

SADLERS WOOD

ANNUAL REVIEW 2025



Contents

Introduction	3
Healthy, Safe and Secure	6
Activites & Events	7
Maintenance of Equipment, Buildings and Landscapes	10
Environmental Management	16
Biodiversity, Landscape and Heritage	19
Community Involvement	21
Marketing and Communication	23
Appropriate Educational and Interpretational Information	27
Action Plan	28
Conversation and Woodland Management Plans and Felling Licences	29

Introduction - Welcome to Sadlers Wood

Abstract

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

About

Sadlers Wood and the surrounding open space lies at the eastern side of the market town of North Walsham which is the largest town in North Norfolk with a population of about 12,000. The town is growing and the Sadlers Wood area provides an important natural resource which serves a large residential area in and around Brick Kiln Road together with the more established community including Manor, Fairview and Nelson Road. The site is within walking distance of much of the town and is on route between school and home for many children and young people. Whilst the wood mainly serves the resident population, visitors from further afield are always welcome. The Wood is predominantly a plantation of Scots pine dating back to the 1950's but it also contains some veteran oak, sweet chestnut and hornbeam trees. In spring the woodland floor is covered in a carpet of bluebells. The surrounding area consists of part amenity grassland for informal games and part more natural grassland where native flora is encouraged. There are some sculptures produced by local artists, interpretation and a play area which is well used. The site is owned and managed by North Norfolk District Council.

Notable and significant features of the site include:

- waymarked route,
- children's play area,
- football goals,
- playing field / picnic area,
- tree trail,
- sculptures / artwork,
- community orchard,
- education space,

North Norfolk District Council's Corporate Objectives

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

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

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

Countryside Service Vision and Aims

North Norfolk District Council's Countryside Service manage areas of woodland and open space amenity land for the safe enjoyment of the community of North Norfolk, protecting & promoting the countryside and it's wildlife, flora and fauna, whilst encouraging sustainable access.

The main objectives of the service can be defined as:

- To provide a high quality and inspiring visitor experience and a rich biodiversity of wildlife in sustainable woodland settings and open spaces
- To enhance the wildlife within our sites by diversifying habitats whilst securing the future of important species and complementing adjacent conservation sites
- To promote regular visits to our parks through increased awareness, and by providing a variety of high quality facilities, events and activities
- To actively encourage community involvement in our parks and open spaces
- To seek service sustainability through appropriate income generating schemes and activities, and the provision of a first class service which meets the needs of the community
- To support the Councils corporate objectives relating to the current corporate plan – 2023-2027

Visitors

Visitor numbers for Sadlers Wood 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	1,333	May	1,756	Sep	1,019	Total	23,853
Feb	1,681	Jun	4,594	Oct	1,634		
Mar	1,452	Jul	2,040	Nov	3,606		
Apr	2,458	Aug	1,465	Dec	815		

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

Sadlers Wood achieved its first Green Flag in 2012/13 and has now held the prestigious award for 12 years, missing out in 2019. This is an achievement which all those who have been involved in managing the site are very proud of, particularly given the requirement for continuous improvement and development.



Our Green Flag flies proudly at the bottom of the playing field.

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.

Sadlers Wood is an extremely important and well-loved site for the Countryside Team, with the following staff resources attributed to its management:

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

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

Leisure and Locality Services Team Structure 2026



Healthy, Safe and Secure

This section outlines how Sadlers Wood 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

Sadlers Wood 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 site regularly. There are no formal parking facilities that serve Sadlers Wood, and opportunities do not readily exist for the creation of a car park. Parking is limited to on-street parking and visitors arriving by car should park at the end of Fairview or Nelson Road at the north of the site. Visitors wishing to park at the south side of the site should use Sadlers Way, Plantation Road or Brick Kiln Road. There are several pedestrian access points from the surrounding streets into the site. Accesses from Sadler's Way, Fairview and Nelson Road are tar paved.

Facilities

- Picnic/Playing Field – A large picnic field is situated to the west of the site which can be used by visitors to enjoy their lunch or to play games and includes football goals for informal play. This area is maintained as part of the Council's grounds maintenance contract.
- Play Area – The play area is well used and much loved. In 2024 we were able to introduce an inclusive roundabout and replace the zip wire and swings. In 2025 we secured some S106 funding for the site which enable us to further improve the play area with additional equipment for the community to enjoy.
- Benches and seating – Benches and seating are situated at strategic points within the woodland as well as around the play area. The vast majority of these have been made and installed by the ranger team and are monitored as part of regular formal and informal site visits.
- Easy Access Path – The site benefits from an easy access path which links entry/exit points to the site from the North on Plantation Road/Sadlers Way, and the West on Nelson/Fairview Road. This pathway was improved as part of a project funded by the MHCLG 'Pocket Parks' initiative.
- Waymarked Routes and Sculptures – The site is adequately served by one waymarked route which is accompanied by a tree trail for education and enjoyment. There are three stone plinths present at key entry points on site, presumably from a past project. A chainsaw carved owl was installed on site in 2024 and three further sculptures are due to be installed in 2026. Further information about these sculptures is discussed later in this review.
- Activity waymarkers – in 2025 we were able to install a selection of new activity waymarkers for people to enjoy. There are 12 dotted around the site and each has its own brass rubbing on the top and an educational plaque on the front teaching visitors about the wildlife featured.



