

HOLT COUNTRY PARK

ANNUAL REVIEW 2025



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Introduction - Welcome to Holt Country Park

Abstract

This annual review outlines the management work, activities, projects, development and general progress made by North Norfolk District Council's Countryside Service at Holt Country Park in 2025, and forms the basis of the authority's application for continued Green Flag Award status.

About

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

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

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

Nearest Postcode: NR25 6SP

Grid Reference: TG 081 375

Notable and significant features of the site include:

- a workshop,
- staff office and mess room,
- wood stores,
- storage containers,
- public toilets,
- visitor centre & gift shop (concession),
- children's play area,
- small covered picnic area and larger uncovered picnic space,
- waymarked routes,
- pay and display car park,
- tea room (concession),
- Wild by Nature Forest School (delivered under licence)

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

Visitors

Visitor numbers at Holt Country Park 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	6,716	May	2,438	Sep	3,784	Total	50,513
Feb	3,495	Jun	3,893	Oct	2,819		
Mar	8,555	Jul	6,848	Nov	1,806		
Apr	3,541	Aug	4,501	Dec	2,117		

Green Flag Award

The purpose and aims of the Green Flag award are:

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

Holt Country Park achieved its first Green Flag in 2005 and has now held the prestigious award for 21 consecutive years.



Staff Resource

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

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

Position	Resource Attributed to HCP (FTE)
Countryside Services Team Leader	0.5
Countryside Ranger	0.6
Countryside Ranger	0.6
Assistant Ranger	0.3
Assistant Countryside Ranger	0.6
Leisure & Locality Services Manager	0.2
Leisure & Locality Services Team Leader	0.2
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 Holt Country Park 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

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

Car Park

The car park is situated at the front of the park off of the main entrance on the Holt/Norwich road. It is regularly maintained by the ranger team and the probation service. In 2024 management secured a pot of S106 funding to make improvements to the car park. This saw a slight re-design and widening of the

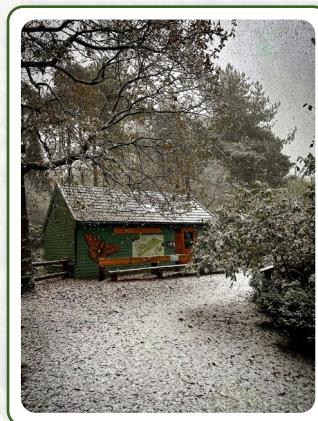
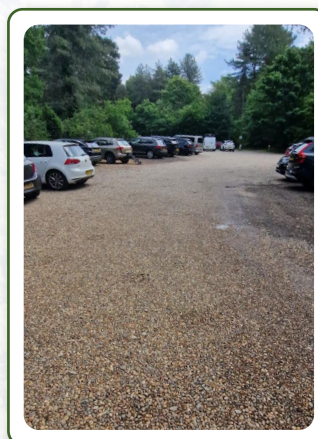
car park take place, and a one way section included. These changes have seen improvements in the way in which people park, the number of vehicles which can park and the circulation of traffic.

The car park also benefitted from a top up of stone (20 tonne), and in early 2026 a second car park machine will be installed to improve visitor experience at busy times.

Visitor Centre

The visitor centre has been utilised in many different ways over the years, with different approaches being trialled to try to ensure maximum benefit for all.

Most recently it has been used as a gift shop under an agreed licence with a partner. Unfortunately, this agreement was terminated at the end of the summer 2025 and the building passed back to the countryside team. A long-term plan for this facility is unclear but at Christmas the team put it to good use as Santa's Grotto for the site's festive events.



Public Toilets

Holt Country Park is the only site in our service which benefits from public toilets. These toilets are in good condition and available 24/7. Planned improvements in 2025 were delayed due to other priorities, however these improvements are scheduled for early in 2026. This will include a complete redecoration and re-fit internally, and a larger septic tank installed externally to help cope with the increase in visitors which the site has seen.

Hetty's House Tea Room

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

Children's Play Area

The popular play area on site was installed in 2020 thanks to capital funding secured through the Council. This facility is much loved, very well used and remains in good condition. It is managed and maintained through a combination of the Ranger Team, the Council's Property Services Team and the equipment manufacturer KOMPAN.

Funding has been secured through S106 to extend the play area, which we hope to complete in 2026.

Waymarked Routes & Sculptures

All current routes were installed in 2020 following feedback from visitors. Using this feedback we planned, measured and re-routed six new coloured trails ranging from 0.5 miles to 1.8 miles, and including themes for the trails – children's, features, butterfly walk, nature walk, quick stretch of the legs and easy access. In late 2025 the Ranger Team worked with [The Holt Youth Project – Centre of Excellence](#) to design a whole new trail with a Myths & Legends theme which will be installed in 2026.

In 2025 we have continued to work closely with local chainsaw artist Matt Darge to introduce new sculptures to the country park where possible, whilst carefully monitoring and managing the long-standing sculptures we have. Our sculptures remain one of the most loved attractions of the park.



Amphitheatre

As part of the site improvements made by the rangers in recent years we have re-purposed the old spiral staircase into an amphitheatre type area. This area now has its stage area and is available for use as part of events or for any visitors who wish to showcase their talents to friends and family!



Picnic Areas

The Park has a large area next to the children's play area identified as a picnic area and has a small 'barn' in the main amenity area providing covered seating for visitors to use. Large windbreaks cover two sides of the barn and make it more usable in cold and windy weather. Both areas remain in good condition and have not required any major work in the past twelve months.

Activities & Events

Events

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

A breakdown of Holt Country Park's events in 2025 can be seen here:

Event	Date	Provider	Children	Adults	Dogs
Easter Egg Hunt	8 th April	Rangers	72	56	
Woodland Activity Day	27 th May	Rangers	12	0	
Fancy Dress Halloween Trail	27 th Oct	Rangers	36	38	
Halloween Hide & Seek	28 th Oct	Rangers	73	64	
Santa Paws	19 th Dec	Rangers	0	26	21
Santa Paws	20 th Dec	Rangers	13	65	41
Father Christmas	22 nd Dec	Rangers	79	71	
Totals			285	326	62

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](#).



38 sessions were delivered across the service's three Green Flag sites with Holt Country Park hosting 25 of them, including – bird & bat box making, caricature workshop, a regular youth volunteer group, 'get to know' sessions, forest bathing & mindfulness, nature crafts, campfire cooking and more. 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.

Activities

Forest Schools Initiative

Wild by Nature Forest School has been operating at Holt Country Park since November 2020 and, despite a disrupted start, is flourishing. The school provided the following review of their 2025:

Over the past year our forest school has continued to offer stay and play groups, home education sessions and in the latter part of the year our women's group returned.

We also worked in collaboration with NNDC and the youth advisory board offering sessions for local youths. The sessions ran over the period of 3 months, offering mindfulness, natural crafts and a campfire cook off - this was a great hit! It would be great to offer this again.

Later in the year we offered mindful walking sessions in collaboration with Pathmakers.

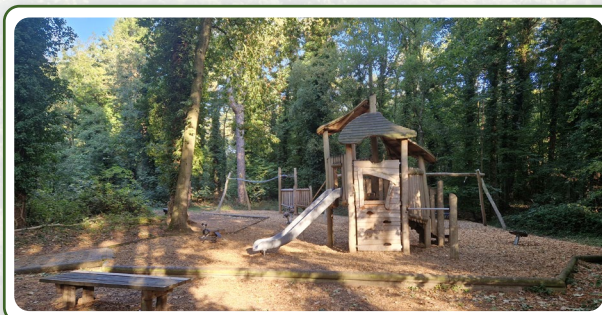
Looking forward to 2026 we hope to once again run our regular groups as well as work with young people and adults in the area offering mindfulness, meditation, forest bathing and woodland crafts.

