



# HOLT COUNTRY PARK ANNUAL REVIEW

2019

## ABSTRACT

This annual review outlines the work, activities and progress made by NNDC's Countryside Team in relation to the management and development of Holt Country Park.



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## 1 Introduction

Holt Country Park is situated approximately one mile south of Holt on the eastern side of the B1149 Holt to Norwich Road, Grid Reference TG 081 375. The nearest postcode is NR25 6SP.

It consists of 42ha of mainly pine woodland, with some broadleaved trees and shrubs. It is divided up by a network of rides. Distinct areas of the park are recognisable by changes in vegetation structure. Further information regarding the site in general is contained in appendix 1.

Woodlands managed by NNDC were included in the Forestry Commission (FC) English Woodland Grant Scheme from which an income was derived. The scheme closed in 2014 and a successor scheme has not yet been launched. Any successor scheme will require the use of the Forestry Commission management plan model. Consequently, this model is used for NNDC woodlands including Holt Country Park in anticipation that this site may be eligible for grant funding in future.

This review describes significant activities and progress of the past year. It is supplementary to the Management Plan and contains a revised Action Plan.



## 2 Green Flag Award

Holt Country Park achieved its first Green Flag Award in Norfolk in 2005/6 and has held this for fourteen consecutive years, an achievement which all those who have been involved in managing the park are very proud of.

Pictured below is the current map of the park, used within the official flyer and on site at the park to outline the various routes and points of interest. It has been identified that this map, and the waymarked routes which it details, are due for a review. At the time of writing this

annual review the management team are working with the ranger team to update and develop this.



### 3. NNDC Policy

North Norfolk District Council's Corporate Plan 2019 - 23, sets out the Council's priorities until 2023. The corporate Plan sets out the vision for the Council and its work over the next four years. It reflects the essential needs and aspirations of our customers and communities and how the Council can best use its resources to deliver services and outcomes that make a positive difference for everyone who lives in, works in or visits North Norfolk.

NNDC have identified six key themes where they propose developing actions and allocating resources to respond to the challenges the district faces in the years to come:-

- Local Homes for Local Need
- Boosting Business Sustainability and Growth
- Customer Focus
- Climate, Coast and the Environment
- Financial Sustainability and Growth



- Quality of Life

The Council declared a Climate Emergency in April 2019 and has since committed resources to establish an Environmental Forum with the objective of informing the development and implementation of an Environmental Charter. In turn this will lay out how we will lead community adaptation and reduce the Council's impact on the environment. One of these objectives is to plant 110,000 trees – one for each resident – to help offset our carbon emissions.

Within the quality of life objective the (draft) corporate plan states the following:

*The Council has a strong record of providing and supporting facilities and activities which improve local people's mental wellbeing and quality of life – including provision of sports and leisure centres, provision of tourist infrastructure, public conveniences, Blue Flag beaches, Green Flag open spaces and country parks and support for cultural events in locations across the District; and, with the financial constraints the Council operates within it is committed to maintaining and enhancing such facilities for the future as they form an essential element of the District's appeal as a place to live and visit. NNDC objective being; Continued commitment to maintain Blue Flag and Green Flag status for the Council's beaches and open spaces.*

#### 4 Vision and Aims for Holt Country park

**Vision** – *To provide a high quality and inspiring visitor experience and a rich diversity of flora and fauna in a sustainable woodland setting.*

**Aim** - *To enhance the wildlife within the park by diversifying habitats whilst securing the future of important species and complementing adjacent conservation sites*

**Aim** - *To promote regular visits to our parks & woodlands by providing a variety of high quality facilities, events & activities, and through the development of key sites*

**Aim** - *To create opportunities for the community to be involved in all aspects of the park*

**Aim** - *To seek financial security and increase investment through grants, appropriate income generating activities and internal promotion within the council.*

**Aim** – *To provide an area for outdoor recreational enjoyment & to increase outdoor education of visitors*

**Aim** - *To support the Councils corporate objectives surrounding coast & countryside and health & wellbeing*

## 5. Visitor Numbers

Holt Country Park is open to visitors all year round. Total visitor numbers to the park are calculated using car park income to estimate general visits to the park and adding the event attendance to these – we know these accurately and car parking for events is collected within the entry ticket, therefore we ensure that these visits are not included twice.

In the past twelve months we have continued our work to try to raise awareness of the park, alongside developing its offer to appeal to as many different people and interests as possible, and visitor numbers for 2019 reflect this:

- General Visits – 33,662
- Events – 1757
- Total – 35,419

Although this is a small decrease against last year's figures this could be attributed to the Go-Go Hare trail that the park was part of last year which we know boosted visitor figures by approximately 4000 visits.

## 6 Health & safety and tree safety

*All proposals should consider protection and enhancement of biodiversity from the outset and seek to protect features such as trees, hedgerows, ponds, and woodland, design buildings to include roosting or nesting spots and include landscaping within sites and along boundaries which can provide feeding and nesting opportunities as well as acting as habitat corridors aiding the passage of wildlife between sites. (NNDC Policy, 2008).*

The Council's Tree Management Policy sets out the rationale for the management of tree safety on council owned land. This requires formal inspections on an 18-month basis. In accordance with good practice a zoned approach to risk is taken with trees adjacent to paths, boundaries and private property receiving a high standard of maintenance. Formal tree inspections are currently undertaken by the Council's approved tree inspector. Informal tree inspections are carried out by the rangers on a regular basis. Specialist arboricultural work is carried out by qualified contractors with the rangers carrying out routine woodland management when required.

All material remains on site to be processed and sold as fire wood or retained in habitat piles for mini beasts/amphibians/reptiles.

Ash Dieback (*Chalara fraxinea*) was first discovered at the country park in 2012. This devastating disease has affected all of the ash trees. Fortunately ash is not numerous in the country park so the impact of the loss of the trees will be limited.

The site and other features are inspected by rangers monthly and an itemised inspection schedule is completed. Paths, art works, bins, benches, structures, information points, trails

etc. are covered within these inspections. Maintenance works are undertaken by the rangers who follow a monthly work plan based on the management plan. 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 on a quarterly basis. Early in 2019 it identified that the current play area was coming to the end of its usable life. Officers successfully sought capital funding to replace this play area, and works on this will be complete in January 2020.



Tree felling and planting for 2019 has been recorded for all NNDC sites to maintain records, maintain a diverse tree age structure, increase biodiversity and protect species. For Holt country park over three thousand trees have been planted in the last year.

## 7. Car park

The car park is regularly maintained by volunteers and used for visits for dog walking, walking events and use of tea room. The gate allows rangers to close the park off in high winds, and to control access for events.

The team are currently discussing options to have marked bays in the car park to help improve visitor experience and maximise use of the area. The car park was re-surfaced in 2018 and has held up well under the use, this will continue to be monitored to try to maintain its current good standard.



## 8 Cleansing

The Country Park does not suffer significantly from litter or fly tipping. Traditionally litter bins were not provided throughout the site and information displayed on notice boards encouraged visitors to take their litter home. Some litter bins are now provided in the main car park area to cope with litter from the tea room and the general increase in visitors.

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.

Waste to be recycled is separated on site and any waste requiring specialist disposal is done so using the relevant waste disposal companies. The toilets are cleaned by Kier Services at least once a day and more in busier times.

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 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.



Waste	Frequency of clearance	Removed by contractor.
<b>Litter bins emptied</b>	Three times a week or when necessary.	Kier.
<b>Dog bins emptied</b>	When 75% full or when necessary.	Kier
<b>Park litter picked</b>	Three times a week or when necessary.	NNDC Rangers
<b>Main amenity area litter picked</b>	Daily	Hetty's House Tea Room staff
<b>Industrial waste</b>	When required	Private approved contractors.

## 9 Volunteers and Community



*Holt country park volunteer days, conservation work in the woods.*

Throughout 2019 volunteers achieved a great deal of work by helping the rangers to complete regular maintenance and important projects. We have recognised the importance of good supervision for volunteer work and have provided the necessary staff resource to enable volunteer sessions to achieve meaningful results. It is clear that the volunteers are deriving great satisfaction from their work given their enthusiasm for the various activities they have undertaken. Ranger staff have expanded the volunteer group and attracted a much wider audience via better media and social communication.

**Holt Community Hub** - Throughout 2019 Holt Community Hub have helped every Wednesday morning with activities at the Country Park supervised by the rangers. This work has included regular clearance of 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 and tree planting.



**Unpaid Work Unit** – The Community Payback programme of the Probation Service for 2019 work one day a week and for bigger tasks five days a week. Tasks have concentrated on rhododendron clearance, path & road repairs.

**Volunteer Ranger** – In 2019 NNDC Countryside appointed a new volunteer ranger who works with the countryside team two days a week. This post will continue throughout 2020 with NNDC providing valuable work experience and training.

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

**Norfolk Bat Group** - The Bat Group undertake an annual survey in the country park and examine the bat boxes notifying us of their observations. An increase in numbers of bats in the park has occurred since regular maintaining and monitoring species.

**Mike Thody** - Mike has been working with us for around 20 years. He approached us shortly after retirement seeking permission to construct site specific sculptures from fallen branches and pieces of wood. Much of his work can be seen throughout the country park and he has produced some significant carvings at the country park, as well as at other locations. The giant, Ursula and Bertie the bear, several carved way markers and carved benches are just some of the many additions to the park which Mike has contributed. For 2019 Mike Thody helped design a new amphitheatre as shown below.





### Volunteers Summary

Individual / Organisation	Activity	Estimated hours on site in 2018
Holt Day Centre	Grounds maintenance operations	156 hrs per person a year. Group 1092 hrs.
Unpaid Work Unit	Grounds maintenance operations	336 hrs per person a year. Group 2688 hrs.
Volunteer Ranger	Volunteer assistant ranger	800 hrs a year
Sheringham Ringing Group	Kestrel and owl box management	20 hrs a year
Norfolk Bat Group	Bat survey	20 hrs a year
Mike Thody	Site specific sculpture	90 hrs a year

### *Volunteers of Holt country park – 2019*





**Forest Schools** – During 2019 we were approached by Wild by Nature Norfolk, a new Forest Schools initiative run by two local ladies. We are now in advanced discussions with them to set up and provide sessions from Holt Country Park. We believe this will be a fantastic addition to the park and add to its community focus, and efforts to provide/appeal to a wide demographic.

## 10 Events

*A selection of photographs from our events in 2019 can be found in appendix C*

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 want to build on our offer to ensure that as many people as possible can access events which they enjoy.