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.

Sadlers Wood does not feature as heavily as our other larger and more accessible sites, however we do provide some events and activities, delivered within the scope of the site, each year. In 2025 we organised an Easter Egg Hunt which was attended by 7 adults and 11 children. Although these numbers are disappointing we understand the value of local provision, particularly in a rural area such as North Norfolk, and will therefore continue to offer at least one event at Sadlers Wood going forward.

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](#).

A number of sessions took place at Sadlers Wood including a Habitat and Wildlife Homes Workshop and a Get to Know Trees session, as well as several sessions with children from the local high school to help us improve the education space on site, install new infrastructure, and plot and install our new activity waymarker posts.



A little over 300 spaces were taken across the year for the whole project and all involved have deemed it to be a good success. The Countryside Service has been awarded a further £4000 to continue some of the delivery in 2026.

Safe Equipment and Facilities

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

The Play Inspection Company carries out formal inspections of the site's play area and 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 on site, including customer facing events and the Ranger's practical works. The service is supported by the Council's Corporate Health and Safety Officer who visits the site regularly to ensure compliance and offer advice.

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

Personal Security

Of our three Green Flag sites Sadlers Wood has traditionally suffered most with anti-social behaviour and other similar problems. We have previously reported having had difficult and on-going issues to deal with, however we are pleased to report that in more recent years there has been a significant reduction in instances of anti-social behaviour and alike, although it is not completely absent from the site.

A working relationship has been established with the local police Safer Neighbourhood Team (SNT) in North Walsham. When instances of anti-social behaviour are experienced at Sadlers Wood, these are reported to the SNT who will subsequently increase their presence on site to help to prevent recurrences. We have also been working on practical ways to stop such anti-social behaviour, starting with the installation of barriers which aim to deter motorbikes from using the site. This approach seems to be working for the site, although does need constant monitoring. Although anti-social behaviour is not completely absent from Sadlers Wood it is extremely rare that there are occurrences whereby individuals are personally affected by it.

Ranger presence on site is not constant but regular and consistent. Emergency signs are in place on site by the main entrances, which cover the information required by visitors in case of emergency, including contact numbers for the ranger team and the main council offices. Rangers are fully first aid trained with forestry add-on and carry radios which operate off a multi-network sim system allowing for a much greater coverage than an ordinary mobile phone. All of the team also have an enhanced DBS check in place which is renewed annually, and the team all have standard issue uniform making them instantly recognisable to the public when on site. The ranger's safety is supported by the use of the Council's chosen lone working system – peoplesafe, and their movements can also be tracked via the radio's they use.

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

Sadlers Wood is used regularly by local people to walk dogs. Dog bins are provided on site where they can be effectively emptied by our contractor's

staff. Regular checks are made by NNDC Environmental Protection Rangers and our Assistant Ranger, and interpretation is placed throughout the site 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. We are pleased to report that we receive very few complaints or reports of problems with dogs or owners, and dog mess is rarely a problem. Countryside and Environmental Rangers from NNDC continue to take a pro-active approach to controlling this to try to ensure that it does not become a problem. The Countryside team also utilise social media to continue to educate site users and locals.

Dog walkers are very welcome at all of our sites, including Sadlers Wood, but are reminded that they are expected to follow the countryside code:



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

Maintenance of Equipment, Buildings and Landscapes

Litter, Cleanliness, Waste Management and Vandalism

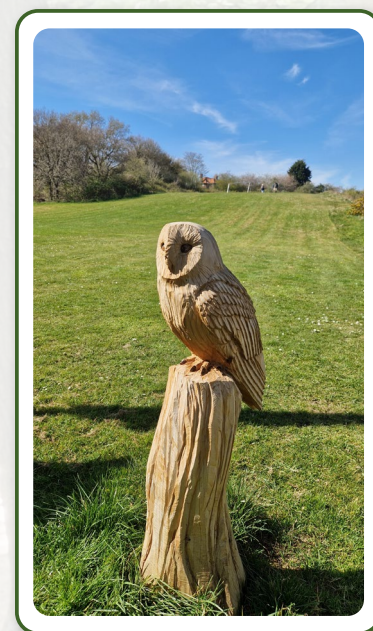
The site is litter picked every two weeks and more often when needed. Dog bins are emptied daily in summer and twice weekly in winter by Serco, the Council's refuse, cleansing and grounds maintenance contractor.

Sadlers Wood is very close to a large residential area, is well used and forms part of the route to and from schools. In view of the volume of litter that often needs to be removed litter bins are provided. Whilst the bins partially address the litter problem there is still a need to carry out regular litter patrols. The play area is well used but is a hot spot for litter. Additional bins have been provided in the vicinity of the play area in the last twelve months. The Council's Environmental Health Team have arranged an extra 'deep clean' of the site each year to further try to help maintain a clean and tidy site. This is particularly important due to a larger quantity of litter on site which we have mentioned, and its tendency to end up in hard-to-reach places. Dual recycling/rubbish bins are in place on site to allow for the separation of recyclable waste.