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

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



The team 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 within the Country Park, 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 skim, drill and cover boggy areas of the site 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 Holt Country Park it is extremely rare that there are occurrences whereby individuals are personally affected by it. Emergency signs are in place on site, mostly around the main amenity area, which detail the information required by visitors in case of emergency, including contact numbers for the ranger team and the main council offices. Rangers are fully first aid trained with forestry add-on, and carry radios which operate off a multi-network sim system allowing for a much greater coverage than an ordinary mobile phone. All of the team also have an enhanced DBS check in place which is renewed annually, and all have standard issue uniform making them instantly recognisable to the public.

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

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

Maps are available in flyer form and on a number of boards across the site which, along with clearly waymarked routes, allows visitors the peace of mind that they can always find their way back to the 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.

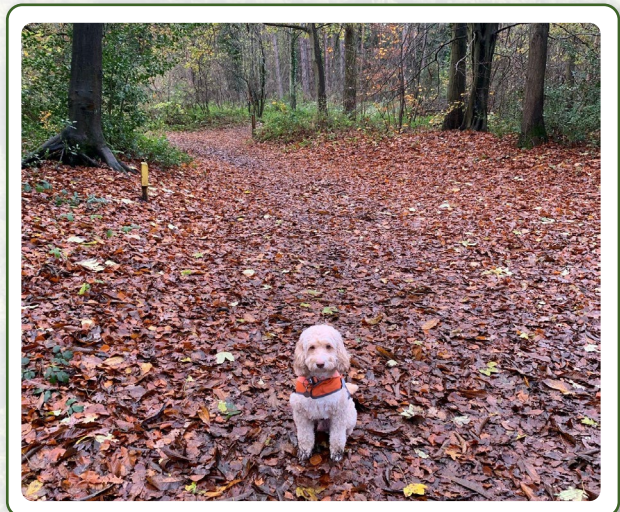
We are pleased to report that no significant cases of anti-social behaviour, or instances where a visitor has not felt safe, were recorded in the last calendar year.

Control of Dogs

The Country Park is used extensively by local people to walk dogs. Dog bins are provided in places of heavy use and where they can be effectively emptied by contractor's staff. Regular checks are made by NNDC Environmental Protection Rangers and interpretation is placed throughout the park to inform visitors to clean up after their dogs. Public land in the district is covered by a Dog Control Order making it an offence for people not to clean up after their dogs. The regulations were introduced under the Clean Neighbourhoods and Environment Act 2005. Dog walkers are very welcome at Holt Country Park and we make this very clear, however we do have signs reminding owners that they are expected to follow the countryside code:

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

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 park can be enjoyed by all and to prevent any adverse effects to local wildlife.



We are pleased to report that dog fouling and other dog related incidents are very infrequent at Holt Country Park, and there is nothing significant to report from 2025.

Maintenance of Equipment, Buildings and Landscapes

Litter, Cleanliness, Waste Management and Vandalism

The Country Park has not suffered significantly from litter or fly tipping over the years. Litter bins are installed in the main car park area and, more recently, around the picnic and play areas. We have noted an increase in waste in line with the increase in visitors the site has seen in recent years, however visitors appear on the whole to be very conscientious and this has not led to an increase in littering. The main amenity area has benefited from a double recycle bin in recent years making recycling on site a lot easier.

Litter picking is carried out by site staff three times a week throughout the year with additional litter picks in busier periods and during events. As per their lease

Hetty's House Tea Room are responsible for emptying bins and clearing litter associated with the tea room during opening hours and at the end of each day of trading, this agreement has worked well throughout their time with us.

Both the Countryside Team and the Tea Room are able to separate their general waste and recycling on-site. The toilets are cleaned by Serco at least once a day and more in busier times.

Waste	Frequency of clearance	By who
Litter bins emptied	Three times per week and additionally when necessary	Serco
Dog bins emptied	When 75% full and additionally when necessary	Serco
Park litter picked	Three times per week and additionally when necessary	Rangers
Main amenity area litter picked	Daily	Hetty's House Tea Rooms
Industrial waste	When required	Approved contractors

The first Ranger(s) on site each morning will check the main areas for litter or vandalism before the rest of the team arrives. There is a culture within the whole leisure team whereby litter is picked up and defects reported regardless of when a particular member of staff is on site. This includes when a member of the team visits in their own time. The site does not suffer from smoking and vaping related litter problems, probably due to a combination of our efforts to discourage their use on site and the care that our visitors take when visiting. We are seeking to install a further dog waste bin to the north of the site where a new estate borders the park.

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

Some vandalism does occur at Holt Country Park, particularly in the summer months, however the extent of this can be described as minimal. In Autumn 2025 the site suffered a break-in overnight where damage to some of the buildings and facilities was caused but nothing was taken. The fact that nothing was taken was due to the security of the facilities on-site. We worked with our local police contacts and within a few weeks those responsible were caught.

Horticultural Maintenance

The country park is a registered county wildlife site and is situated next to Holt Lowes which is a SSSI. Horticultural management is carried out in accordance with the five year management plan which outlines conservation and forestry work for each compartment within the park.

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

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

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

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

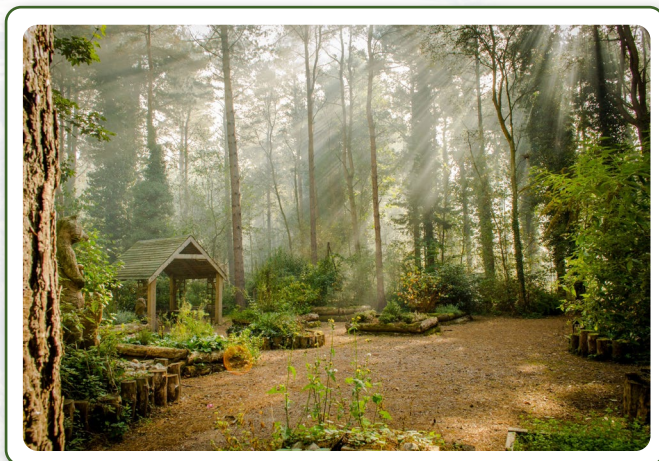
Wood chip is used around the main amenity area to prevent these highly impacted parts of the site in good condition for visitors as they arrive. Special play bark is purchased to use in the play area.

The John Orris sensory garden is maintained with the help of our muddy boots volunteers and is a lovely area for people to stop, sit and take in the wildlife in the area. Various shrubs have been planted next to the giant rings in the garden.

to create a future archway, and wildflower seed from flowers within the country park were also planted to create a mini wildflower meadow. The soil beds are maintained using hand tools by the rangers and volunteers.

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

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



Arboricultural Maintenance

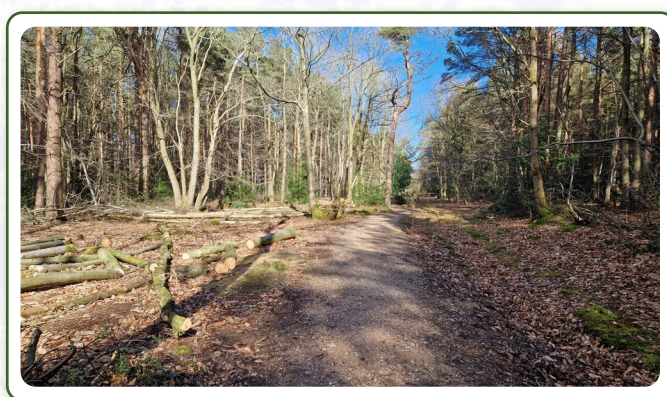
Monitoring, maintenance and management of tree works is carried out by NNDC's ranger team in conjunction with the Council's approved tree services contractor – MJ Tree Services. The Council's tree management contract was re-procured in early 2022.

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.

