as TPO, SSSI and protected wildlife species. Habitats, wild flower rides and glades are created for wildlife under the permission of a tree felling licence where the felling of trees is agreed by the Forestry Commission under certain regulations. This advises which species of tree can be felled, in what quantity and where, and outlines requirements of which tree species can be planted for restocking and the necessary density per hectare. The felling licence is valid for ten years from issue and detailed plans have to be submitted and approved before any felling of trees over a certain volume within a wood can occur. Holt Country Park's current felling license was issued in June 2020 and will allow for the future creation of more important habitats within the woods for wildlife, as well as creating and increasing wildflower rides, and creating glades which have previously been lost by the encroachment of invasive species and lack of management. This also helps reduce competition and shading of species, allowing light and warmth into the woodland, thus creating space for mature species which produce seed for natural regeneration, and increasing the variety of habitats to produce a greater biodiversity of wildlife species.

An approved felling licence has replanting conditions applied to it, listing species of tree for restocking, percentage and density. Before the 30<sup>th</sup> June 2026 the land on which any felling takes place must be adequately prepared for planting and planted with 50% common oak, 15% Scots pine, 15% hazel, 10% mixed broadleaves (hornbeam, field maple, goat & crack willow, crab apple), 5% small-leaved lime, and 5% hawthorn species. Planting is to be in robust groups under canopy gaps resulting from regeneration felling, to achieve not less than 1100 broadleaved and 2250 coniferous stems per hectare evenly distributed over the site.

The forestry commission has designed a programme which shows which tree species will be able to survive in the future due to climate change, so tree species within the woodland

have been chosen for longevity and that will adapt to climate change to create a resilient and sustainable woodland. A mixture of species will be planted to be resistant towards diseases and pathogens, instead of having single species of tree planting all being lost to disease, for example Ash die back. Trees will be planted as mixed groups and tree species of a variety of ages encouraged to further sustain the woodland. Ancient and veteran trees are protected and have their own individual management to prolong their life.

Tree guards are used in appropriate areas to protect newly planted trees to prevent them from being eaten by deer and rabbits. Our ranger team now uses biodegradable tree guards across all of our sites.

The park has its own nursery where trees and flowers are grown from seed to use within the woods. Seed gathering events with visitors and volunteers have proven very helpful by increasing seed and tree stock. Woodland material produced from tree felling is used to create invertebrate, amphibian and reptile habitats throughout the woodland. Placed around perimeters of the woodland this helps protect important wildlife areas and act as natural wind breaks. Timber is used by the rangers to make benches, way markers, signs, seats, shelters, flower beds and sculptures for use within the woods. Firewood sales help provide an income to support the sustainability of the service.

Extreme drought, prolonged downpours and more frequent high winds has affected trees of a variety of ages within the country park, we have seen a higher percentage of losses of trees compared to previous years as the trees struggle to cope with the weather and fend off disease. This has led to an increase in the amount of tree felling work and planting work in winter throughout the country park and our other sites.

The countryside team continue to work towards creating a healthy woodland for wildlife habitats, public enjoyment and sustainability for the future. In the past 12 months park rangers and volunteers have planted 4415 trees within the woodlands at Holt Country Park, with a minimum 4000 more planned for 2024. In addition, where we have lost trees these have been restocked to maintain numbers and mixed species. We have continued to plant native species and species which are said to be able to cope with climate change.

Selective thinning work of our dominant scots pine blocks as required in the tree felling licences and management plan has provided good quality timber to create new infrastructure including firewood stores, planks and posts.



## Building and Infrastructure Maintenance

The significant buildings and infrastructure at Holt Country Park can be found in the main amenity area, these include the barn (covered seating area), the toilet block, the visitor centre, staff room/office, workshop and wood stores. Rangers monitor these buildings from a cosmetic point of view and carry out basic checks to ensure they remain fit for purpose. The Council's property services team monitor the buildings from a structural point of view, and will organise the necessary repairs which are identified. When necessary volunteer groups are utilised to attend to any buildings which need attention to keep them looking smart and welcoming, for example the probation team will usually paint the toilet block annually.

The main rides on site are monitored and maintained by the ranger team. Occasionally in the winter months some sections can become particularly wet and muddy. The rangers are managing this by opening up the canopies above to allow the sunlight in which will hopefully help the areas to dry up. This has proven somewhat successful however further mitigation measures are being trialled this winter utilising the team's new Worky Quad and auger attachment to drill holes into wet areas and fill with shingle to aid drainage.

Within the rangers yard there are a number of buildings in place to support the team's operations. These include two storage containers, a workshop, an office & drying room, and a number of purpose built storage sheds for equipment and firewood. Some of these sheds are aging slightly now so in 2023 the team were able to build a brand new wood store utilising the new mill and Worky Quad (see right). This was built entirely by the rangers and entirely out of materials taken from our sites - the same as almost all of our infrastructure in the park, including benches, way markers and lecterns.



## Equipment Maintenance

Maintenance of equipment for public use is covered in the *Safe Equipment and Facilities* section found earlier in this report. Equipment used solely by staff and volunteers is monitored and maintained by the ranger team. All equipment is kept on an inventory which details its condition (amongst other things) and this is updated bi-annually. Equipment which is identified as unsafe or past its usable life, and cannot be fixed or maintained, is condemned and replaced (if required). More significant pieces of equipment such as brush cutters and chainsaws are maintained regularly by the rangers who hold the relevant qualifications to carry out this work, and a maintenance log is kept detailing the work carried out. Where necessary local firms such as MJ Tree Services and Halls Power are utilised to support this maintenance work. Maintenance of equipment is covered within the relevant risk assessments.

# Environmental Management

## Managing Environmental Impact

NNDC has adopted a *Net Zero 2030 Strategy & Climate Action Plan - Setting a pathway for decarbonisation across the Council and the wider district*, which follows on from its Environmental Charter in 2021. The strategy and vision for this is summarised below:

*North Norfolk District Council intends to play a pivotal role in increasing both its and the wider district's ability to decarbonise. By setting an extremely challenging 2030 Net Zero target for our own operations, the Council will demonstrate leadership and ambition in the areas where it has most control. We will also support meeting the government's 2050 target, sooner if possible, within the district more generally. The Council will ensure that our efforts to reduce emissions do not undermine the essential services that we provide. To make sure that limited resources are focused where they can have the most significant impact, the action plan is focused on the major transformations that need to happen.*

[net-zero-strategy-document-v8.pdf \(north-norfolk.gov.uk\)](#)

As a service we have been supporting this work by investing in measures which increase biodiversity at Holt Country Park, including significant support for the Council's 110,000 tree planting project which has now been completed. Supporting this project across four of our sites was done so for the following reasons/outcomes:

- Increased species diversity of trees to help protect against the threat of disease and pathogens which has been a greater problem in woodlands of fewer tree species.
- Planting trees of different ages, potential heights, densities and trees which are tolerant of shade and light.
- Planting new trees that are more tolerant to climate change. Also planting trees which provide more blossom, pollen and habitat cover for invertebrate species, birds and mammals. For example, planting trees which are the food plant of certain butterflies.
- To provide woodlands which will help continue sustain future wildlife communities
- Planting trees which will provide beautiful areas of quiet recreation.

Tree planting will continue at our sites going forward, with volunteer groups, the probation service and organisational away days all utilised to support this.

Further to this all Council officers will undergo Carbon Literacy Training in January 2024 to provide everyone with 'an awareness of the carbon dioxide costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis.' This training will be tailored to services to maximise the outcomes achieved and lead to an externally recognised accreditation.

All projects and significant decision making within the Council must now demonstrate that full Net-Zero considerations have been made.

Away from the wider environmental charter much work is carried out on site for the positive benefit of the natural environment, including the provision of habitat piles, bird and bat boxes, and dead hedges to shield certain areas off. The team have also created amphibian pond along the parks wet ride to encourage the use of these areas as a nursery

for spawning and as a long term habitat. These are monitored and managed by the ranger team to ensure that they remain 'topped up' and remain of full benefit to the wildlife that use it.

Finally NNDC is partnering with Norfolk County Council to offer more opportunities for free tree planting within North Norfolk. Norfolk County Council is offering up to 100% grant funding for tree planting in selected priority planting areas in North Norfolk and Breckland. Although not directly involved in the project the Countryside Team are aware of it and will direct local people towards it, and feed into it, wherever possible. More here: [Home | Trees for Connectivity \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/forestry)

## Waste Minimisation

Every effort is made to separate general waste from recycling on site by the rangers and the tea room, with both parties having access to a large collection bin for each. New litter bins have been installed around the play area and picnic area, as well as a new double recycling bin in the main amenity area - making recycling on site a lot easier. Hetty's House Tea Rooms also uses biodegradable plates, cups and utensils. Within the woodlands waste plant material is turned into compost for re-use, or chipped to make material for paths or mulch around plants.

## Chemical Use

Appropriate handling, use and storage of fuel & oil for machinery is considered at all times. Storage containers and any equipment which uses fuel and oil are regularly and thoroughly maintained as part of the team's maintenance schedules.

We do not use pesticides, insecticides or fertiliser within the park at all. In the past sprays had been used for the removal of invasive plant species such as Rhododendron, however these are now removed by hand. This decision was made because using sprays proved to be ineffective, ecological unsound and expensive, instead the roots are dug up and rhododendron destroyed.

The countryside team do not use concrete within conservation areas, if paths need upgrading aggregate is used which is found in the ground below, such as pebbles, flint and sand to stop contamination of the surrounding soil. This does not change the local pH of the soil which is problematic to the growth of native wild flower species.

## Peat Use

Soil containing peat is not used anywhere on site, if extra soil is needed then this is obtained from the local green waste recycling centre, CJC Lee who work in conjunction with North Norfolk District Council. They produce high quality peat free soil conditioner from locally sourced natural material.

## Climate Change Adaption Strategies

The forestry commission has designed a programme which shows which tree species will be able to survive in the future due to climate change, so tree species within the woodland have been chosen for longevity and that will adapt to climate change to create a resilient and sustainable woodland. A mixture of species will be planted to be resistant towards diseases and pathogens, instead of having single species of tree planting all being lost to disease, for example Ash die back. Trees will be planted as mixed groups and tree species of a variety of ages encouraged to further sustain the woodland.

The tree species database is also used to research characteristics of tree species identified for suitable proposed planting.