Waste	Frequency of clearance	By who
Litter bins emptied	Two times per week and additionally when necessary	Serco
Dog bins emptied	When 75% full and additionally when necessary	Serco
Site litter picked	Once a week in summer & additionally when necessary. Every other week in the winter.	Rangers

Like many woodland sites, particularly those accessible easily from neighbouring housing estates, Sadlers Wood does experience some vandalism, ordinarily in the summer months and in the form of camps, fires and graffiti. Countryside Rangers, Serco, Property Services and the Environmental Protection team are quick to act on any reports of vandalism. All instances of this type of site vandalism and damage are reported to the local SNT who have subsequently increased patrols and their presence on site. We have also utilised our social media channels to encourage local people to report any instances such as this through the Council's customer contact service. Our ranger team and our police contacts use the app What Three Words to identify where problems have arisen. Unfortunately in 2025 we did experience a few instances of vandalism on site, which saw our leaflet holders smashed on two occasions, graffiti on our new interpretation and play equipment, and the theft of our owl sculpture. This is hugely disappointing particularly given the improvements we have made to the site in recent times. The ranger team were able to replace the leaflet holders, our cleansing department managed to remove the graffiti, but unfortunately the owl was never recovered.



Horticultural Maintenance

Horticultural management is carried out in accordance with the five year management plan which outlines conservation and forestry work for each compartment within the woods.

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 site's 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 every other 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 in a sensitive manner, which has a lower impact on wildlife, and which is suited for the time of year so it does less damage. For example, we would use brush cutters selectively to cut overgrown grass without cutting the wildflower which are growing within – this can be seen around trail posts where the rangers will use trimmers and be more selective, leaving tussocks of grass and wildflowers for insects, butterflies and bees to use. No grass cutting is carried out within bird nesting season, when butterflies are feeding, breeding and laying eggs on plants, or in wildflower season.

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 wildflower species to grow for the benefit of all. The team work closely in conjunction with Serco, who are responsible for some of the grass cutting on site, to ensure that their methods support the wider work of the countryside service at this site.

The countryside team make sure that wildflowers are left until they have gone to seed so that they can naturally seed or be collected for planting. Leaving the grass cutting later in the season is important for reptiles and amphibians using 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. Selective areas of brambles, stinging nettles, and plant species are left for feeding butterflies, birds and mammals for food. If extra soil is needed, then this is obtained from the local green waste recycling centre, CJC Lee who work in conjunction with North Norfolk District Council. They produce high quality peat free soil conditioner from locally sourced natural material. Soil containing peat is not used anywhere on site.

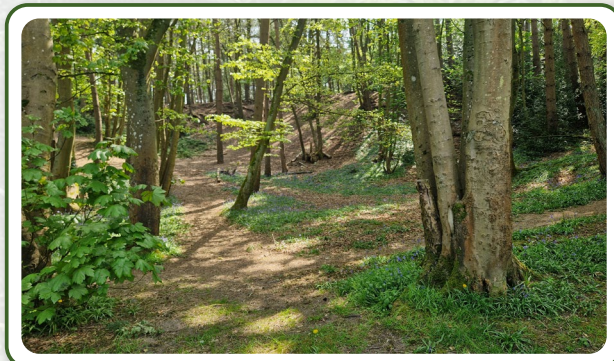


In 2025 the ranger team and muddy boots volunteers, continued to extend open areas to encourage wildflowers to flourish. This work has seen the proliferation of wildflower species being established and growing, particular the abundance of native bluebells which are enjoyed by many. Utilising the volunteers we have been working hard to control large areas of invasive species such as bracken to help encourage the establishment of wildflowers. Selective areas of brambles, stinging and nettles are left for insects such as butterflies and moths. We have also created a further open area located near to the housing estate and scrubland area which will be managed as a space for wildflowers and wildlife habitats.

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 Sadlers Wood. 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. Habitats, wildflower rides and glades are created for wildlife under the permission of a tree felling licence where the felling of trees is agreed by the Forestry Commission under certain regulations. This advises which species of tree can be felled, in what quantity and where, and outlines requirements of which tree species can be planted for restocking and the necessary density per hectare.

The felling licence is valid for five years from issue and detailed plans have to be submitted and approved before any felling of trees over a certain volume within a wood can occur. Sadlers Wood new felling license was issued in late 2025 and will allow for the future creation of more important habitats within the woods for wildlife, as well as



creating and increasing wildflower rides, and creating glades which have previously been lost by the encroachment of invasive species and lack of management. This also helps reduce competition and shading of species, allowing light and warmth into the woodland, thus creating space for mature species which produce seed for natural regeneration, and increasing the variety of habitats to produce a greater biodiversity of wildlife species.

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.