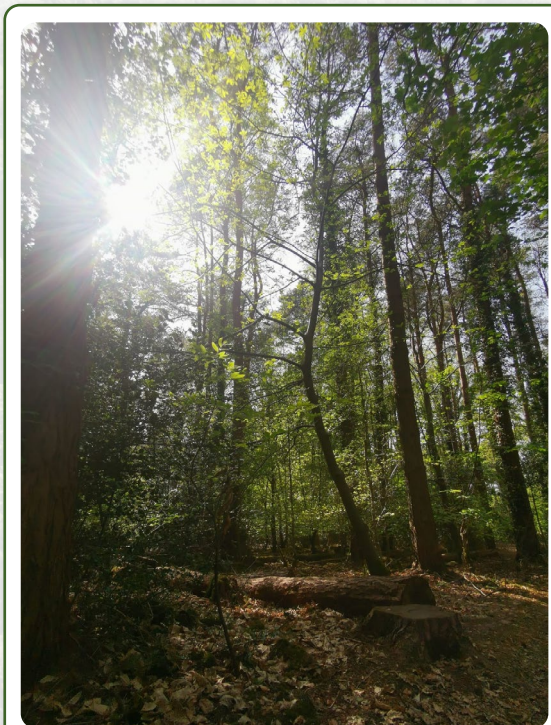
Works which are deemed high risk, require large or specialist machinery, involve climbing, or are situated next to amenities, property and other facilities are carried out by MJ Tree Services as part of their contract with us. All other works are carried out by the ranger team who all hold the relevant 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. A high level of Bio security is implemented in all NNDC woodlands including Holt Country Park. Tree species for re-stocking are sourced from approved suppliers only, and these

have been grown in house or are purchased trees which have been grown in the UK and are proven to be free from disease. Woodland management follows the 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.



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



Tree guards are used in appropriate areas to protect newly planted trees to prevent them from being eaten by deer and rabbits. Our ranger team now uses biodegradable tree guards across all our sites. The park has its own nursery where trees and flowers are grown from seed to use within the woods. Seed gathering events with visitors and volunteers have proven very helpful by increasing seed and tree stock. Woodland material produced from tree felling is used to create invertebrate, amphibian and reptile habitats throughout the woodland. Placed around perimeters of woodland blocks this helps protect important wildlife areas and act as natural wind breaks. Timber is used by the rangers to make benches, way markers, signs, seats, shelters, flower beds and sculptures for use within the woods. Firewood sales help provide an income to support the sustainability of the service.

In early part of 2025 the rangers widened the 'wet ride' on the orange trail to help to create a variety of wildlife habitats. Towards the end of the year the

ranger team's main focus was completing all emergency tree works which had been identified through the site's formal surveys.

Buildings and Infrastructure Maintenance

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

The main rides on site are monitored and maintained by the ranger team. Occasionally in the winter months some sections can become particularly wet and muddy. The rangers are managing this by opening up the canopies above to allow the sunlight in which will hopefully help the areas to dry up, and have utilised the Worky Quad to skim, drill and lay stone to further mitigate these issues. All infrastructure is subject to regular checks to monitor condition, with repairs carried out by the Rangers as and when necessary.



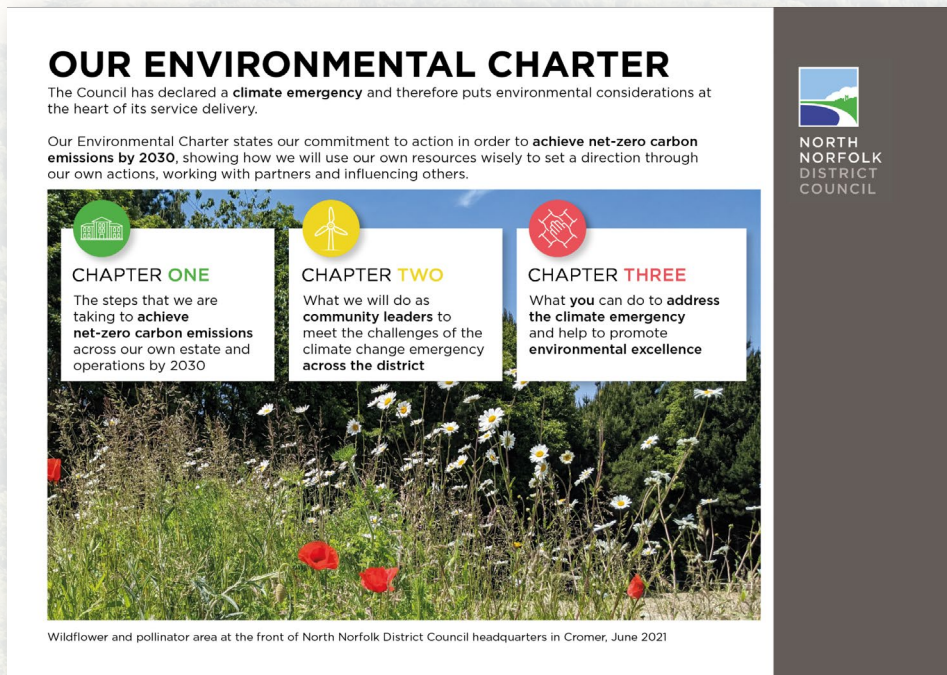
Equipment Maintenance

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 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 has been installed 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 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

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. The team have also created amphibian pond along the parks wet ride to encourage the use of these areas as a nursery for spawning and as a long term habitat. These are monitored and managed by the ranger team to ensure that they remain 'topped up' and remain of full benefit to the wildlife that use it.

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, this includes within the staff facilities, as part of the tea room operations and by the general public thanks to the dual waste/recycling bins which have been installed in recent years. We are aware that another high footfall area - the play and picnic area - does not have a dual bin to aid this process but we hope this will be

rectified in 2025. Hetty's House Tea Rooms also uses biodegradable plates, cups and utensils. Within the woodlands waste plant material is turned into compost for re-use, or chipped to make material for paths or mulch around plants.

Chemical Use

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

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

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 park 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.

The use of solar panels within the country park has been trialled previously but with little success, primarily due to dense tree cover. 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.

Service managers are currently investigating the possibility of introducing electricity to the park but this is not straightforward. The hope is that at some point in the near future we will be able to complete this connection and cease to use the current diesel powered generator.

Biodiversity, Landscape and Heritage

Management of Natural Features, Wild Fauna and Flora

Every year from the beginning of April to September the rangers and volunteers carry out a weekly butterfly transect for UK BMS transect recording and to support the work of Butterfly Conservation Norfolk. A butterfly transect route is set through the woods so that it goes through a variety of habitats. White Admiral, Brimstone and Silver washed fritillary butterflies are some of the gems that can be seen and are a huge attraction for visitors to the park. The park contains many common species of flora and fauna which breed and are resident. Their presence in the park is fully supported by the ranger's practical management works which seek to protect and enhance their habitats. Listed in the tables below are a few of the favourites with visitors.

Holt Country Park Butterfly Transect - 01/04 to 23/09 2024		
Large Skipper	<i>Ochlodes sylvanus</i>	0
Brimstone	<i>Gonepteryx rhamni</i>	70
Large White	<i>Pieris brassicae</i>	102
Small White	<i>Pieris rapae</i>	93
Green-veined White	<i>Pieris napi</i>	13
Orange Tip	<i>Anthocharis cardamines</i>	16
Green Hairstreak	<i>Callophrys rubi</i>	1
Small Copper	<i>Lycaena phlaeas</i>	2
Common Blue	<i>Polyommatus icarus</i>	1
Holly Blue	<i>Celastrina argiolus</i>	31
White Admiral	<i>Limenitis camilla</i>	13
Red Admiral	<i>Vanessa atalanta</i>	45
Painted Lady	<i>Vanessa cardui</i>	1
Peacock	<i>Inachis io</i>	34
Comma	<i>Polygonia c-album</i>	49
Silver-washed Fritillary	<i>Argynnis paphia</i>	67
Speckled Wood	<i>Pararge aegeria</i>	51
Gatekeeper / Hedge Brown	<i>Pyronia tithonus</i>	38
Meadow Brown	<i>Maniola jurtina</i>	84
Ringlet	<i>Aphantopus hyperantus</i>	79
Small Heath	<i>Coenonympha pamphilus</i>	2
Total (Summary)		791

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

In recent years we have also completed a reptile survey as part of our ongoing commitment to protect and enhance these important species within the Country Park. The past three years' records are shown below for comparison.

