

PRETTY CORNER WOODS

ANNUAL REVIEW 2025



NORTH
NORFOLK
DISTRICT
COUNCIL



Raising the standard of
Parks and Green Spaces

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Introduction - Welcome to Pretty Corner Woods

Abstract

This annual review outlines the management work, activities, projects, development and general progress made by North Norfolk District Council's Countryside Service at Pretty Corner Woods in 2025 and forms the basis of the authority's application for continued Green Flag Award status. Pretty Corner Woods is one of three Green Flag sites managed by NNDC, alongside Holt Country Park and Sadlers Wood, and these sites are linked and referenced at appropriate times in this review.

About

Pretty Corner Woods, which has held Green Flag Status since 2013/14, forms part of a larger woodland complex under differing ownerships. Pretty Corner Woods (30.3Ha) is owned by North Norfolk District Council (NNDC), and The Woodland Trust (WT) own and manage 19.44Ha of woodland to the southeast known as Old Wood. A further 11.37Ha of woodland to the northeast, sold to Sheringham Town Council by Anglian Water in 2006, is leased to the WT and is included within their management operations. The site contains a patchwork of habitats including mature secondary woodland, conifer plantations, regenerating heathland, acid grassland and a small amount of ancient woodland.

The wood is situated within the North Norfolk AONB, along the Holt-Cromer ridge. The site neighbours Norfolk Valley Fens SAC and is a short walk from Sheringham Hall Park and gardens - a National Trust owned site. The historic town of Sheringham is 2 miles away. A popular Edwardian seaside resort, the town still has a thriving tourist industry and attracts visitors to both the sea front and the surrounding countryside. The site is owned and managed by North Norfolk District Council.

Notable and significant features of the site include:

- 2 free car parks - one off Holway Road and one off Pretty Corner Lane,
- a large picnic / playing field,
- a boardwalk linking the two car parks,
- a viewing point,
- tree trail,
- sculptures / artwork,
- community orchard,
- education space.

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

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
- 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

Working with the Woodland Trust

NNDC and The Woodland Trust work together in partnership to manage Pretty Corner Woods & Old Wood, with the site viewed by many 'as one'. Both are committed to long term partnership working to secure good quality access to the woodland and this commitment to a partnership approach has been strong over a number of years.



In recent years the decision making and approaches to practical management of the site have become increasingly separated, but not to the detriment of the site. Our Rangers have continued to progress where possible with site improvements to Pretty Corner Woods, whilst remaining in close contact with the WT regarding Old Wood. Both organisations seek to manage the site for the common goals of promoting safe public access, enhancing wildlife, diversifying habitats and working positively with partners, however our local presence means that our team spends more time managing the site in person than the WT. We carry out informal site checks on the WT side, reporting issues back, and carry out agreed management works and repairs within Old Wood as part of an annual Estates Management Contract. All of this means that the whole site remains safe and welcoming for visitors.

Visitors

Visitor numbers at Pretty Corner Woods are calculated using data collection software provided by ActiveXchange. Unfortunately changes to the system and the absence of an officer within the Council to manage the software mean that we are unable to provide an accurate update on visitor numbers this year. There is still a commitment within the service to monitor visitor numbers and it is hoped that the current issues will be resolved in 2026. 2024's visitor numbers are provided as the most up to date available.

| | | | | | | | |
|-----|-------|-----|-------|-----|-------|-------|--------|
| Jan | 3,176 | May | 4,078 | Sep | 5,578 | | |
| Feb | 3,148 | Jun | 3,929 | Oct | 4,246 | | |
| Mar | 4,479 | Jul | 5,595 | Nov | 3,311 | | |
| Apr | 4,570 | Aug | 4,704 | Dec | 5,235 | | |
| | | | | | | Total | 52,049 |

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

Pretty Corner Woods achieved its first Green Flag in 2013/14 and has now held the prestigious award for 10 consecutive years. This is an achievement which all those who have been involved in managing the site are very proud of, particularly given the requirement for continuous improvement and development. Our Green Flag flies proudly above the picnic area.



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.

Pretty Corner Woods is an extremely important and loved site for the Countryside Team, with the following staff resources attributed to its management:

| Position | Resource Attributed to HCP (FTE) |
|--|----------------------------------|
| Countryside Services Team Leader | 0.2 |
| Countryside Ranger | 0.2 |
| Countryside Ranger | 0.2 |
| Assistant Ranger | 0.2 |
| Assistant Countryside Ranger | 0.2 |
| Leisure & Locality Services Manager | 0.1 |
| Leisure & Locality Services Team Leader | 0.1 |
| Volunteer Ranger | 0.1 |

In early 2024 we were able to increase the hours of our Assistant Countryside Ranger to further support the work of the team and to continue to manage our sites to the expected levels. The role itself was also reviewed and changed to increase the skills required to carry it out, additionally bolstering the teams resources.

Leisure and Locality Services Team Structure 2026



Healthy, Safe and Secure

This section outlines how Pretty Corner Woods seeks a healthy, safe and secure environment for its visitors. The following criteria are considered – Appropriate provision of quality facilities & activities, Safe equipment and facilities, Personal Security and the Control of dogs & dog fouling.

Quality Facilities & Activities

Pretty Corner Woods 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 Parks – Pretty Corner Woods benefits from two free car parks for visitors to use, a smaller car park off Holway Road heading towards Sheringham town and a larger car park situated on Pretty Corner Lane. The condition of the car parks is monitored by the ranger team with repairs taking place as and when necessary. These repairs are carried out by the ranger team themselves or the Council's property services team if required. Both car parks have had emergency gates installed to allow the rangers to close these off when circumstances dictate it necessary.
- Picnic/Playing Field – A large picnic field is situated to the north of the site which can be used by visitors to enjoy their lunch or to play games. This area is maintained as part of the Council's grounds maintenance contract. One edge of the picnic field now provides a home to our new community tree nursery which has been introduced in recent years.
- Waymarked Routes and Sculptures – five colour coded waymarked routes are in place for visitors to follow. Four of these trails pass solely on the Pretty Corner side of the site with a longer purple trail taking in a section of the Woodland Trust managed side. The site also plays home to some sculptures, including two very different owl sculptures – a long standing and much-loved large owl head and wings which greets visitors at the start of the blue and red trail, and a new chainsaw carved owl. In 2024 we also installed a brand-new carved bench, funded by legacy monies from a generous local. This bench is situated at one of the sites popular viewpoints which is accessible via a short walk from Pretty Corner Lane car park and boasts views out over the town and sea to the North. To guide visitors around our latest waymarked trail we even produced our own way markers which include our cartoon wildlife family, which we hope will add a nice touch for our younger visitors as they navigate the woods.
- Picnic Tables and Benches – Some picnic tables and benches are situated around the site for people to stop and enjoy their lunch, a brief pause in their



walk or a rest of their legs. We have installed 'Happy to Chat' benches to help combat social isolation and have increased the number of benches available around the site following the feedback received as part of a user survey. These are all made and installed by the Ranger team utilising materials taken and recycled from our own sites.

- Tree Nursery - installed thanks to a grant from Norfolk County Council our tree nursery is situated on the main playing field. At present, whilst it fully establishes, it is being monitored and managed by the Ranger team and our regular volunteers. It is hoped that local schools and community groups will eventually be involved the nursery.

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, whilst also ensuring that they are effective and efficient for the service.

Pretty Corner Woods as a site is well placed to deliver events thanks to its large field which can be used for car parking and an event at the same time. The lack of facilities does lead to greater costs when organising events at this site, which does play a part in our decision around how many and which events and activities to bring to site. As with most areas of our service we are constantly reviewing how we do things and where our priorities should be to ensure that the maximum benefit is achieved.

The plan for Pretty Corner Woods in 2025 was to deliver two larger events in the summer months, however due to resource constraints we reduced this to one - The Pretty Corner Woods Woodland Fair. 132 children and 126 adults joined the team for the day and were able to access a whole range of activities, stall holders, food vendors, demonstrations and more.

In 2025 the Countryside Service partnered with [North Norfolk YAB | MAP Norfolk](#) to deliver a project for young people in the area. Designed and delivered by the Countryside Team and funded by the North Norfolk YAB the Green Futures youth project aimed to inspire and empower young people in North Norfolk to take an active role in tackling environmental challenges and delivered various free activities throughout the year for young people aged 11 to 19 (up to 25 for those with additional needs). You can find out more [here](#).



Green Futures sessions which took place at Pretty Corner Woods included Get to Know Minibeasts, Get to Know Birds, Axe & Knife Throwing and Archery. A little over 300 spaces were taken across the year for the whole project and all involved have deemed it to be a good success. The Countryside Service has been awarded a further £4000 to continue some of the delivery in 2026.

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 based on management priorities and the inspections. All significant activities and operations are covered by risk assessments which are reviewed on an annual basis.

The team have a number of different tools and machines available to them to help with their day to day tasks. Before use in a public space full training is provided, all equipment is on an inspection schedule and RAMS are produced. Finally, appropriate service regimes are in place.

Risk assessments are carried out for all activities and events on site, including customer facing events and the Ranger's practical works. The service is supported by the Council's Corporate Health and Safety Officer who visits the site regularly to ensure compliance and offer advice.

The team's equipment is used in many different ways to keep the site and facilities safe for visitors. Examples of this include chainsaws used for tree work, tractor and worky quad used to support large manual jobs and the saw mill to produce new benches when others become unsafe and in need of replacement.

Personal Security

Although anti-social behaviour is not completely absent from Pretty Corner Woods it is extremely rare that there are occurrences whereby individuals are personally affected by it. Emergency signs are in place on site in the car park areas, which cover 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 are also have an enhanced DBS check in place which is renewed annually, and the team all have standard issue uniform making them instantly recognisable to the public when on site.