Holt Country Park is well placed as a venue for events because of the availability of on-site facilities and as such was utilised significantly more than any other site in 2019. In line with the teams efforts to increase interest and involvement in the park from a wide variety of different groups and people within the community and beyond, the programme of events is also diversifying. In 2019 a wide variety of events, activities and attractions were on offer at the park, and these can be seen in the table below.

Date	Event	Provider
19 <sup>th</sup> Feb	Mini beast hunt	NNDC Countryside Team
21 <sup>th</sup> Feb	Shelter building	NNDC Countryside Team
9 <sup>th</sup> April	Caterpillar & butterfly trail	NNDC Countryside Team
16 <sup>th</sup> April	Easter egg trail	NNDC Countryside Team

18 <sup>th</sup> April	Woodland explorer day	NNDC Countryside Team
30 <sup>th</sup> May	Hide and seek	NNDC Countryside Team
1st August	Shelter building	NNDC Countryside Team
5 <sup>th</sup> August	Viking trail	NNDC Countryside Team
7 <sup>th</sup> August	Habitat creation	NNDC Countryside Team
8 <sup>th</sup> August	Mini monsters/mini beast hunt	NNDC Countryside Team
13 <sup>th</sup> August	Wind in the willows storytelling	NNDC Countryside Team
20 <sup>th</sup> August	Woodland animals crafts	NNDC Countryside Team
22 <sup>nd</sup> August	Family orienteering	NNDC Countryside Team
23 <sup>rd</sup> August	Woodland foraging	Kerry Aird
28 <sup>th</sup> August	Habitat creations for mammals	NNDC Countryside Team
20 <sup>th</sup> October	Woodland foraging	Kerry Aird
22 <sup>nd</sup> October	Halloween Trail	NNDC Countryside Team
23 <sup>rd</sup> October	Guided walk	NNDC Countryside Team
24 <sup>th</sup> October	Pumpkin carving/story telling	NNDC Countryside Team
9 <sup>th</sup> November	Woodland foraging	Kerry Aird
30 <sup>th</sup> November	Seed gathering	NNDC Countryside Team
5 <sup>th</sup> , 7 <sup>th</sup> December	Wreath making workshops	Stephs Flower Barn & NNDC Countryside Team
11 <sup>th</sup> December	Guided walk	NNDC Countryside Team
19 <sup>th</sup> December	Father Christmas trail x2	NNDC Countryside Team
20 <sup>th</sup> December	Father Christmas trail x2	NNDC Countryside Team

NNDC organised events at Holt Country Park attracted 1757 visits to the park, comprising of 824 adult visits and 933 from children. Income derived specifically from entry to these events totalled £4469.

An online booking system for these events is well established and has been met with approval by many of our regular visitors to events. The system allows for much more efficient planning and management of the events, providing a more enjoyable visitor experience and a better quality of event for everyone.

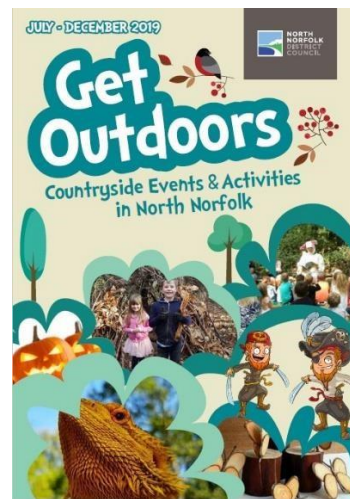
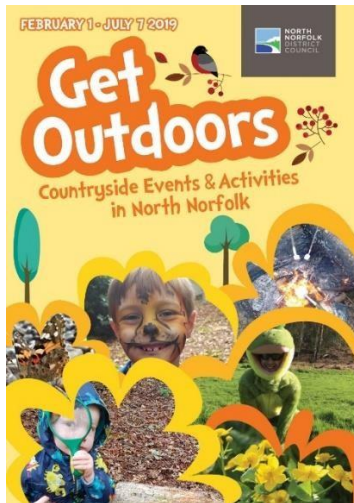
Our online booking form can be found at [www.north-norfolk.gov.uk/book](http://www.north-norfolk.gov.uk/book)

Marketing for events relied heavily on two particular channels:



### **Get Outdoors Brochure**

This bi-annual brochure contains all the key details of the events to be run across NNDC sites, how to book and other general information about Holt Country Park. It is designed in such a way that individual pages 'double up' as event flyers which can be printed and distributed separately if a specific event requires more advertising. A PDF of the current brochure can be found at <https://www.north-norfolk.gov.uk/tasks/sports/view-the-latest-sports-andcountryside-brochures/>. Now that the events are well established and the community seem very aware of our events we will be reviewing the use of the Get Outdoors brochure to try to derive an even greater benefit from this. This may take the form of introducing more information about our work and the park, highlighting volunteer groups and opportunities, and other ranger updates for example.



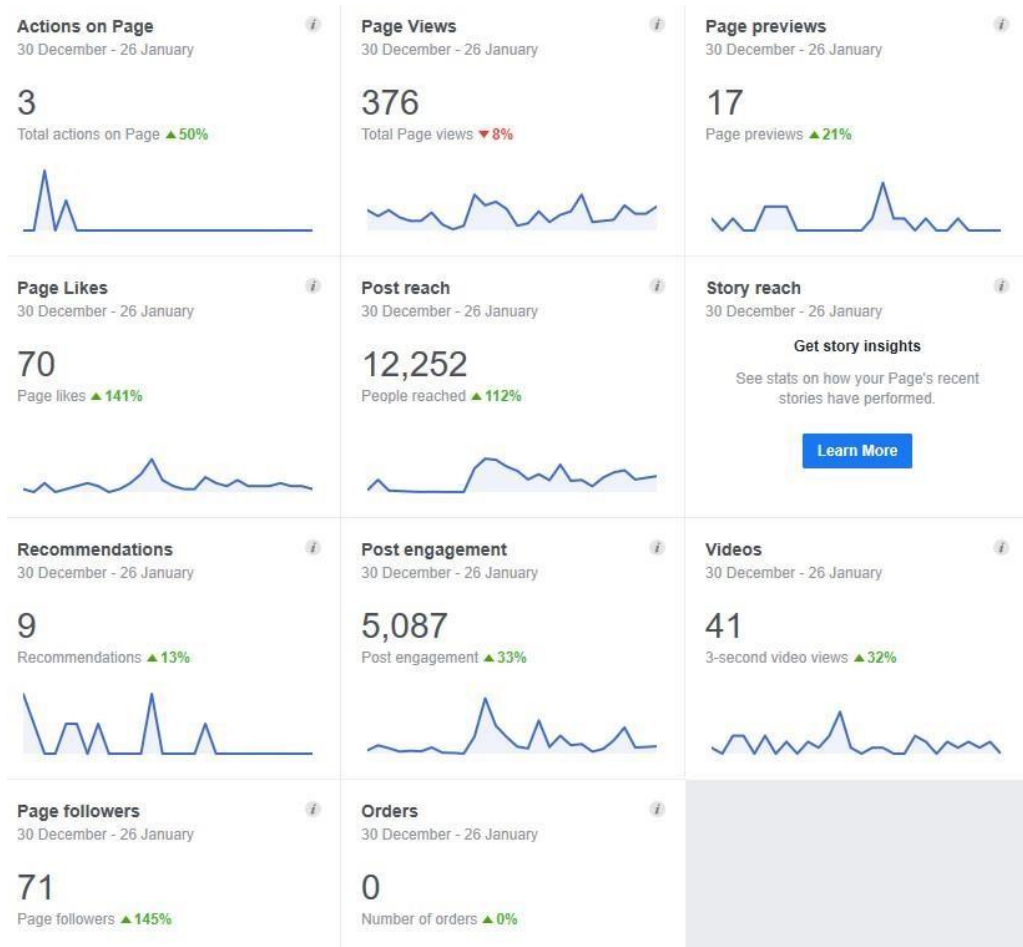
### **Social Media Accounts**

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

- Facebook      /HoltCountryPark
- Twitter        @CountryHolt

These social media accounts (particularly Facebook) have proven to be a great asset to the park and the service in general. In the 24 months the Facebook page has been live we have managed to attract 1985 page likes (2067 followers) with regular updates about the park receiving good engagement. 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. Events continue to receive excellent reach & response figures which undoubtedly has helped the team to continue to build a successful and popular programme of events.

Here is an example of the Facebook page's insights for the past 28 days:



### ***Our Woodland Characters***

In 2019 we introduced our brand new family of woodland characters. Designed for our younger visitors these characters can all be found in real life in the park and will help us with future events and marketing in a fun and educational way.

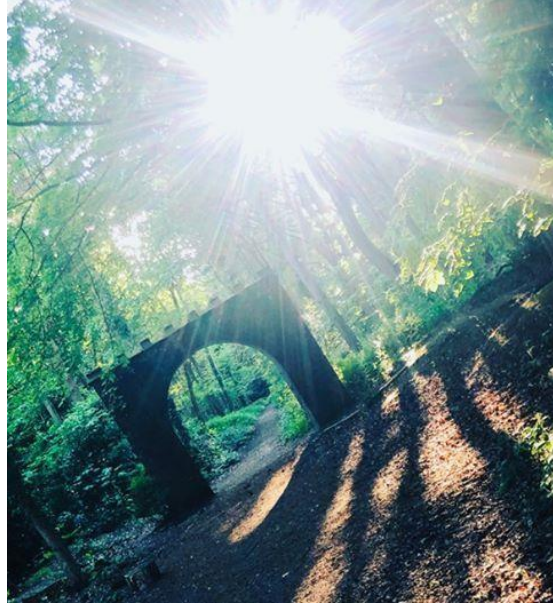


### **Holt Country Park Photography Competition and calendar.**

From September 2018 – August 2019 the park held a monthly photography competition which proved to be hugely popular and successful, drawing visitors new & old to the park. 12 monthly winners earned themselves a small monthly prize (sponsored by local businesses) plus a coveted place in our Holt Country Park 2020 calendar. The calendar was produced and sold at the end of 2019.

A selection of the winning competition photographs are shown below.





### Events calendar for 2020

The table below shows the events (currently) planned for Holt Country Park in 2020, with some details yet to be finalised. Further events will be added to the programme throughout the year.