Survey carried out weekly from 30/03 to 09/10 2023				
Great Crested Newts	Slow Worms	Adders	Grass Snakes	Common Lizards
5	257	51	67	13

Survey carried out weekly from 18/03 to 07/10 2024				
Great Crested Newts	Slow Worms	Adders	Grass Snakes	Common Lizards
3	302	81	141	17

Survey carried out weekly from 25/02/25 and 25/09/25				
Great Crested Newts	Slow Worm	Adders	Grass Snakes	Common Lizards
1	114	30	88	9



Bat and Bird Boxes

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

In October 2025 forty one bats were recorded in boxes across the Country Park. Natterers were recorded most but we also saw an increase on last year in Soprano Pipistrelles which was pleasing. Many of the empty boxes also showed signs of use in the form of droppings. The recorded bats were a good mix of sex. We will be working closely with Kepwick Ecological Services to ensure the development of the classroom and the refurbishments to the toilets have no adverse effects on the site's bat population. RAMS have been provided for both projects.

Holt Lowes

Holt Lowes is managed by NWT in partnership with the owners, Holt Lowes Trustees. The site is best known for its array of interesting plant species and is also excellent for butterflies. However, its speciality is dragonflies with tens of species recorded, including the keeled skimmer. More information on Holt Lowes can be found [here](#).

The Lowes are situated immediately adjacent to the Country Park with management of the two sites kept completely separate. Access to each site is available from the other and the two Ranger teams do keep in touch to report and issues or concerns, but these remain few and far between.

Wildflowers

Primrose (*Primula vulgaris*), Wood Aven (*Geum urbanum*) and Red Campion (*Silene dioica*) dominate in spring, and Field Scabious (*Knautia arvensis*) and Black Knapweed (*Centaurea nigra*) later in the year. In certain areas Cowslips (*Primula veris*) survive from the old meadowland. Birds nest Orchids which are saprophytic on the roots of Beech trees have been expanding in numbers but are now restricted to fewer sites due to damage by commercial forestry equipment.

Creation of wildflower rides is an important management practice for the park. Many woodland rides have been widened and glades created to allow wildflowers to flourish and seed to be sown and spread - including the most recent which can be found on the northern boundary of the park. The wildflower



rides are managed by cutting annually in late October, with cuttings removed and used for reptile habitats. Wildflower areas are sown on rotation and not cut all at the same time to make sure there is an abundance of flowering plants for wildlife throughout the woodland. To help to keep wildflower rides and glades open and well maintained certain tree species and rhododendron are controlled by the rangers and the Muddy Boots volunteers.

Pond

The pond lies at the top of a spring fed chain which stretches onto the adjacent Holt Lowes Site of Special Scientific Interest. Water levels fluctuate with seasons but generally the pond is full by the late spring. It was cleared in the late 1990’s and a large pile of spoil removed. Weed clearance of reed mace and pond weed takes place most winters, removing invasive plant species whilst leaving a large area of reed and rush for dragonfly habitat. We will rest the pond every four years or when the season is too mild and wildlife is still active. In the last year our rangers and volunteers have constructed a knee high post and rail fence around the perimeter of the pond to further deter/prevent dogs from swimming in the pond and disturbing the wildlife. The pond has also been opened up by coppicing of small tree species to allow more light into the pond. It has become a very important area for dragonfly and damselfly species, with willow emerald damselfly a noted visitor along with emperors, chasers, darters & skimmers.



Pond Life	
Pond Species	Great crested newts, common toads, common frog, common newt, water boatman, whirligig beetle, pond skater, caddisfly, water snails, dragonfly and damselfly nymphs, great diving beetles, grass snakes.
Dragonfly and Damselfly	Black tailed skimmers, willow emerald damselfly, common blue damselfly, azure damselfly, small red damselfly, southern hawkler, ruddy darters, keeled skimmers, broad bodied chasers, four spotted chaser.

Woodland Species

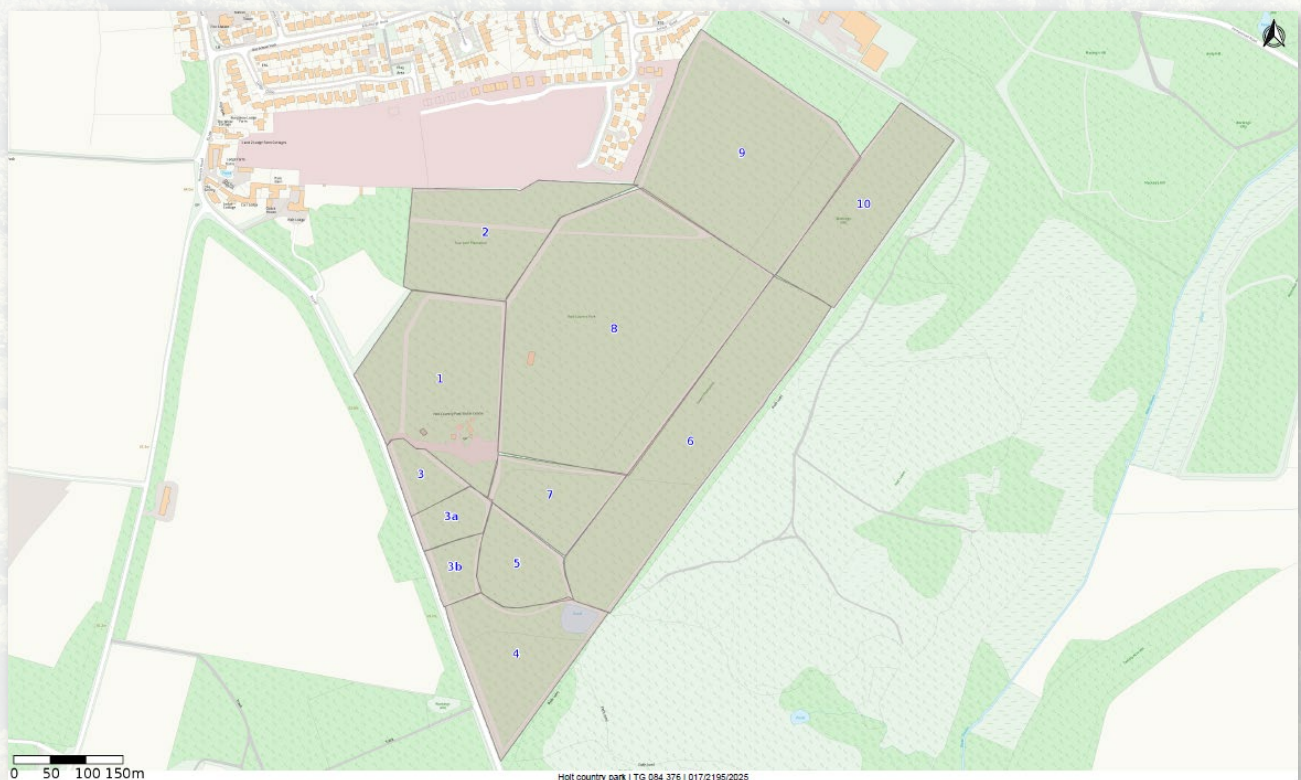
The park was originally set with commercial forestry in mind, Scots and Corsican Pine planted in the late 1950’s to the early 60’s are the dominant species and age class in the woods. Throughout the plantation are sporadic plantings of Grand fir, Douglas fir, Lawson Cypress, Western Red Cedar, Larch,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