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 Sheringham. When instances of anti-social

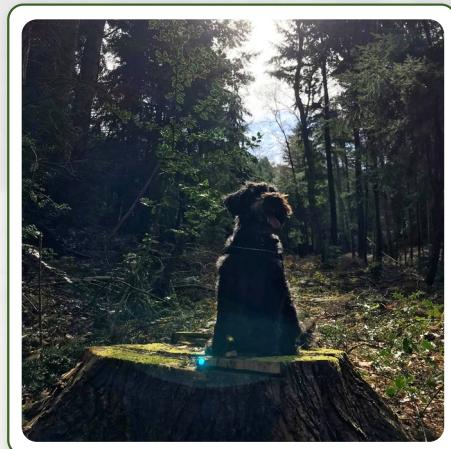
behaviour are experienced within Pretty Corner Woods, which usually involves groups of teenagers meeting up in the evening/night time and occasionally lighting fires, then these are reported to the SNT who will subsequently increase their presence on site to help to prevent recurrences. This approach 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.

Maps are available in flyer form and on entrance boards which, along with clearly waymarked routes, allows visitors the peace of mind that they can always find their way back to a car park or one of the exits. We are seeking to strengthen this in 2026 by adding What3Words to a number of locations in the park so that should someone find themselves lost they have this option to quote to someone to help find them.

There were only two instances whereby we had to work with the the SNT at Pretty Corner Woods in 2025 and both involved dogs, these are detailed in the next section.

Control of Dogs

Pretty Corner Woods 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.



Dog walkers are very welcome at all of our sites, including Sadlers Wood, but are reminded 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.

The Rangers take a proactive approach on-site to ensure that dogs are behaving appropriately, politely talking to visitors to remind them of their responsibilities whenever necessary, and building relationships with regulars. We will also utilise our social media channels for similar messages to help reinforce this. All of this aims to explain the importance of owners controlling their dogs to ensure that the site can be enjoyed by all and to prevent any adverse effects to local wildlife.

Problems with dog fouling seem to come and go at Pretty Corner and this reached a peak in 2023. An increased Ranger presence and more Environmental

Protection Ranger patrols has subsequently seen these instances reduce significantly. In 2025 we received several complaints regarding two dog walkers and how they were controlling their dogs when on site. Conversations with the SNT led to this being followed up with the individuals in question and complaints reducing.

Maintenance of Equipment, Buildings and Landscapes

Litter, Cleanliness, Waste Management and Vandalism

The site is litter picked every two weeks in winter and once a week in the summer, and this frequency helps to keep the site litter free for the vast majority of the time. Two litter bins are situated in each of the car parks for visitors use, and these are emptied twice a week, or upon request, by the Council's waste services contractor Serco. In addition to this we have installed a new double recycling bins in both car parks to allow for recyclable waste to be collected.

| Waste | Frequency of clearance | By who |
|----------------------------|---|---------------|
| Litter bins emptied | Twice a week or when necessary | Serco |
| Dog bins emptied | When 75% full or when necessary | Serco |
| Site litter picked | Once a week in summer or when necessary. Every two weeks in winter. | Rangers |

Pretty Corner Woods has experienced some vandalism, ordinarily in the summer months and in the form of camps and fires, however these are few and far between. All instances of this type of site vandalism and damage are reported to the local SNT who have subsequently increased patrols and their presence on site. This has taken three forms - on foot, in a vehicle and by utilising a drone. We have also utilised our social media channels to encourage local people to report any instances such as this through the correct channels. Our ranger team and our police contacts use the app What Three Words to identify where problems have arisen and where they may arise within the woods. We are pleased to report that once again instances of vandalism and alike were negligible in 2025.

Horticultural Maintenance

Pretty corner woods is a registered county wildlife site and is situated adjacent to Old Wood which is managed by the Woodland Trust. County Wildlife Sites (CWS) are areas of land that are rich in wildlife. Many sites will contain habitats and species that are priorities for the UK and together with the statutory protected areas (SSSIs and Nature Reserves), CWS represent the minimum habitat we need to protect in order to maintain the current levels of wildlife in Norfolk. CWS complement SSSIs and other protected areas by helping to maintain links between these sites. In recent years there has been a growing recognition of the importance of conserving such places, so that wildlife can survive in the wider countryside and move through the landscape. In 2025 Pretty Corner Woods was described in the following way by Norfolk Wildlife Trust:

County Wildlife Site 1146 Pretty Corner & The Plains is an exceptional area for wildlife and quiet enjoyment of members of the public, designated for its complex mosaic of semi-natural broad-leaved woodland habitats with small areas of neutral, unimproved grassland and sparsely vegetated patches of dry heath. Accessibility and enjoyment of natural spaces for the public, alongside creating an abundant and thriving nature across Norfolk are both key strategic outcomes for Norfolk Wildlife Trust.

As part of [Local Nature Recovery Strategy - Norfolk's Local Nature Recovery Strategy - Norfolk County Council](#) Pretty Corner Woods is also listed and shown as an Area of Particular Importance for Biodiversity (APIB).

Horticultural management of the woodland is carried out by the countryside ranger team and with the help of our muddy boots volunteer conservation team. Part of our management work for the next five years will be creating more wildflower glades and edges, maintaining grassland areas and increasing wildlife habitats areas.

Grassland rides are brush cut in late autumn 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 woodlands. Over time this method of grass management has decreased the density of coarse rough grass allowing more wildflower species to grow for the benefit of all.

Wildflowers 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 areas for habitat. 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. Selective areas of brambles, stinging nettles, and plant species are left for feeding butterflies, birds and mammals for food.

Our tree nursery provides the community with small trees when required we also bring on trees from seed and grow them in the community nursery areas for future use.

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.

On the blue trail the countryside rangers and muddy boots volunteers have created a woodland glade area for peaceful reflection. Visitors will be able to sit surrounded by wildflowers and watch birds feeding in the woods.



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.

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. More regular informal tree surveys are carried out by the Rangers as part of their ongoing management works. This is a visual check of a tree's general health, stability, and condition which aims to flag any concerns such as fungi, dead branches or leaning. This regular observation is extremely important and forms the first line of defence in tree management to identify potential hazards early or to deal with any that have developed quickly.

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. Woodland management follows the 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. Tree felling works due to health and safety risks and tree thinning works that are required in the tree felling licence and as part of practical management provides good quality firewood and brash piles for wildlife habitats. Timber is also used by the rangers to make benches, way markers, signs, seats, shelters, flower beds and sculptures for use within the woods.

Habitats, wildflower 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. The felling licence is valid for five 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.

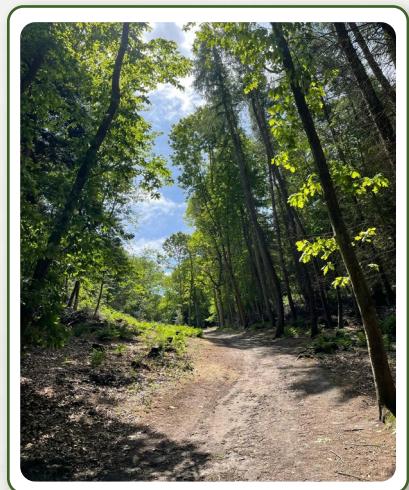
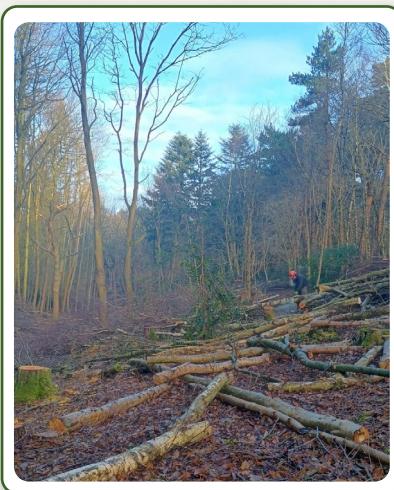
Pretty Corner Woods new felling license was issued in late 2025 and will allow for the future creation of more important habitats within the woods for wildlife, as well as creating and increasing wildflower rides, and creating glades which have previously been lost by the encroachment of invasive species 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. Areas of dead standing wood and deadwood on the ground will be left throughout the woodland blocks of Pretty corner woods to provide important habitats for a variety of flora and fauna.

The rangers have opened up areas along rides for wildflowers to flourish and insects to find a plentiful supply of nectar. A greater biodiversity of tree species have been planted next to the wildflower rides that will provide wildlife with a supply of berries, nectar and nuts, creating a ride with a mixture of grasses, wildflowers, shrubs and trees. The greater diversity of tree species and mix of tree planting within an area will help fight against the spread of disease and pathogens between the same species.

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. Extreme drought, prolonged downpours and more frequent high winds has affected trees of a variety of ages within Pretty Corner Woods, and 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 increased amount of tree felling work.

A mixture of species will be planted in the future 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 managed for longevity where possible.

The countryside team in 2025 continued to work towards creating a healthy woodland for wildlife habitats, public enjoyment and sustainability for the future.



Buildings and Infrastructure Maintenance

Pretty Corner does not currently benefit from any buildings on site. The infrastructure that exists is spread across the site and includes notice boards, way markers, paths, car parks, a boardwalk, benches and picnic tables. Rangers monitor all infrastructure as part of their management of our sites, carrying out weekly checks and full monthly site inspections. The ranger team will carry out most of the repairs as necessary. Where appropriate the Council's property services team will deal with larger repairs, and these are usually to the aging boardwalk, which has proven to be a particular problem in recent years, and discussions are ongoing about its future management.

With the financial pressures that Councils find themselves under it is not possible to fully replace the boardwalk, therefore this would have to be funded externally through grants – which are equally difficult to find at present. This situation will continue to be monitored and the boardwalk will continue to be patched up when required.

Pretty Corner Woods is a site which does not have a ranger presence every day and as such we also have the facility on the Council's website for visitors to report damages and defects.