<b>Holt country park</b>			
<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Information</b>
Shelter building and mini beast hunt.	Tuesday 18 <sup>th</sup> Feb	10am to 12pm	Ranger led fun family event.
Bird box making	Thursday 20 <sup>th</sup> Feb	10am to 12noon	Make your own bird box to take home with the rangers.
Woodland Foraging	5 <sup>th</sup> ,6 <sup>th</sup> April	10.30am to 12.30pm	Guided walk discovering treasures in the woods,
Easter egg hunt	Tuesday 7 <sup>th</sup> April	10am to 12pm	Hunt the Easter eggs and answer the questions to win a prize
Woodland Activity Day	Thursday 9 <sup>th</sup> April	10am to 2pm	Leave your parents at home and join the team for a fun day of activities in the woods.
Dawn chorus	Tuesday 14 <sup>th</sup> April	7am-9am	Early morning guided bird walk
Music, arts and dance in the woods	Thursday 28 <sup>th</sup> May	10am to 2pm	MAD in the woods for music, arts and dance.
Woodland Activity Day	Tuesday 28 <sup>th</sup> July	10am to 2pm	Leave your parents at home and join the team for a fun day of activities in the woods.



Daisy's day out.	Tuesday 4 <sup>th</sup> August	1pm to 2.30pm	Explore the park for dragonflies and damselfs.
Mini monsters	Tuesday 18th August	10am to 1pm.	Mini beast hunt and exotic mini monsters to see
Forest Games	20th August	10 am to 12noon.	Walk the woods with your family and compete in different activities.
Woodland crafts	25 <sup>th</sup> August	10am to 1pm	Make your own woodland animal
Faimily orienteering	27 <sup>th</sup> August	10am to 1pm	Prize for quickest time
Halloween trail	27 <sup>th</sup> October	10am - 12noon	TBC
Pumpkin Carving	29 <sup>th</sup> October	10am – 12 noon	Carve your own pumpkin
Ghost walk	October 29th	5pm	Ghost walks through the woods
Father Christmas trail	21st December	Open from 10am to 1pm	Christmas tree trail. Trees dressed up to celebrate Christmas.
Father Christmas trail	22 <sup>nd</sup> December	Open from 10am to 1pm	Christmas tree trail. Trees dressed up to celebratre Christmas.

Examples of newly designed promotional material:



## 11 School and Group visits 2019

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 £6 per child. A range of activities are provided to suit the national curriculum key stage requirements, and groups usually access this offer between April and July. Schools also have the option of self-guided activities, orienteering and wayfaring. School and group visits are carefully planned into the ranger team's schedule to ensure that they do not conflict with our ability to achieve other service objectives.

## 12. Biodiversity

Silver Washed Fritillary butterfly (*Argynnis paphia*) are an abundant species at the park. This large orange butterfly is very rare and is now using Holt country park as a breeding threshold. Examples



of the green variant (*A. p. valesina*) were also seen in numbers to the delight of visiting entomologists. It is almost certain that there is a breeding colony at the country park and management operations are being focussed on encouraging the food plant of the larvae, Dog Violet (*Viola riviniana*). This is being carried out by increasing light penetration to the ground and controlling other vegetation where violets

and mature oaks are present together with planting young plants in likely places to attract the butterflies. At the far side of the park a butterfly trail has been created to encourage butterflies to use all the rides and forage for food. From April until late September NNDC rangers carry out weekly butterfly surveys along a set route within the park which are recored for The Butterfly Conservation Trust. The data from these surveys are compiled on a national database system and used as information for butterfly populations in Norfolk. Within our conservation management we seek to increase numbers of all butterfly species within the park.

**Butterfly recordings for 2019 are listed below.**

Butterfly species	Number recorded for 2019
Small Skipper	0
Essex skipper	0
Small Essex skipper	0
Large Skipper	2
Brimstone	68
Large White	38
Small White	49
Green veined white	2
Orange Tip	3
Green Hairstreak	2
Purple Hairstreak	0

Small Copper	1
Brown Argus	0
Common Blue	4
Holly Blue	7
White Admiral	21
Red Admiral	60
Painted Lady	7
Small tortoiseshell	0
Peacock	15
Comma	24
Silver washed Fritillary	60
Speckled wood	94
Grayling	0
Gate keeper	18
Meadow Brown	60
Ringlet	70
Small heath	0

**Holt country park sightings. Reptiles, amphibians, mammals and insects.**

<u>Reptile and amphibians</u>	<b>Mammals</b>	Common pipestrelle
Great crested newt	Muntjac deer	Natterers bat
Smooth newt	Roe deer	Soprano pipestrelle
Common lizard	Stoat	<b><u>Insects</u></b>
Slow worm	Hare	Broad bodied chaser
Common frog	Rabbit	Ichneumon wasp
Adder	Bank vole	Green longhorn fairy moth
Grass snake	Wood mouse	Red breasted carrion beetle

Palmate newt	Brown long eared bat	Longhorn beetle (Rhagium mordax)
Common toad	Common shrew	Large red damselfly
Four spotted chaser	Green tiger beetle	Keeled skimmer
Giant horn tail	Spotted longhorn beetle	Red brown longhorn beetle
Emperor dragonfly	Ruddy darter	Southern hawkler
Cardinal beetle	Brown hawkler	Pine hawk moth

There are always sightings of the Broad Bordered Bee Hawk Moth. This day flying moth is nationally scarce. Sightings of this moth were along the flowery rides. The country park is well placed to support a breeding population due to the presence of the food plants of the larvae, honeysuckle and snowberry.

#### **Amphibians Great Crested Newts**

Great Crested newts continue to thrive following their initial discovery in 2012. Habitat enhancement work in the form of the creation of additional habitat piles (stacks of branches and logs) has continued. Large amounts of frog spawn was found throughout the park in early 2019. Our resident toads continue to enjoy our mini beast habitat creations. **Reptiles**

A record number of Adders and Slowworms were seen in 2019 – see table below – and these are regularly seen basking in the sun and moving through the undergrowth. There are several breeding locations within the park and on the Holt Lowes. More habitats have been created throughout the woods and since the relocation of slow worms by Southern Ecological Solutions Ltd (SES) from a housing development in Holt there have been noticeably more sightings of Slow worms.

SES carried out a survey at the country park to assess existing reptile populations and whether the country park would make a suitable receptor site.

SES established that the country park was suitable leading to slow worms and common lizards being relocated and released.

A new reptile and amphibian area was created in 2019 by the rangers and volunteers.

Recorded reptile and amphibians number in 2019 for Holt Country Park.



Reptile or amphibian	Numbers
Common lizard	25
Slow worm	241
Adder	52
Grass snake	34



### Bat survey 2019

The Norfolk Bat Group survey Holt Country Park for bats. There are numerous bat boxes located throughout the woods with Common pipistrelle, Soprano pipistrelle, Natterer's, Noctule and our our regular Brown long eared bat all featuring at the park in recent years.

A total of 72 bats were recorded in 2019. The number of bats was has reduced slightly which is probably due to very wet weather - a lot of boxes were damp. In all there were 18 soprano pipistrelles but no common pipistrelles in 2019. 54 Natterer's compared to 90 last year, and unfortunately no noctules.



### Birds of Prey

Holt country park has resident Tawny Owls, Kestrels and Buzzards all breeding. These species are regulary check and ringed by a local group.



There are also Dartmoor Park.



regular sightings of Norfolk Wildlife Trust's ponies on Holt Lowes and the edge of Holt Country



## Hetty's House Tea Room

In late 2018 concessions associated with the park ceased trading on site. Park management and the Council's estates team began conversations to bring a permanent tea room to the park. Hetty's House Tea Room opened for business during the Easter Holidays 2019 and has proven to be extremely popular with visitors. We are delighted to have Hetty's at the park and we look forward to a long and successful partnership with Hetty and her team.

Following on from a successful first summer of trading the park management and Hetty's struck a deal for the creation of Hetty's Too – an indoor space for tea room customers utilising an underused storage shed adjacent to the tea rooms. This too has proven very popular with visitors and, once again, added value to the overall offer of the park.



## 13 Contractors

Contractors are used to undertake certain operations to compliment the work of the rangers. Contractors used in 2019 are listed below.

### **Contractors undertaking work in 2019**

<b>Name</b>	<b>Function</b>
M J Tree Services	Tree Management (surveying and remedial works)
Renosteel Construction	Play area maintenance
The Play Inspection Company	Play area inspections
Kier Services	Cleansing and bin emptying,
E Rand & Sons	Generator Servicing
M. Abbs	Building construction
Hetty's House Tea rooms	Refreshments Concession
Borough of Kings Lynn and West Norfolk Council	Car Park Enforcement

## 14 Staff resources

Staffing levels are relatively stable and adequate to deliver the service at the country park and other sites. Staff are required to work throughout the fourteen sites which NNDC own or manage carrying out conservation management, woodland management, public communication & consultation, events & school groups, and health & safety checks, amongst other things.

**Staff resources**

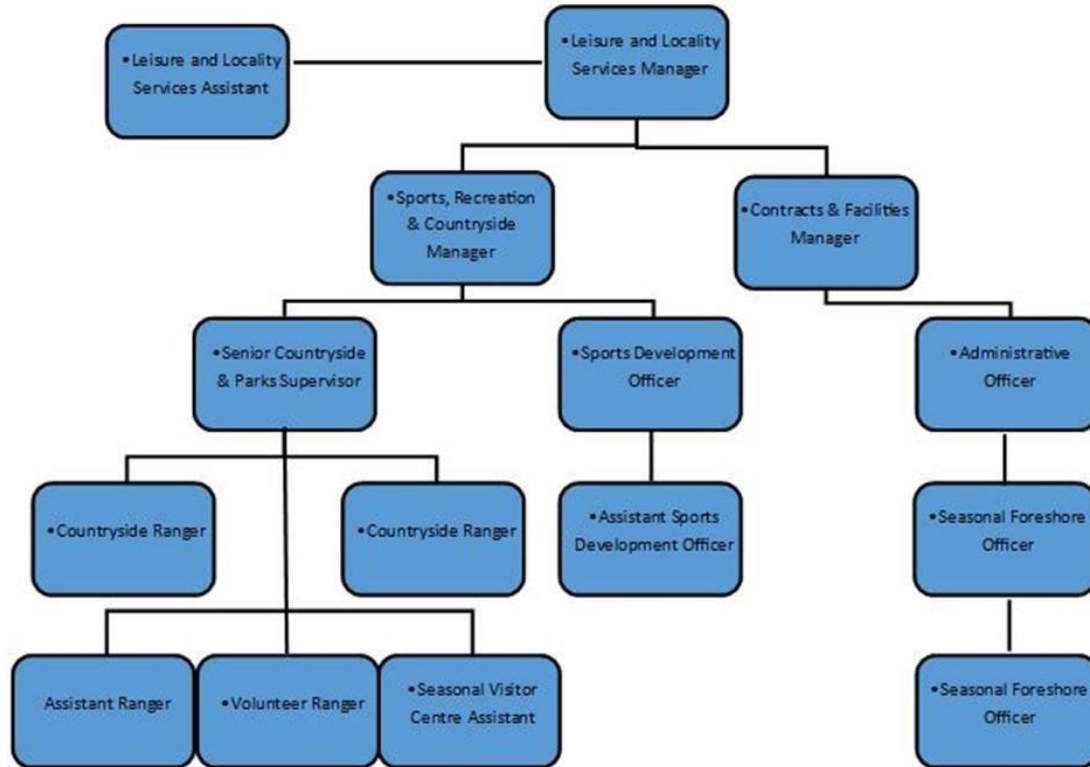
Post	Time at HCP (full time equivalent)
Senior Countryside Supervisor	0.5
Countryside Ranger	0.6
Countryside Ranger	0.6
Assistant Ranger	0.3
Sports and Countryside Manager	0.2
Seasonal Visitor Centre Assistant	0.2
Countryside and Parks Assistant	0.1
Volunteer Ranger	0.1