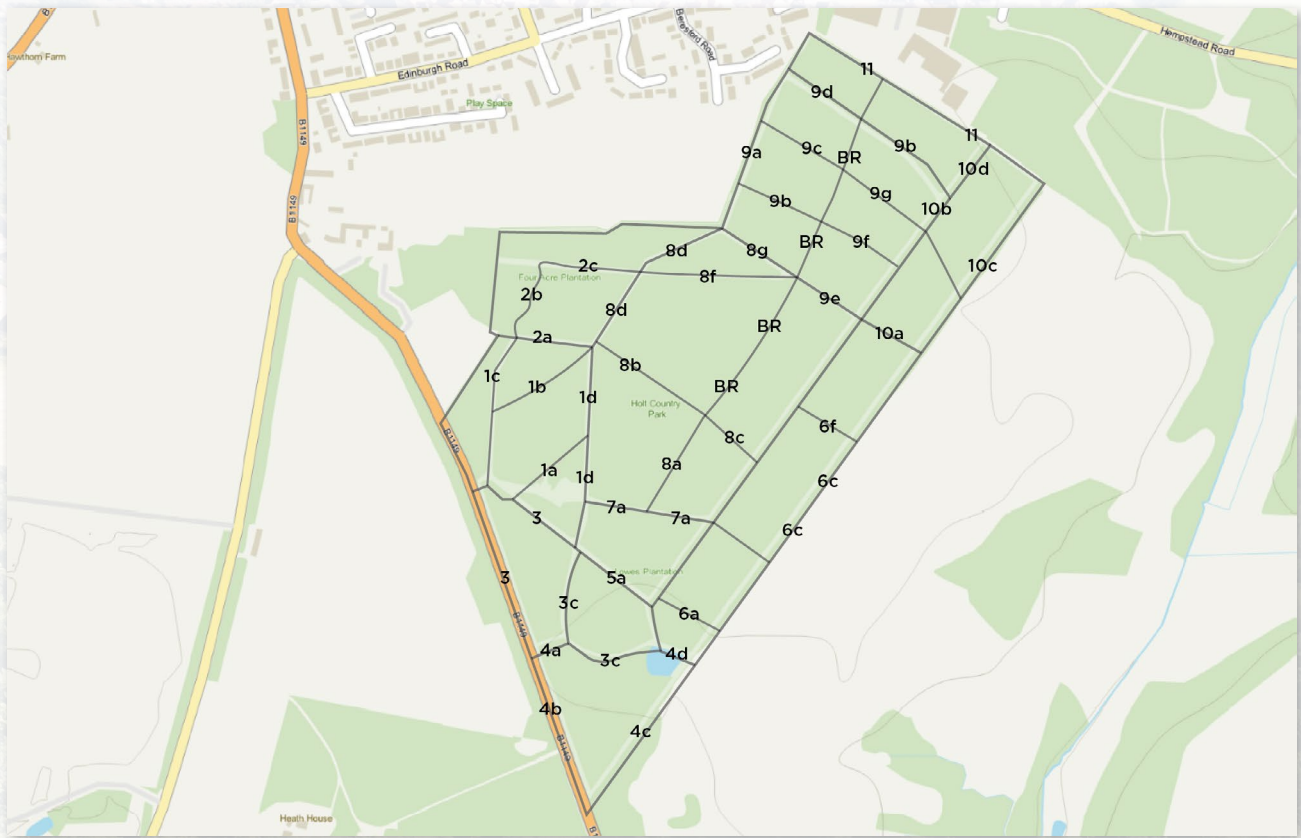
throughout the woodland. Tree species planted along boundaries and rides will be maintained and re-stocked where required.

In September 2025 a new tree felling licence (017/2195/2025) was approved by the Forestry Commission for Holt Country Park and the felling permissions in this licence expire on: 24 Sep 2030. Compartment areas of woodland within Holt Country Park will be thinned according to specifications within this license, which also outlines details of all tree species and the volume of timber to be felled.

After thinning operations have been completed in each compartment, certain trees species will be allowed to naturally regenerate. If further tree planting/ restocking within woodland blocks is required then this will be discussed with the forestry commission for future tree felling licenses.

Compartment areas and woodland ride maps for woodland and conservation management can be seen below, with a link to the conservation and woodland management plan for 2025, and the site felling licence, provided at the end of this document.





Conservation of Landscape Features

The land that now forms Holt Country Park has had a varied last 300 years. Sitting as it does on the Holt-Cromer Ridge, an area of sandy and gravelly glacial deposit, the soil is of poor quality for agriculture and for much of its life it was common land set aside as grazing. Such grazing led to the formation of heathland, which stretched as a broad band from the south of Holt all the way up to Kelling Common known as Holt Heath and similar in character to the present day adjacent Lowes.

Banks

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

Trafalgar Avenue

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

Conservation of Buildings and Structures

Carved Stile

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

There is a monitoring and maintenance schedule in place for all significant structures on site. The monitoring is carried out by the Play Inspection Company, who provide a quarterly report, necessary repairs or maintenance identified as part of this report carried out within the agreed timescales. On top of this the rangers will spray each wooden carving or structure with advanced wood preserver twice a year to help ensure that their longevity is maximised.



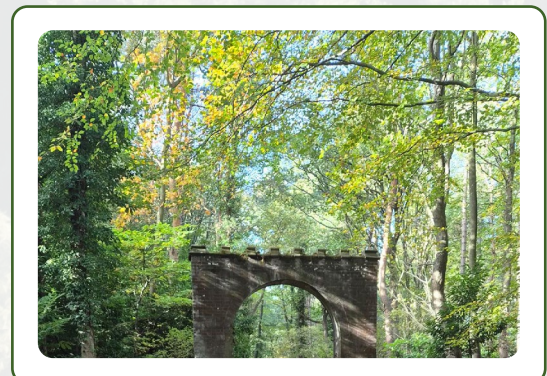
Giant

Our resident giant 'Thol' was carved by Mike Thody out of a piece of Sweet Chestnut which was collected from sister site Pretty Corner Woods. Erected in 2006 and standing at 11 feet tall he was an imposing but friendly character who looked after the woods from his position in the centre of the main amenity area. He was named Thol (an anagram of Holt) following a public competition, and was installed next to a large finger post used to help direct visitors.

We were reminded of Thol's popularity in 2024 when, unfortunately, we had to announce that we would be removing him from his position in the park. This decision was made on health and safety grounds due to his condition deteriorating to the point where he became unsafe. When this was announced we were flooded with messages from locals and visitors describing their fond memories of Thol. Due to his popularity we decided to give him his own area to be 'laid to rest' within the park. This was even reported on in the [local media](#).

Arch

In the early 1700s Holt Country Park was known as Holt Lodge Estate and used as a racecourse. This ran from Norwich Road to Hempstead Road and within the park are features which date from this former estate. The path from the back gate through the archway was once the main drive to the lodge and was flanked by an avenue of beech trees.



The arch was restored and the crenulated capping stones replaced with copies. The original stones were Gritstone and replacements are precast concrete. To the south of the arch is an old fish pond which now makes up the amphitheatre. Interpretation for the arch, explaining its existence, is on the work plan to be completed.

In previous reviews we had noted that the archway would be a good location for further interpretation outlining some basic history of the park in general. This interpretation has now been designed and produced, however it was decided that to maximise the number of visitors who would see this we would install it by the car park in the main amenity area. People who read this and take a particular interest in the archway can then use our map to visit the arch should they wish to.

Plinths

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

Community Involvement

Community Involvement in Management and Development

Holt Country Park has a good record of community involvement over the years, and this has only increased in more recent years. We have always recognised the importance of good supervision for volunteer work and have provided the necessary staff resource to enable volunteer sessions to achieve meaningful results, and we worked hard to increase our volunteer opportunities in the post pandemic period as we understood the importance this type of activity can play not only in the community's recovery from covid but also ongoing. Various examples of community involvement at Holt Country Park are outlined below.

Holt Community Hub

This group is the mainstay of our Wednesday morning volunteer group, a session which is open for anybody to attend but nearly always attended by the community hub.

The type of work undertaken by this group usually includes regular scrub removal, creating mini beast and newt habitats, rhododendron and brambles clearance, maintaining the sensory garden, ride management by grass removal to increase the diversity of wild flowers, car park maintenance, helping to create an outdoor classroom area, tree planting and wildlife surveys.



Probation Service

Previously known as The Community Payback programme, the Probation Service is utilised by the team for many different tasks, these range from scrub clearance and other practical management works to car park repairs, painting of buildings and tree planting, amongst other things. We have successfully worked with this scheme for a number of years now and in 2025 this group completed various tasks across our green flag sites.

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 Holt Country Park 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.