<https://www.forestresearch.gov.uk/tools-and-resources/tree-species-database/>

The ESC can be used to check species for future climate change scenarios for 2050 and 2080 for a certain location with regards to water holding capacity and different soil types.

<https://www.forestresearch.gov.uk/tools-and-resources/ecological-site-classification-decision-support-system-esc-dss/> .

Woodland material produced from tree felling is used to create invertebrate, amphibian and reptile habitats throughout the woodland, around perimeters of compartments which helps protect important wildlife areas and act as natural wind breaks. Planned planting of perimeters and boundaries will help protect the internal woodland from gale force winds which are increasing in number and force within the UK.

The use of solar panels has proven effective for powering the car park machine, however the previously used solar panels on top of the visitor centre are now out of use having become ineffective. Relocation of the panels to allow further sunlight to reach the panels did not make the required difference and as no further investigation has taken place to date. As our woodland sites and open spaces are located throughout North Norfolk and have no electricity supply our machinery is run using fuels; diesel, oil and petrol. These pieces of machinery are used to look after large areas of important conservation land, helping to increase wildlife biodiversity of species throughout. We await the day when chainsaw and garden machinery, tractors and work trucks can be designed to use sustainable fuel resources which are robust, work long hours and powerful enough for the task at hand, and we will continue to monitor advances in alternative energy supplies which we can utilise. Service managers are currently investigating the possibility of introducing electricity to the park but conversations are in the early stages at present.

Our ranger team choose to work using methods that have the lowest impact on the surrounding environment, whilst remaining effective. Traditional alternatives such as hand tools are used for some operations, and this limits the use of machinery which emits carbon emissions and helps to keep traditional skills alive.

Timber is sourced from trees that have had to be felled within the woodlands and all losses of trees are accounted for within tree planting plans. The recent conclusion of NNDC's tree planting project has seen over 110,000 trees planted within north Norfolk in the last four years, with nearly 20000 at Holt Country Park - including the 110000<sup>th</sup> tree!

## Biodiversity, Landscape and Heritage

### Management of Natural Features, Wild Fauna and Flora

Every year from the beginning of April to September the rangers and volunteers carry out a weekly butterfly transect for UK BMS transect recording and support the work of Butterfly Conservation Norfolk. A butterfly transect route is set through the woods so that it goes through a variety of habitats. The results for 2023 can be seen below. White Admiral, Brimstone and Silver washed fritillary butterflies are some of the gems that can be seen and are a huge attraction for visitors to the park. In 2022 we were thrilled to have our first sighting of a Purple Emperor.





Photos taken at Holt Country Park, 2023

Table 1 Norfolk Transect Counts corrected to 26 weeks (cont'd)

P3

	Blakeney Friary Hills	Felbrigg Hall	Holt Country Park	Foxley Wood	Redgrave and Lopham Fen	Raffley Wood	Burgh Doles	Cuddingham	Lynford Water	Snettisham Coast Park	Blacking Lakeside	Blacking Mausoleum	Oxburgh Hall 1
Small Skipper		5			4				60	3	2		
Essex Skipper	10				5						3	2	
Sm/Es Skipper	8	3		10	17			9			34	27	37
Large Skipper	5	2	5	14	12		5		20	1			10
Dingy Skipper									1				
Swallowtail							2						
Brimstone	7	3	38	25	35	3		27	144	4			21
Large White	33	320	56	50	88	2	22	124	6	14	45	15	245
Small White	124	194	20	28	130		25	196	42	138	24	32	183
G-v White	8		23	41	22	65	21		36	9		6	17
Orange Tip	5		10	18	27	1	3	13	24		1		31
Gr. Hairstreak			1						2				
Pu. Hairstreak			1		1								
Small Copper	8	1	2		13			6	71	5	2		4
Small Blue													
Silver-studded Blue													
Brown Argus					2				135	53			6
Common Blue	7				3			9	52	110			19
Holly Blue	5		25		5	3	3	19	9		1	1	19
White Admiral			4	14									
Red Admiral	28	27	53	13	74	12	44	143	101	14	30	14	86
Painted Lady		4		3	10	8		1			2		1
Sm. Tortoiseshell	4	13			7		10	3	1	16	2	2	5
Peacock	16	20	35	88	149	7	17	77	82	8	13	12	80
Comma	2	2	49	18	24	25	5	22	56	4	7	4	7
S-w. Fritillary			104	142									
D. G. Fritillary													
Speckled Wood	22	13	69	76	17	33	12	60	14		37	18	27
Wall Brown	12									18			2
Grayling			1						2				
Gatekeeper	82	44	53	190	70	26	56	36	323	46	42	94	102
Meadow Brown	72	138	134	109	319	45	25	214	179	132	148	307	188
Ringlet	8	34	48	898	23	25		32	42	5	53	190	23
Small Heath					3				32	2			24
Total (insex)	466	823	731	1737	1057	255	250	991	1402	580	446	724	1113
No. of species	20	16	20	17	23	13	14	17	23	18	16	14	22
Weeks done	20	15	23	13	25	20	10	22	21	11	19	17	23
Transect started	2015	2015	2015	2016	2016	2016	2016	2017	2017	2018	2018	2018	2019

The park contains many common species of flora and fauna which breed and are resident. Their presence in the park is fully supported by the ranger's practical management works which seek to protect and enhance their habitats. Listed in the table below are a few of the favourites with visitors.

<b>Reptiles</b>	Adders. Grass snakes.
<b>Lizards</b>	Slow worms. Common lizards.
<b>Amphibians</b>	Great crested newts. Palmate and Common newt. Common frog. Common toad.
<b>Butterflies</b>	White admiral. Holly Blue. Silver washed Fritillary. Purple Emperor
<b>Insects/ mini beasts</b>	Dragonflies and damselflies. Common Darter, Southern Hawker. Emperor dragonfly. Keeled Skimmer. Broad bodied chaser. All common mini beasts. Broad bordered bee hawk moth. Humming bird hawk moth.
<b>Mammals</b>	Muntjac deer. Wood mouse. Common vole. Common and pigmy shrew. Grey squirrel. Common and soprano pipistrelle. Natterer's. Long eared brown bat. Noctule bat.
<b>Flowers</b>	Bird nest orchids. Spotted orchids. Primroses. Wood Avens. Red Campion. Field Scabious. Black Knapweed. Cowslips.
<b>Birds</b>	Fire crest. Buzzard. Kestrel. Gold crest. Black cap. Tawny owl. Bullfinch. Tree creeper. Nuthatch. 93 species of bird have been recorded. Green sandpiper.
<b>Fungi</b>	Stinkhorn. Fly agaric. Fungi are extremely well represented at the Country Park, over 500 species have been confirmed by Dr Tony Leach.



Below we have included a reptile survey for the first time, which was completed by Countryside Ranger Steve as part of our ongoing commitment to protect and enhance these important species within the Country Park.

Survey carried out weekly from 20 March - 9 <sup>th</sup> October				
Great Crested Newts	Slow Worms	Adders	Grass Snakes	Common Lizards
5	257	51	67	13

### Bat and Bird Boxes

West Norfolk Ringing Group inspect and maintain 5 Tawny Owl, 2 Barn Owl and 1 Kestrel box in the park. Bat boxes are inspected every year by a consultant ecologist from Norwich Bat group, numbers and species are recorded throughout the park. Our Muddy Boots group is utilised on very wet volunteer days to build more bat and bird boxes for the park.

In October 2023 fifty eight bats were recorded in boxes across the Country Park, including Natterers and Soprano Pipistrelles. In addition to this evidence existed that 42 of the boxes were either in use or had been used, and our consultant ecologist also identified that the park was home to a breeding colony of Natterers which the team were very happy to hear. In 2024 the rangers will be building a maternity roost for this colony and any others which we may attract.

### Wild flowers

Primrose (*Primula vulgaris*), Wood Avens (*Geum urbanum*) and Red Campion (*Silene dioica*) dominate in spring, and Field Scabious (*Knautica arvensis*) and Black Knapweed (*Centaurea nigra*) later in the year. In certain areas Cowslips (*Primula veris*) survive from the old meadowland. The most interesting plants to arise from afforestation are the Creeping Ladies Tresses (*Goodyera repens*) and Birds nest Orchid (*Neottia nidus-avis*). Birds nest Orchids which are saprophytic on the roots of Beech trees have been expanding in numbers but are now restricted to fewer sites due to damage by commercial forestry equipment.

Creation of wildflower rides is an important management practice for the park. Many woodland rides have been widened and glades created to allow wildflowers to flourish and seed to be sown and spread - including the most recent which can be found on the northern boundary of the park. The wildflower rides are managed by cutting annually in late October, with cuttings removed and used for reptile habitats. Wildflower areas are sown on rotation and not cut all at the same time to make sure there is an abundance of flowering plants for wildlife throughout the woodland.



### Pond

The pond lies at the top of a spring fed chain which stretches onto the adjacent Holt Lowes Site of Special Scientific Interest. Water levels fluctuate with seasons but generally the pond is full by the late spring. It was cleared in the late 1990's and a large pile of spoil removed. Weed clearance of reed mace and pond weed takes place most winters, removing invasive plant species whilst leaving a large area of reed and rush for dragonfly

habitat. We will rest the pond every four years or when the season is too mild and wildlife is still active

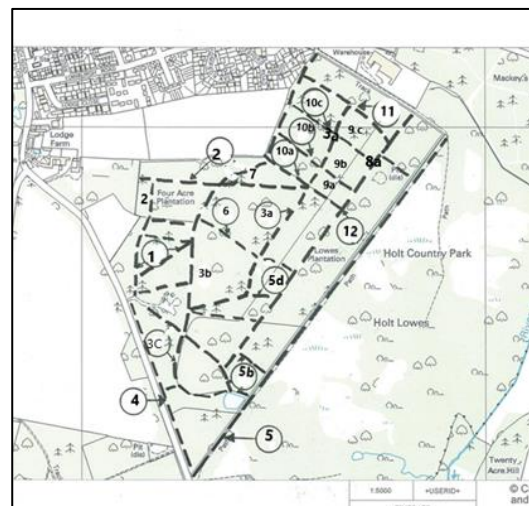
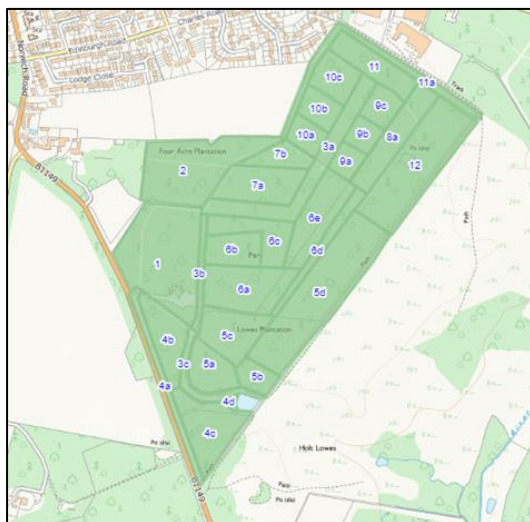
### Woodland species

The park was originally set with commercial forestry in mind, Scots and Corsican Pine planted in the late 1950's to the early 60's are the dominant species and age class in the woods. Throughout the plantation are sporadic plantings of Grand fir, Douglas fir, Lawson Cypress, Western Red Cedar, Larch, Norway Spruce and occasional Hemlock. In the majority of these plantation areas a high level of regeneration has occurred of Beech, Sweet Chestnut, Holly, English Oak, Birch, Rowan and some mixed conifers. Since NNDC purchased the land and within the last twenty years a mixture of broad leaved tree species have been planted throughout the woodland.