**Organisational Chart**

North Norfolk District Council’s Countryside Team sit within the wider Leisure and Localities Service. NNDC’s Leisure and Locality Service manages a wide range of services for the authority, including – car parks, Pier pavilion, foreshores, sports & leisure centres, sports development, beaches, beach huts, and markets – as well as countryside. The full structure of the Leisure & Localities service is shown below.





## 15 Financial

With the fairly recent removal of regular grant funding schemes for the service to derive an income from, and the Council's increased corporate commercialisation focus, it has become even more important for the service to come up with new ideas for income generation, as well as to improve those already in place. The importance of income generation is further reinforced by the services non-statutory status, meaning that it's long term sustainability relies quite heavily on increased income (amongst other things) to help demonstrate its value for money. This is clearly of the utmost importance however the team understands that this must be done carefully. Emphasis is placed on developing commercial initiatives without detriment to visitor enjoyment and biodiversity.

Income sources in order of magnitude are as follows for 2019:

- Car park revenue
- Coffee and food concessions (income does not go directly to park budget)
- Events

- Firewood sales
- School and group visits
- Visitor centre sales (gifts, publications)
- Production & sale of benches and seats



Focusing on reducing costs/expenditure for the park (and the service as a whole) is also high on the agenda, and rangers are saving money by making as many woodland products in house including seats, way markers, plant pots and signs. These products have also generated some supplementary sales without the team advertising this as a service as yet.

## 16. Income and expenditure

£	2014-15	2015-16	2016-17	2017-18	2018-19	2019*
<b>Expenditure</b>	220,837	224,786	246,194	272,943	304,112	244,155
<b>Fixed costs</b>	181,565	180,119	197,008	207,555	254,609	200,441
<b>Variable costs</b>	39,272	44,667	49,186	65,388	49,503	43,714
<b>Income</b>	32,545	23,371	22,873	25,557	41,359	27,730
<b>Net cost of Service</b>	188,292	201,415	223,321	247,386	262,753	216,425

*\*figures accurate to Jan 20*

## 17 Consultation and Publicity

### Marketing

The number of different channels utilised to market and publicise the park, the service and our events has decreased in very recent years. This is mainly due to the effectiveness of a select few methods, and the awareness of the park which appears to have increased locally.

The most utilised methods of marketing the park in 2019 were:

- Facebook (including some paid advertising)
- Twitter
- Get Outdoors Events Brochure
- Flyers and Posters
- NNDC Webpage
- Press releases
- On site banners and notices

Other methods considered and sometimes utilised include:

- EDP events guide
- Primary times publication
- Mailchimp (in the process of building database of contacts) □ Just Magazines

### ***Customer Survey Results***

In 2019 we carried out a customer survey with responses being collected in two ways – via a Mailchimp link advertised through social media and in person on site. The headline results taken from those who completed the survey were:

- The top three primary reasons for visiting Holt Country Park were *getting fresh air, leisure walk and enjoying the scenery*.
- Frequency of visits is varied with some visitors coming more than once a day, but most visiting at least once a fortnight.
- Visitors tend to enjoy the park all year around and not just during one particular season. □ A large majority of people get to the park by car – 90% of those surveyed
- Word of mouth appears to attract people to visit, with many finding out about the park from friends and relatives. Social media also scored highly here.
- Journey times to the park are relatively evenly split between under 15 minutes, 15-30 minutes and 30-60 minutes. 10% of respondents do travel over an hour to get there.
- Two thirds of visitors spend 1-2 hours on site each visit
- Cleanliness, wildlife and tranquillity scored highest in terms of importance of site qualities
- Tranquillity, car park facilities and trees/wildflowers scored highest in terms of rating site qualities

- Most people visit with family (incl. children under 12), although all options were represented in the feedback, apart from ‘with an organised group’
- Of those surveyed females vastly outnumbered males, with the 35-44 age group represented most
- Hetty’s House received several positive mentions in the ‘other comments’ section of the survey

## 18. Action Plan – Green Flag objectives - refreshed Jan 2019

	Action	Target	Status end 2019	Plans for 2020	who
<b>A welcoming place</b>					
1	Numbered location map to link with way marked trails.	June 2019	Not completed	New target with new maps	AG and rangers
2	Friends group.	Continued 2019	Not completed	Volunteer group instead	AVH
3	Muddy boots volunteer club	May 2019	Completed	Further improvements and expansion by May 2020	AVH/AG
4	Visitor centre – new stock, open. New layout, activity sheets	July 2019	Completed	More emphasis on information sheets.	AG/Visitor or centre ranger
5	Car park surface maintenance.	On going	Re surfaced and edging added.	On going	Contractors
6	Sensory garden improvements	May 2019	On going	New plants added.	Rangers and Volunteers



7	Commercial study of the park.	Sept 2019	Capital bid 'on hold' pending further commercialisation studies	Commercialisation options to be completed by June 2020	CB/AG
8	Public consultation survey of Holt country park	Summer 2019	On going	Completed	CB/AG and ranger.
9	Wildlife	Winter 2019	On going	Completed	Ag and

	interpretation boards.				supplier.
10	Spiral sculpture to have seating, centre stage area, with seating, for quiet times and easy access paths.	Completed	Completed	By winter 2019	Rangers
11	Viking longhouse	By end of 2019	Part completed	Roof by june 2020	Rangers

**Healthy safe and secure, clean and well maintained**

13	Site safety inspections	Inspect monthly	Completed and records held	Inspect monthly	AVH
14	Tree inspections	18 month inspection cycle	Completed and records held	Completed October 2019	MJ
15	Monitor Ash die back and follow FC advice	On-going	Dead ash removed	Monitor Ash die back and follow FC advice	All
16	Recycled Bin for public use	On going	On going	On going	Kier
17	More Benches throughout site	On going	On going	On going	Rangers

18	Toilets maintained updated and painted.	Painted summer 2018.	On going	On going	Property department, NNDC.
19	Improve path away from boggy areas on main ride.	Winter 2019	On going	Boggy areas used by GCN and other amphibians so cannot be filled in.	Rangers
20	Dog bins. More patrols by environmental health to control dog fouling. More	Winter 2019	On going	On going	Environmental health.

	Interpretation.				
21	New childrens play area	Started winter 2019	On going	By end of January 2020	Contractors
<b>Conservation and heritage</b>					
22	Ride management to increase biodiversity throughout the park.	Started April 2012	On-going	See sylvicultural action plan for detail	Rangers.
23	In shelter building area, make a Viking Long house for school groups	Started winter 2018	On- go	Roof Completed summer 2020	Rangers
24	Silver Washed Fritillary habitat enhancement	Started Sept 2012	Glade enhancement part complete	See sylvicultural action plan for detail	Rangers

25	New classroom area, expand area	Started 2018	Completed	Summer 2019	Rangers
26	Plant a greater diversity of Native trees		On going	Winter 2020	Rangers
27	Bat Survey	annually	completed	June 2019	Bat survey group
28	Increase number of bat boxes in park	Started 2018	Completed	June 2019	Rangers/volunteers
29	Wildlife surveys	Monthly	On going	Weekly surveys for butterflies, dragonflies, birds.	Rangers
<b>Community Involvement</b>					
30	Events	30 events at all sites. 26 at HCP	26 events completed	18 events planned for 2020.	Ag and ranger.
31	School and group visits	5 schools visited	completed	Increase number of schools for 2020	Ag and ranger.
32	Friends group	Increase Weekly attendance	Not completed	Increase weekly attendance in 2020	Rangers
33	Unpaid work unit	Weekly attendance	complete	Weekly attendance in 2019	PS
34	New customer survey for Hcp	Monthly surveys throughout 2019	On going	By Winter 2020	Rangers/social media
<b>Sustainability</b>					

37	Implementation of FC Woodland Design Plan And NNDC Action Plan	On going	On going	On going	ALL
<b>Management</b>					
38	Complete annual review	End Jan 2018	complete	Complete by end Jan 2019	AG/CB
39	Income generation	10% year on-year increase	Remained similar to 2014	Increase on 2019 base by 10% by April 2020	ALL CB
<b>Marketing</b>					
40	More proactive promotion of friends group days with 'incentives' to attend (literature and web links) Closer liaison with Communication Team	April 2019	On going	By summer 2020	Avh
41	Increase Facebook page publicity	June 2019	Completed	On going	CB



## Sylvicultural Action Plan (From NNDC Management Plan)

End of 2019 status ✓

= completed.

× = not started.