In 2025 our rangers and volunteers replaced some of the aging benches, increased interpretation on site, installed a new set of benches on the blue trail in an area which is intended for quiet reflection. A further addition in this area is planned for 2026 with the installation of a new large carved bird feeder/bath opposite the benches.

Later on in 2025 our volunteers spent two Thursday mornings scraping back the mud and debris along a large section of the red trail. This has taken the path back to a more accessible condition once again, providing visitors with flat, firm ground all the way to the old tea room steps. This was tough, physical work and we are extremely grateful for their efforts.



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. We are in the process of uploading all equipment onto the Council's PPM and compliance schedules to further ensure that they are consistently well maintained and fit for purpose. 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. The new workshop which was installed at the Rangers base at Holt Country Park in 2024 has been designed internally to further support the teams ability to effectively maintain their equipment and tools.

Environmental Management

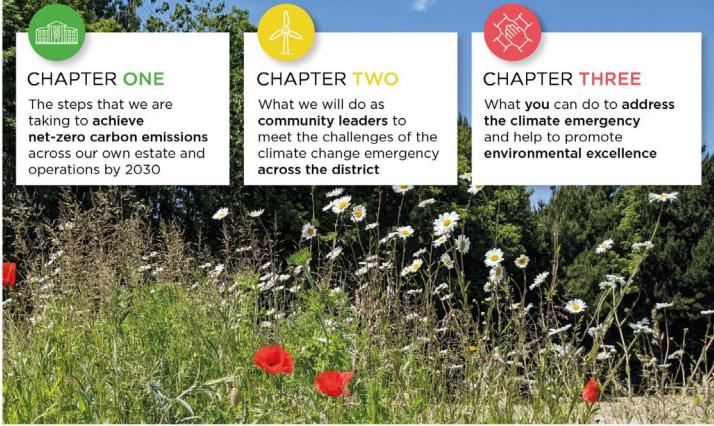
Managing Environmental Impact

The Council has declared a climate emergency and therefore puts environmental considerations at the heart of its service delivery. NNDC's Environmental Charter states its commitment to action to achieve net-zero carbon emissions by 2030. It shows how we will use our resources wisely to set a direction through our actions, working with partners and influencing others. The Council's [website](#) outlines three 'Chapters' by which it intends to meet this commitment:

OUR ENVIRONMENTAL CHARTER

The Council has declared a **climate emergency** and therefore puts environmental considerations at the heart of its service delivery.

Our Environmental Charter states our commitment to action in order to **achieve net-zero carbon emissions by 2030**, showing how we will use our own resources wisely to set a direction through our own actions, working with partners and influencing others.



CHAPTER ONE
The steps that we are taking to achieve **net-zero carbon emissions** across our own estate and operations by 2030

CHAPTER TWO
What we will do as **community leaders** to meet the challenges of the climate change emergency **across the district**

CHAPTER THREE
What you can do to **address the climate emergency** and help to promote **environmental excellence**

Wildflower and pollinator area at the front of North Norfolk District Council headquarters in Cromer, June 2021



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Our service, like all services within the Council, is expected to play its part in delivering against this important corporate objective. The identified steps to help deliver this ambitious target are broken down on the webpage by chapter, and our service can (and will) support the following of the identified actions:

- Manage staff travel by developing a Council transport scheme which will promote online meetings and access to environmentally friendly modes of transport such as lift-share schemes, electric cars, bicycles and public transport.
- Mobilise all Council staff to implement this charter and respond to the climate emergency in the performance of their roles.
- Invest in measures which increase biodiversity within the district, such as planting 110,000 trees by 2023 and delivering biodiversity net gain in a measurable way through the Local Plan
- Support opportunities for Active Travel schemes that enhance walking and cycling infrastructure across the district
- Inspire a new generation of carbon reduction champions – young or old we want to help everyone to reduce their carbon footprint

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
- 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.

Early in 2024 all managers at the Council undertook Carbon Literacy Training to provide 'an awareness of the carbon costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis.' This training was 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.

We are working hard to get messaging out to support the works and create a local understanding. As part of our plans to increase general interpretation on site we have installed more specific site management information to help foster a greater and wider understanding of the management approaches we are taking.

In 2025 as part of the Green Futures Youth Project several sessions were delivered which sought to help tackle the eco-anxiety that young people in our

district had identified as something they were concerned about. The project kicked off with 5 classroom based Carbon Literacy Workshops which were well attended and warmly received.

Waste Minimisation

General waste and recycling is kept separate on site wherever possible thanks to the dual waste/recycling bins which have been installed in both car parks in recent years.

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.

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 Adaptation Strategies

For planting of new trees within the woods we have used the forestry commission ESC database which shows which tree species will be able to survive in the future due to climate change, 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 have been 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 have been planted as mixed groups and tree species of a variety of ages encouraged to further sustain the woodland.

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.

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.

Biodiversity, Landscape and Heritage

Management of Natural Features, Wild Fauna and Flora

Pretty Corner Woods supports a range of both native and non-native species of flora and fauna which breed and are resident. Their presence on site is fully supported by the Ranger's practical management works which seek to protect and enhance their habitats. Flora and Fauna present at Pretty Corner Woods are outlined in the table below:

| Miscellaneous Wildlife | |
|-----------------------------|--|
| Reptiles | Adders. Grass snakes. |
| Lizards | Slow worms. Common lizards. |
| Amphibians | Common newt. Common frog. Common toad. |
| Butterflies | Large White, Meadow Brown, Ringlet, White Admiral, Red Admiral, Speckled Wood, Silver Washed Fritillary, Silver Washed Fritillary Valezina, Peacock, Purple Hairstreak, Brimstone. |
| Insects/ mini beasts | Violet Ground Beetle, White Tailed Bumble Bee, Red Tailed Bumble Bee, Biscuit Beetle, Red Soldier Beetle, Stripe-Backed Dasysrphus, Thick Legged Flower Beetle, Money Spider, Nursery Spider, Garden Spider, Woodlouse, Centipede, Tiger Hoverfly, Green Bottle, Scorpion Fly, Southern Hawker, Common Darter |
| Mammals | Muntjac deer. Wood mouse. Common vole. Common and pigmy shrew. Grey squirrel. Foxes. Common and soprano pipistrelle. |
| Plants | Pyramidal orchid, Ribwort plantain, Ox eye daisy, Tansy, Yarrow, Ragwort, St John's wort, Clevers, Birds foot trefoil, Cats ear, Oregano, Lesser trefoil, White clover, Doves foot cranes bill, Greater plantain, Cocks foot grass, Common couch grass, Common bent grass, Perennial rye grass, Timothy, Yorkshire fog, Tufted vetch, broadleaf dock, Creeping butter cup, Bindweed, Common nettle, Purple toad flax, Sorrel, Burdock, Hog weed, Red campion, Rough chervil, Rosebay willow herb, Dandelion, Herbrobert, Nipple wort, Wood avens, May weed, Wall barley, Ground ivy, Knot weed, Climbing corydalis, Fiddle dock, Honeysuckle, Wood dock, Enchanters night shade, Broadleaf willow herb, Bluebell, Fox glove, Rough meadow grass, Poppy, White campion, Mallow, Bracken |

| | |
|-------|--|
| Birds | Wood pigeon, Buzzard, Red Kite, Tawny Owl, Swift, Herring Gull, Black Cap, Chiff chaff, Great Tit, Blue Tit, Long Tailed Tit, Robin, Wren, Blackbird, Chaffinch, Heron, Kingfisher, Nuthatch, Tree Creeper, Woodcock, Song Thrush, Great Spotted Woodpecker, Magpie, Carrion Crow, Rook, Jay, Gold Crest |
| Fungi | Stinkhorn. Fly agaric. |

Pretty Corner Woods is managed using a rolling five year management plan for conservation and woodland management. Reviewed annually to allow the plan to remain fluid due to the reactive nature of this type of site management. The Countryside Service has overall aims and objectives (which are listed earlier in this review) and an overarching approach to woodland management which seeks to meet these objectives. The plan includes forestry operations and re-stocking of tree species which correspond with an approved felling licence issued by the Forestry Commission.



Compartment areas and woodland ride maps can be seen below, with a copy of the conservation and woodland management plan for 2025 shown at the end of this document.

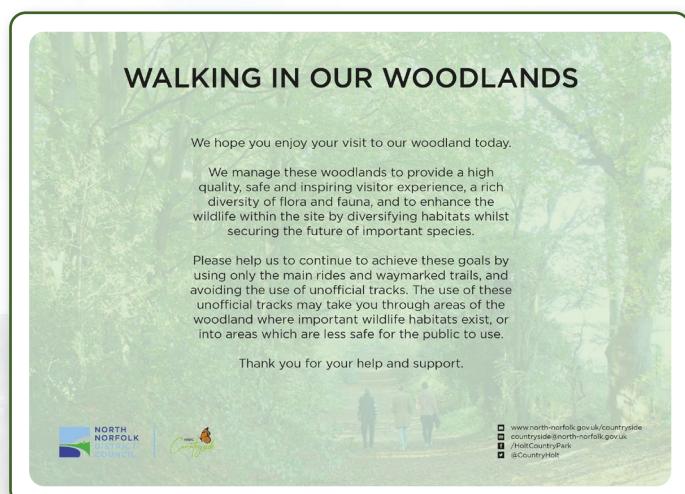
In 2025 a number of local site users expressed their displeasure with the approaches we have used when trying to manage and protect certain areas of Pretty Corner. The general approach across our sites is to provide official waymarked trails which are managed and maintained for visitors to enjoy access to our woodlands. Walking within woodland blocks is discouraged to help to protect these areas for wildlife habitats and flora & fauna. Signs at the main entrances have been in place for a number years outlining this approach.

Planting of trees along compartment edges has taken place in many instances and is planned throughout the site. The rangers use dead hedging to delineate between the official trails and the woodland blocks, a standard woodland management approach which has the added benefit of providing habitat to minibeasts and invertebrates. By taking this approach, we are able to encourage a rich biodiversity within the woodlands whilst also maintaining important habitats. For example, where possible, we will leave standing deadwood within blocks and allow for natural decomposition of some woodland material.