From June 2020 restocking of tree species on the land on which any felling took place must be adequately prepared for planting, and planted with 50% pedunculate/common oak, 15% Scots pine, 15% hazel, 10% mixed broadleaves (hornbeam, field maple, goat & crack willow, crab apple), 5% small-leaved lime, and 5% hawthorn species. Planting is to be in robust groups under canopy gaps resulting from regeneration felling, to achieve not less than 1100 broadleaved and 2250 coniferous stems per hectare evenly distributed over the site. These tree species will provide more habitats to support a greater wildlife diversity.

Holt Country Park is managed using a five-year conservation and woodland management plan. The plan includes forestry operations and re stocking of tree species which correspond with an approved felling license issued by the Forestry Commission. The management plan is reviewed every five years.

Compartment areas and woodland ride maps for woodland and conservation management can be seen below, with a copy of the conservation and woodland management plan for 2024 shown at the end of this document.



### Conservation of Landscape Features

The land that now forms Holt Country Park has had a varied last 300 years. Sitting as it does on the Holt-Cromer Ridge, an area of sandy and gravely glacial deposit, the soil is of poor quality for agriculture and for much of its life it was common land set aside as

grazing. Such grazing led to the formation of heathland, which stretched as a broad band from the south of Holt all the way up to Kelling Common known as Holt Heath and similar in character to the present day adjacent Lowes.

### Banks

Throughout the park are remains of earth banks. Some of these mark the edges of the old copses, others old field boundaries, these are not disturbed by management techniques.

### Trafalgar Avenue

In October 2005 the local community and visitors to Holt Country Park joined with Holt Town Council and North Norfolk District Council to plant this avenue of 27 English Oaks (*Quercus robur*) in celebration of the 200th anniversary of the Battle of Trafalgar and the Norfolk Hero Horatio Nelson. Each tree is named after a Ship of the Line that fought at the battle, and the two rows of the avenue signifies the two lines of attack of the British Fleet. Permanent interpretation for this was added in 2021.

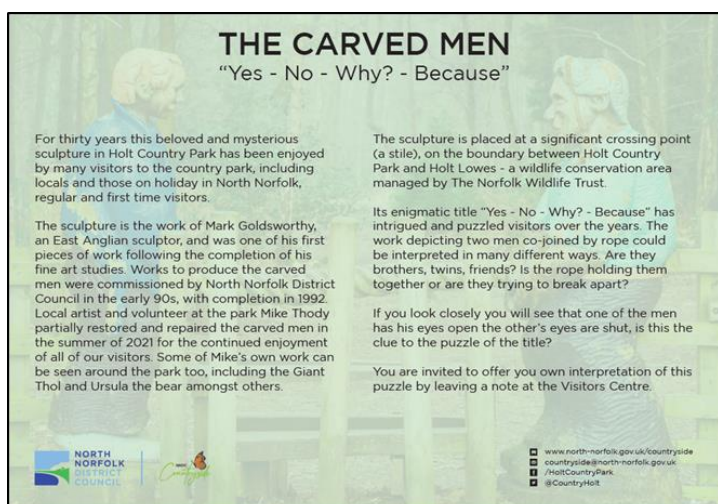


## Conservation of Buildings and Structures

### Carved Stile

Carved on site in 1992 by local artist Mark Goldsworthy the two pieces have been long term features in the park. The Carved Stile, known locally as the carved men, has been refreshed and repaired to the best of our ability over a number of years, however it has been noted by the team that this much loved sculpture is reaching the end of its life now. Friend of the park Mike Thody spent some time in summer 2021 repairing and re-painting the carved men, with the results far better than anticipated. To support Mike's sterling work we installed some new interpretation for the carved men explaining the story behind them.

### Giant



Our resident giant 'Thol' was carved by Mike Thody out of a piece of Sweet Chestnut which was collected from sister site Pretty Corner Woods. Standing at 11 feet tall he is an imposing but friendly character who looks after the woods from his position in the centre of the main amenity area. He was named Thol (an anagram of Holt) following a public competition, and he is installed next to a large finger post used to help direct visitors. The colours on the timber are achieved using wood stain rather than paint.

### *Arch*

In the early 1700s Holt Country Park was known as Holt Lodge Estate and used as a racecourse. This ran from Norwich Road to Hempstead Road and within the park are features which date from this former estate. The path from the back gate through the archway was once the main drive to the lodge and was flanked by an avenue of beech trees. The arch was restored and the crenulated capping stones replaced with copies. The original stones were Gritstone and replacements are precast concrete. To the south of the arch is an old fish pond which now makes up the amphitheatre. Interpretation for the arch, explaining its existence, is on the work plan to be completed.

In addition to the archway interpretation it has been decided that this area of the park would be a good location for further interpretation outlining some basic history of the park in general. The information has been collated for this and the boards are in the design phase, with a target for installation by Easter 24.



### *Plinths*

There are two brick plinths in the woods which once were the bases for statues. One is in poor repair and the other has fallen in half. Remains of statues have been found in the gardens of Holt Lodge and they are described as nymphs.

## Community Involvement

### Community Involvement in Management and Development

Holt Country Park has a good record of community involvement over the years, and this has only increased in more recent years. We have always recognised the importance of good supervision for volunteer work and have provided the necessary staff resource to enable volunteer sessions to achieve meaningful results, and we have been working hard to increase our volunteer opportunities in the post pandemic period as we recognise the importance this type of activity can play in the community's recovery from covid. It is clear that the volunteers have derived great satisfaction from their work given their

enthusiasm for the various activities they have undertaken. Groups and individuals which have been both long standing and recently established are discussed below.



**Holt Community Hub** - This group is the mainstay of our Wednesday morning volunteer group, a session which is open to anybody but nearly always attended by the community hub. The type of work undertaken by this group usually includes regular scrub removal, creating mini beast and newt habitats, rhododendron and brambles clearance, maintaining the sensory garden, ride management by grass removal to increase the diversity of wild flowers, car park maintenance, helping to create an outdoor classroom area, tree planting and wildlife surveys.

**Probation Service** - Previously known as The Community Payback programme, the Probation Service is utilised by the team for many different tasks, these range from scrub clearance and other practical management works to car park repairs, painting of buildings and tree planting, amongst other things. We have successfully worked with this scheme for a number of years now and in 2023 this group completed tasks across our green flag sites, including stone spreading in the car park, painting the toilet block and removal of rotten decorative logs in the main amenity area.

**Volunteer Ranger** - In 2019 NNDC Countryside introduced a new volunteer ranger post to work with the countryside team. This provides the post holder with valuable work experience and training and the team with an extra person to help with the extensive range of practical work that it has to carry out at Holt Country Park and across our other sites. The team currently benefits from two volunteer rangers, one of whom is utilising the role to support his studies and the other to gain experience as he seeks a permanent paid role in the industry.

**Sheringham Ringing Group** - This group are the local representatives of the Hawk and Owl Trust and are licensed to handle birds of prey. Owl and Kestrel nest boxes are monitored throughout the site and some birds are ringed in the interests of research.

**Norfolk Bat Group** - The Bat Group undertake an annual survey in the country park and examine the bat boxes notifying us of their observations. An increase in numbers of bats in the park has occurred since regular maintaining and monitoring species. In 2022 it was identified that Long Eared Brown Bats are now breeding in Holt Country Park, which is obviously very pleasing to hear. In October 2023 fifty eight bats were recorded in boxes across the Country Park, including Natterers and Soprano Pipistrelles.

**School Groups** - School groups, as well as community groups such as scouts and guides, regularly visit to use the ranger led teaching service for a day of activities, charged at £7 per child (reviewed annually). A range of activities are provided to suit the national curriculum key stage requirements, and groups usually access this offer between April and July. Schools also have the option of self-guided activities, orienteering and wayfaring. School and group visits are carefully planned into the ranger team's schedule to ensure that they do not conflict with our ability to achieve other service objectives.

The school visits are evaluated by teacher's feedback, indicating number of participants and their views on quality of service provided by rangers. In the future we will be seeking

to capture this more successfully by offering evaluation forms for the whole group to complete.

The environmental education package is not currently heavily marketed with repeat visits accounting for the majority of sessions delivered. The team will be looking a little more closely at this offer in 2024 due to an increase in income becoming more of a priority than previous years.

**Social Media** - community involvement is encouraged through Holt Country Park's social media channels. More detailed information regarding these can be found in the Marketing and Communication section later in this report.

**Matt Darge** - Following a call for local sculptors and artists to get in touch to discuss possible collaborations Matt got in touch and we have struck up a very successful working relationship. Matt has now provided several carvings for Holt Country Park including recent additions *a mini-beast totem pole, fox and new reptiles* for our reptile and amphibian corner.

**Wild by Nature** - Local residents and regular Holt Country Park visitors Diana and Davina opened their forest school to the community in November 2020. Initially offering a pre-school stay and play session the group has expanded to 5 sessions with an aim to continue to grow. The rangers and the management team will continue to work with Diana and Davina to help them to continue to deliver this important local resource, which we are delighted to have at Holt Country Park.