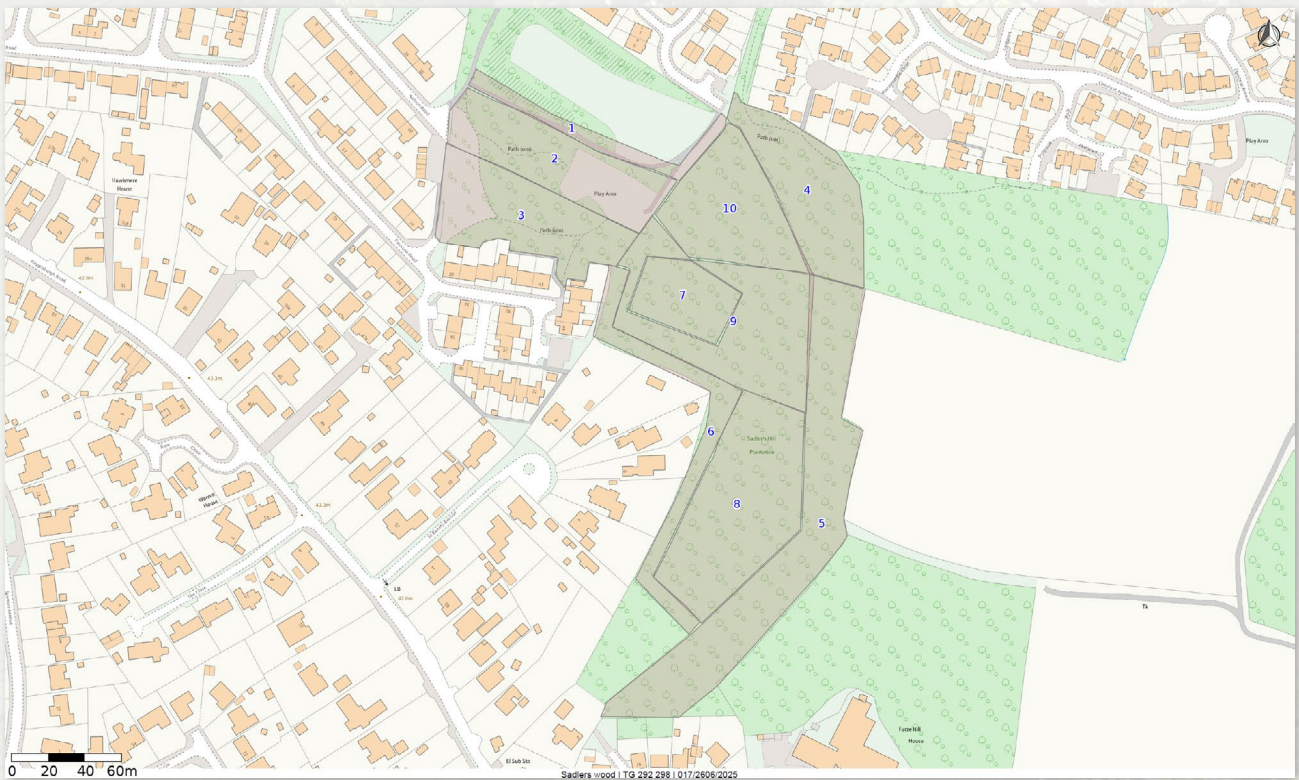
Tree guards are used in appropriate areas to protect newly planted trees to prevent them from being eaten by deer and rabbits. Our ranger team now uses biodegradable tree guards across all our sites. Timber is used by the rangers to make benches, way markers, signs, seats, shelters, flower beds and sculptures for use within the woods.

Extreme drought, prolonged downpours and more frequent high winds has affected trees of a variety of ages within Sadlers Wood, and we have seen a higher percentage of losses of trees compared to previous years as the trees struggle to cope with the weather and fend off disease. This has led to an increased amount of tree felling work.

Selective regeneration thinning work and felling of trees due to health and safety risks as required in the tree felling licence and management plan has provided good quality firewood and brash piles for wildlife habitats. The countryside team in 2025 continued to work towards creating a healthy woodland for wildlife habitats, public enjoyment and sustainability for the future.

To access this site's felling licence, you can use the Forestry Commission's land information search (LIS) map browser - Use the Forestry Commission map browser and Land Information Search - GOV.UK - and search for Sadlers Wood. Our felling licence number for this site is 017/2606/2025

The Forestry Commission approved works for this site over the next five years will see a combination of thinning, regeneration felling and a small open glade created for wildflowers and wildlife habitats. To support the planning and delivery of these tree works the site has been split into compartments as seen below.



Buildings and Infrastructure Maintenance

Sadlers Wood does not currently benefit from any buildings on site. The infrastructure that exists is spread across the site and includes notice boards, way markers, paths, a play area, benches, and various interpretation. Rangers monitor all infrastructure as part of their management of our sites, carrying out weekly checks and full monthly site inspections. The ranger team will carry out most of the repairs as necessary. Where appropriate the Council's property services team will deal with larger repairs. Sadlers Wood is a site which does not have a ranger presence every day and as such we also have the facility on the Council's website for visitors to report damages and defects.

In 2025 the play area benefitted from further additions, the education space was improved with more seating and interpretation, and an activity way marker trail was installed.

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



Equipment Maintenance

Maintenance of equipment for public use is covered in the Safe Equipment and Facilities section found earlier in this report. Equipment used solely by staff and volunteers is monitored and maintained by the ranger team. We are in the process of uploading all equipment onto the Council's PPM and compliance schedules to further ensure that they are consistently well maintained and fit for purpose. Equipment which is identified as unsafe or past its usable life, and cannot be fixed or maintained, is condemned and replaced (if required). More significant pieces of equipment such as brush cutters and chainsaws are maintained regularly by the rangers who hold the relevant qualifications to carry out this work, and a maintenance log is kept detailing the work carried out. Where necessary local firms such as MJ Tree Services and Halls Power are utilised to support this maintenance work. Maintenance of equipment is covered within the relevant risk assessments. The new workshop which was installed at the Rangers base at Holt Country Park in 2024 has been designed internally to further support the teams ability to effectively maintain their equipment and tools.