Due to the concerns raised by members of the public the Ranger team took some time to consider their approaches to ensure they were appropriate for the site. The outcome of several discussions identified that we strongly believe that our approach to managing our woodlands is appropriate and balanced. We also sought external guidance from Norfolk Wildlife Trust, two local ecologists and Forestry England to ensure the appropriateness of our methods. Below is a comment from Norfolk Wildlfie Trust regarding the balancing of access vs wildlife:

"The closing of the unofficial footpaths is a standard approach to protecting wildlife; these paths result in detrimental damage through soil compaction and damage to tree root systems thereby increasing the mortality rate of trees which rather than being left as standing deadwood habitat, shall need to be felled for H&S reasons, therefore reducing woodland habitat.

Furthermore, unofficial paths result in irreparable damage to ground flora and further disturbance to a plethora of wildlife. The closure of these paths will therefore help to maintain and increase areas for biodiversity, wildlife and their associated habitats, allowing all flora and fauna to thrive within the County Wildlife Site."



WALKING IN OUR WOODLANDS

We hope you enjoy your visit to our woodland today.

We manage these woodlands to provide a high quality, safe and inspiring visitor experience, a rich diversity of flora and fauna, and to enhance the wildlife within the site by diversifying habitats whilst securing the future of important species.

Please help us to continue to achieve these goals by using only the main rides and waymarked trails, and avoiding the use of unofficial tracks. The use of these unofficial tracks may take you through areas of the woodland where important wildlife habitats exist, or into areas which are less safe for the public to use.

Thank you for your help and support.

NORTH NORFOLK COUNCIL | **Country Park**

www.north-norfolk.gov.uk/countryside
countrypark.north-norfolk.gov.uk
[/HoltCountryPark](https://www.facebook.com/HoltCountryPark)
[@CountryPark](https://www.instagram.com/countrypark_holt/)

Bat and Bird Boxes

Bat and bird boxes are in place across the site and at the time of writing this review a whole site bat survey was being undertaken by Kepwick Ecology to inform the future management of these. It was hoped to increase the number of Tawny Owl boxes on site in 2025 but a site visit with West Norfolk Ringing Group failed to identify any suitable locations at present.

Woodland Species

In spring 2026 the Wildlfie Trust will be completing a full survey of the site as part of our obligations as a County Wildlife Site.

Conservation of Landscape Features

The practical conservation and woodland management plan is designed to protect valuable historical raised woodland earth banks and ditches which can be seen throughout the woods. These once marked boundaries and acted to protect valuable areas of planting. The banks and areas of soil and leaf litter are left undisturbed. Historic paths and rights of ways are conserved throughout the woods and not disturbed by grounds management.

A roman quern (wheat grinding stone) was found on top of the hill within the woods. Also pot boiler stones and spigot mortars have been found promoting the importance of conservation in these areas. In 2021 a local metal detector, with permission from NNDC, started to survey some of the site, finding roman coins and a medieval buckle.

Historical areas of planted woodland which contain ancient and veteran trees are protected and managed for longevity. Many of these giants are recognisable landmarks and known to many visitors. Such as the five fingered Oak tree on the boundary of the picnic field. We are allowing these ancient trees to decline with age naturally by hedging around them if they are growing away from main paths, to prevent people passing by too closely and negating the need for the tree to be felled.

In 2023 some interesting old maps were discovered as part of local research, as well as some possible information around heritage buildings (both shown here).

Pretty Corner Woods in the 1940s



Pretty Corner Woods in the 1988



The site is split down the middle by an obvious gully which has been identified as a Medieval Hollow Way – ‘Sunken lane (also hollow way or Holloway) is a road or track that is significantly lower than the land on either side, not formed by the (recent) engineering of a road cutting but possibly of much greater age’. This would make sense when considered against it’s close proximity to Holway Road which leads from the main A148 down past Pretty Corner Woods and into Sheringham Town. Our management works do not affect this gully.

Conservation of Buildings and Structures

There are no buildings or structures within Pretty Corner Woods or Old Wood which are of any conservation significance. More recent man-made structures which have been introduced to the woods, such as the Owl carving and legacy bench, are maintained regularly to ensure their longevity on site. As with our other sites the rangers will spray each wooden Carving or structure with advanced wood preserver twice a year to help ensure that their condition is maintained for as long as possible.

As mentioned above research identified some records regarding old WW2 buildings and tracks. We can see from the information on the left and the grid reference on the right that these appear to be on the northern section of Pretty Corner’s playing field. We have no further details regarding these at the moment, however if you see back to the 1940’s aerial image you can see a building and tracks as identified. The military’s presence on this site has been assumed for a while within the team and volunteers due to all the pits and holes which would have been used for training and observation. One volunteer noted that “*the pits on the bare hill near the perimeter path behind the bungalows are still there up the hill covered by bracken, and often used for extra shelter by the deer*”.

Record Details

News NHER Number: 22974
Type of record: Monument
Name: Site of World War Two buildings and tracks

Exploring More

Out & About There is a group of around five small buildings and linking tracks to be seen on the RAF 1946 aerial photographs. There is a track which links the complex to the road and this is also visible as a [crownmark](#) on 1988 BMS and 1994 Ordnance Survey aerial photographs. It seems likely that these are of World War Two military origin.

Schools

Heritage Glossary

FAQs

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Links

Summary

Images - none

Location

Grid Reference: TG 15472 41820
Map Sheet: TG14SE
Parish: UPPER SHERINGHAM, NORTH NORFOLK, NORFOLK

Full description

Norfolk NMR May 2003.
There is a group of around five small buildings and linking tracks to be seen on the RAF 1946 aerial photographs (S1). It seems likely that these are of World War Two military origin. On the southern edge of this complex there is a track that links it to the road. This is clear on the RAF aerial photographs and can be seen as a [crownmark](#) on the 1988 BMS (S3) and 1994 Ordnance Survey (S5) images. The site is centred on TG 1547 4182. H. Clare (NMR) 16 May 2003.

Norfolk Heritage Explorer

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Base Maps

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We now have a pool of around 30 regular volunteers, and this number is growing all the time. These regulars with the addition of our school group make for a very successful session, with all involved deriving great benefit. We are seeing new skills learnt, friendships created, isolation combatted and lots of work being carried out! John Coates from Sidestrand Hall School provided the following comment about how beneficial these sessions are for their children:

Muddy boots sessions provide our students crucial life skills in confidence, independence, communication skills, and teamwork. With tailored support from the rangers, they help our students to build self-esteem, and turn abstract learning into real-work capability.

Work experience/volunteering, can identify strengths and interests, and potentially a job or career path. Through practical jobs, our students learn how to use tools and equipment safely.

Our students also get a chance to work with the public, a rare opportunity to build social skills. All their work is documented and goes towards an accredited award.

In 2025 a total of 42 sessions took place, with a few more than normal falling foul of the weather. These sessions were varied and tasks undertaken by the group included such things as works to the tree nursery, bracken control, infrastructure works, habitat creation, rhododendron control, pathway works, ride management and further works on a new sensory/quiet area within the woods.

The sessions attracted 600 volunteer visits and this provided our service with 1200 hours of additional resource. It should be noted that these volunteer hours carry an economic value of over £14,652 at national living wage level (£12.21), further supporting the great benefit these sessions bring to the service and the site 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. Everyone involved is excited to see the improvements continue in Pretty Corner in 2026.



Probation Service

Previously known as The Community Payback programme, the Probation Service has been utilised by the team for many different tasks, these range from scrub clearance and other practical management works to car park repairs and the installation of trails. We have successfully worked with this scheme for several years now, however in recent years their presence at Pretty Corner has been more limited. Most recently we have utilised this service for litter picking and supporting the management of our tree nursery.

Volunteer Ranger

Our volunteer ranger post was introduced in 2019 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 Pretty Corner Woods and across our other sites. We are pleased to say that we have been able to support a number of volunteers in this role over recent years, many of whom who have now progressed into industry roles. At the time of writing the volunteer ranger role is vacant but we are working through the necessary paperwork to bring on board a new student from a local college.

Local Sculptor

Following a call for local sculptors and artists to get in touch to discuss possible collaborations Matt Darge got in touch and we have struck up a very successful working relationship. Matt has provided us with several carvings across our portfolio of sites. Matt has produced 2 sculptures so far for this site – one owl and one carved bench. Our intention is to continue to add pieces like this when the opportunity arises as we know that they are much loved by visitors and add an extra enjoyment to people's visits, and Matt is working on a new piece for the blue trail which should be installed by Easter 2026.



School Groups

In 2023 we were able to re-establish links with the local primary school in Sheringham who now complete ad-hoc independent visits to Pretty Corner with their children. These visits have been supported by the introduction of our minibeast/learning area and the increased interpretation. Due to capacity, it is unlikely that we will be able to offer the opportunity of ranger led school groups but instead plan to work with the teachers to be able to provide spaces and resources which they can utilise to support their curriculum focussed sessions.

Community Groups

We have had contact from local scout groups and alike who wish to use the site for informal orienteering and wildlife themed sessions which we are happy to provide in the same way as our approach to school groups.

Overall, we are very happy with the community involvement we are seeing at this site, and although we are aware there is always room for improvement this does have to be carefully balanced with the expectations of the service as a whole.

Appropriate Provision for the Community

Pretty Corner Woods is managed by the Council's Countryside Team to ensure there is something for everyone to enjoy and we cater to a wide variety of different interests. The site attracts visits from wildlife enthusiasts, dog walkers, families, schools and community groups, and people looking for a relaxing stroll. This can be a difficult balancing act but we believe that we are managing this approach well. We are acutely aware that different people have different views on what should be provided in our woodland spaces. We listen to all suggestions and answer all questions which are raised. Responses will either outline that we will seek to make a change or detail the reasons why we are unable to implement a change.