**Corporate/Volunteer Tree Planting** - Holt Country Park, and the countryside service in general, supported the Council's Tree Planting scheme ([Home | 110,000 Trees \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk)). As part of this project a number of trees have been and will be planted at Holt Country Park. To support this significant planting we have been able to utilise Council staff to help plant as part of their volunteer day allocation, and we have invited other organisations and individuals to join us on set tree planting days at the park. More than 20,000 trees were planted at Holt Country Park as part of this project thanks to the contribution of these groups, our Muddy Boots volunteers and, of course, our ranger team. The project finished in May 2023 with a ceremony set for Holt Country Park where the 110,000<sup>th</sup> tree will be planted.

**Muddy Boots Volunteer Group** - Our longstanding volunteer group *Muddy Boots* was re-launched in June 2021 having not taken place for well over a year. The principles remain the same but we have made a concerted effort to raise the profile, and subsequently the attendance, for this session. We are delighted to say that the sessions have been very well received and attended, with regular repeat attendance and a real social atmosphere created. Friendships have been created, skills have been learned and lots of very good work has been completed.



In 2023 a total of 43 sessions took place at Holt Country Park, helping the rangers with tasks such as ride management, bracken control, infrastructure repairs & installation, habitat creation and much more. The sessions attracted 389 volunteer visits and provided our service with 779 hours of additional resource. It should be noted that these volunteer hours carry an economic value of around £9350 at national living wage level, further supporting the great benefit these sessions bring to the service and the park as a whole. We are extremely grateful for the help, support and enthusiasm of this group, and we



know that they are enjoying seeing their efforts make so much difference to our Country Park.

Our regular 'Muddy Booters' were rewarded with new hoodies in 2023.



Find out more here about our volunteer work - [Home | Meet the community volunteers helping with Country Park conservation \(north-norfolk.gov.uk\)](#)

### Appropriate Provision for Community

As we have previously alluded to in this report Holt Country Park is managed in a way which attracts as many different user groups as possible. This can be a difficult balancing act but we believe that we are managing this approach well. However we are also realistic and understand the need to consistently monitor and improve. With this in mind, and taking into account the changing perceptions and values of parks, woodlands and open spaces post covid, we decided in 2021 to carry out user surveys once again. The headline results from those who completed the surveys were as follows:

- The vast majority have been visiting the park for over 3 years
- The primary reasons for visiting Holt CP are enjoying scenery/landscape, leisure walk and tranquillity
- Most people visit with family members and/or a dog
- People visit the park all year around, with no particular season being more popular than another
- Walking and by car are the only methods utilised by people to get to the park - 2/3 by car and 1/3 on foot
- 85% of visitors live within 30 minutes of the park
- The majority of visits last between 1 & 2 hours
- The most important site qualities for visitors were identified as wildlife & biodiversity, a welcoming & safe environment and tranquillity
- The highest rated site qualities were wildlife and biodiversity, tranquillity and ease of access
- Provision of interpretation & information, ease of orientation and ease of access (again) were areas where some respondents thought attention was needed.
- More seating, more sculptures and an improved sensory area were all identified as the improvements which most would like to see
- The park attracts twice as many females as males (or at least the survey did)

The headline results from the survey were released via this article - [Home | What do residents like about our Country Parks? \(north-norfolk.gov.uk\)](#) - and the team will be

utilising these when considering what improvements to make in the coming years. It was particularly pleasing to note that the site qualities which people really value also scored highly in terms of how they were rated by our visitors. We are also aware that a sample size of 43 respondents does not necessarily represent all of our visitors and we will be mindful of this when making our management decisions. The final question on our survey allowed respondents to give their own comments about the country park, here are a few:

- *Love it, whenever we take friends they think the park is brilliant.*
- *Overall a lovely venue.*
- *Car parking does need to be increased in size but in a very careful way. At the moment you are missing out on vital revenue as people give up if car park full and go somewhere else*
- *Park is well cared for and ideal to visit in all weather. It would destroy it's natural environment by adding more buildings or facilities*
- *Love the place- try and get here often with children and the dog. Would love to see a little spruce up to the toilets but completely understand that they're quite old now and it would cost a lot of time and money to make improvements. We love the addition of Hettys and the visitor Centre is always welcoming and informative. I live wandering around the woods and seeing the changes made by the rangers- the little wildlife areas and habitats that are made safe especially. I love seeing the horses and walking through that area. Maybe some art trails or sculpture trails would be a consideration? This year has been horrendous with covid but we are looking forward to coming to more events that you may put on. My son is now 12, will you be focusing on the higher age bracket as well as the youngsters too? Do hope so. 😊*

This year will mark three years since the last visitor survey, therefore we will be seeking to re-issue these in 2024 in order to gauge some more up to date evaluations of the Country Park. To enable us to see how we compare to the previous surveys it is proposed that these will remain virtually the same, with some minor amendments or additions where required.

## Marketing and Communication

### Marketing and Promotion

The vision for Holt Country Park is to provide a high quality and inspiring visitor experience and a rich biodiversity of wildlife in a sustainable woodland setting, and the park is currently managed in a way which seeks to ensure that it appeals to as many different user groups as possible, including local residents and holidaying visitors. The park does not exist to make a profit (although making the service as sustainable as possible is critical) and therefore creating opportunities and a setting which appeals to visitors is the most important thing. Much work has been carried out in recent years to raise awareness of the park to help create a 'visitor base' from which it is hoped that visitor numbers would organically grow, and this certainly seems to be the case.

### Appropriate Information Channels

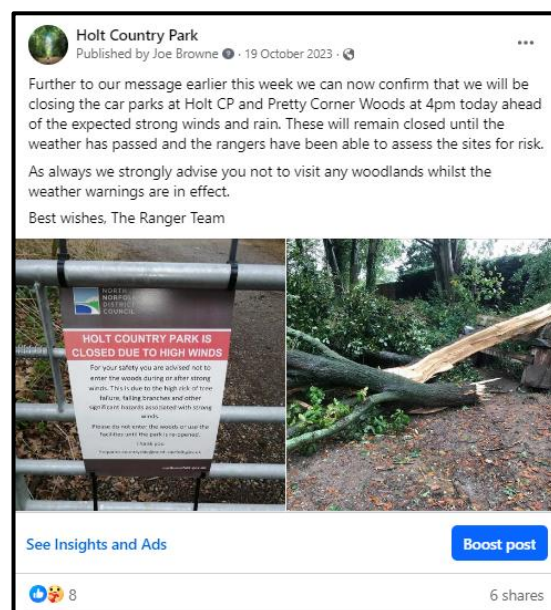
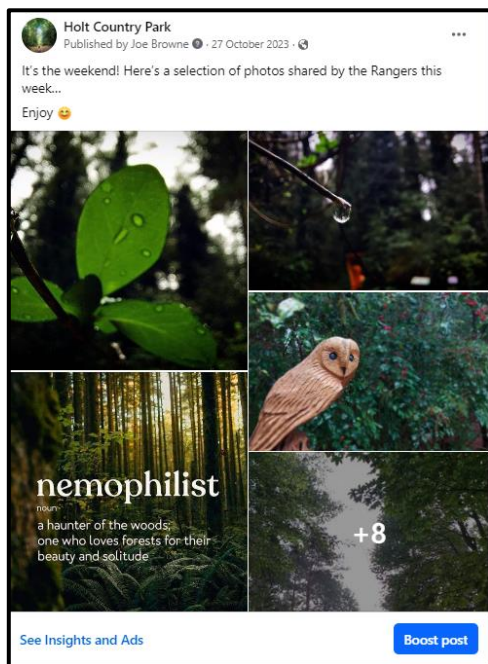
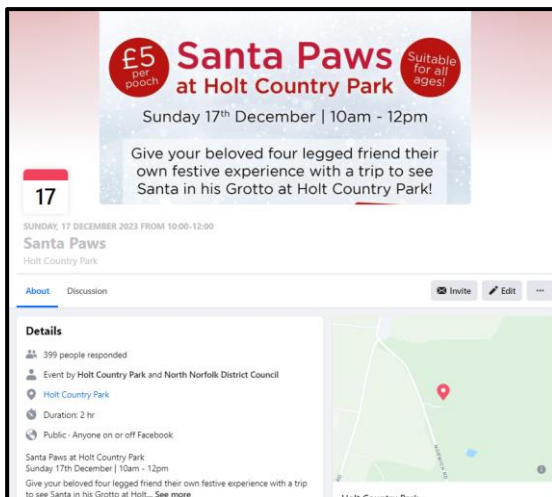
#### *Social Media Accounts*

With Holt Country Park providing the main base for the team, social media accounts for the service were set up using this site:

- Facebook      /HoltCountryPark
- Twitter        @CountryHolt

These social media accounts (particularly Facebook) have proven to be a great asset to the park and the service in general, and they are supported by the Council's corporate social media accounts.

Since its launch four years ago the park's Facebook page has now attracted 6206 followers (+590 in the last year) and achieves good engagement throughout the year. The focus of updates has continued to be as varied as possible, reflecting the diverse users that the park attracts, with information regarding events, updates about site developments, wildlife news and general park information all included. This Facebook page is now the main channel for information to be shared about the park and is a valuable management tool to the team. The page has unfortunately been utilised a little less than in previous years simply due to capacity within the team, however here is a selection of posts from our Facebook page in the past twelve months to demonstrate its use:



The park's Twitter page is utilised much in the same way but with slightly less reach and engagement. The audience for Twitter differs from Facebook with the majority of engagement coming from businesses and professionals in the industry. This engagement with other local businesses and organisations has been particularly useful for the organic dissemination of park information and updates.

Overall we are pleased with the effect that both social media channels have on our work and will continue to use them as much as we can to continue to promote an inform.