Sheringham Ringing Group

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

Norfolk Bat Group

The Bat Group undertake an annual survey in the country park and examine the bat boxes notifying us of their observations. An increase in numbers of bats in the park had occurred since regular monitoring of species commenced, however 2025 saw a slight decline in numbers against last year. In 2022 it was identified that Long Eared Brown Bats are now breeding in Holt Country Park, which is obviously very pleasing to hear.

Holt Youth Project

Thanks to the Green Futures Youth Project we have been delivering in association with the North Norfolk Youth Advisory Board we have developed a good relationship with the Holt Youth Project. This has seen a collaborative project delivered between the Rangers and the young people to design and install a whole new trail for the Country Park.

School Groups

School groups, as well as community groups such as scouts and guides, regularly visit to use the ranger led teaching service for a day of activities, charged at £8.50 per child (reviewed annually). A range of activities are provided to suit the national curriculum key stage requirements, and groups usually access this offer between April and July. Schools also have the option of self-guided activities, orienteering and wayfaring.

All events and activities delivered by our countryside service, including the school group offer, have recently been reviewed and streamlined to ensure that we are able to deliver them without impacting upon our other service objectives, whilst still achieving our income generation and educational aims.

Social Media

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

Wild by Nature

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



Corporate/Volunteer Tree Planting

Holt Country Park, and the countryside service in general, continue to support [tree planting opportunities](#). The Council's own volunteer day scheme has seen teams from the main office join the rangers for tree planting days across the district. We have also seen local organisations such as Aviva and Active Norfolk join us for their 'away days', where they have provided support for specific projects within the country park. In 2024 for example the Active Norfolk Team helped to install our new education area.



Muddy Boots Volunteer Group

Muddy Boots volunteer sessions relaunched in June 2021 and have gone from strength to strength ever since. These sessions provide our volunteers the opportunity to learn from the rangers, improve their mental and physical wellbeing, and the opportunity to meet likeminded people.



At Holt Country Park we have around 30 volunteers on our list of regular attendees as well as a partnership with [Independence Matters - Supporting People Matters](#) who join us from their local facility at Holt Community Hub. In 2025 a total of 47 sessions took place at Holt Country Park. These sessions were varied and tasks undertaken by the group included such things as wildlife surveys, bracken control, infrastructure works, habitat creation, rhododendron control, pathway works, ride management and works within our sensory garden. The sessions attracted 638 volunteer visits and provided our service with 1276 hours of additional resource. It should be noted that these volunteer hours carry an economic value of over £15,500 at national living wage level (£12.21), further supporting the great benefit these sessions bring to the service and the park as a whole. We are extremely grateful for the help, support and enthusiasm of this group, and we know that they are enjoying seeing their efforts make so much difference to our Country Park.

FOR VOLUNTEERS	FOR GREEN SPACE	FOR MANAGERS	FOR COMMUNITIES
HEALTH Improve fitness and wellbeing	INVESTMENT Additional funding, volunteering, skills and lobbying	EYES & EARS People watching out and reporting back	STANDARDS Improvement, greater usage and optimism
EMPOWERMENT Experience ownership, take initiative and make a difference	PROTECTION Monitoring, championing and defence of site	RECOGNITION Appreciation of work done	CONNECTIONS Physical and social interaction
INFLUENCE Have a real say in decision-making and improvements	PROMOTION Publicity and encouragement to use	SUPPORT Help with maintenance, promotion and activities	COHESION Connect diverse interests, ages and backgrounds
MEANING Get purpose and pride	DECISION-MAKING Better and more considerate decisions, engagement and continuity	IMPROVEMENT Aspirations and standards raised	PROTECTION Community champions and long term investment
ENJOYMENT Being involved is exciting and fun	USAGE More visitors, natural benefits and appreciation	PARTNERSHIP People to discuss, work and coordinate with	PRIDE Sense of achievement and ownership
FRESH AIR Great way to get outside and into green space	SAFETY Community surveillance helps deter crime	FEEDBACK Information and views	WELLBEING Enabling and promoting positive lifestyles
AWARENESS Get to know about nature, the community and the neighbourhood	IMPROVEMENT Better standards, and extra facilities and features	SATISFACTION Increased public usage and happiness	OPPORTUNITIES Encouraging volunteering and participation
CONNECTIONS Connect with others and explore common interests	ANIMATION More activities and initiatives, vibrancy and innovation	CHAMPIONS People speaking out for the needs of the space	AWARENESS Spreading information and communication
LEARNING Use, acquire and develop skills	COLLABORATION Development of relations and partnerships	EXPERTISE Extra knowledge and skills through volunteers	COMMUNITY SPIRIT Promoting solidarity and co-operation
RECOGNITION Be part of activity which is valued and appreciated	MAINTENANCE Fast reporting, timely action and extra help	INVESTMENT Additional funding and new projects	INSPIRATION Example of what can be achieved by community action

Revised Communities UK © 2010
Designed by Collette
Words by Joanne Hodge and Don Abbott Ltd for the Nepon Project

Rethinking Parks
© 2010

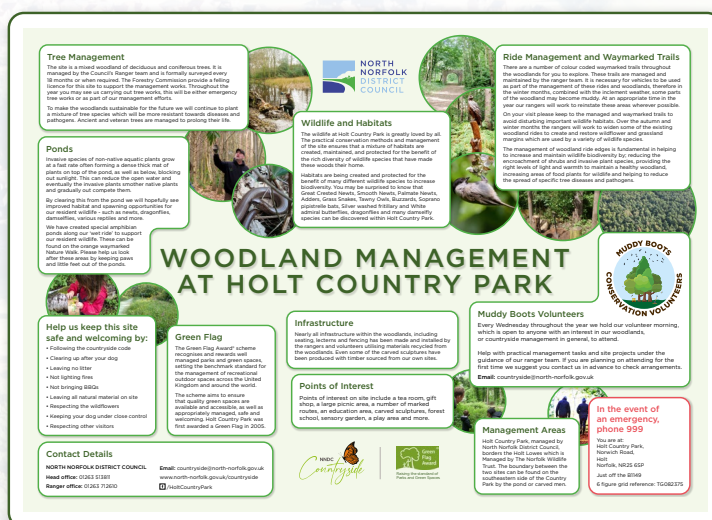
Appropriate Provision for the Community

Holt Country Park 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 park 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 when we will seek to make a change or improvement, or detail the reasons why we are unable to implement a change. With such a vast array of needs and wants from our sites it is very difficult to always be able to meet these, whilst still maintaining our sites to deliver the aims and objectives of the service. Comments and suggestions are welcome via the Council's customer contact channels, via our social accounts and in person to our rangers. In recent years at Holt Country Park the most common comment we were receiving was from regular visitors who were concerned about how muddy and worn some of the main rides had become. As a result we were able to work up a scheme to mitigate this which has been very well received.

In 2025 we became more aware of the need to communicate with visitors about our management approaches, which it was clear helped to reduce concerns being raised about various aspects of our sites. 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.

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.

Also in 2025 we carried out visitor surveys once more. The last surveys had taken place in 2021. The survey was live for a number of months but unfortunately only received 23 replies. The key points from these results are summarised below:



- Respondents came from a number of different postcode areas
- 87% of respondents have been visiting the park for over 3 years
- Weekly, monthly and annually were the most common responses to how often people visit
- A range of responses were given to the question who do you typically visit with? The highest response was with family, however each option received a number of responses. This perhaps shows that the park is delivering against its aim to be appealing to as wide a range of interests as possible
- The most common reasons for visiting Holt Country Park were for a leisure walk, enjoying the scenery, fresh air, tranquility, general health and wellbeing, and walking the dog.
- For the significant majority there is no favourite time of year to visit
- Most people (73%) drive by car to the country park with 15-30 mins journey time being most common
- 61% of respondents will spend between 1 & 2 hours on site, and 22% will spend half a day
- The highest scoring site qualities in terms of importance were wildlife and trees & wildflowers, both of which saw 82% of respondents rate them as Extremely Important. The most mixed results, where opinion was divided, was for regular events and opportunities for play.
- Respondents were asked to rate the different site qualities with the following achieving over 80% at good or above – trees & wildflowers, wildlife, tranquility/peace & quiet, and cleanliness. Car parking facilities, views and a safe & welcoming site all achieved just short of 80% at good or above
- When asked what they would like see improved or added to at the Country Park there was no real standout response. Paths and access received the most votes but every option on the survey received at least one vote. This perhaps shows the different outlooks our visitors have in terms of what is important to them
- 96% considered the continued provision of quality green spaces as extremely important
- All age groups except for the under 25s were represented in the respondents, with 45-64 being the most represented