With such a vast array of needs and wants from our site users it is very difficult to always be able to meet these. It is a fine balance maintaining our sites to deliver the aims and objectives of the service whilst also meeting community demand. Comments and suggestions are welcome via the Council's customer contact channels, via our social media accounts and in person to our rangers.

As outlined earlier in this report 2025 did see the management of Pretty Corner Woods scrutinised by some members of the local community. Concerns were raised that access was being restricted in certain areas of the site and that some of the Rangers management works were heavy handed and unnecessary. The main identified complaint was the perceived closure of an unofficial path through one of the woodland blocks. Various members of the public made contact with the Rangers and the wider leisure team seeking answers about this. All correspondence was answered by the team, meetings were attended with representatives of the local community and (as outlined previously) our approaches were scrutinised and sense checked to ensure their appropriateness. Unfortunately we were unable to reach an agreement with some members of the community over this matter, in essence it is a difference of opinion.

One piece of learning that we have taken away from this is that there is a need on our behalf to communicate more clearly with our site users about management approaches, planned works and other significant site updates. With this in mind we have installed management boards detailing a lot of the key information visitors may like to know about to help them understand our approaches and the reasons behind them. Insert image of board. We also worked with the Council's communications team to produce [a short video](#) which outlined the service's approach to management of our Green Flag sites. Going forward we will communicate significant updates to both the community and our site users.

Also in 2025 we carried out visitor surveys. The last surveys had taken place in 2021. The survey was live for a number of months and received 91 responses. The key points from these results are summarised below:

- Respondents came from a number of different postcode areas, with 53 respondents coming from the local NR26 postcode.
- 88% of respondents have been visiting the site for over 3 years
- Daily visits were most common amongst respondents, with weekly and twice a week just behind
- 'On my own with my dog' was the most common response to the question who do you typically visit with?
- A whole range of responses were provided as primary reasons for visiting, with general health & wellbeing, enjoying the scenery, getting fresh air and leisure walk all scoring highly
- For the significant majority there is no favourite time of year to visit
- 51% of respondents walk to site, whilst 45% come by car
- For over half of the respondents it takes less than 15 minutes journey time to get to site
- 55% of respondents will spend between 1 & 2 hours on site, 23% less than an hour, and 20% will spend half a day
- The highest scoring site qualities in terms of importance were wildlife and trees & wildflowers, which saw 76% and 80% of respondents rate them as Extremely Important. The most mixed results, where opinion was divided across a range of responses, were for volunteering & community engagement opportunities, and opportunities for play.
- Respondents were asked to rate the different site qualities with the following achieving over 75% at good or above - trees/wildflowers, wildlife & birdlife, and tranquillity
- When asked what would they like to see added or improved on site the highest scoring response was paths & access, with toilet facilities and cafe the next most common. There was also a number of requests for more interpretation and sculptures. Many respondents also took the opportunity to provide written responses to this question which are discussed further on in this report
- 91% considered the continued provision of quality green spaces as extremely important
- All age groups were represented in the respondents, with 45-64 being the most represented. In fact two thirds of respondents were aged over 45.

This survey was issued at a time when the local community were particularly upset about elements of our management works. This upset focussed on the prevention of access to a woodland block and the felling of trees in the valley area. The reasons behind these have been explained in this document and were communicated to the community as the year went on. The feeling was very strong amongst some members of the community but many understood when the reasons were explained to them. Some are still not in agreement with these standard management approaches.

Comments received through this survey were mixed, as can be seen below:

What would you like to see improved..

More dog poo bins and re open the paths

Open closed paths so woodland returns to being open access

Space for nature - places reserved for nature with no human access

Nothing. The woods are great as they are (were)

Less of hemming people in via dead hedging and fencing

Preservation of ecological environment for trees and wildlife and open access

Fallen trees take too long to be cleared

To be told what work you are doing and why - consult and communicate please

More scope to roam freely as we used to do and as is possible in the Woodland Trust managed section

Great work to keep deadwood habitat intact and creating woodland glades!

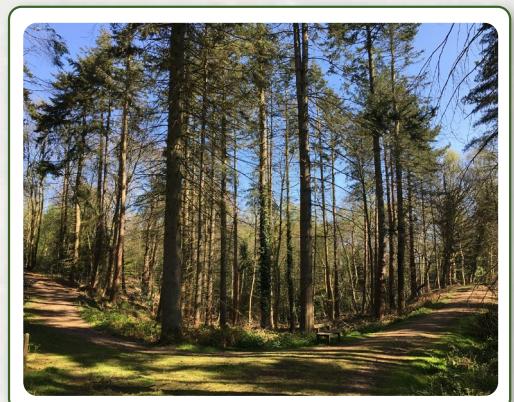
We would like to see the woods rewilded, paths opened and no more chain saws

Nothing it's perfect as it is

Don't mess with it as becomes to contrived

Absolutely nothing amazing place

We can clearly see the differences in opinions and also the potential lack of understanding as to why certain management practices are implemented. For 2026 we will be working hard to improve communication on site so that visitors can fully understand the methods we implement and the reasons why we do so. We hope that this will help to ease concerns and support the long-term vision for the site.



Why Woodland Management Matters

[This blog](#) provides an insight into why Woodland Management really does matter. Below we provide an extract which outlines some of the key points:

“England’s woodlands are one of our most important natural assets. Vital for biodiversity and nature recovery, they also provide valuable ecosystem services such as delivering sustainable wood products, capturing carbon, helping to regulate the flow of water through our landscapes, and creating the perfect place for recreation and access to nature. However, for England’s woodlands to flourish, it’s up to us to ensure they are nurtured and in good condition.”

“Over past decades we have seen a decline in the condition of our woodlands and an associated decline in woodland biodiversity. Our woodlands can lack a diversity of structure, often not providing the vital deadwood and open spaces woodland wildlife depends upon. Dark, closed canopy woodlands can suppress the woodland understory and ground flora which prevents natural regeneration – integral to ensuring the next generation of hardy and resilient trees”.

Marketing and Communication

Marketing and Promotion

The vision for Pretty Corner Woods (and all other NNDC woodland sites) is to provide a high quality and inspiring visitor experience and a rich biodiversity of wildlife in a sustainable woodland setting, and the site is 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, within the scope of its offer. The Countryside service 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. We are now able to monitor visitor numbers and can therefore gauge whether our efforts on-site and through marketing & promotion is helping to increase site use. We have also been working on utilising the site for events, activities, projects and programmes in an attempt to introduce the site to potential new users and/or get others more comfortable with it. This can be difficult due to the sites lack of infrastructure but we feel that some progress is being made, and the aim is to continue to build on this.

Appropriate Information Channels

Social Media Accounts

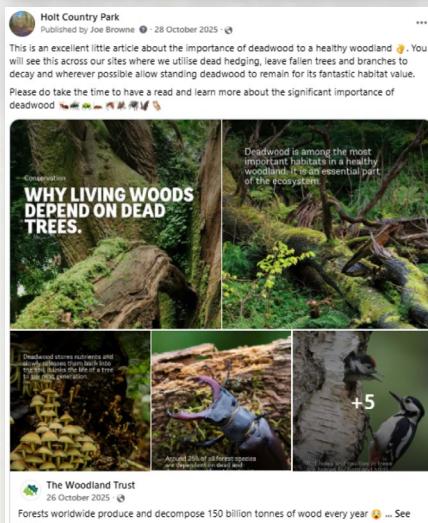
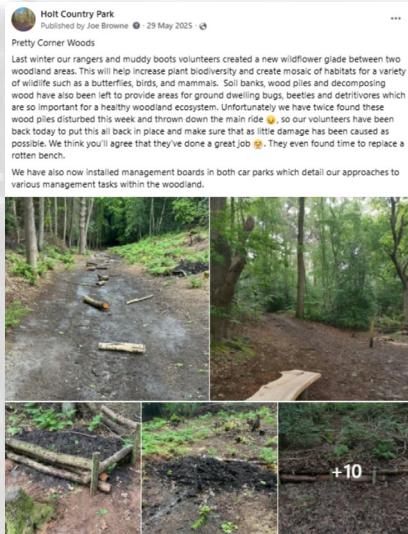
With Holt Country Park providing the main base for the team, social media accounts for the service were set up using this site:

- Facebook /HoltCountryPark

This social media account has proven to be a great asset to the park and service, and is supported by the Council’s corporate social media accounts.