Environmental Management

Managing Environmental Impact

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

OUR ENVIRONMENTAL CHARTER

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

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

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

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

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

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

NORTH NORFOLK DISTRICT COUNCIL

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 are kept separate on site wherever possible thanks to the dual waste/recycling bins which have been installed in recent years. There is a wish to extend this further by introducing further dual bins at other strategic locations on site.



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.

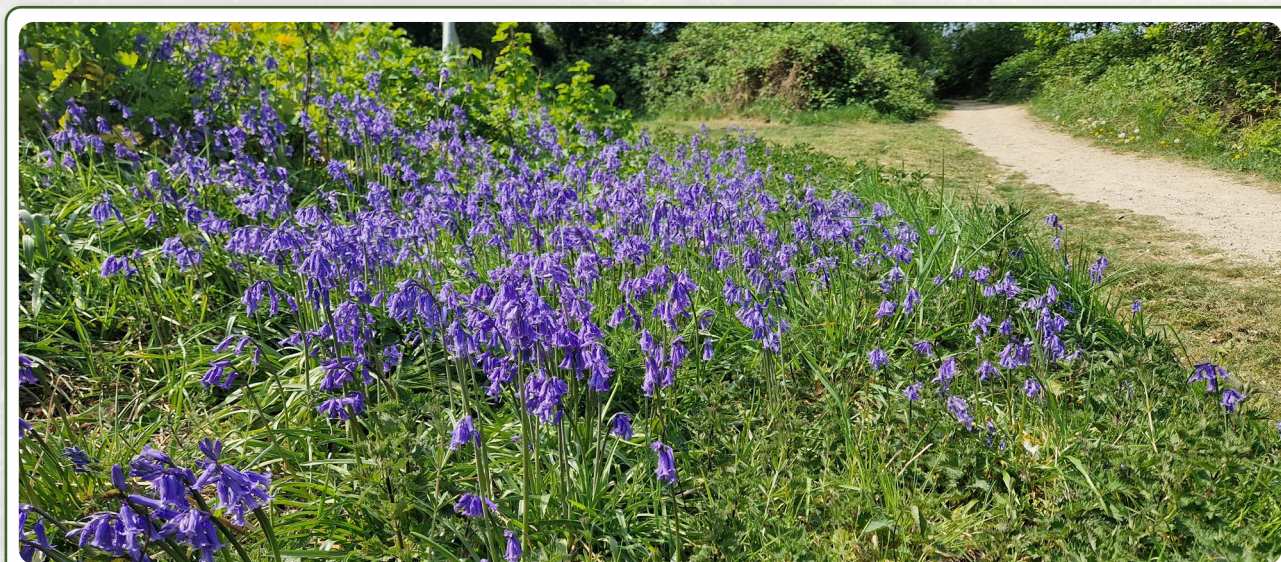
As our woodland sites and open spaces are located throughout north Norfolk and have no electricity supply our machinery is run using fuels, diesel, oil and petrol. These pieces of machinery are used to look after large areas of important conservation land, helping to increase wildlife biodiversity of species throughout.

Biodiversity, Landscape and Heritage

Management of Natural Features, Wild Fauna and Flora

The woodlands are abundant with butterflies, mini beasts and flowers throughout the spring and summer months. In early spring the woodland is carpeted with bluebells. Current conservation management practices encourage the spread of this beautiful flower which helps feed many insect species. Habitat piles create perfect homes for many species of mini beasts, which help introduce families to wildlife on our event days. The improved learning area on site will also support the educational side of our work for people who use Sadlers Wood.

The wood contains all common species of flora and fauna which breed and are resident. Their presence on site is fully supported by the ranger's practical management works which seek to protect and enhance their habitats. Wildlife known to reside at Sadlers Wood are outlined in the table below.



Miscellaneous Wildlife	
Amphibians	Common newt. Common frog. Common toad.
Butterflies	Large White, Small White, Ringlet, Meadow Brown, Gate Keeper, Comma, Peacock, Red Admiral
Insects / Mini beasts	Orange underwing, Labyrinth Spider, Crab Spider, Garden Spider, 7 Spotted Ladybird, Wasp Plumehorn, Brown Hawker, Red Headed Pine Sawfly
Mammals	Wood mouse. Common vole. Common and pigmy shrew. Grey squirrel. Foxes. Common and soprano pipistrelle bat.
Flowers	Nipple Wort, Bind Weed, Red Campion, Spear Thistle, Hog Weed, Bracken, Ragwort, Broadleaf Dock, Cats Ear, St John's Wort, Greater Plantain, Yarrow, Herb Robert, Yellow Arcangel, Fox-and-cubs, Danilion, Bluebell, Bramble
Birds	Robin, Black Cap, Blackbird, Song Thrush, Chiff Chaff, Chaffinch, Nut Hatch, Tree Creeper, Blue Tit, Great Tit, Magpie, Jay, Carrion Crow, Rook, Great Spotted Woodpecker, Long Tail Tit, Buzzard, Wood Pigeon, Collared Dove, Dunnock, House Sparrow
Fungi	Stinkhorn. Fly agaric.

Bat and Bird Boxes

Bat and bird boxes have been installed throughout the site by our Rangers and volunteers, and their number and condition are regularly monitored. As part of the aforementioned Green Futures: Youth Project we delivered a Habitat and Homes Workshops which taught young people about the types of habitats which exist, why they are important and how to support & improve them. There was also an opportunity to build their own to take home.