○ = part complete



Comp See map	Activity	2017					2018				2019							
		w	s	S	a	S	w	S	S	a		w	s	S		a		
1	Create habitats for amphibians. Rhododendron management. Monitor Amphibian species. Note: Coppice winter 2021-2022.		X			✓								X				✓
		X				✓								X				
1a	Remove section of Reedmace. Create an island within the pond. Maintain long and short grassland areas for wildlife.			X	X	✓		X	X			×			X	X		✓
	Monitor Amphibian and aquatic species		X	X		✓		X	X			✓			X	X		✓

2	Create habitats for amphibians. Rhododendron management. Monitor Amphibian species	X			X	✓	X			X	✓	X			X	✓
			X	X		✓		X	X		✓		X	X		✓

3	Create earth bank on ride edge to maintain wetland areas for amphibians . Remove Rh and Br and treat. Monitor Amphibian and aquatic species	X			X	✓	X			X	✓	X			X	x
			X	X		✓		X	X		✓		X	X		✓

4a	Create Hazel block by thinning unwanted regen species and planting Hazel trees. Dead hedge area. Remove Rh and treat.	X			X	✓	X			X	x	X			X	x
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4b	Create area for mammals. Dead hedge to create protective area. Monitor species	X	X	X	X	x	X	X	X	X	✓	X	X	X	X	✓
5	Remove Rh and treat plants. Plant with Beech & suitable species. Increase log pile area (Decaying wood)	X			X	✓	X				✓	X			X	✓

	Monitor amphibian and insect species.		X	X		✓		X	X		✓		X	X		
6	Create habitats for amphibians. Rhododendron management. Monitor Amphibian species	X	X	X		✓	X	X	X		✓	X	X	X	X	✓
7	Remove Rh and Br and treat. Monitor Creeping Ladies Tresses	X			X	✓	X		X		✓	X			X	✓
		X		X		✓	X		X		✓	X	X			
8	Remove Rh and Br and treat. Monitor Creeping Ladies Tresses.	X			X	✓	X		X		✓	X			X	✓
		X		X		✓	X		X		✓	X	X			
9	Remove Rh and treat roots. Halo thinning around selected specimens of native trees	X				✓	X				✓	X				✓
		X				✓	X				✓	X				
10	Remove Rh and treat roots. Halo thinning around selected specimens of native trees	X				✓	X				✓	X				✓
		X				✓	X				✓	X				
11	Remove Rh and treat roots. (East	X				✓	X				✓	X				✓



	side) Halo thinning around selected specimens of native trees (West side) See map.	X			✓	X			✓					
12a	Tree thinning of pines.	X			✓	X			✓	X				*
12b	Halo thinning around selected specimens of native trees Leave Holly trees.	X			✓	X			✓	X				*
13	Removal of Himalayan Balsam by hand pulling. Bracken rolling by hand and foot.		X		✓		X	*			X			*
14a	Increase meadow area by 20m2 by removal of weak pines. Cut grass and remove by hand. Create pond. Increase log pile areas.				X			*						*
		X			✓									
14b	Remove Sycamore. Scrub up by planting native scrub species to act as a protective perimeter barrier.	X			X	X			*					
15	Monitor and remove unhealthy trees. Increase wild flower species and maintain	X			✓	X			✓	X				✓

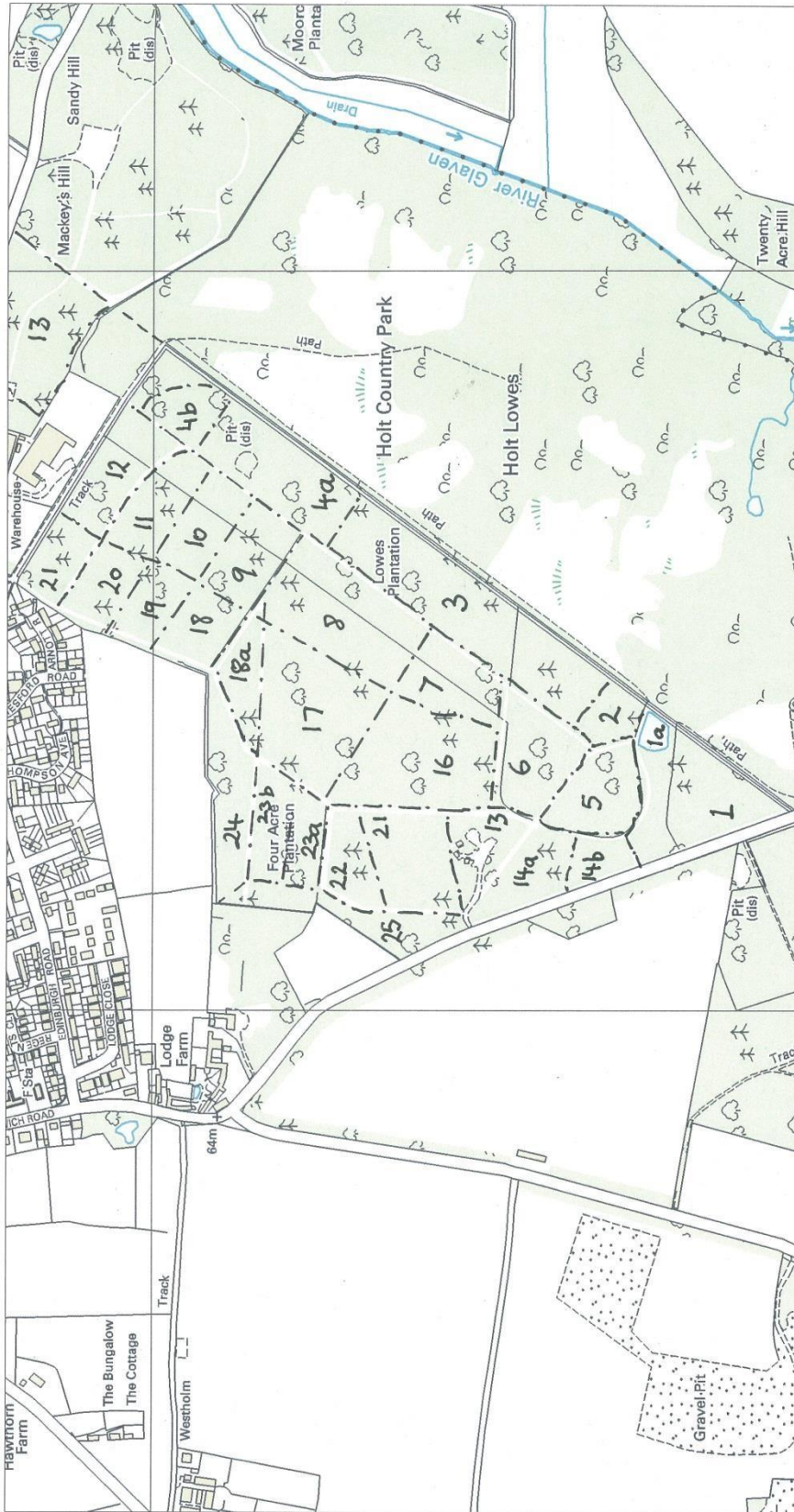
	Thol the giant garden. Entrance, increase wild flower species on banks. Remove Alexanders on banks.		X	X		✓		X	X			X	X		
16	Coppice and expand area. See map. Maintain Hazel block and protect throughout five years. (App ) Coppice middle area 2023-2024														
17	Tree thinning to allow regeneration of native species.	X				x	X					X		✓	
18a	Allow area to scrub up to create potential area for Creeping Ladies Tresses. Monitor for CLT.	X			X	✓	X		X	✓		X		X	✓
			X			x		X					X		
18b	Halo thinning around mature native trees where required.	X			X	✓	X		X	✓		X		X	✓
19	Halo thinning around mature native trees where required.	X			X	✓	X		X	✓		X		X	✓
20	Halo thinning around mature native trees where required.	X			X	✓	X		X	✓		X		X	✓

21	Monitor and remove unhealthy trees.	X				✓	X				✓	X				✓
		X	X	X	X	✓	X	X	X	X	✓	X	X	X	X	✓

	Sensory garden maintain as a garden for wildflowers, plants and wildlife. Construct roof for hut.															
22	Coppice (Area 2) Coppice (Area 3)	X				✓	X				x	X				x
23a	Hazel regeneration on side adjacent to Beech ride see app	X				✓	X				✓	X				✓
		X					X					X				
		X					X					X				
		X					X					X				
23b	Monitor for unhealthy tree species. Coppice Chestnut stands. Maintain spiral structure.	X				✓	X				✓	X				✓
		X				x	X					X				
24	Increase and maintain perimeter hedge. Maintain tree plantings. Increase mini beast area using decaying wood. Seating area	X				✓	X				x	X				✓
		X					X					X				x

25	Monitor for diseased trees. Plant up perimeter fence.	X			X	x	X			X	x	X			X	✓
Whole Site	Revise trails and introduce informal trails with leaflets, for					✓					✓					✓
	example butterfly trail, woodland trail, easy access trail.															