Since its launch six years ago the park’s Facebook page has now attracted 7287 followers (+488 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. Here is a selection of posts from our Facebook page in the past twelve months to demonstrate its use or for Pretty Corner:



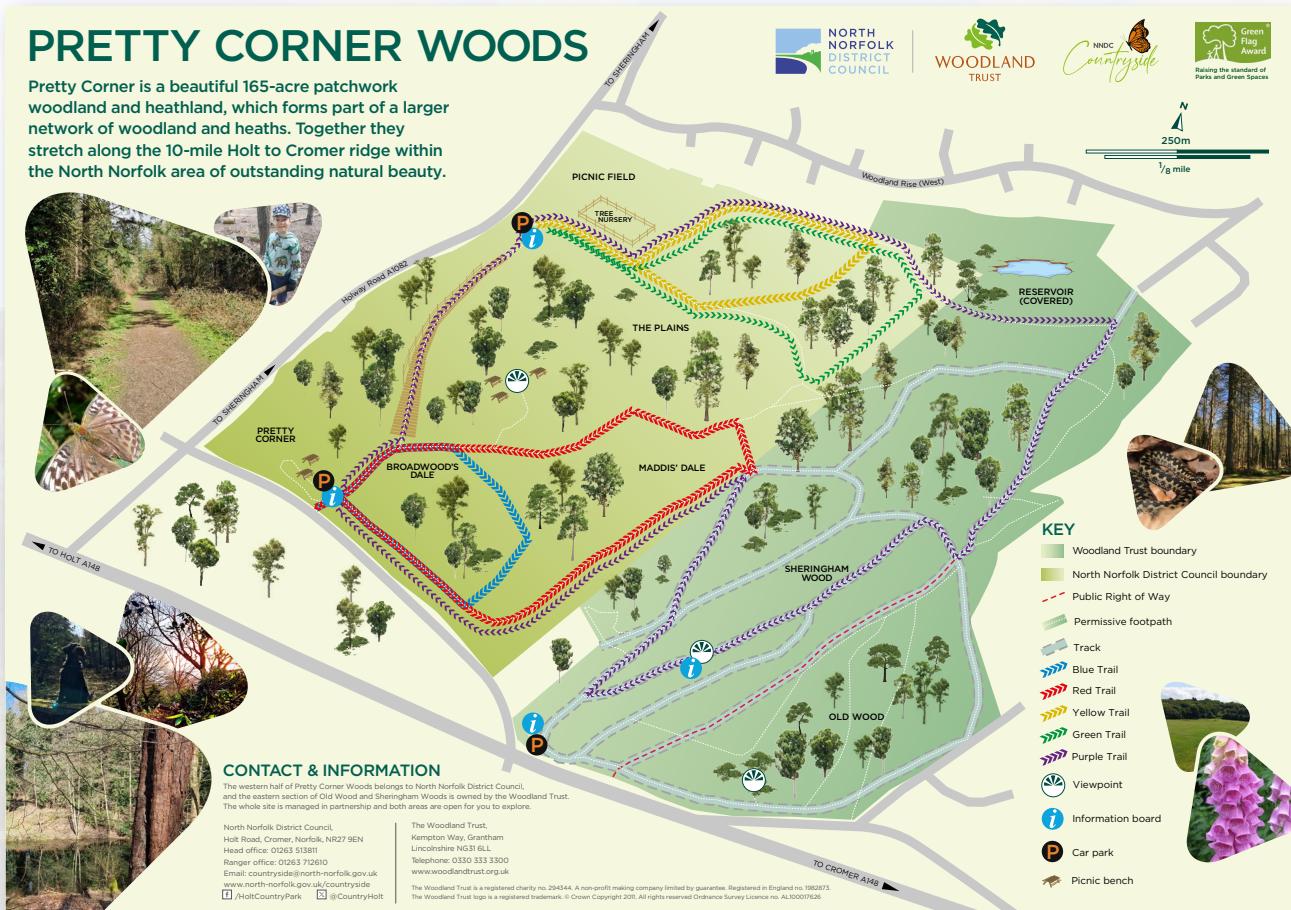
The page has unfortunately been utilised a little less than in previous years simply due to capacity within the team, however it is hoped that capacity in the wider leisure team may soon allow for an increase in use of social media for the Countryside Service. The park's X page was utilised much in the same way but with slightly less reach and engagement. In recent times X has not been utilised as much as previous years with the teams focus remaining with service and corporate Facebook and webpages.

Site Maps and Interpretation

Pretty Corner Woods map and flyer received a planned update and re-design in 2025. All general information was updated along with the addition of the extra waymarked routes which have been recently installed on site. A copy of the site flyer can be found [here](#) and the new look map is shown below.

PRETTY CORNER WOODS

Pretty Corner is a beautiful 165-acre patchwork woodland and heathland, which forms part of a larger network of woodland and heaths. Together they stretch along the 10-mile Holt to Cromer ridge within the North Norfolk area of outstanding natural beauty.



Late in 2025 we were contacted by the Woodland Trust as part of our partnership working to see if we could collaborate on the site map. Further additions and changes were agreed between organisations, and these will be made to the site map in early 2026. The changes will include content which the Woodland Trust ordinarily provide on their site maps – such as path grading – and thus allow for the same map to be utilised across ownership boundaries.

We have also worked with the Council's in-house designer Rosie to improve and increase the interpretation across the site. In 2025 we secured S106 funding for site improvements and some of this was spent on purchasing new wildlife artwork which was subsequently used to design all new wildlife interpretation boards of all of our sites, including Pretty Corner Woods. These have been very popular and add value to and an educational element the site.

BIRDS



BEAUTIFUL BUTTERFLIES



Promotional Flyers

Promotional flyers are utilised on site and on the parks social media platforms mainly to promote events and activities. We believe that these are still a valuable component of our marketing efforts and will continue to use them as and when appropriate. All flyers are designed in house by the Council's dedicated design team. Examples from the past twelve months are shown below.



Webpage for Pretty Corner Woods

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 site information it also provides links to important resources such as a copy of the flyer, this annual review, the management plan, information about events and contact details.

Green Flag

Our flagpole is positioned on the picnic field in such a way that it is visible to cars passing from north to south up Holway Road, as well as by the many visitors on foot who use the site.

Eventbrite

At the end of 2024 our previous booking system for events was taken offline and no longer available to the team. For 2025 we have used the [NNDC Countryside Team Events and Tickets Eventbrite page](#) which has worked well. 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:

[Three North Norfolk parks to fly green flags this year](#)

[Let us know your thoughts about our woodland sites](#)

Appropriate Educational and Interpretational Information

Pretty Corner Woods caters for the educational needs of its visitors effectively within the scope of the site, many of these have been discussed throughout this review and we have summarised many of these below:

- School Groups - a mini beast/educational area has been developed on site with the help of our volunteer group in 2022 and will be developed further in the coming year. This coupled with the introduction of the Community Tree Nursery in 2023 has meant that links with the local primary school have been improved.
- Facebook - Social media is often used to provide educational information about our sites. For example, we have posted information about adders in recent years, as well as warnings about the dangers of fires within the woodlands, and explanations of our practical management works.
- 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 site to help people understand what work is happening and why.
- [Woodland Trust Website](#) - Our partners at the Woodland Trust provide site information and education via their own website including trees, plants, fungi, animals and habitats, amongst other more general information. Downloadable activity sheets are also available.

Action Plan

The action plan below outlines the works which were planned for Pretty Corner Woods in 2025. 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. 2026's action plan is provided beneath this.

| Improvement / Addition - 2025 | Responsible | Proposed completion | Update |
|--|------------------------|---------------------|--|
| Continue wildlife surveys | Rangers/ Volunteers | 2x in 2025 | Completed and ongoing |
| Improve school/community involvement | CB/AG | End of year | Volunteer group growing |
| Build on site events - 2 x large events delivered | CB/AG | Aug 25 | 1 delivered |
| Develop Learning Area further | Rangers/ Volunteers | June 25 | Not complete |
| Develop Sensory/Quiet Area | Rangers/ Volunteers | Aug 25 | Some improvements made |
| Install extra dual purpose waste bins on site | Rangers | April 25 | Complete |
| Increase number of 'points of interest' within site - including sculptures, interpretation, reflection, areas etc. | CB/Rangers | End of year | Some improvements, work ongoing |
| Continue to develop community tree nursery | Rangers/ Volunteers | Ongoing | Yes regularly managed by volunteers |
| Continue with tree planting of native species on perimeter of woodland rides and specified within work plan | Rangers/ Volunteers | Winter 25 | Ongoing alongside thinning of woodland |
| Increase and maintain number of wildflower rides throughout the site | Rangers/ Volunteers | Winter 25 | Wildflower seed sewn along edge of playing field |
| Complete visitor surveys | CB | April 25 | Complete |
| Update mpa and flyers as appropriate | CB | June 25 | Complete |

| | | | |
|---|------------------------|------------|-------------|
| Investigate and introduce new and increased revenue generating ideas to the service | CB/Rangers | Ongoing | Ongoing |
| Investigate possible introduction of facilities to site | CB/AG | End of 25 | No progress |
| Install permanent orienteering course on site | Rangers/ Volunteers | October 25 | No progress |

| Improvement / Addition - 2026 | Responsible | Proposed completion |
|---|------------------------|---------------------|
| Continue wildlife surveys | Rangers/Volunteers | 2x in 26 |
| Complete bat survey | Kepwick Ecology | Easter 26 |
| Complete site wildlife survey | Norfolk Wildlife Trust | Spring 26 |
| Improve communication with community | CB/Rangers | End of year |
| Build on site events - 2 x large events delivered | GM/AG | Aug 26 |
| Develop Learning Area further | Rangers/Volunteers | Sep 26 |
| Develop Sensory Area/ Quiet Area | Rangers/Volunteers | Sep 26 |
| Install extra dual purpose waste bins on site | Rangers | April 25 |
| Increase number of 'points of interest' within site - including sculptures, interpretation, reflection areas etc. | CB/Rangers | End of year |
| Continue to develop community tree nursery | Rangers/Volunteers | Ongoing |
| Continue with tree planting of native species on perimeter of woodland rides and specified within work plan | Rangers/Volunteers | Winter 26 |
| Increase and maintain number of wildflower rides throughout the site | Rangers/Volunteers | Winter 26 |
| Update map and flyers with WT additions | CB | Easter 26 |

| | | |
|---|--------------------|------------|
| Investigate and introduce new and increased revenue generating ideas to the service | CB/Rangers | Ongoing |
| Investigate possible introduction of facilities to site | CB/AG | End of 26 |
| Install permanent orienteering course on site | Rangers/Volunteers | October 26 |

Conservation and Woodland Management Plans and Felling Licences

To view our felling licence and our management plans for the coming years please visit our [webpage](#) where you will find links to these documents.

Please see example Risk Assessment and Work Plan below.