Woodland Species

Sadlers Wood is predominantly a plantation of Scots pine dating back to the 1950's but it also contains some veteran oak, sweet chestnut, oak and hornbeam trees. In spring the woodland floor is covered in a carpet of bluebells.

After thinning and regeneration felling tree works has been completed. Compartments, 1, 2, 3 within the woodland will be restocked and planted with 40% Oak, 20% hazel, 20% hawthorn, 10% native broadleaves, 5% horse chestnut, 5% holm oak.

Planting different broadleaf species of trees will help make the woodland more resilient to pathogens and disease and also increasing biodiversity.

Conservation of Landscape Features

The practical conservation and woodland management plan is designed to protect valuable historical raised woodland earth banks and ditches which can

be seen throughout the woods. These once marked boundaries and acted to protect valuable areas of planting. The banks and areas of soil and leaf litter are left undisturbed. Paths are conserved throughout the woods and not disturbed by grounds management.

Historical areas of planted woodland which contain ancient and veteran trees are protected and managed for longevity. Many of these giants are recognisable landmarks and known to many visitors. These include the Hornbeam tree, giant sweet chestnuts trees and mature Oaks on the woodland trail.

Conservation of Buildings and Structures

No buildings or structures exist which are of conservation significance at Sadlers Wood. Infrastructure installed by the team, including notice boards and sculptures for example, will need maintaining to ensure longevity of life, and these form part of regular inspections carried out by the rangers. There are currently no plans to add any further buildings to this site.

Community Involvement

Community Involvement in Management and Development

Community Involvement and interest in this site is growing slowly, mainly due to the re-introduction of our Muddy Boots Volunteer sessions, which are discussed below. In addition to this we do still have bi-annual involvement from local conservation group The Felbeck Trust who worked with us on a government funded Pocket Parks scheme back in 2020 and return twice a year to monitor and maintain the work carried out as part of that project.

Unfortunately, capacity within the team has limited our ability to develop community involvement how we would like to, and how we have been able to at our other Green Flag sites, but despite this our ambition to improve still exists.

We visit Sadlers Wood for our Muddy Boots sessions every other week and have a regular pool of 8 to 10 volunteers who attend. In 2025 we had 21 sessions, which is an increase of 50% on 2024. This saw 98 volunteer visits and a total of 196 volunteer hours completed on site. The types of tasks undertaken by the group included bracken clearance, installation of interpretation, tidying of current education space, litter picking and other infrastructure works. It should be noted that these volunteer hours carry an economic value of over £2393 at national living wage level (£12.21), further supporting the great benefit these sessions bring to the service and the site as a whole.

In 2025 we also partnered with the local high school to involve their children in delivering improvements to the site through our Green Futures Youth Project, and we teamed up with The North East Norfolk Conservation Volunteers who supported some of our practical management work.

In addition to the community involvement mentioned above we also continue to work with the following groups and individuals:

Probation Service

Previously known as The Community Payback programme, the Probation Service has been utilised by the team for many different tasks, these range from scrub clearance and other practical management works to litter picking and the installation of trails. We have successfully worked with this scheme for a number of years now.

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

Local Sculptor

Following a call for local sculptors and artists to get in touch to discuss possible collaborations Matt Darge got in touch and we have struck up a very successful working relationship. Matt has provided us with several carvings across our portfolio of sites. Matt has produced 3 new sculptures for Sadlers Wood which have been funded by S106 money from local developments. Given the recent theft of our Owl sculpture at this site we are still discussing the best course of action with regards to these. Our intention is to continue to add pieces like this when the opportunity arises as we know that they are much loved by visitors and add an extra enjoyment to people's visits, however this needs to be carefully considered.

Despite the community involvement at this site not being as prominent as others we look after we are pleased with the direction of travel we have seen and we need to remember that there are levels achievable within the capacity of the service, and these need to be managed carefully and appropriately. We feel there is still capacity and opportunity to grow and will be seeking to make these improvements in the coming months and years.

Appropriate Provision for the Community

Sadlers Wood, similarly to our other Green Flag sites, is managed by the Council's countryside team to try ensure there is something for everyone to enjoy. It is important that we manage the site in a way which is appropriate for the community, but also for the site and the service. This can be a difficult balancing act, but we believe that we are managing this approach well. We believe that the provision at Sadlers Wood is of great benefit to the local community, many of whom rely on it as there only accessible local green space. However, we are acutely aware of the changing needs and requirements of the

community when it comes to public woodlands and greens spaces, particularly in the current climate. 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 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 2 replies. Clearly 2 replies does not provide a fair sample of the community's thoughts about Sadlers Wood. Therefore these responses have not been shared and we will seek to re-issue the survey in 2026 whilst also seeking to gain in-person responses on site to bolster the number returned.

Marketing and Communication

Marketing and Promotion

The vision for Sadlers Wood is to provide a high-quality open space for the local community to enjoy. Unlike our other sites Sadlers Wood is not used often by holidaying visitors, with local residents the key user group. The site is managed to ensure that it meets the needs of these local residents within the scope of its offer. The Countryside service does not exist to make a profit (although making the service as sustainable as possible is critical) and therefore creating opportunities and a setting which serves the community is the most important thing. We are aware that Sadlers Wood is slightly different to our other woodland sites in terms of offer and user groups, and this plays a part in our management decisions at this site.