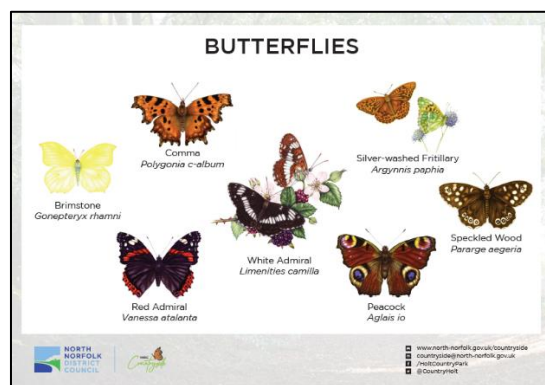
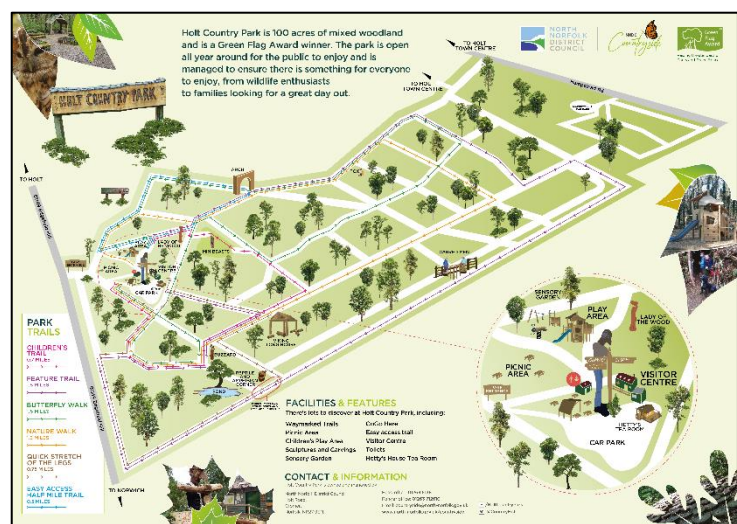
### Park maps and interpretation

One of the major improvements completed in recent years was the introduction of a new look park map and flyer. Following the re-routing of the waymarked trails we arranged for a completely new park map and flyer to be produced by local designer Brendan Rallison.

This map and flyer replace the old versions which were introduced in 2013 and reflect the up to date approach that the team are taking to managing the park. As we continue to develop the park in the coming years we are now also able to easily edit both the flyer and the map to reflect these changes, ensuring that information is kept right up to date for our visitors.

Indeed this map has now been updated to remove some features which no longer exist and include new infrastructure and information where appropriate. The next stage for us is to update the park flyer and this is with our design team with a target completion date of Easter 2024.

More recently we have also worked with in-house designer Rosie to improve and increase the interpretation across the site, including the examples shown below from our new Reptile and Amphibian corner, and our butterflies interpretation board. All of these add value to the park in their own way and add to our marketing and communication offer, as well as demonstrating that we are listening to our visitors to provide what they have requested.



## Promotional Flyers

Promotional flyers are utilised on site and on the parks social media platforms mainly to promote events. We believe that these are still a valuable component of our marketing efforts and will continue to use them as and when appropriate. Pre-covid we had reached a point with our events whereby we could promote our events successfully through a combination of social media and promotional flyers on site, and there was no need to develop this further or distribute wider. Having returned to offering events in 2021 we discovered that this still remains the case, and a change in approach does not appear necessary. If required we will be able to start to distribute flyers to a wider audience once again, through schools and alike, to re-establish the customer base we previously had. Examples of flyers which we had produced this year are shown below.

**Spot the Signs of Spring**  
 Suitable for ages 3+ | £4 per child, adults go free!

**Holt Country Park**  
 Tuesday 14<sup>th</sup> February | 10am - 12pm

Join our Ranger Team at Holt Country Park for some half term family fun!

We have another opportunity for you to hone your wildlife detective skills. Take our trail through the woods and learn how to spot the signs of Spring. Teach our Rangers what you have learnt to earn your certificate.

Holt Country Park, Holt, Edgefield Hill, Holt, NR25 6SP  
 Tel: 01263 855155 | Fax: 01263 855155

Adults must accompany children throughout this event.

Entry tickets and car parking spaces are limited and you are advised to pre-book via the online booking system.

Bookings: [www.north-norfolk.gov.uk/book](http://www.north-norfolk.gov.uk/book)  
 Enquiries: [countryside@north-norfolk.gov.uk](mailto:countryside@north-norfolk.gov.uk)

Stay up to date with information about this event via our social media accounts:  
[/HoltCountryPark](https://www.facebook.com/HoltCountryPark) | [@CountryHolt](https://www.instagram.com/HoltCountryPark)

NORTH NORFOLK DISTRICT COUNCIL

**£4 per child, adults free!** | Suitable for ages 3+

**King Arthur's Treasure Trail**  
 at Pretty Corner Woods  
 Tuesday 30<sup>th</sup> May | 10am to 12pm

Join our Ranger Team at Pretty Corner Woods for some half term family fun!

Follow Merlin's trail through the woods, solving clues to discover where the Knights of the Round Table treasures are hidden and receive a royal reward from King Arthur!

Get a map: [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Pretty Corner Woods Playing Field  
 Entry off Holway Road, Sheringham, NR26 8PA

Adults must accompany children throughout this event.  
 Tickets for this event are limited so please be sure to book using the link below to avoid disappointment.

Bookings: [www.north-norfolk.gov.uk/book](http://www.north-norfolk.gov.uk/book)  
 Enquiries: [countryside@north-norfolk.gov.uk](mailto:countryside@north-norfolk.gov.uk)

Stay up to date with information about this event via our social media accounts:  
[/HoltCountryPark](https://www.facebook.com/HoltCountryPark) | [@CountryHolt](https://www.instagram.com/CountryHolt)

NORTH NORFOLK DISTRICT COUNCIL

**£2 per sheet - collect from Pretty -** | Suitable for ages 3+ | No booking necessary, just collect a sheet on the day!

**Little Wildlife Detectives**  
 at Holt Country Park  
 Monday 29<sup>th</sup> May to Friday 2<sup>nd</sup> June  
 Open from 10am to 2pm each day

Which wildlife species can you spot in the woods? Spot the wildlife as you walk around a woodland self-guided trail of your choice. Score big points for spotting special wildlife!

Holt Country Park, Edgefield Hill, Holt, NR25 6SP

Adults must accompany children throughout this event.

Bookings: [www.north-norfolk.gov.uk/book](http://www.north-norfolk.gov.uk/book)  
 Enquiries: [countryside@north-norfolk.gov.uk](mailto:countryside@north-norfolk.gov.uk)

Stay up to date with information about this event via our social media accounts:  
[/HoltCountryPark](https://www.facebook.com/HoltCountryPark) | [@CountryHolt](https://www.instagram.com/CountryHolt)

NORTH NORFOLK DISTRICT COUNCIL

**£6 per child** | Adults go FREE! | Suitable for ages 3+

**The Night Before Christmas Santa Trail**  
 at Holt Country Park  
 Thursday 21<sup>st</sup> & Friday 22<sup>nd</sup> December  
 10am - 12pm  
 You must begin the trail by 10:30am

Join our Ranger team for our annual Christmas Trail!

How do wildlife keep their little toes warm at Christmas? Follow our winter woodland trail for ideas to come up with a design for a winter wildlife house to help keep your favourite wildlife warm at Christmas!

Father Christmas and his elves will be visiting Holt Country Park soon to find out...

All children will receive a present from Father Christmas for taking part!

Entry tickets and car parking spaces are limited and you are advised to pre-book via the online booking system.

Adults must accompany children throughout this event.

Bookings: [www.north-norfolk.gov.uk/book](http://www.north-norfolk.gov.uk/book)  
 Enquiries: [countryside@north-norfolk.gov.uk](mailto:countryside@north-norfolk.gov.uk)

Stay up to date with information about this event via our social media accounts:  
[/HoltCountryPark](https://www.facebook.com/HoltCountryPark) | [@CountryHolt](https://www.instagram.com/CountryHolt)

NORTH NORFOLK DISTRICT COUNCIL

Each of our Green Flag sites has its own webpage hosted on the Council's website. This provides all the basic information required by visitors and is an important resource to have, particularly for those visitors who do not use social media. In addition to basic park information it also provides links to important resources such as a copy of the park flyer, this annual review, the management plan, information on parking permits, park events and school groups.

### *Visitor centre*

The re-invention of the visitor centre and the way in which it is operated had allowed the team to provide even more valuable visitor information and updates, and for longer periods within the year. The provision of information and resources such as park updates, history, sightings, events & activities, wildlife education, activity sheets, other sites, ranger facts and more should be available to our visitors all year around in line with the tea room's opening hours, however capacity issues have meant we have found this hard to keep up with. The planned changes to this again in 2024 should enable us to get back to a position of maximum benefit to all, which is pleasing.

### *Green Flag*

In 2020 our flag pole and Green Flag were moved to the front of the site next to our new welcome sign so not only visitors but also those passing on the main road can see it.

### *Booking Page*

Full details of events are listed on the Council's in-house booking page - [Outreach Bookings : Availability \(north-norfolk.gov.uk\)](https://www.north-norfolk.gov.uk/outreach-bookings-availability)

This booking page receives traffic from people wishing to book onto a specific event and also from people who are simply interested to see what is on offer. All events are listed on this page.

### *Media*

The countryside service works in close collaboration with NNDC's communications department to ensure that all messaging reaches as many people as possible. This has included internet articles and videos, newspaper articles and radio interviews. We are very lucky to have the support of this excellent team and there is no doubt in our minds that they should be considered to have played a large part in our recent success.

Some examples of the wider authority's support of the service can be found here:

[Home | Live chainsaw sculpting at Holt Country Park \(north-norfolk.gov.uk\)](#)

[Home | Car Parks closing at Holt Country Park and Pretty Corner Woods ahead of stormy weather \(north-norfolk.gov.uk\)](#)

[Home | Country Parks to fly Green Flags for the 19th consecutive year \(north-norfolk.gov.uk\)](#)



## Appropriate Educational and Interpretational Information

Holt Country Park caters for the educational needs of its visitors and supporters in many ways, and most of these have already been detailed throughout this report. Below we have summarised the many ways in which we seek to provide educational options for our visitors.

- *Forest Schools offer* - Wild by Nature launched their forest school's offer at the Country Park in 2020 and over the coming years we will work closely with them to develop their offer and further add value to the park.
- *School Groups* -absent in 2020 & 2021 due to Covid restrictions, our school groups offer is still a very important part of the work we do. Several schools returned to the Country Park for our Ranger Led education days, ranging from infant schools right through to secondary.
- *Facebook/Twitter* - Social media is often used to provide educational information about the park. For example we have posted information about adders in recent years, as well as updates about the new splash pools which have been installed for our amphibians.
- *Events* - The vast majority of our events for families are provided with both a fun and educational element. Often a trail will include questions to answer from information boards on the way around.
- *Interpretation* - found in certain spots around the park our interpretation provides information about flora and fauna, as well as some history and other interesting facts. We also try to include temporary interpretation when carrying out certain management work around the park to help people understand what work is happening and why.