NNDC Woodlands Risk Assessment

| Hazard | Who might be harmed and how | Existing controls | Further action required | Justification |
|---|--|--|--|---|
| Slips, trips and falls | | | | |
| Footpaths (natural and man-made), fallen branches, steps, ditches etc | Visitors, staff, volunteers. | When working NNDC staff site check, mark /sign routes and diversions of paths where appropriate on WT land. Staff advised of possible hazards in advance of and/or immediately and advice on appropriate PPE. Work checked by senior supervisor, advise staff. | 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. |
| Poisonous plants and wild animals | Visitors, staff, volunteers. (cuts, bites, abrasions leading to infections and ill health) | Advise staff of potential hazards in advance and/or immediately prior to start of operational works. Warning/ educational information about specific plants and animals provided in advance and at time of activity. Wildlife with potential to harm, handled only by trained expert or staff with training. First Aid kit carried. Protected wildlife not to be deliberately injured, harmed or killed. Care taken to protect all wildlife, flora and fauna on site and their habitats. | Identification, marking and control of poisonous plants. Additional training for staff for identification of fauna and flora species if required. | On-going and regular assessment and management of sites |
| Zoonoses Leptospirosis E. coli | Staff, volunteers and visitors | Warning / educational information about specific zoonoses given prior to operational work. Good hygiene practices must be carried out. Particularly at meals. Hand washing facilities or cleansing materials (hand gels) available. 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. Staff required to be in charge of their own health and safety. Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point. | Permission required from land owner to work on ponds and aquatic areas. | Prevent sickness, including food poisoning |
| Equipment and tools | Staff, volunteers and visitors. Injuries caused by malfunction. Injuries caused by misuse. Working too close together, make sure there is enough safe working distance. Scratches and stings from vegetation. Blisters. | Instruction provided to staff and training on safe use and operation of equipment by staff that are trained to do so. Inspect tools before use – repair or replace defective equipment. Appropriate tool or equipment used for job in hand. Tools kept clean and sharp by staff. Care to be taken of blades and cutting edges, training prior to use of equipment by trained staff. PPE provided and to be worn where appropriate (eg gloves, eye protection). Materials from approved stock and in good working order as to not cause injury. Staff required to be in charge of their own health and safety. Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point. Volunteers to be supervised at all times by a competent person(s). Do not work within 5m of other(s). Keep public away from working area where possible using hazard tape or appropriate barrier. | Maintain supervision of activity for damage and misuse. Remove and deactivate defective equipment. | Prevent injury and miss use of tools. |

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|--|---------------------------------|--|--|---|
| Environmental Hazards. Extreme weather issues. | Staff, volunteers and visitors. | Weather conditions monitored in advance of work, activity, event. Operational work activity stopped by staff if weather likely to be or becomes hazardous (eg lightning, high winds heavy rain) Remove damaged trees, debris prior to work for safe working areas. Treat / clear ice or snow where necessary. 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. | 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. | Safety of staff, visitors and other participants – site conditions may deteriorate. |
| Transport. Moving vehicles, car parks. | Staff, volunteers, visitors. | Ensure parking arrangements free from external hazards. Staff to monitor and manage events, working activities. Staff responsible for own parking, driving on site entering and leaving. Reinstate paths which have been damaged by vehicles which visitors cannot use. Footpaths keep pedestrians away from traffic as best possible. Close off areas to visitors where vehicles are in use for woodland operations. Staff required to be in charge of their own health and safety. Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point. Do not use vehicles if they are damaged, not operational of the required working safety standard. | 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. | Prevent accidents. |
| General, miscellaneous | Staff, visitors, volunteers. | Staff have mobile phone at all times or access to emergency phone number. Weekly sheet in office of staff locations. Senior staff to be aware of colleague general working locations. Children must be supervised by an authorised adult at all times – advance notice to parents / supervisors 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. | Changes to working schedule to be reported between managers and staff. | Staff and visitor safety. |
| Litter picking | Staff, volunteers and visitors | Operatives to be adequately instructed in activity by trained staff. Long working, staff to report of start of work, end of work and leaving site and location of works. Every time on site. Gloves to be worn and required PPE. Litter picking tool to be used to minimise picking up objects by hand. Frequent litter picking to avoid dealing with large quantities at a time. Bins to be emptied regularly by contractor. 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. Rubbish to be contained in bags properly tied and appropriately disposed of. Do not lift bags that are too heavy not person carrying them. | Litter picking by volunteers ok but any hazards must be dealt with by trained NNDC staff. | Protect all. |
| Footpaths (natural and man-made), fallen branches, steps, ditches etc, operator. | Staff, members of the public. | Pre operational site check to evaluate where you are, hazards. Mark / sign routes and diversions. Participants advised of possible hazards in advance of and/or immediately prior to operations. Advise on appropriate behaviour. Trained staff. Method statement given to operators/trained talk by supervisor of required work. | Maintain regular site inspections and actions (see general risk assessment) | Regular on-going management of sites (see general risk assessment) |

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| Amphibians and lizards. | Visitors and Rangers/staff. | <p>Amphibians, Common frogs, toads and newts are breeding on sites that are owned or managed by WT. Newts, smooth, palmate and Great crested newts. Known lizards, Common lizards and Slow worms. These species are all protected by law. A special licence is required to handle GCN. GCN are protected and it is against the law to harm or kill, disturb their habitat. Slow worms are protected not venomous lizards. When they are under stress they can drop their tails in defence, which do not grow back. Mobiles and first aid kit required on staff.</p> | <p>Staff to be informed that they must not handle amphibians or lizards unless they have to move them for their safety. Only trained staff should handle Slow worms if required. If deemed necessary for their safety. Staff should not risk their own health and safety. Inform senior staff of working location, start and end of working times.</p> | Protection of species. |
| Adders Health and safety. Grass snakes | | <p>Adders are the only poisonous snake we have in the UK. They hibernate in the winter, so most encounters are likely to occur between March and September. Although adders are poisonous, they are shy and non-aggressive. Adders are cold blooded so often bask in the sun. If you come across one basking, leave it alone and give it room and you should be OK. Do not try to handle an adder. Most people are bitten whilst holding one. You are most at risk if you are bitten after the winter hibernation when the fangs have a full charge of venom, thereafter the dose will be smaller as it uses the venom to catch its prey. Even if bitten, the adder can bite without releasing venom, or only releasing a small amount. Wear long boots and trousers. If you see a snake you should stand completely still. It will instinctively prefer to go away. Do not put your hands down into holes, dark cavities or cracks in rocks, even if something falls down it. To reclaim anything, you can attempt to fish it out with a stick, standing well away from the hole. Do not pick up a dead snake you can still be bitten. Grass snakes are not venomous but should be treated with the same respect as Adders. Following the same guidelines as above. Mobiles and first aid kit required on staff.</p> | <p>Only experienced handlers should move or handle Adders at their own risk. No visitor should handle or go near Adders in case of being bitten. Reptile gloves should be worn at all times. Adders should be left alone and habitat left. Allow adder to leave the area. Adders only to be moved by trained staff and animal in immediate danger but as not to risk health and safety of staff. Staff should not risk their own health and safety. Inform senior staff of working location, start and end of working times.</p> | Health and safety talk about Adders to staff. Educating visitors. Handling adders course |
| Bitten by Adder. What to do. | All. | <p>Do not panic! Keep the affected area immobilised and get to a hospital for treatment. You may get numbness in the area of the bite, and can get nausea and dizziness. Driving is not a good idea because of this. Get medical attention even if you feel fine. People can get unforeseen complications from the bacteria in the wound rather than from the venom itself. Do not try to suck out the venom or cut the flesh in any way as this can cause further complications. Do not use bandages or tourniquets as these can cause permanent damage or loss of limb. The area may become swollen - this is normal.</p> <p>Whilst waiting to be seen by the doctor:</p> <ul style="list-style-type: none"> • DO NOT EAT OR DRINK ANYTHING • DO NOT ENGAGE IN PHYSICAL OR STRENUOUS ACTIVITY • DO NOT TRY TO SUCK OUT THE VENOM • DO NOT TRY TO CUT OR INCISE THE BITE MARKS WITH A BLADE • DO NOT DRINK ALCOHOL • DO NOT APPLY HOT OR COLD PACKS • DO NOT TRY TO KILL, BAG OR BRING IN THE OFFENDING SNAKE • DO NOT APPLY TOUNIQUETS OF ANY KIND | <p>The A & E doctor will assess the bite and recommend treatment</p> | |

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|-------------------------|---|--|---|--|
| Tree planting. | | <p>Natural tree planting season is during the dormant period which is from mid-October to the end of March. Rangers/supervisor to show volunteers locations of toilets on site, times of tea break, lunch and tea room facilities prior to start of activity. Volunteers to have map of site for guidance. Rangers/supervisor prior to activity to make volunteers aware of hazards in a woodland setting, trip hazards, wildlife, trees above, brambles, use of tools. Rangers/supervisor to give instruction to volunteers of how to plant trees with approved tree stock suitable for the site and planting. Advice given on how to use tools for planting and where to place them when on tea breaks. Advice given on how to stake and guard trees. Practical demonstrations. Rangers to supply trees and give advice on their potential hazards, i.e thorns. Advice given on how to protect small trees for planting. Not to leave root exposed to strong winds. Rangers to maintain supervision of volunteers throughout activity, give guidance where required and stop activity if required.</p> | <p>Rangers/supervisors to maintain supervision of activity for any dangers, in correct planting and external risks.</p> | |
| Missing Person(s) | 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. 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. 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. 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. Maps for visitors. Inform the police of missing/lost persons.</p> | <p>Prevention of missing/lost people. Lost/missing person found.</p> |
| General, miscellaneous. | All | <p>Rangers have mobile phone at all times. Weekly sheet in office of staff locations. Staff to be aware of colleague general working locations. First Aid kit carried at all times – Ranger involved in activity to hold current first aid certificate.</p> | <p>Changes to working schedule to be reported between managers and rangers</p> | <p>Relatively small managed sites used.</p> |
| High winds. | All persons. Injury, to body from falling branches, falling trees, debris from damaged buildings. | <p>Management to seek advice from NNDC emergency planning if closure of car parks and public advised not to enter woodland at Holt country park and/or pretty corner woods. All countryside staff at work informed of extreme high wind warning and closure of car parks, public advised not to enter. Tea room and wild about nature informed. Volunteer groups working parties, planned event, school group cancelled where appropriate. At Holt Country Park and Pretty Corner Woods close and lock red barriers at main car park entrances to prevent visitors from driving into the woods. Holt Country Park formal children's play areas restricted access for public where possible. Events will either be cancelled or stopped if advised by NNDC emergency planning. After winds NNDC competent staff check restricted access sites for hazards, dangerous trees, hangers, trip hazards. For countryside woodland sites which cannot have restricted access to the public in high winds, informal checks to be carried after winds on sites where and when possible.</p> | <p>Refer to NNDC emergency planning update and seek advice if closure of car parks at Holt Country Park and/or Pretty Corner Woods are advised. For events if extreme high winds are expected seek advice from emergency planning if event should be called off. For events, if unforeseen extreme high winds start during the event, then the event needs to stop and members of the public will be asked to leave the site asap. Evacuation points are the main car parks at Holt country park and Pretty corner woods if deemed safe. Staff advised not to enter woodland blocks of trees in high extreme winds. Staff advised to following appropriate health and safety procedures for their own safety.</p> | <p>Safety of all.</p> |