Comments received which will be reviewed by the team include:

I have been coming here since a child with my mum (20+yrs) & now a mum myself to an autistic child who loves the outdoors, we still visit regularly. A sensory area would be an amazing addition! We love Holt Country Park come rain or shine we always enjoy our visits. Thank you

My wife has MS and so is confined to a wheelchair pushed by me. This is very difficult on the loose gravel surface of your car park. An asphalt path wide enough for wheelchairs would be ideal

Just please keep protecting the wildlife as much as possible. It gives me great joy to see the range of wildlife HCP has to offer. It's a lovely place to walk and take in clean air whilst listening to the birds and observe other wildlife whilst enjoying the scenery too. I love this place

A wonderful asset - we are lucky to have such a superb asset in Norfolk - extremely important for physical and mental health

Great to get out in the park nice to see that ducks are on the pond. There are too many trees cut down and left and the branches are just left to rot it would look better if some of them are shredded and put on the paths

Too many dogs off lead with irresponsible owners. Would be good to have a specified area where dogs have to be kept on leads. This would also be a 'safe' area for children who are afraid of dogs and dog owners with old or vulnerable dogs

Would like to volunteer if a better variety of day is offered. It would be important to me if more information/explanations was given for some of the work that takes place.

More activities everyday which children can get involved in maybe a trim trail or stations where you can do nature activities perhaps a stamp style trail.

All results and comments will be discussed and analysed by the rangers, with improvements and changes being implemented where we are able to.

Marketing and Communication

Marketing and Promotion

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

Appropriate Information Channels

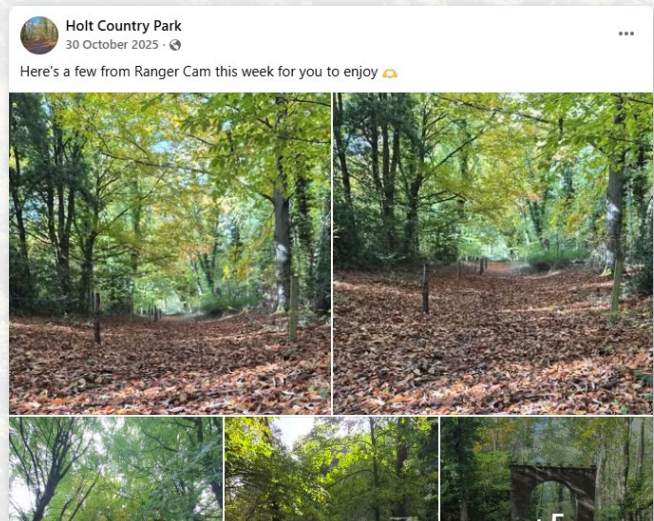
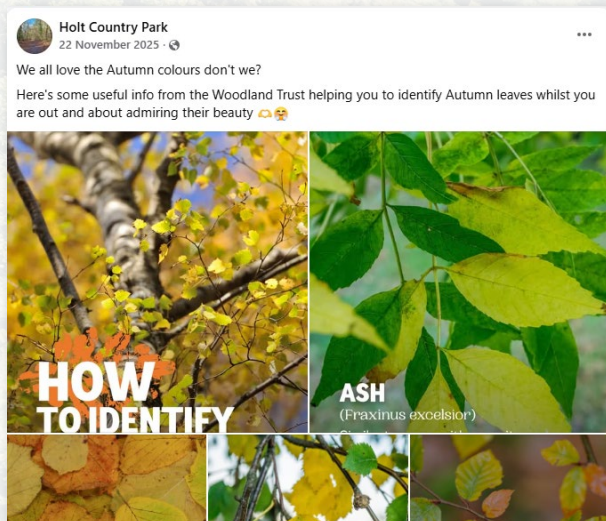
Social Media Accounts

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:



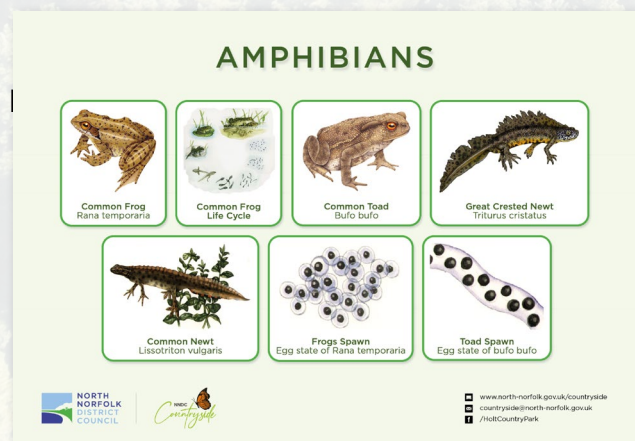
The page has unfortunately been utilised a little less than in previous years simply due to capacity within the team, however it is hoped that capacity in the wider leisure team may soon allow for an increase in use of social media for the Countryside Service. The park's X page was utilised much in the 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.

Park Maps and Interpretation

Holt Country Park benefitted from a newly re-designed park map and flyer in the early 2020s. This followed the re-routing of all of the trails during the covid lockdowns. The new map and flyer can easily be edited to reflect changes to the park over time, ensuring that information is kept up to date as much as possible.



We have also worked with the Council's in-house designer Rosie to improve and increase the interpretation across the site. This work included 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 Holt Country Park. These have been very popular and add value to and an educational element the park.



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.

£15
per child

Woodland Activity Day

Suitable
for ages
7-12

9am to 2pm

Leave your parents at home and join our team for a fun day of activities in the woods, including as many of the following as possible – bushcraft, survival skills, den building, wildlife identification, mini beast hunting, orienteering, crafts, games & more!

Tuesday 27th May
Holt Country Park
B1149 Edgefield Hill, Holt, NR25 6SP

Get mucky, explore, have fun, meet friends, laugh and learn!

Children should come in suitable clothing and footwear for a day outdoors. Please bring a packed lunch and plenty to drink. Places for this activity day are strictly limited to 24 and are only available by pre-booking.

Bookings: www.north-norfolk.gov.uk/book
Enquiries: countryside@north-norfolk.gov.uk
Stay up to date with information about this event via our social media accounts:
/HoltCountryPark
@CountryHolt

£6
per pooch

Santa Paws

Suitable
for all
ages!

Friday 19th & Saturday 20th December | 10am - 12pm
Please arrive on time for a prompt start

Give your beloved four legged friend their own festive experience with a trip to see Santa in his Grotto at Holt Country Park!

First take a short doggy related trail before meeting Santa for a photo and collecting a special treat to take away.

Afterwards you can enjoy a walk around our Green Flag Award winning park before heading home.

Hetty's House Tea Room will also be open for hot drinks, cake and other treats!

PRE-BOOKING ONLY!
Entry tickets are limited and you must pre-book via the online booking system to attend.
Adults must accompany children throughout this event.

Bookings: www.north-norfolk.gov.uk/book
Enquiries: countryside@north-norfolk.gov.uk
Stay up to date with information about this event via our social media accounts:
/HoltCountryPark

Easter Egg Hunt

10am to 12pm

The Easter Bunny has hidden twelve large eggs around the woods.

Each egg belongs to a different animal...

Can you find all the eggs using the map provided **AND** let the Easter Chicken know who all the different eggs belong to?

£5
per child,
adults
free!

Best suited
for ages
2-10

PRE-BOOKING ONLY!
Entry tickets and car-parking spaces are limited and you must pre-book via the online booking system to attend.
All attendees must be on-site by the 10am start time.
Adults must accompany children throughout this event.

Easter treat for all who complete the hunt!