## Action Plan

The action plan below outlines the planned works at Holt Country Park in 2023. This plan was based on Green Flag and visitor feedback, corporate aims and objectives, and ranger input. The plan is not exhaustive and remains fluid due to the fast paced and reactive nature of our service and the work we do. Only new or significant works are listed in this plan, with general park management and maintenance being completed by the team as normal alongside this. We have updated the table with notes outlining the progress with each. 2024's action plan is provided beneath this.

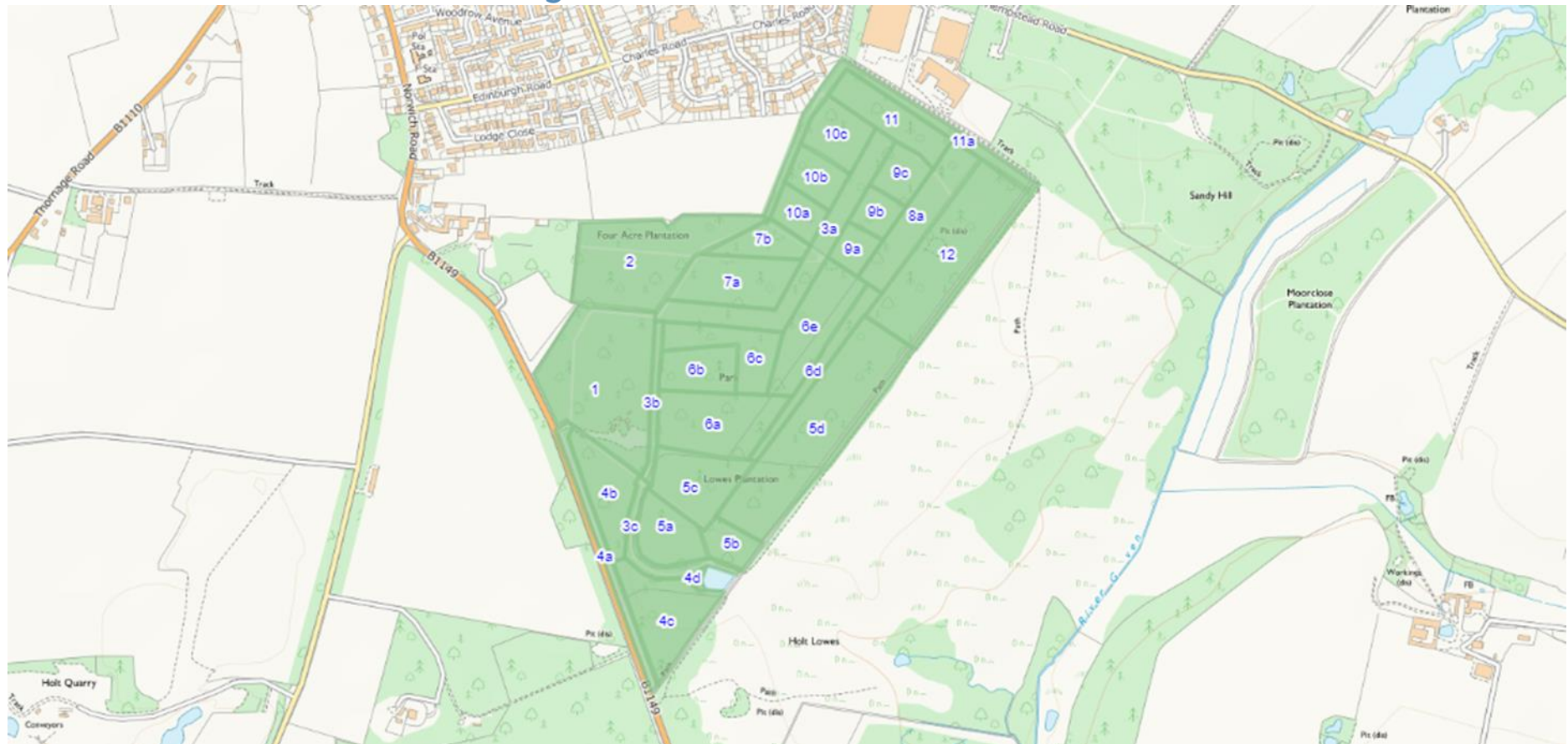
Improvement/Addition	Responsible	Proposed completion	Notes
Develop children educational area within the park	Rangers	July 23	Not complete. This project remains on the action plan for 2024
Create woodland tree and flower nursery area	Rangers/volunteers	April 23	Complete
Complete event calendar for year	CB/GM	April 23	Complete. To be continued in 2024.
Artist and wildlife photography workshops.	CB/AG	April 23	Investigated but proved too costly to arrange. Seeking other ways to deliver this.

Update map and flyer with new features	CB	June 23	Map Complete, flyer in design. Completion date - Easter 2024
Develop school offer	CB/AG/GM	April 23	Not complete. Lack of capacity
Produce and install historic interpretation near archway	CB/Rangers	June 23	With design, completion date - Easter 2024
Install permanent children's wildlife trail through the woodland	Rangers/AG	July 23	New sensory trail for children and adults installed as part of partnership with NANSA.
Create new wildflower ride and tree planting of native species.	Rangers	April 23	Complete
Install new benches and picnic area.	Rangers	April 23	Complete
Complete new amphibian area	Rangers	April 23	Complete

Improvement/Addition - 2024	Responsible	Proposed completion
Develop children educational area within the park	Rangers/volunteers	August 24
Develop tree and flower nursery for community benefit	Rangers/volunteers	August 24
Review events to ensure they are delivering the desired outcomes. Complete event calendar for year	CB/AG	Feb 24
Complete visitor surveys	CB	Sept 24
Path restoration where required.	Rangers/volunteers	August 24
Extension and improvements to forest school area.	Wild about nature /rangers/volunteers.	Winter 24
Produce and install historic interpretation near archway	CB/Rangers	August 24
New visitor centre/Hetty tea house expansion.	CB/Estates	August 24
Regeneration felling, thinning of selective woodland blocks and then subsequent planting of native tree species. Protection of important wildlife habitats,	Rangers	Winter 24
Install new school group shed.	Rangers	Winter 24
Investigate and introduce new and increased revenue generating ideas to the service	CB/Rangers	Winter 24
Increase interpretation in the park,	CB/Rangers	Summer Autumn 24
Investigate wellbeing trail or interpretation	CB/Rangers	Winter 2024
Investigate new permanent educational additions to park	CB/Rangers	Winter 2024



## Conservation and Woodland Management Work Plan



*Holt country park compartment maps 2024. Five-year conservation and forestry plan. Please refer to the Holt country park felling licence documentation for tree felling of tree species, density and re stocking for each compartment.*



Holt Country Park Rides

1:5000 +USERID+  
 +TIMEDATE+  
 North Norfolk District Council  
 Council Offices, Holt Road,  
 Cromer, Norfolk, NR27 9EN  
 Tel: 01263 513511  
 Fax: 01263 516042  
 www.northernorfolk.org

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 100018623  
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 ©Getmapping plc

COMPARTMENT	YEAR	Ride Number	ACTIVITY/OPERATION 2024
1	2024	1	<p>Brush cutting of amenity areas when required.</p> <p>Sensory garden, maintain as a garden for wildflowers, plants and wildlife.</p> <p>Brush cutting of wild flower rides from September, collection of cuttings for compost by volunteer and rangers.</p> <p>Manage tree planting and replace if required.</p> <p>Survey flora and fauna species.</p> <p>Control invasive species.</p> <p>Protect and provide habitat areas for/used by amphibians and reptiles.</p> <p>Protect and maintain wild flower margins and areas.</p>
2	2024	1 and 2	<p>Manage tree planting and replace if required. Maintain perimeter hedge.</p> <p>Protect bird nest orchid areas from being damaged by forestry work or by being trampled upon on rides</p> <p>Wild about nature area, prevent brambles encroaching the whole area. Leave 30%.</p> <p>Survey flora and fauna species within compartment.</p> <p>Control invasive species.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Protect and provide habitat areas for/used by amphibians and reptiles</p> <p>Brush cutting of amenity areas when required.</p>
3a	2024	3a	<p>In autumn cultivate and re sow the wild flower of ride on right hand side with native wildflower seeds. Please refer to management plan wildflower creation rides. Ride number</p> <p>Brush cutting of amenity areas when required</p> <p>Control invasive species.</p> <p>Survey flora and fauna species within compartment.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Protect and provide habitat areas for/used by amphibians and reptiles.</p> <p>Sow or plant native wild flower/plant species appropriate to encourage insects.</p>
3b	2024	3b	<p>In autumn cultivate and re sow the wild flower of ride on right hand side with native wildflower seeds. Please refer to management plan wildflower creation rides. Ride number</p> <p>Control invasive species.</p> <p>Survey flora and fauna species within compartment.</p>

			<p>Protect and maintain wild flower margins and areas.  Protect and provide habitat areas for/used by amphibians and reptiles.  Sow or plant native wild flower/plant species appropriate to encourage insects.  Brush cutting of amenity areas when required.  Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers</p>
3c	2024	3c	<p>Control invasive species.  Survey flora and fauna species within compartment.  Protect and maintain wild flower margins and areas.  Protect and provide habitat areas for/used by amphibians and reptiles  Sow or plant native wild flower/plant species appropriate to encourage insects.  Brush cutting of amenity areas when required.  Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers</p>
4a	2024	4a	<p>Health and safety tree work only. Compartment not in tree felling licence.  Maintain woodland perimeter.  Plant tree species as in restocking tree felling licence.  Maintain planted trees. Replace losses.  Control invasive plant species.  Protect, maintain and provide habitat areas for/used by amphibians and reptiles.  Survey flora and fauna species.  Protect and maintain wild flower margins and areas.  Brush cutting of amenity areas when required</p>
4b	2024	4b	<p>Winter forestry operations and tree planting as shown within felling licence.  Protect and maintain wild flower margins and areas.  Protect, maintain and provide habitat areas for/used by amphibians and reptiles.  Maintain and protected planted trees. Replace losses.  Brush cutting of amenity areas when required.</p>