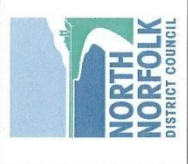


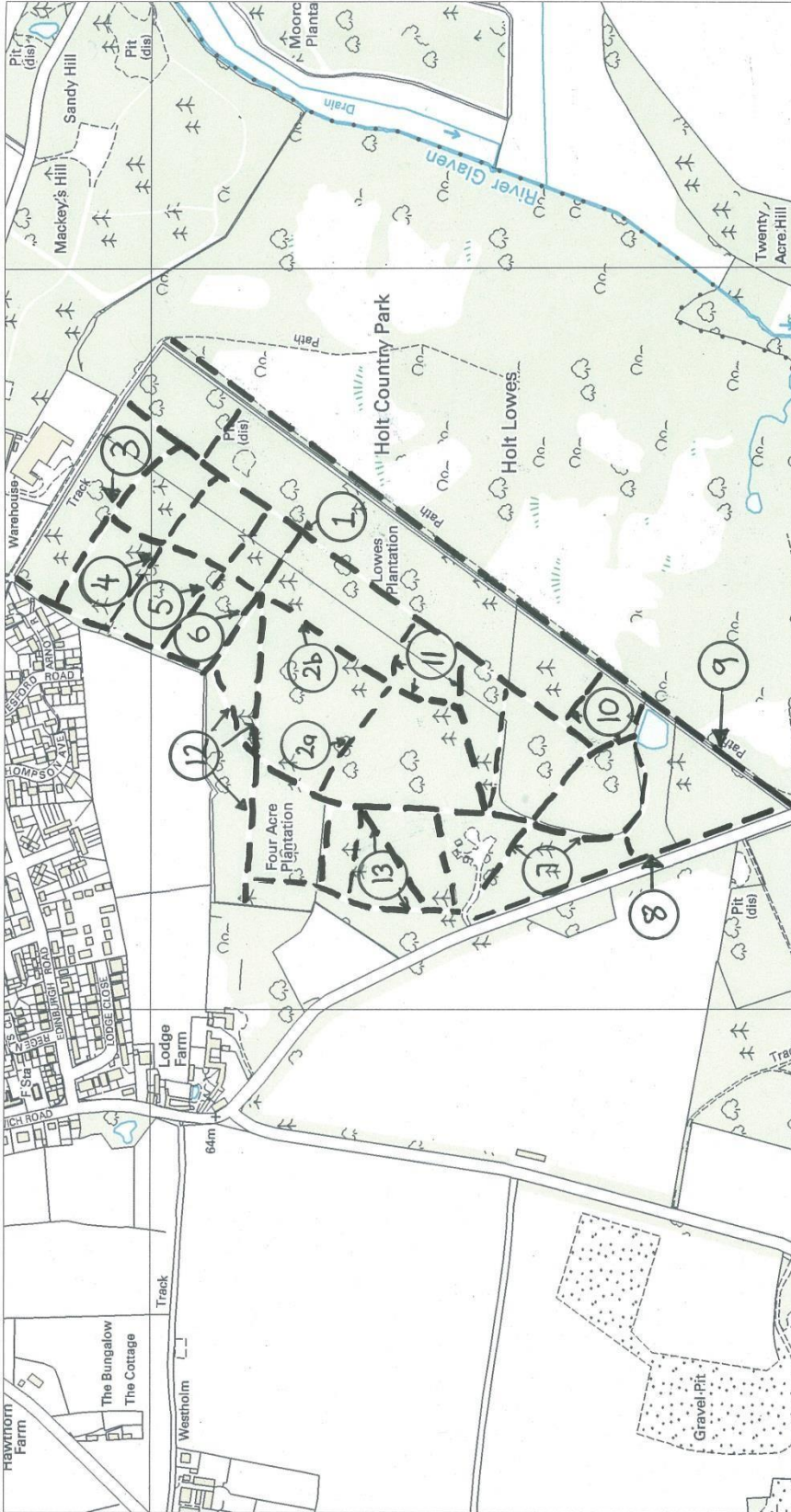


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## Holt Country Park Rides



## Appendix 1

### General Site Information

#### Location

Holt Country Park is situated approximately one mile south of Holt on the eastern side of the B1149 Holt to Norwich Road, Grid Reference TG 082 376. The nearest postcode is NR25 6SP

#### Tenure

The Country Park is freehold and owned by North Norfolk District Council (NNDC). Parts of the eastern and southern areas of the park are designated as Common Land under the 1968 Commons Act and are also designated as Access Land under the Countryside Rights of Way Act (CROW Act 2000). There are designated public rights of way to complement the permissive access.

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

#### Size and general layout

Holt Country Park consists of 42ha of mainly pine woodland, with some broadleaved trees and shrubs. It is divided up by a network of rides. Distinct areas of the park are recognisable by changes in vegetation structure.

#### History

The land which now forms Holt Country Park has had an interesting history which has impacted on management practices and will continue to do so.

The earliest reference to the land now forming the Country Park is that of the presence of a racecourse. This ran from Norwich Road to Hempstead Road in the early 1700s. The races ended with the enclosure of the commons under the Holt and Letheringsett Enclosure of 1810. At this time William Withers of Holt was making successful experiments in afforestation, and it is probable that the first Scots Pine plantations in the district were planted on this site under his supervision. The land, which is now Holt Country Park, was part of the extensive Holt Lodge estate. In 1854 the old racecourse was converted to permanent meadowland, and an additional 16 acres were ploughed and converted to arable land. By 1898 the estate belonged to the Oddy family, and Douglas Oddy created further plantations and experimented in landscaping the grounds, introducing a brick archway and a variety of statues and plinths. In 1951 the woodland, scrub and meadow were sold off separately from the house and the rest of the estate. During the next 6 years the majority of trees were felled. Between 1958 and 1961 the whole area including the meadow land was replanted with a mixture of Scots and Corsican Pine and other softwoods.



In 1979 North Norfolk District Council purchased most of the woodland then known as Holt Lodge Woodlands with financial help from the County Council and The Countryside Commission. In 1980 the wood was formally designated as a Country Park. In 1985 a row of beech trees adjacent to Norwich Road were transferred to NNDC by Norfolk County Council and the land at Mackey's Hill was added in 1989 by purchase agreement.

Further reading:

□ [A History of Holt Country Park, Edward Taylor. August 2015.](#)  
(contact NNDC 01263 516001)

### **The Wider Landscape**

The Country Park lies within the Glaven Valley Conservation Area and 1 mile to the south of the Norfolk Coast Area of Outstanding Natural Beauty.

Holt Lowes, a large expanse of lowland heath neighboring the site is a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC) and as such is protected under the European Habitats Directive. Any activities which may have any impact on the SAC must be carried out in consultation with Natural England. Holt Lowes is owned by the Holt Lowes Trustees and managed by the Norfolk Wildlife Trust. To the east of the Country Park at the other side of the B1145 lies Edgefield Woods, a County Wildlife site owned and managed by Stody Estate.

Holt is fortunate to have other publicly accessible countryside sites. Spout Hills to the West of the town and Little Hills are owned and managed by Holt Town Council .

### **Geology**

Approximately 900m below the Country Park there lies a platform of Precambrian and Palaeozoic rocks which slope away to the Northeast. The rocks that make up this platform include metamorphosed Precambrian volcanic ashes and intrusions, slate and greywackes of the lower Palaeozoic period, Devonian rocks similar to those of South Wales and Devon and Carboniferous limestone very like those of the Peak District contain veins of lead ore.

Above this platform, chalk was formed which underlies about half of East Anglia.

Formation of the chalk in the Upper Cretaceous period about 130 million years ago was due to the compaction of calcareous organic remains deposited when this area was submerged beneath the sea.

More recent geological events have contributed more significantly to the development of the Country Park. About 300,000 years ago, ice age glaciers arrived in Norfolk .

Examination of the glacial deposits show the first glacial approach or the Cromer Advance, appears to have come from a north-easterly direction and contains minerals of a Scandinavian origin.

Glacial deposits can be seen in the series of hills around Holt. Known as the Holt Cromer Ridge, these are part of the glacial outwash moraine from the last glacial advance around 12,000 years ago. Glacial sand and gravel deposits are a dominant surface feature of the area providing material from which the soils were formed. Boulder clay and loams were also deposited in this mantle of 'drift'.

Later the constant erosion from the River Glaven has widened the valley to the south of the site into the dominant feature that it is today.

### **Soils**

The soils in the Country Park are as varied like much of the Holt-Cromer ridge being composed mostly of sands and gravel. Throughout the Country Park, soils have developed on this parent material of sand with gravel and flints and provide good examples of 'podzolic' soils.

Soil profiles have been taken over the site and it can be seen that these relate to past land use.

Soil profile examinations range between well structured deep topsoil to sand and gravel. The former meadowland area is particularly deep topsoil. The pH values tend to increase across the woodland from southeast to northwest.

### **Water**

Surface water is limited on such a sandy site. A pond is situated at the south west of the site which forms the beginning of a spring fed chain of ponds stretching onto the adjacent Holt Lowes SSSI. Water levels fluctuate with seasons but generally the pond is full by the late spring.

Throughout the site are wet puddles on the path network. This is mainly due to compacted layers preventing the water from draining away. Many of the paths are also lower than the surrounding woodland and so act as drainage ditches. Some of the puddles hold water for most of the year and provide watering holes for wildlife and breeding places for amphibians.

Surveys from Gresham's School in the 1920's suggest that there were wetter areas in the meadows which now form the park.

### **Ecological Information Trees**

Scots Pine and Corsican Pine are the most abundant trees and these were planted following the clear felling of 1958 – 1961. Other conifers planted after 1961 include Lawson Cypress, Larch, Western Red Cedar, Douglas Fir, Western Hemlock, Grand Fir and Norway Spruce.

Silver Birch are the most abundant deciduous trees and trees of varying age exist because this species regenerates readily. Beech, Oak, Sweet Chestnut, are also regenerating in places together with a shrub layer of Hazel, Holly Common Privet and bramble.

Rhododendron is present and spreading throughout the woodland. Activities to reduce and remove rhododendron are on-going.

Notable trees include; Old specimens of Scots Pines near the pond and along the Lowes Lane footpath, remnants of the previous wood, mature Beech Trees along the B1149 and remnant trees from the old lodge driveway from Hempstead Road to the arch. Invasive Sycamore is controlled routinely.



## Herbs

The field layer is dependent on soil type. In the less acidic areas, Bramble has become dominant to the detriment of a once rich herb layer. Bracken is common on the poorer acidic soil.

The greatest variety of herbs occurs along the ride edges where light is abundant and the bramble is cut regularly. Primrose, Wood Avens and Red Campion dominate in spring and Field Scabious and Black Knapweed later in the year. In certain areas Cowslips survive from the old meadowland.

The most interesting plants to arise from afforestation are the Creeping Ladies Tresses (*Goodyera repens*) and Birdsnest Orchid (*Neottia nidus-avis*). Creeping Ladies Tresses can be found throughout the wood but is generally restricted to areas of dense Scots Pine. It is thought that the original plants arrived at the site on the roots of the first Scots Pines. Since the thinning in 2001 and 2002 numbers declined possibly due to increased competition with bracken and bramble. It appears the plant has now disappeared but measures to encourage its return are now beginning. Birds nest Orchids which are saprophytic on the roots of Beech trees have been expanding in numbers and this has been helped by the regeneration and planting of beech in target areas

Other Orchids occurring at Holt Country Park include the Broad-leaved Hellborine (*Epipactis helleborine*), the Common Spotted Orchid (*Dactylorhiza fuchsii*) and the Twayblade Orchid (*Listera ovata*).

Further reading:

□ [Wild Flower records, Norfolk Wildlife Trust, May 2015](#)  
(contact NNDC 01263 516001)

## Fungi

Over 500 species of fungi have been confirmed.

Further reading:

□ [Fungus records, Tony Leach, 30<sup>th</sup> October 2017](#)  
(contact NNDC 01263 516001)

## Mammals

The Country Park has 23 species of mammals including red Deer, Muntjack Deer, Grey Squirrel, Red Fox and Badger. The following Biodiversity Action Plan (BAP) Priority Species are present:

- Water Vole
- Soprano Pipistrelle Bat
- Natterers Bat

Further reading:

• [Bat Box survey 2009 – 2017, Jane Harris](#)  
(contact NNDC 01263 516001)

## Birds

The Country Park has 93 species of birds including Kestrel, Tawny Owl, Buzzard, Nuthatch, Great Tit and Goldcrest. The following BAP Priority Species are present:

- House Sparrow
- Song Thrush
- Lesser Spotted Woodpecker
- Yellowhammer

The adjacent Holt Lowes is noted for Nightjars.