We are now able to monitor visitor numbers and can therefore gauge whether our efforts on-site and through marketing & promotion is helping to increase site use. We have also been working on utilising the site for events, activities, projects and programmes in an attempt to introduce the site to potential new users and/or get others more comfortable with it.

Appropriate Information Channels

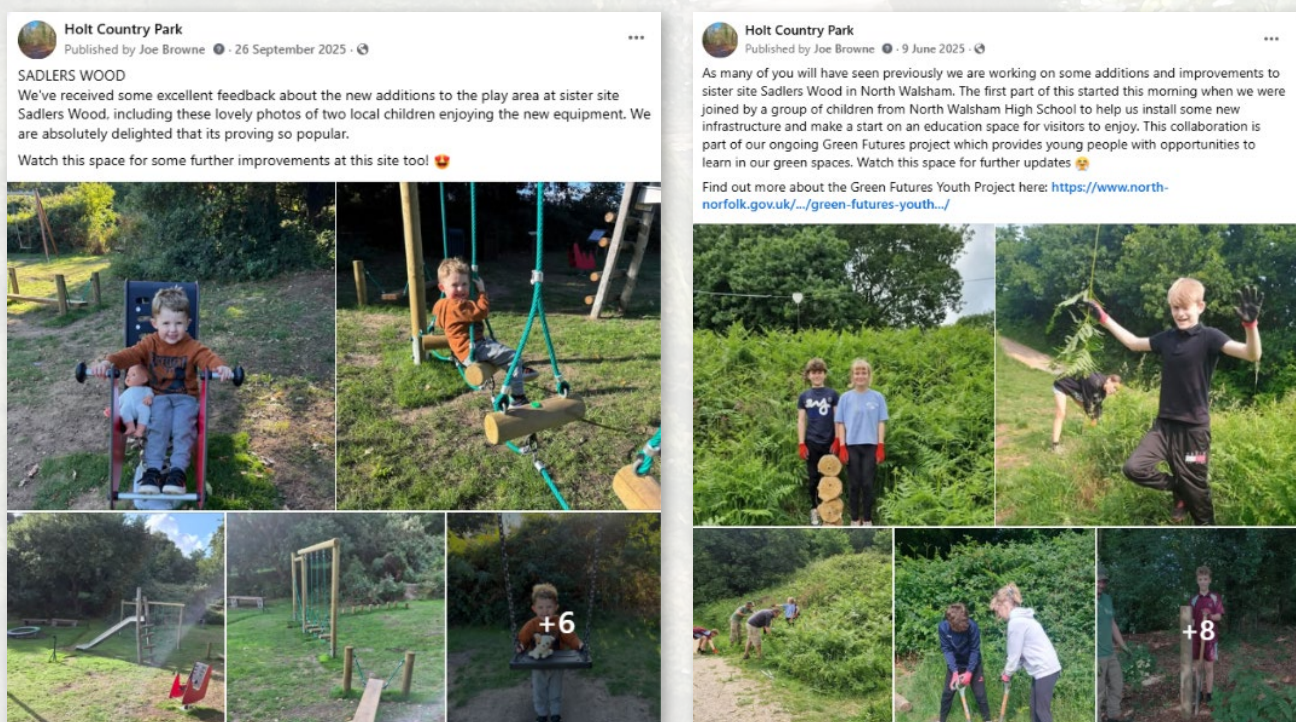
Social Media Accounts

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 service, and is supported by the Council's corporate social media accounts.

Since its launch six years ago the 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 our sites attract, with information regarding events, updates about site developments, wildlife news and general 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 with respect to Sadlers Wood specifically:



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

Site Maps and Interpretation

One of the major improvements in recent years was the introduction of a new look site map and flyer. Following the introduction of the waymarked trail and the completion of other site improvements we arranged for a completely new site map and flyer to be produced by local designer Brendan Rallison. This map and flyer replaced the old versions which were introduced a number of years ago and reflect the up-to-date approach that the team are taking to managing the site. As we continue to develop the site in the coming years we are now also able to easily edit both the flyer and the map to reflect these changes, ensuring that information is kept right up to date for our visitors. We are delighted with how this has turned out and we have repeated this process at both of our other two Green Flag sites to continue our synergistic approach to management of our Green Flag sites.

With the additions and improvements made to the site in 2025 we are due to update the map and flyer in 2026.

We have also worked with the Council's in-house designer Rosie to improve and increase the interpretation across the site. In 2025 we secured S106 funding for site improvements and some of this was spent on purchasing new wildlife artwork which was subsequently used to design all new wildlife interpretation boards of all of our sites, including Sadlers. 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.

These sessions are **FREE** to attend for young people who live or are educated in North Norfolk

Open to ages **11-19**
(Up to 25 with additional needs)

HABITAT AND HOMES WORKSHOPS

GREEN FUTURES

Join our Rangers to learn about nature habitats, why they are important, the role we can play to ensure they are preserved and how to make your own.

PRE-BOOKING ONLY!
Adults may accompany their young person if they wish to.
Please dress appropriately for the session and for a session outdoors.

This is a hands on practical session including the use of tools.