			<p>Brush cutting of wild flower rides, wild flower block from October, collection of cuttings for compost by volunteer and rangers.</p> <p>Stack dead wood, branches, timber which cannot be used for firewood, or habitats as a dead hedge within the woodland block which makes up the compartment. Stack so that woodland material is not on to the root plate of trees or restricts access for tree surveys. Allowing wild flower margins to establish and not to be covered by woodland material. So that trees can be surveyed along the woodland margins do not prevent access around each tree. See details in management plan.</p>
4c	2024	4c	<p>Health and safety tree work only. Compartment not in tree felling licence.</p> <p>Maintain and protected planted trees. Replace losses.</p> <p>Protect, maintain and provide habitat areas for/used by amphibians and reptiles.</p> <p>Survey flora and fauna species.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Control invasive species.</p> <p>Brush cutting of amenity areas when required.</p>
4d	2024	4d	<p>Grassland area next to pond. Health and safety tree work only. Compartment not in tree felling licence.</p> <p>Check reptile/amphibian activity before grass cutting. Early November or when appropriate for surrounding species, time of year, leave a 3m grassland strip around/next to pond.</p> <p>In grassland block leave 20% of the grassland area. On rotation brush cut grassland area, remove cuttings for compost create compost areas in undergrowth away from main paths.</p> <p>Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Create compost areas.</p> <p>Survey flora and fauna species.</p> <p>Protect and maintain grassland wild flower area and fruit trees.</p> <p>Control invasive species.</p> <p>Brush cutting of amenity areas when required.</p>
POND	2024	Pond	<p>Rest the pond from invasive plant clearance and survey wildlife and plant species within the pond.</p> <p>Protect wildlife species and their habitats.</p>
5a	2024		<p>Health and safety tree work only. Compartment not in tree felling licence.</p>

			<p>Maintain the mini beast conservation area for use for mini beast hunts. Survey species, if there is a decline in species, ground too dry, rest area from use and choose new site for mini beast area within block.</p> <p>Protect, maintain and provide habitat areas for/used by amphibians and reptiles.</p> <p>Survey flora and fauna species. Survey for Creeping lady tresses.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Control invasive species.</p> <p>GCN have been surveyed in this area.</p> <p>Brush cutting of amenity areas when required.</p> <p>Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers.</p>
5b	2024	5b	<p>Winter forestry operations and tree planting as shown within felling licence.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Protect, maintain and provide habitat areas for/used by amphibians and reptiles.</p> <p>Maintain and protected planted trees. Replace losses.</p> <p>Control invasive species.</p> <p>Brush cutting of amenity areas when required.</p> <p>Stack dead wood, branches, timber which cannot be used for firewood, or habitats as a dead hedge within the woodland block which makes up the compartment. Stack so that woodland material is not on to the root plate of trees or restricts access for tree surveys. Allowing wild flower margins to establish and not to be covered by woodland material. So that trees can be surveyed along the woodland margins do not prevent access around each tree. See details in management plan.</p>
5c	2024	5c	<p>Health and safety tree work only. Compartment not in tree felling licence.</p> <p>Protect, maintain and provide habitat areas for/used by amphibians and reptiles.</p> <p>Survey flora and fauna species.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Control invasive species.</p>

			Brush cutting of amenity areas when required.
5d	2024	5d	Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Protect shallow water areas for amphibians and wildlife. Viking longhouse area protected from damage. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species.
6a	2024	6a	Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species.  Brush cutting of amenity areas when required. Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers
6b	2024	6b	Grassland cut once a year in October or when required. Create and maintain environmental classroom outdoor teaching. Protect and maintain wild flower margins and areas. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Plant native wild flower species under the woodland canopy, protect these areas Control invasive species. Brush cutting of amenity areas when required. Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers
6c	2024	6c	Protect and maintain wild flower margins and areas. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Control invasive species. Brush cutting of amenity areas when required.
6d	2024	6d	Winter forestry operations and tree planting as shown within felling licence. Widen ride (6d ) on left hand side to wild flower margins. Create a s shape ride by introducing wildlife glades and scallops along the ride. Refer to guidance in management plan on how to create these. Take care not to disturb wet areas used by amphibians. Protect and maintain wild flower margins and areas.


			<p>Protect, maintain and provide habitat areas for/used by amphibians and reptiles.  Control invasive species.  Brush cutting of amenity areas when required.  Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers.  Stack dead wood, branches, timber which cannot be used for firewood, or habitats as a dead hedge within the woodland block which makes up the compartment. Stack so that woodland material is not on to the root plate of trees or restricts access for tree surveys. Allowing wild flower margins to establish and not to be covered by woodland material. So that trees can be surveyed along the woodland margins do not prevent access around each tree. See details in management plan.</p>
6e	2024	6e	<p>Health and safety tree work only. Compartment not in tree felling licence.  Protect, maintain and provide habitat areas for/used by amphibians and reptiles.  Survey flora and fauna species.  Protect and maintain wild flower margins and areas.  Control invasive species.  Brush cutting of amenity areas when required.</p>
7a	2024	7a	<p>Health and safety tree work only. Compartment not in tree felling licence.  Protect, maintain and provide habitat areas for/used by amphibians and reptiles.  Survey flora and fauna species.  Protect and maintain wild flower margins and areas.  Control invasive species.  Brush cutting of amenity areas when required.</p>
7b	2024	7b	<p>Health and safety tree work only. Compartment not in tree felling licence.  Protect, maintain and provide habitat areas for/used by amphibians and reptiles.  Survey flora and fauna species.  Protect and maintain wild flower margins and areas.  Control invasive species.  Brush cutting of amenity areas when required.</p>



8a	2024	8a	Health and safety tree work only. Compartment not in tree felling licence. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species. Brush cutting of amenity areas when required.
9a	2024	9a	Protect and maintain wild flower margins and areas. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Control invasive species. Plant native wild flower species if required. Brush cutting of amenity areas when required.
9b	2024	9b	Protect and maintain wild flower margins and areas. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Control invasive species. Plant native wild flower species if required. Brush cutting of amenity areas when required.
9c	2024	9c	Protect and maintain wild flower margins and areas. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Control invasive species. Brush cutting of amenity areas when required. Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers
10a	2024	10a	Health and safety tree work only. Compartment not in tree felling licence. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species. Brush cutting of amenity areas when required.
10b	2024	10b	Health and safety tree work only. Compartment not in tree felling licence. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species. Brush cutting of amenity areas when required.

10c	2024	10c	Health and safety tree work only. Compartment not in tree felling licence. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species. Brush cutting of amenity areas when required.
11	2024	11	Health and safety tree work only. Compartment not in tree felling licence. Plant trees as in tree felling restocking list. Maintain and protect these trees. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Control invasive species. Brush cutting of amenity areas when required.
11a	2024	11a	Health and safety tree work only. Compartment not in tree felling licence. Plant trees as in tree felling restocking list. Maintain and protect these trees. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Survey flora and fauna species. Protect and maintain wild flower margins and areas. Brush cutting of amenity areas when required. Control invasive species.
12	2024	12	Protect and maintain wild flower margins and areas. Protect, maintain and provide habitat areas for/used by amphibians and reptiles. Control invasive species. Brush cutting of amenity areas when required. Brush cutting of wild flower rides from October, collection of cuttings for compost by volunteer and rangers

## Site Risk Assessment

Risk Assessment	NNDC Woodland operations.	
Service	Countryside & Parks	
Date	January 2024	
Activity	NNDC woodland operational activities	
Assessor(s)	Anne-Marie Gedge	

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
<b>Slips, trips and falls</b>				
Footpaths (natural and man-made), fallen branches, steps, ditches etc	Visitors, staff, volunteers.	<p>When working NNDC staff site check, mark / sign routes and diversions of paths where appropriate on WT land.</p> <p>Staff advised of possible hazards in advance of and/or immediately and advice on appropriate PPE.</p> <p>Work checked by senior supervisor, advise staff.</p>	Site checks of work area before start of work, during and after. Reinstatement of ground/area is required to prevent slips, trips and falls.	Regular on-going management of sites.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
<b>Poisonous plants and wild animals</b>	Visitors, staff, volunteers. (cuts, bites, abrasions leading to infections and ill health)	<p>Advise staff of potential hazards in advance and/or immediately prior to start of operational works.</p> <p>Warning / educational information about specific plants and animals provided in advance and at time of activity.</p> <p>Wildlife with potential to harm, handled only by trained expert or staff with training.</p> <p>First Aid kit carried.</p> <p>Protected wildlife not to be deliberately injured, harmed or killed. Care taken to protect all wildlife, flora and fauna on site and their habitats.</p>	<p>Identification, marking and control of poisonous plants</p> <p>Additional training for staff for identification of fauna and flora species if required.</p>	On-going and regular assessment and management of sites
<b>Zoonoses</b> Leptospirosis <i>E. coli</i>	Staff, volunteers and visitors	<p>Warning / educational information about specific zoonoses given prior to operational work.</p> <p>Good hygiene practices must be carried out. Particularly at meals.</p> <p>Hand washing facilities or cleansing materials (hand gels) available.</p>	Permission required from land owner to work on ponds and aquatic areas.	Prevent sickness, including food poisoning

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		<p>Cuts and grazes covered, particularly when working / studying near water. Correct PPE required for pond management works. No long working of staff in ponds/aquatic areas.</p> <p>Staff required to be in charge of their own health and safety.</p> <p>Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point.</p>		
<b>Equipment and tools</b>	<p>Staff, volunteers and visitors.</p> <p>Injuries caused by malfunction</p> <p>Injuries caused by misuse</p> <p>Working too close together, make sure there is enough safe</p>	<p>Instruction provided to staff and training on safe use and operation of equipment by staff that are trained to do so.</p> <p>Inspect tools before use - repair or replace defective equipment.</p> <p>Appropriate tool or equipment used for job in hand</p> <p>Tools kept clean and sharp by staff.</p> <p>Care to be taken of blades and cutting edges, training prior to use of equipment by trained staff.</p> <p>PPE provided and to be worn where appropriate (eg gloves, eye protection).</p>	<p>Maintain supervision of activity for damage and misuse.</p> <p>Remove and deactivate defective equipment.</p>	<p>Prevent injury and miss use of tools.</p>