| | | | | |
|-------------------|---------------------------------|--|---|--------------------------------|
| Any other hazard. | Staff, visitors and volunteers. | Obtain advice and guidance from line managers and environmental health and safety officers in line with any hazards within day to day operation which are not listed here. | Seek further advice from senior staff within your team if line manager or health and safe officer not available. In emergency call 999. | Prevention of injury or death. |
|-------------------|---------------------------------|--|---|--------------------------------|

Work Plan

| Location | Action | |
|--------------------------|---|--|
| Holt Country Park | | |
| NNDC office | Leisure Team meeting | TBD NNDC office. 9.30am |
| HAVS Forms | Record hours | Please keep recording your hours used on machinery. Please submit sheets to annie each month. |
| IT and emails. | | Please check your NNDC emails regularly. leave. Please submit monthly timesheet via email. |
| NNDC staff shed. Hcp. | | All ranger staff to clean/tidy nndc staff shed, workshops, containers at hcp once a month. |
| 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 health and safety officer of any accidents/incidents on NNDC sites to visitors and staff. Only NNDC trained staff can carry out first aid as approved. |
| All sites | Site inspections (Please see site inspection sheets for required work) | Monthly site inspections. Please use site inspections form and record/write down observations whilst on site. Please report any high risks issues immediately. Please provide list of equipment/materials required to complete work. |
| Hcp | Play equipment. | Please check play equipment each day. Please check holt country park daily for vandalism/anti social behavior. |
| Hcp | Waymarked Paths | Keep paths accessible from overhanging vegetation, cut back by hand where possible. (Volunteer group) |
| Hcp | Fixtures and fittings | Cut back overgrowth when required. Do not remove wildflowers |
| Hcp | Play equipment, benches | Clean algae off benches, tree house as in play inspection report. |
| Hcp | Repairs and maintenance | See inspection report |

| | | | |
|--------------|--|---|--------------------|
| Hcp | Ponds | Pond liner and clay to be purchased asap. Pond interpretation, see site inspection report. | Rangers |
| Hcp | Education area. Nature hut. Pond | Install nature hut in education area Small pond clay layer | Managers |
| Hcp | Algae/structures, signs, interpretation boards | Clean all signs, benches, sculptures, clean structures, anything covered in algae. | Rangers |
| Hcp | Bins | Please empty bins when required in the main car park and play area. Bins to be deep cleaned by contractor if possible. | Rangers |
| Hcp | Sensory garden | Weed when required | Rangers/volunteers |
| Hcp | Site inspection work | Maintain and reinstate where required. Carry out required work reported in site inspections. Report back to the rest of the team. | Rangers |
| All sites | Safety | Please use people safe 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 |
| HCP. PCW. SW | Volunteer group | Hcp. Wednesdays, 10am to 12noon. Every week PCW. Thursdays. 10am to 12 noon, every week. SW. Fortnightly Wednesday 1.30pm to 3pm. Please record number of volunteers at each muddy boot session. | Rangers |
| Hcp | Education area | Maintain brambles in education area so access to tree i.d. New nature hut required. Pond clay required. Arrows to education area. | Rangers/volunteers |
| Hcp | Mackey's Hill | Arrows from M.Hill to main car park. Map at entrance off nwt track. Cut back vegetation on entrance as visibility is restricted. | Rangers |
| Hcp | Firewood processing | Collection of firewood from all sites. Split and process firewood. | 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. | Rangers |
| Hcp | Amphitheatre | Install easy access bench. Maintain vegetation regrowth when required. | Rangers/volunteers |
| Hcp | Car park improvements | Pot holes | Property Services |
| Hcp | Interpretation | Update H&S boards when required | Rangers |
| Hcp | Splash pools education area | Reinstate splash pools. Pond liners required | Rangers/volunteers |
| Hcp | Tree work | Health and safety/wind blown tree work when required. Check for birds/bats. | Rangers |

| | | | |
|----------------------------|--------------------------------------|--|------------------------------------|
| Hcp | Interpretation | Temp and permanent interpretation, explanation of work on site for visitors. BBQ signs. Rangers to install. | Rangers |
| Hcp | Benches and seating | Repair and replace, clean where required. Re tamper etc. Please see latest inspection report. Amphitheatre, picnic area. | Rangers/volunteers |
| Pretty Corner Woods | | | |
| PCW | Site inspections | Carry out site inspection. Carry out required work reported in site inspections. Report back to the rest of the team. | AVH/site inspection. Work rangers. |
| PCW | Tree work | Emergency tree work when required. Check for nesting birds and bats, wildlife using trees. | Rangers |
| PCW | Sculpture/blue trail | Install sculpture when ready. Metal plates. | Rangers/volunteers |
| PCW | Boardwalk | Contractor to carry out repairs. On going. Rangers to report. | Contractor. Rangers to report. |
| PCW | Way markers | Replace broken way markers and posts where required. Discs on order. Tamper around posts. Please see site inspection report. | Rangers |
| PCW | Benches | Please see inspection report | Rangers/volunteers |
| PCW | Holway road car park | Pot holes forming | Rangers |
| PCW | Picnic field | Community nursery, keep maintained. | Rangers |
| PCW | Community tree nursery | Maintain seed banks and nursery area. On going. Collect more seed from woodlands autumn onwards. | Rangers/volunteers |
| Sadlers Wood | | | |
| SW | Site inspections | Carry out monthly site inspections. Report back to the rest of the team. | AVH |
| SW | Notice boards. Interpretation boards | Install more interpretation boards where required. Clean. Plinths need a clean. | Rangers/volunteers |
| SW | Woodland | Check area used for fires. | Rangers |
| SW | Litter | Lots of litter about, fly tipping. | Rangers |
| Other sites | | | |
| Warren and links wood | Tree work | Keep waymarked paths accessible, cut back vegetation. Cut round benches. New gate required. Cycle rack replace. Benches oil. Bandstand broken glass and litter. Replace leaflet dispenser. Litter. Interpretation boards need cleaning. Info board entrance need new, property service remove) Links wood: Sign roadside clean. Stone plinth overgrown and dirty. See site inspection sheet. | Rangers |
| Station wood | Site management | Remove sycamore stumps growing through steps. Signs?? Fly tipping. New sign required. Keep paths accessible. | Rangers |

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|-----------------------------|--|--|--------------------|
| Thwaite common | West common | On site inspection sheet. Reduce brambles and invasive plant species. | Rangers |
| Burnt Hills | Site work | Keep waymarked paths open, Inspection checks. Fly tipping, litter. Play area grass, muddy area, monitor. Garden waste fly tipping. | Rangers |
| Browns Hill | Site work | Keep waymarked paths open, Inspection checks. Fly tipping, litter. | Rangers |
| Franklin Hill | Site work | Inspection checks. Keep waymarked paths open, | Rangers |
| Spa Common | Site work | Inspection checks. Keep waymarked paths open, cut back encroaching brambles etc. | Rangers |
| Beeston Bump | Site work | Keep main paths accessible, cut back vegetation. Interpretation on top of bump looks old. | Rangers/volunteers |
| Erpingham Common | Site work | Keep main paths accessible, cut back vegetation where required. Lots of fly tipping. Path works tbd. | Rangers |
| Howards Hill | Paths | Inspection checks. Keep main paths accessible. Meadow work to be carried out in winter. | Rangers |
| All sites | | | |
| All sites | Site inspection reports | Site inspections of all sites. Please advise of any hazards immediately. Carry out site inspections. Carry out required work. Please provide list of equipment/materials required to complete work. Carry out work required as highlighted on site inspection sheet, observations. | Rangers |
| All sites | Site maintenance | Maintenance of sites as required on-site inspection report. Advise if work needs to go to property services, Env health, cleansing, work cannot be carried out by rangers. | Rangers |
| All sites | Litter pick | Litter pick sites where required. Use PPE. Advise if any issues/problems/getting low on PPE. | Q/Rangers |
| All sites and amenity sites | Tree inspections | Formal inspection of trees on woodland and amenity sites. | Manager/Contractor |
| All woodland sites | Tree work | Emergency tree work when required, Check for birds, bats wildlife. | Rangers |
| All sites | Tree inspections. Informal checks. | | Rangers |
| All sites | Re-stock leaflets at HCP. PCW. SW | | Rangers |
| All sites | Follow correct health and safety requirements at all times. | | All Rangers |
| All sites | Report over flowing dog bins, litter bins. | | Rangers |
| All sites | H&S | Health and safety signs, permanent no fire and high winds signs, health and safety signs on play areas. | Rangers |
| Staff | | | |
| Staff | Formally report any H&S incidents, concerns to managers. Via NNDC email and in person. | | Rangers |
| Staff | | Keep updated, time sheets, hours used on machinery, health and safety issues. People safe device usage, work phone issues. | Rangers |