Tuesday 8th April
Holt Country Park
B1149 Edgefield Hill, Holt, NR25 6SP

Tuesday 15th April
Sadlers Wood
Sadlers Way, North Walsham, NR28 9XZ

There is no parking available at Sadlers Wood therefore you are advised to park locally and walk to the event.

Local car parks:
New Road - NR28 9DE
Vicage Street - NR28 9DQ

Bookings: www.north-norfolk.gov.uk/book
Enquiries: countryside@north-norfolk.gov.uk
Stay up to date with information about this event via our social media accounts:
/HoltCountryPark
@CountryHolt

£5
per child
Adults
go free!

Halloween Hide & Seek

Suitable
for ages
3+

Tuesday 28th October | 10am - 12pm
Please arrive on time for a prompt start

Fun for all the family!
Join us if you dare...

There are twelve scary monsters hiding in Holt Country Park. Can you find them all using our map and tell our rangers what we need to use to scare them off?

Fancy Dress encouraged but optional. Small prize for everyone who survives the event!

Holt Country Park
B1149 Edgefield Hill, Holt, NR25 6SP

PRE-BOOKING ONLY!
Entry tickets are limited and you must pre-book via the online booking system to attend.
Adults must accompany children throughout this event.

Bookings: www.north-norfolk.gov.uk/book
Enquiries: countryside@north-norfolk.gov.uk
Stay up to date with information about this event via our social media accounts:
/HoltCountryPark
@CountryHolt

Webpage [for Holt Country Park](#)

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

Green Flag

Our Green Flag flies proudly at the park entrance alongside Norwich Road where it can greet visitors and be seen by those passing by.

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](#)

[Grant funding secured to bring eco-learning space to Holt Country Park](#)

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

Appropriate Educational and Interpretational Information

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

- Forest Schools offer – Wild by Nature launched their forest school’s offer at the Country Park in 2020 and over the years we have worked closely with them to develop their offer and further add value to the park.
- School Groups – absent in 2020 & 2021 due to Covid restrictions, our school groups offer is still a very important part of the work we do. Several schools returned to the Country Park for our Ranger Led education days, ranging from infant schools right through to secondary.
- Facebook – Social media is often used to provide educational information about the park. For example we have posted information about adders in recent years, as well as updates about the new splash pools which have been installed for our amphibians.
- Events – The vast majority of our events for families are provided with both a fun and educational element.
- Interpretation – found in certain spots around the park our interpretation provides information about flora and fauna, as well as some history and other interesting facts. We also try to include temporary interpretation when carrying out certain management work around the park to help people understand what work is happening and why.
- Learning area – a new learning area was installed in the Country Park early in 2024 for the use of visitors as well as part of events and Ranger led school groups. This area includes a mix of resources including information and examples of habitats, minibeasts, wildflowers, British Sign Language, trees, reptiles and amphibians.
- Community classroom – in February 2025 we were successful in obtaining funding for a new Community Classroom on site at Holt Country Park. This indoor and outdoor learning hub will offer a year-round facility to educate and enable a wide range of activities by and for community groups, schools and individuals. Works commenced in November 2025 and are due to be completed by Easter 2026.



Action Plan

The action plan below outlines the works which were planned for Holt Country Park 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
Complete pond and install hide in education area	Rangers/ volunteers	June 25	Not complete
Install additional dual rubbish/recycling bins in play and picnic area	CB/Rangers	April 25	Not complete
Closely monitor events to ensure they are delivering the desired outcomes. Complete event calendar for year	CB/AG	Dec 25	Events rationalised. Calendar created and managed. Majority of events delivered expected outcomes.
Complete visitor surveys	CB	April 25	Complete
Improve/extend easy access trail	Rangers/ volunteers	No date	Funds secured to complete these works
Extension and improvements to forest school area	Wild about nature/rangers/ volunteers	Winter 25	New fire pit and benches installed. School turned down option of extended area.
Update school group offer	CB/AG/JS	April 25	Ongoing
Introduce corporate 'away day' offer	CB/AG/JS	April 25	Trial day completed, offer to launch in early 2025
Regeneration felling, thinning of selective woodland blocks and then subsequent planting of native tree species. Protection of important wildlife habitats	Rangers	Winter 25	Complete and ongoing
Install new school group shed	Rangers	April 25	Not complete due to community classroom project
Investigate and introduce new and increased revenue generating ideas to the service	CB/Rangers	Winter 25	Ongoing

Increase interpretation in the park	CB/Rangers	Summer/ Autumn 25	Complete
Investigate wellbeing trail or interpretation	CB/Rangers	Autumn 25	Not complete
Deliver new Eco-Community Classroom project (subject to funding)	CB/Rangers/ Volunteers/ Property Services Team	Winter 25	Work commenced in October 25, due for completion in Spring 26
Install low level post and rail fence around pond area to further deter people or animal disturbing it	Rangers	April 25	Complete

Improvement / Addition - 2026	Responsible	Proposed completion
Complete pond and install hide in education area	Rangers/volunteers	June 26
Install additional dual rubbish/recycling bins in play and picnic area	CB/Rangers	Easter 26
Improve/extend easy access trail	Rangers/volunteers	November 26
Update school group offer	CB/AG/JS	Easter 26
Introduce corporate 'away day' offer	CB/AG/JS	Easter 26
Regeneration felling, thinning of selective woodland blocks and then subsequent planting of native tree species. Protection of important wildlife habitats,	Rangers	Ongoing
Plan and deliver final part of Green Futures Youth Project	CB/Rangers	End of 26
Increase interpretation in the park and update maps	CB/Rangers	Summer 26
Investigate wellbeing trail or interpretation	CB/Rangers	Autumn 26
Finish new collaborative trail with Holt Youth Project	Rangers	March 26

Open new Eco-Community Classroom and set up booking systems	CB/Rangers/Volunteers/Property Services Team	May 26
Extend play area utilising S106 funding	CB/Property Services	Summer 26
Update map and flyer with most recent changes	CB	Easter 26
Review and update webpage	CB	Summer 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.

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)

Amphibians and lizards.	Visitors and Rangers/staff.	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 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.	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.	Protection of species.
Adders Health and safety. Grass snakes		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.	Only experience 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.	Health and safety talk about Adders to staff. Educating visitors. Handling adders course
Bitten by Adder. What to do.	All.	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. Whilst waiting to be seen by the doctor: <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 TOURNIQUETS OF ANY KIND 	The A & E doctor will assess the bite and recommend treatment	

Tree planting.		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.	Rangers/supervisors to maintain supervision of activity for any dangers, in correct planting and eternal risks.	
Missing Person(s)	Staff, volunteers, visitors.	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.	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.	Prevention of missing/lost people. Lost/missing person found.
General, miscellaneous.	All	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.	Changes to working schedule to be reported between managers and rangers	Relatively small managed sites used.
High winds.	All persons. Injury, to body from falling branches, falling trees, debris from damaged buildings.	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.	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.	Safety of all.

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.
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Work Plan

Location		Action	
Holt Country Park			
NNDC office	Leisure Team meeting	TBD NNDC office. 9.30am	All
HAVS Forms	Record hours	Please keep recording your hours used on machinery. Please submit sheets to annie each month.	Rangers
IT and emails.		Please check your NNDC emails regularly. leave. Please submit monthly timesheet via email.	Rangers
NNDC staff shed. Hcp.		All ranger staff to clean/tidy nndc staff shed, workshops, containers at hcp once a month.	Rangers
All sites		Please inform your line manager if first aid kits have been used and need to be restocked. Please inform line manager and corporate 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.	Rangers
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.	Rangers
Hcp	Play equipment.	Please check play equipment each day. Please check holt country park daily for vandalism/anti social behavior.	Rangers
Hcp	Waymarked Paths	Keep paths accessible from overhanging vegetation, cut back by hand where possible. (Volunteer group)	Rangers/volunteers
Hcp	Fixtures and fittings	Cut back overgrowth when required. Do not remove wildflowers	Rangers/volunteers
Hcp	Play equipment, benches	Clean algae off benches, tree house as in play inspection report.	Rangers
Hcp	Repairs and maintenance	See inspection report	Rangers

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

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