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
	<p>working distance</p> <p>Scratches and stings from vegetation</p> <p>Blisters</p>	<p>Materials from approved stock and in good working order as to not cause injury.</p> <p>Staff required to be in charge of their own health and safety.</p> <p>Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point.</p> <p>Volunteers to be supervised at all times by a competent person(s)</p> <p>Do not work within 5m of other(s)</p> <p>Keep public away from working area where possible using hazard tape or appropriate barrier.</p>		
<p><b>Environmental Hazards</b></p> <p>Extreme weather issues</p>	<p>Staff, volunteers and visitors.</p>	<p>Weather conditions monitored in advance of work, activity, event.</p> <p>Operational work activity stopped by staff if weather likely to be or becomes hazardous (eg lightning, high winds heavy rain)</p> <p>Remove damaged trees, debris prior to work for safe working areas.</p>	<p>Work operational activity cancelled or reduced in scale if weather too severe. Inform the land owner of any hazards within the woods, removal of trees etc. Changes in landscape.</p>	<p>Safety of staff, visitors and other participants - site conditions may deteriorate.</p>

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		<p>Treat / clear ice or snow where necessary.</p> <p>Cancel work/activity if health and safety of participants is at risk under hazards from environmental conditions. Trained staff to decide or ask line managers, health and safety officers.</p>		
<p><b>Transport</b></p> <p>Moving vehicles, car parks</p>	<p>Staff, volunteers, visitors.</p>	<p>Ensure parking arrangements free from external hazards. Staff to monitor and manage events, working activities.</p> <p>Staff responsible for own parking, driving on site entering and leaving. Reinstate paths which have been damaged by vehicles which visitors cannot use.</p> <p>Footpaths keep pedestrians away from traffic as best possible. Close off areas to visitors where vehicles are in use for woodland operations.</p> <p>Staff required to be in charge of their own health and safety.</p> <p>Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point.</p>	<p>Close car park to visitors if woodland operations are deemed to cause hazards within these areas. Staff to monitor and control. Close off working areas to visitors when using vehicles. Re-direct arrows, provide maps if required.</p>	<p>Prevent accidents.</p>

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		Do not use vehicles if they are damaged, not operational of the required working safety standard.		
<b>Missing Person(s)</b>	Staff, volunteers, visitors.	<p>Staff aware of each other's location on site at all times. No long working whilst using machinery. Report to senior staff of working location, during of time and when leaving site.</p> <p>Lone working staff, report to senior staff start of work and leaving site, area where they are working. Type of work they are carrying out.</p> <p>Lost child found on site. Looked after by trained staff with appropriate DBS check. Inform the police of loss child if no carer/parent seen. I</p> <p>Missing adults. Inform the police and ask for guidance. Staff to have mobile phones. First aid kit. Inform the police of missing/lost person.</p>	<p>Staff and volunteers aware of location of site, working area. Given maps and pre site check.</p> <p>Maps for visitors.</p> <p>Inform the police of missing/lost persons.</p>	Prevention of missing/lost people. Lost/missing person found.



Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
General, miscellaneous	Staff, visitors, volunteers.	<p>Staff have mobile phone at all times or access to emergency phone number.</p> <p>Weekly sheet in office of staff locations. Senior staff to be aware of colleague general working locations</p> <p>Children must be supervised by an authorised adult at all times - advance notice to parents / supervisors</p> <p>First Aid kit carried at all times where appropriate by trained staff. First Aid to be carried out under the permission of the said person who requires it or person who is authorised. Call 999 in an emergency.</p>	Changes to working schedule to be reported between managers and staff.	Staff and visitor safety.
Litter picking	Staff, volunteers and visitors	<p>Operatives to be adequately instructed in activity by trained staff.</p> <p>Long working, staff to report of start of work, end of work and leaving site and location of works. Every time on site.</p> <p>Gloves to be worn and required PPE.</p> <p>Litter picking tool to be used to minimise picking up objects by hand</p>	Litter picking by volunteers ok but any hazards must be dealt with by trained NNDC staff.	Protect all.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		<p>Frequent litter picking to avoid dealing with large quantities at a time. Bins to be emptied regularly by contractor</p> <p>Only trained staff to use sharps box for safe containment of sharp objects and handling with correct PPE. Contact NNDC Environmental health and report immediately.</p> <p>Rubbish to be contained in bags properly tied and appropriately disposed of. Do not lift bags that are too heavy not person carrying them.</p>		

## Example work plan

Location		Action	
		<b>Holt country park</b>	
Carbon literacy training		24 <sup>th</sup> and 25 <sup>th</sup> January. 9.30am to 1.30pm. NNDC office: Meeting room 8.	AMG, SW, CB
January Check in's required		Please arrange with Annie	AVH, QA, SW
Staff annual leave	Staff annual leave	Please submit requests to Annie.	Rangers
NNDC office	Leisure Team meeting with Colin	Last Friday of each the month. 9.30am. NNDC office. November 3 <sup>rd</sup>	All
Tree planting day.	Aviva	Tuesday 30 <sup>th</sup> January 2024	Rangers
Activity day	Active Norfolk	April 29 <sup>th</sup> week tbc 2024	
IT and emails.		Please check your NNDC emails regularly. Please check countryside inbox and ranger phone when annie/colin on annual leave. Please submit monthly timesheet to colin via email.	AVH/SW
NNDC staff shed. Hcp.		All ranger staff to clean/tidy nndc staff shed, workshops, containers at hcp once a month.	Rangers
All sites		Please inform your line manager if first aid kits have been used and need to be restocked. Please inform line manager and corporate	Rangers

		<p>health and safety officer of any accidents/incidents on NNDC sites to visitors and staff.</p> <p>Only NNDC trained staff can carry out first aid as approved.</p>	
All sites	<p>Site inspections</p> <p>(Please see site inspection sheets for required work)</p>	<p>Monthly site inspections.</p> <p>Please use site inspections form and record observations. Please report any high risks issues immediately.</p> <p>Please provide list of equipment/materials required to complete work. Please inform Annie if running out of forms or any concerns.</p>	AVD.
Hcp	Play equipment.	Please check play equipment each day. Please check holt country park daily for vandalism/anti-social behavior.	Rangers
Hcp	Bins	Please empty bins when Quintin is not on site/at work and check and rake play bark if required. Please support Quintin when he requires help to empty bins, play bark etc.	Rangers
All sites	Machinery, trucks, ppe, equipment, IT equipment, electrical, sos devices etc.	<p>Please report broken machinery, equipment, ppe etc immediately. Do not use, remove from work operations and report broken. Inform your colleagues to prevent accidents occurring.</p> <p>Machinery/equipment use. Please record hours of use recorded by each ranger for HAVS requirement.</p>	All
All sites	Safety	Please use sos devices when lone working and/or other times carry radios/phones so you can be easily contacted. Please make staff/line manager aware of where you are working on site, going to work, trails etc in case of an emergency/need to be contacted. Please make your line manager/colleagues aware of where you intend to go. Please follow risk assessments and guidance.	All
All sites when required.	Amenity brush cutting	Brush cut around fixtures and fittings, way markers, benches, seats etc avoiding wildflowers. Brush cut enough area to prevent quick regrowth.	Rangers

Hcp	Large gazebo	Take down large white gazebo in classroom clearing area.	Rangers/volunteers
HCP. PCW.SW. WW.	Volunteer group	<p>Hcp. Wednesdays, 10am to 12noon. Every week</p> <p>PCW. Thursdays. 10am to 12 noon, every week.</p> <p>SW. Fortnightly/alternative with warren woods. Wednesday 1.30pm to 3pm.</p> <p>WW. Fortnightly/alternative with sadlers wood 1.30pm to 3pm.</p> <p>Please email muddy boots volunteers via countryside email to inform them of required location meeting point when annie on annual leave.</p> <p>Please record number of volunteers at each muddy boot session.</p> <p>Please destroy any contact details after each muddy boots session.</p>	<p>SW and AVH to lead volunteer groups together when larger number of people attending.</p> <p>Muddy boots work plans to be produced monthly with plan of location and work to be carried out.</p> <p>Annie to cover ranger's annual leave.</p>
Hcp	Volunteers	<p>Harry C. Placement on Tuesdays</p> <p>Joe S. Placement on Monday and Tuesday (when possible)</p> <p>Connor W. Placement on Mondays.</p> <p>To assist rangers.</p>	Volunteer placements.
Hcp	Visitor center	Please restock hcp leaflets when required. Please remove weeds. New visitor sign required. Broken rail outside V.C needs fixing. Install new benches outside V.C.	AVH/SW. Volunteers.
Hcp	Sensory garden	<p>Refer to sensory garden plan. Planting around pond area/large metal rings.</p> <p>Produce book exchange box. See Annie.</p>	Rangers/Volunteers

HCP	Fire wood processing. Firewood deliveries	Collection of firewood from all sites asap to prevent theft of firewood. Process firewood.  Firewood loads £135.00 each.	Rangers
Hcp	Generator	Please re full generator when required. Check oil and water. Report any problems. Check fuel levels. Record when oil and water has been topped up to avoid over fueling and low levels and confusion.	AVH/SW
Hcp	Matt Darge sculptures	Install sculptures. Fox and mini beast sculpture.  Rangers to agree location of sculptures.  Date for matt to finish snail tbd. Owls for sw and pcw	SW/AG/CB
Hcp	Buildings	Clean out gutters	Contractor.
Hcp	Amphitheatre.	Install stage. Easy access bench. Plants.	Rangers. SW and AVH. Annie. Volunteers.
Hcp	All equipment	Update on list of all machinery, model, make and i.d codes. Manuals. Insurance.	Rangers/Annie.
Hcp	Entrance to park	Discussion about entrance to car park.	Property/CB/AG.
HCP	Interpretation	Update H&S boards when required. Make Brick Plinth, archway need interpretation.	Rangers
Hcp	Norwich road	Fence needs replacing in places	Probation service. Quotes from contractors.
Hcp	Wildlife surveys	Carry out wildlife surveys	Rangers/volunteers

Hcp	Splash pools education area.	Soil and liner required for education area.	All
HCP	Tree survey/tree work.	Informal tree surveys. Continue with tree work. To discuss. (Use new RA).	AG/SW/AVH.
HCP	Interpretation	Temp interpretation, explanation of work on site for visitors.	Annie/Colin
Hcp	Sawmill cage	M.Abbs contractor to install.	M.Abbs
Hcp	Workshop	Workshop. Roof needs fixing.	Contractor/M.Abbs/Colin.
Hcp	Green flag work	Please see additional list below	All