### **Reptiles and Amphibians**

Apart from the Common Frog the reptiles and amphibians present are all BAP Priority species and these are:

- Common Toad
- Smooth Newt
- Palmate Newt
- Great Crested Newt
- Slow Worm
- Adder

Further reading:

- [Great Crested Newt Assessment, Wild Frontier Ecology, May 2012](#)
- [Reptile Survey, SES Ecology, August 2015](#)

(contact NNDC 01263 516001)

### **Butterflies and Moths**

There are no BAP species on-site but since 2010 the Country Park has supported a growing population of Silver Washed Fritillary butterflies including the greenish aberration known as *valesina*.

There is also a stable population of White admirals together with other more common species such as Comma, Speckled Wood, Large Skipper, Brimstone and Holly Blue. In 2014 several sightings of the Broad Bordered Bee Hawk moth were reported.

### **Dragonflies and Damselflies**

The Country Park is the only location in East Anglia where the Keeled Skimmer Dragonfly is found. Other species include Emperor Dragonfly, Norfolk Hawker, Broad Bodied Chaser and the very numerous Common Darter.

### **Other Invertebrates**

Information on other invertebrates such as spiders, slugs and snails, bees and wasps, beetles and worms is in the process of being gathered.

Further reading:

- [Beetle Records for Holt Country Park and Holt Lowes, Martin Collier, 12<sup>th</sup> May 2015](#)

(contact NNDC 01263 516001)

## Appendix 2a OPERATIONAL RISK ASSESSMENT

Hazard	Who might be harmed & How	Existing Controls	Further Action Required	Justification
<b>Slips, trips and falls</b>				
General	Public, staff, contractors	No trailing leads, or covered in buildings General awareness, removing trip and slip hazards, including entrances to buildings General housekeeping and maintenance		
Paths and hard surfaces in formal parks and open spaces	Public, staff, contractors	Formal inspection twice a year for high amenity and once a year for general amenity areas as part of grounds maintenance contract monitoring and adhoc informal inspection (records kept) Repairs implemented as necessary		
Paths, hard surfaces, boardwalks etc. in woodland and countryside sites	Public, staff, contractors	Monthly recorded inspections undertaken by rangers Repairs implemented as necessary	Findings to be discussed at weekly team meetings	To avoid oversights
Natural and unsurfaced paths, public rights of way	Public, staff, contractors	Monthly recorded inspections undertaken by rangers Repairs implemented as necessary		

<i>ad hoc</i> shortcuts	Public	No formal inspection or maintenance Problem areas blocked or allowed to grow over		
Fallen trees and branches	Staff Public	Trees adjacent to public areas inspected and maintained to a high standard – failures minimised Specialist tree surgeon contracted		
Waterside ponds, rivers etc –	Staff Public	Avoid unseen hazards (deep water near gathering points, uneven surfaces) Life ring at Holt Country Park No controls at Thwaite Common - inaccessible		Holt Country Park high level use
Steps	Staff Public	Regular inspection – monthly and annual (as above) Tower at Holt Country Park inspected by Renosteel quarterly – remedial works as		

		appropriate		
<b>Falls from height</b>				
Observation tower	staff	Edge protection Handrail to all steps up tower. Monthly inspection, repairs via Property services and contractor Periodic structural inspection by Property Services	Updated and repaired 2017.  Regular informal inspections	
High level work	staff	No climbing permitted Safe use of ladders instruction Ladder and steps inspected before each use. Only used for short duration work (20mins)		

Ladders and stepladders	staff	Staff instructed in safe use of ladders and stepladders Ladders inspected before and after use Ladders set up in stable position. Ladders securely footed and/or tied in. Colleague to stand at bottom if added security required. Do not overreach. Maintain three points of contact for stability. Do not climb over 2m in strong wind		
<b>Falling objects</b>				
Building disrepair	Staff public	Regular inspection Maintenance / repair contract via Property Services Signage		
Flagpole	Staff public	Annual inspection to ensure secure		
Tree failure	Staff public	Formal and informal tree survey Regular inspection and routine management Protect at risk areas Specialist contractor surveys trees every 18 months – remedial action taken Remove dangerous trees Rangers trained to identify dangerous situations. Survey on daily basis as part of general duties. □ See NNDC Tree policy		Trees within falling distance of designated paths, private property, roads car parks. Gathering points inspected

				and maintained to a higher standard than where the likelihood of damage / injury is low
<b>Environmental Hazards</b> Extreme issues				
Flooding	Staff public		Affected areas closed off to public with barriers and signs	



High winds – woodlands	Staff public		Affected areas closed off to public with barriers and signs	
Hot weather (Heat exhaustion, sunburn)		Opportunity to take breaks in shade Take cold drinks Staff aware about risks of sun burn (sunscreen available)		
<b>Poisonous plants and wild animals</b>	Public, dogs	Warning / educational notices about specific plants and animals in relevant areas e.g. adders , weever fish (advance info for organised events) Remove or control invasive and poisonous plants e.g. Giant Hogweed		
<b>Zoonoses</b> Leptospirosis <i>E. coli</i>	Staff and public	Warning / educational notices about specific zoonoses. Hand washing facilities at events. Cleansing materials (hand gels) available during group activities Good hygiene practices Dog fouling bins and signs General waste bins at meeting points		
<b>Machinery equipment and vehicles</b> Agricultural (tractors, chainsaws etc) Strimmer and brushcutter	Staff and public	Only trained and certificated persons to operate equipment. Refresher training every 2-3 years, to maintain competence. Equipment serviced and maintained by competent and trained operatives. PPE must be worn – generally footwear, gloves goggles and hearing protection. Usual transport hazard warning signs in areas of high activity Work site sectioned off with barriers and	Fence off forestry work Temporary warning signs	Noise of agricultural activities obvious in immediate vicinity. Onus on workers for safe working practices
		warning signs. Paths rerouted where practicable Refer to manual handling guidance to avoid upper limb and back injuries.		

Chainsaws, brushcutters etc.	As above	Trained and certificated to minimum of CS30 NPTC & C&G Refresher training every 2-3 years No climbing trees (ladders used only for short duration only with assistance. No lone working PPE to include eye, hearing and leg protection with boots, gloves and hard hat. ( <b>see indg317</b> ) Large scale work contracted out with site cordoned off and paths diverted.		
Brushcutter, strimmer	As above	If area cannot be cordoned off, awareness of proximity to members of public and stopping to allow them to pass – no lone working Eye and face protection must be worn (boots standard)		
Mini tractor and mower	As above	Trained and competent operators for use of equipment and attachments. Remove keys when leaving equipment. Use only with extreme caution on steep slopes in accordance with training. Use approved ramps to load onto trailer.		
Knapsack sprayer	As above	Trained to NPTC PA1 & PA6 Gloves, eye protection and face mask <b>must</b> be worn Stop spraying in windy conditions or near members of public or other persons. <b>see also CoSHH assessment</b>	NNDC H&S officer to undertake new CoSH assessment imminently	To maintain adequate control
Generators	Staff	Instruction provided in accordance with manufacturers guidance Maintained by competent engineer Not to be used in confined space – ventilation for exhaust fumes Two persons required to lift portable generator (manual handling assessment)		
Hand tools	Staff	Inspect tools before use – repair or replace defective equipment. Appropriate tool used for job in hand Tools kept clean and sharp Care to be taken of blades and cutting edges Instruction provided to new operatives Volunteers under supervision PPE to be worn where appropriate (eg gloves, eye protection)		

		Segregate work area from public or be mindful of their presence.		
<b>User group conflicts</b> Walkers Dogs Cyclists Horses Neighbours Skateboarders	Public Dogs Wildlife	Designated areas (skateboard parks) Dogs on leads in certain areas Careful management and forethought to avoid overuse by one interest group at the expense of others Avoid rapid changes that cause discontent Colour coded map in Holt Country Park	Information notices in segregated areas.	Room for everyone with sensible management  Designated routes signposted.
<b>Site furniture – disrepair</b> Gates and stiles Seating	All	Maintenance programme for seats in formal areas  Monthly inspection of fixtures in countryside and woodlands		
<b>Electrocution</b> Electric fences – Thwaite Common	All	Fence set back to prevent accidental contact Warning signs every 10m Only top wire electrified	Handling possible power surge Determine current and likely cause of injury.	Containment of livestock at Thwaite Common
<b>Vehicular movement</b> Car parks, access points	General public or any non-vehicular traffic	Car parks clearly signed and demarcated Separate designated walkways from vehicles – fixed barriers/fencing or informal obstructions	Regularly inspect signage for damage and effect repairs. (by Rangers every quarter – see records)	
Vehicles and trailer	As above	Stationary vehicles have keys removed and brakes applied. Trailer wheels chocked if on uneven or sloping ground Appropriate license to be held by operative. Instruction in use of trailer.		