Bat and Bird Boxes

17th February
10am - 12pm
Holt Country Park

Hedgehog, Bees and Butterflies

7th April
10am - 12pm
Sadlers Wood

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 9QJ
Vicarage Street - NR28 9DG

For more information: www.north-norfolk.gov.uk/book
Enquiries: countryside@north-norfolk.gov.uk
Facebook: /HoltCountryPark
Twitter: @CountryHolt

The Green Futures Youth Project is a year long project funded by The North Norfolk Youth Advisory Board and delivered by North Norfolk District Council's Leisure Service. The project will deliver a variety of free to attend sessions for children and young people in North Norfolk which seek to provide hands on learning opportunities and environmental education.

NORTH NORFOLK DISTRICT COUNCIL
Norfolk County Council
NORTH NORFOLK YAB
YOUTH ADVISORY BOARD

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 Edgelyth Hill, Holt, NR25 8SP

Tuesday 15th April

Sadlers Wood
Sadlers Way, North Walsham, NR28 9KZ

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 9QJ
Vicarage Street - NR28 9DG

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:
Facebook: /HoltCountryPark
Twitter: @CountryHolt

NORTH NORFOLK DISTRICT COUNCIL
Norfolk County Council
NINDC Countryside

Webpage [for Sadler's Wood](#)

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

Green Flag

Our flagpole is positioned on the playing field at the entrance from Sadlers Way and next to one of our notice boards. This is prime position for nearly all visitors to the site.

Eventbrite

At the end of 2024 our previous booking system for events was taken offline and no longer available to the team. For 2025 we have used the [NNDC Countryside Team Events and Tickets Eventbrite page](#) which has worked well. This booking page receives traffic from people wishing to book onto a specific event and also from people who are simply interested to see what is on offer. All events are listed on this page.

Media

The countryside service works in close collaboration with NNDC's communications department to ensure that all messaging reaches as many

people as possible. This has included internet articles and videos, newspaper articles and radio interviews. We are very lucky to have the support of this excellent team and there is no doubt in our minds that they should be considered to have played a large part in our recent success.

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

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

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

Appropriate Educational and Interpretational Information

Sadlers Wood has the ability to cater for the educational needs of its visitors effectively within the scope of the site.

- Facebook – social media is often used to provide educational information about our sites. For example, we have posted information about adders in the past, as well as warnings about the dangers of fires within the woodlands.
- Events – The vast majority of our events for families are provided with both a fun and educational element. Often a trail will include questions to answer from information boards on the way around. In 2025 we also offered educational sessions through our Green Futures Youth Project.
- Interpretation – found around the site 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 on site to help people understand what work is happening and why. In 2024 we improved the tree trail on site to support the educational provision and responded to Green Flag judge feedback by moving some of our interpretation to more relevant locations on site. In 2025 we installed an activity waymarker trail which included wildlife interpretation plaques for visitors to read and enjoy.
- Education Space – an area of the woodland is being developed as an education space, providing information and interpretation for visitors to enjoy. Several additions were made to this area in 2025, including a British Sign Language board and wildlife interpretation.



Action Plan

The action plan below outlines the works which were planned for Sadlers Wood 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 site management and maintenance being completed by the team as normal alongside this. We have updated the table with notes outlining the progress with each. 2026's action plan is provided beneath this.

Improvement / Addition - 2025	Responsible	Proposed completion	Update
Continue wildlife surveys	Rangers/ Volunteers	2 x in 2025	Yes and ongoing
Build on site events - target 2 extra	CB/AG	Aug 25	Complete
Improve school/community involvement	CB/AG	End of year	Worked on site with local high school and Conservation Volunteer Group
Investigate further improvements to play area	CB	End of year	Complete
Update map and flyers as appropriate	CB	End of year	Finalising additions before update in 2026
Ranger led event for local schools, residents, community groups to encourage more use of Sadlers Wood	Rangers/ Volunteers	Winter 25	Part complete
Maintain and improve orchard/wildflower area	Rangers/ Volunteers	Winter 25	Wildflower area seeded
Complete large upgrade to education area	Rangers/ Volunteers	Winter 25	Additions and upgrades made
Monitor and maintain infrastructure on site	Rangers	Monthly	Complete and ongoing
Improve external group and community involvement as per table	CB/Rangers	Dec 25	Yes and ongoing
Investigate and introduce new and increased revenue generating ideas to the service	CB/Rangers	Ongoing	Ongoing

Complete visitor surveys	CB	Sept 25	Yes but will re-issue for this site
Install more permanent interpretation throughout the woodland trail	Rangers/Volunteers	August 25	Complete
Install extra dual purpose waste bins on site	Rangers	April 25	Complete

Improvement / Addition - 2026	Responsible	Proposed completion
Continue wildlife surveys	Rangers/Volunteers	2 x in 26
Build on site events - target 3 for year minimum	CB/AG	End of 26
Continue school involvement in projects and use of site	CB/AG	End of year
Develop partnership with NENCV	AG/Rangers	Ongoing
Update map and flyers	CB	Summer 26
Maintain and improve orchard/wildflower area	Rangers/Volunteers	Winter 26
Complete final upgrades to education area	Rangers/Volunteers	Winter 26
Monitor and maintain infrastructure on site	Rangers	Monthly
Investigate and introduce new and increased revenue generating ideas to the service	CB/Rangers	Ongoing
Complete visitor surveys	CB	End of 26
Install new sculptures x 3	CB/Rangers	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.
-------------------	---------------------------------	--	---	--------------------------------

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