<p><b>Cuts, abrasions and needle stick injuries</b> General activities Litter picking</p>		<p>Gloves to be worn when picking litter and sharps. Litter picking tool to be used as much as possible. Regular inspection and picking to reduce exposure. Reduce litter by public information and regular emptying of bins. Sharps box for safe containment of sharps. Appropriate storage and removal of refuse. Risk areas (e.g, Pill boxes) inspected regularly (or prevent access)</p>		
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<p><b>Hazardous substances</b> Fuel storage, pesticides</p>		<p>CoSHH assessment. PPE provided and must be worn Storage secured, restricting access to authorised operatives (camouflaged) Store maintained in tidy condition. Minimal quantities kept in store, using only approved and properly labelled containers</p>	<p>NNDC H&amp;S officer to undertake new CoSH assessment imminently</p>	<p>To maintain adequate control</p>
<p><b>Group Activities</b> Trips and falls Getting lost Child protection Injuries from vegetation / insects etc. Zoonoses Weather Injuries from equipment</p>	<p>Participants</p>	<p>Qualified leader Adequate supervision of children Parents to be responsible for children Advice and information provided prior to activity. CRB checks for those taking activities for children</p>		
<p><b>Fire</b> Forest / Heath fires Fuel storage</p>	<p>Visitors</p>	<p>Yellow fire hydrants Bins for rubbish, emptied regularly by contractor (either weekly or upon request) Inspect at risk areas for fire hazards - remove debris in high risk areas Manage sites</p>	<p>Warning signs Educational / information for public. Draft fire plan</p>	

Wood burning stove	Staff and visitors	Operatives instructed in use No access for public – surrounded by mesh cage Fire not to be banked up or encouraged (1 hour prior to closing) When closing building stove checked to ensure no risk of fire started through heat conduction or sparks. Combustibles not placed next to stove Fire detection and sprinklers(?) in building		Not used often.
<b>Lone working</b> Personal safety	Staff	Staff do not work alone where possible and certainly not when using power equipment Other staff know where others are working 'Skyguard' personal safety system in use.		
<b>Welfare</b>	Staff	PPE includes wet weather clothing, to keep warm and dry. Access to visitor Centre when weather prevents work		
		Access to cold or warm drinks. Sunblock available in summer		



## Appendix 2b EVENTS AND ACTIVITIES RISK ASSESSMENT



Risk Assessment	Activities	
Service	Countryside & Parks	
Date	January 2020	
Activity	Organised events, school activities and ranger led visits.	
Assessor(s)	Annie Gedge	

<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>
<b>Slips, trips and falls</b>				
Footpaths (natural and man-made), fallen branches, steps, ditches etc	Visitors and Rangers	Pre activity site check, mark / sign routes and diversions. Participants advised of possible hazards in advance of and/or immediately prior to event, and advice on appropriate outdoor wear. Advise on appropriate behaviour. Enforced by Rangers, teachers and parents. (see department general risk assessment)	Maintain regular site inspections and actions (see general risk assessment)	Regular on-going management of sites (see general risk assessment)
<b>Poisonous plants and wild animals</b>	Visitors (cuts, bites, abrasions)	Participants advised of potential hazards in advance and/or immediately prior to event.	Identification, marking and control of poisonous plants (see general risk assessment)	On-going and regular assessment and management of sites

<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>

	leading to infections and ill health)	Warning / educational information about specific plants and animals provided in advance and at time of activity. Advise appropriate behaviour and outdoor wear Wildlife with potential to harm, handled only by trained expert or rangers. Children to be supervised by their parent/supervisor at all times. Ranger/trained expert to give instructions on how to study, survey wildlife appropriately. First Aid kit carried Exhibitors / event holders requested to visit site prior to event to assess risks. NNDC staff to give advice.	Additional training for staff  Assess staff level in advance	
<b>Zoonoses</b> Leptospirosis <i>E. coli</i>	Staff and visitors	Warning / educational information about specific zoonoses given prior to event. Good hygiene		Prevent sickness, including food poisoning

<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>
		<p>practices stated to all, particularly at meals. Hand washing facilities or cleansing materials (hand gels) available at events. Cuts and grazes covered, particularly when working / studying near water. Dog fouling bins and signs General waste bins at meeting points</p>		
<b>Equipment and tools</b>	Staff and visitors	<p>Instruction provided to participants on safe use and operation Children under supervision at all times. Inspect tools before use – repair or replace defective equipment. Appropriate tool or equipment used for job in hand Tools kept clean and sharp Care to be taken of blades and cutting edges PPE provided and to be worn where appropriate (eg gloves, eye</p>	<p>Maintain supervision of activity for damage and misuse. Remove and deactivate defective equipment.</p>	<p>Few tools used. Events run on basis of adequate child supervision</p>

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		protection) Materials from approved stock		
<b>Environmental Hazards</b> Extreme weather issues	All	Weather conditions monitored in advance of event. Event / activity stopped by Rangers if weather likely to be or becomes hazardous (eg lightning, high winds heavy rain) Advice on appropriate clothing prior to event Parents / supervisors responsible for children/asn Remove damaged trees, debris etc prior to event. Treat / clear ice or snow where necessary.	Event cancelled or reduced in scale if weather too severe	Safety of children and other participants – site conditions may deteriorate.



<b>Transport</b> Moving vehicles, car parks	Staff and visitors	Ensure parking arrangements free from external hazards. (Ranger to monitor and manage large events) Participants responsible for own parking (monitored) Footpaths keep pedestrians away	Police informed of event. Norfolk Highways. Locals and communications informed. Advertising warning of car shares, lack of space via web, flyers.	Preventing traffic problems. Visitors being hurt.
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<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>
		from traffic as best possible. Monitor car park and act where dangers are likely to arise through overcrowding or dangerous parking. Signage provided for staff. Radio system for staff. Mobile numbers. Full car park. No parking. Car park staff on site during event. No visitors allowed to park on the road.		

<b>Missing Person(s)</b>	Individual visitors	Children under adult supervision Guidance / directions / maps given for activity if required. (Maps available from HCP and BW) Use only authorised paths wherever possible. All walks are waymarked and checked before use. Last person in group identified; each participant seen back. Rangers carry mobiles. Lost child station. Visitor centre.	Prepare maps / guidance for events	Generally small areas covered. Children supervised and known paths used.
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<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>
Child Protection	All resulting from abuse or false allegation	All children supervised by parent / supervisor, who are advised of responsibilities in advance All relevant staff have DBS check – enhanced level Events properly staffed at all times.	Staff on site checking children are with an adult	Child protection.

General, miscellaneous	All	<p>Rangers have mobile phone at all times</p> <p>Where dogs permitted at events, participants requested to keep on lead. Advance notice where dogs restricted</p> <p>Weekly sheet in office of staff locations. Staff to be aware of colleague general working locations</p> <p>Children/and must be supervised by an adult at all times – advance notice to parents / supervisors</p> <p>First Aid kit carried at all times –</p> <p>Ranger involved in activity to hold current first aid</p>	Changes to working schedule to be reported between managers and rangers	Relatively small managed sites used.
<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>
		certificate		

Risk Assessment	Countryside management	
Service	Countryside & Parks	
Date	January 2020	
Activity	Countryside Management	
Assessor(s)	Anne-marie Gedge	

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
<b>Slips, trips and falls</b>				
Footpaths (natural and man-made), fallen branches, steps, ditches etc	Visitors and Rangers	<p>Site checks of marked routes and trails throughout woodland.</p> <p>Participants advised of possible hazards in advance of and/or immediately prior woods being used, especially during event.</p> <p>Enforced by Rangers were appropriate.</p>	Maintain regular site inspections and actions (see general risk assessment)	Regular on-going management of sites (see general risk assessment)

<p><b>Poisonous plants and wild animals</b></p>	<p>Visitors (cuts, bites, abrasions leading to infections and ill health)</p>	<p>Visitors advised of potential hazards in woodlands. Warning / educational information about specific plants and animals.</p> <p>Wildlife with potential to harm, handled only by trained expert or rangers. Children to be supervised by their parent/supervisor at all times. Ranger/trained expert to give instructions on how to study, survey wildlife appropriately.</p>	<p>Identification, marking and control of poisonous plants</p> <p>Additional training for staff</p> <p>Assess staff level in advance</p> <p>Relocation of</p>	<p>On-going and regular assessment and management of sites</p>
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<p><b>Hazard</b></p>	<p><b>Who might be harmed &amp; how</b></p>	<p><b>Existing Controls</b></p>	<p><b>Further Action Required</b></p>	<p><b>Justification</b></p>
		<p>First Aid kit available at all times. For events exhibitors / event holders requested to visit site prior to event to assess risks. NNDC staff to give extra support and advice.</p>	<p>dangerous wildlife if required.</p>	

<b>Zoonoses</b> Leptospirosis <i>E. coli</i>	Staff and visitors	Warning / educational information about specific zoonoses given prior to event. Good hygiene practices stated to all, particularly at meals. Hand washing facilities or cleansing materials (hand gels) available at events. Cuts and grazes covered, particularly when working / studying near water. Dog fouling bins and signs General waste bins at meeting points		Prevent sickness, including food poisoning
<b>Equipment and tools</b>	Staff and visitors	Instruction provided to participants on safe use and operation Children/ under supervision at all times if using tools. Inspect tools before use – repair or replace defective equipment. Appropriate tool or equipment used for job in hand. Tools kept clean and sharp and in good use. Care to be taken of blades and cutting edges.	Maintain supervision of activity for damage and misuse. Remove and deactivate defective equipment.	Few tools used. Events run on basis of adequate child supervision

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
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		PPE provided and to be worn where appropriate (eg gloves, eye protection) Materials from approved stock. Rangers are trained, instructed and registered to use tools and equipment for their job.		
<b>Environmental Hazards</b> Extreme weather issues	All	Weather conditions monitored in advance of any management work, events or activities. Event / activity stopped by rangers if weather likely to be or becomes hazardous (eg lightning, high winds heavy rain) Advice on appropriate clothing prior to event Parents / supervisors responsible for children. Remove damaged trees, debris etc prior to event. Treat / clear ice or snow where necessary.	Event/activity cancelled or reduced in scale if weather too severe	Safety of children and other participants – site conditions may deteriorate.
<b>Transport</b> Moving vehicles, car parks	Staff and visitors	Ensure parking arrangements free from external hazards. (Ranger to monitor and manage large events) Participants responsible for own parking (monitored) Footpaths keep pedestrians away from traffic as best possible. Monitor car park and act where dangers are likely to arise through overcrowding or dangerous parking	NNDC vehicles regularly inspected, serviced for use by NNDC staff.	Safety and insurance.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
<b>Missing Person(s)</b>	Individual visitors	<p>Children must be under adult supervision at all times.  Guidance / directions / maps provided.  Use only authorised paths wherever possible.  All walks are way-marked and checked before use.  Last person in group identified; each participant seen back.  Rangers carry mobiles.  Lost children supervised by rangers and follow NNDC procedures as specified. .</p>	Prepare maps / guidance for events	Generally small areas covered. Children supervised and known paths used. Rangers to contact police if child's parent not located.
Child Protection	All resulting from abuse or false allegation	<p>All children supervised by parent / supervisor, who are advised of responsibilities in advance  All relevant staff have dbs checks – enhanced level  Events, activities properly staffed at all times.</p>		Protection of children, visitors and staff.

General, miscellaneous	All	Rangers have mobile phone at all times Where dogs permitted participants requested to keep dogs on leads. Advance notice where dogs restricted Weekly sheet in office of staff locations. Staff to be aware of colleague general working locations	Changes to working schedule to be reported between managers and rangers	Relatively small managed sites used.
<b>Hazard</b>	<b>Who might be harmed &amp; how</b>	<b>Existing Controls</b>	<b>Further Action Required</b>	<b>Justification</b>
		Children must be supervised by an adult at all times – advance notice to parents / supervisors First Aid kit carried at all times – Ranger involved in activity to hold current first aid certificate		