



## **Welcome to the North Norfolk Workout Project!**

Dear Volunteer

Please find, along with this letter, programmes up to the end of March 2012 for our exciting FREE scheme where volunteers can become fitter and healthier by taking part in conservation activities to improve our local environment - the North Norfolk Workout Project. You do NOT have to be fit or experienced to join us, in fact we welcome people who have a variety of physical and mental health conditions, and/or limited mobility.

Over the last three months we have been busy with our regular sites such as Southrepps Common and Holt Country Park continuing with wetland management and commencing our winter tree planting campaign. We have also enjoyed newer sites such as Metton Little Fen where, after the job of scrub clearance, we enjoyed an impromptu drumming session and tour of a yurt! In September we also celebrated our 2<sup>nd</sup> anniversary birthday party which was attended by over 50 volunteers and representatives from the District Council and BTCV. They were all very impressed with the commitment of our volunteers and the practical work we have done all over North Norfolk, and even took part in the reed weaving challenge!

Looking ahead to the coming months we will continue with the planting of native trees on various sites (only 2,000 to go!) and visit some new places such as the Weavers Way footpath in Aylsham and West Runton Common where our 'hacking back' skills will be called upon. For geological enthusiasts the group will be back at Wiveton Downs Nature Reserve clearing gorse around an SSSI rock formation, and more wood will be chucked at the Rookery residential home, helping them build their store for the winter. However it is not all hard work, as in March we will take a trip to NWT Hickling Broad Nature Reserve for a nature walk and bird watching.

### **Setting up the project as a Community Group**

The big challenge for new year is to help the project set up as a 'Community Group' so that volunteers can continue to run the project if the funding for staff runs out in June 2012. This will enable the group to apply for funding from various sources, and involves people stepping forward to volunteer for different roles both for running practical tasks and also for the backup administration work.

The three main roles needed to officially set up a Community Group are a Chairman, Treasurer and Group Secretary. Other roles we are looking to fill are Membership Secretary, Tools Officer, Task Organiser, Task Leaders, Publicity Officer, Social Organiser and Networking Officer. (Please see attached leaflet to give you an idea of what may be involved with each role). These posts can be shared by more than one person so do not feel you are have to do it all on your own!

Do not panic, it is more than achievable and there will lots of support from staff on hand and also from the Norwich Community Green Gym who have done this process before. If you are interested in helping out or supporting the development of this group please do come along to our meeting on **Thursday 19<sup>th</sup> January 2012 at NNDC offices at 1-4pm**. Sandwiches will be provided!

For our regular tasks you can choose to join in on any Monday, Thursday or Friday, 1-4pm. Sessions are for 3 hours, with a tea break halfway through. If you can't stay that long, then you are welcome to arrive or leave whenever you like - although it may sometimes be hard to find exactly where we are working, so it can help if you meet us at the start. All sessions are run by a friendly and experienced leader who will provide training in practical skills. Activities range from gentle to strenuous, and you will be encouraged to work at your own level.

Please do contact me if you have any further questions. There is no need to book, but if possible, please phone us before the first time you come to one of our sessions to let us know that you will be attending. This helps us to ensure we have enough tools for the day.

Yours sincerely

**Fin Duncan [North Norfolk Project Assistant]**

**Tel: 07836624643** (Monday/Thursday/Friday)

**Mark Webster [Project Leader]**

**Tel: 01263 516 336 / 07843 069 567**

**[workout@btcv.org.uk](mailto:workout@btcv.org.uk)**

**[www.btcv.org/norfolk](http://www.btcv.org/norfolk)**

**Countryside Section, North Norfolk District Council, Holt Road, Cromer, NR27 9EN.**

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**The Following are events organised by other organisations. Minibus transport is not available, but please contact us to see if lift-sharing can be arranged.**

**Norfolk and Norwich Naturalists' Society** have a wide range of events designed to help increase your knowledge of wild species. See <http://www2.nnns.org.uk/events/programme.aspx> or write to The Secretary, Woodhouse, Free Lane, Ditchingham, Bungay, NR35 2DW.

**Fakenham Area Conservation Team** run volunteer tasks on some weekends: Mr Geoff Fletcher, Tel: 01328 862164, Email: [geoff.fletcher@talktalk.net](mailto:geoff.fletcher@talktalk.net)

**North Walsham & Dilham Canal Trust** also have work parties on alternate Sundays, see [www.eawa.co.uk/work.html](http://www.eawa.co.uk/work.html) or call 01603 738 648.

The best way to run a group is to make sure that everyone who wants to be involved has got something to do. If the work is shared out the burden is eased and in time new people will feel more confident about taking on more responsibility when a long standing member leaves. If people are involved they are more likely to bring in more members, help raise money, turn out on a rainy day and be the positive public face for your group. Here are some key roles:

Role	Responsibilities/actions
Group co-ordinator could also be chairperson	Know what everyone else is doing Plan ahead Set a positive example May also lead Encourage others to take on roles Main point of contact with BTCV May be signatory- an "officer" of the Group Needs to appoint a deputy for when they are not available
Treasurer	Maintain accurate records for expenditure and income issue invoices if required check and reconcile bank statements produce annual budget produce annual accounts warn group of fundraising needs May be signatory- an "officer" of the Group
Group secretary	Organises meeting, minutes etc Ensures accurate records are kept - see volunteer/member ship co-ordinator Responsible for communication within the group and to external bodies eg funders May be a signatory and usually an "officer" of the Group
Fundraiser	A public face of your group – an ambassador Small grant applications Happy to ask all sorts of organisations for money & ensure any conditions are met Needs to be confident enough to explain enthusiastically what you do to potential funders or work with the publicity officer to do this
Membership Secretary/Volunteer Co-ordinator	Another very public face of your group and an important ambassador Respond to all new enquiries resulting from your publicity/leaflets/appeals Collect and record volunteer information as required Maintain up to date records of members/volunteers An organised person happy using IT and email, speaking to people on the phone. May also prepare attendance lists for leaders /tools officer so they know how many to cater for. May also do health monitoring and evaluation or this could be split off Could be a home based volunteer who doesn't come out on sessions
Tools Officer	Maintenance of tools Ensuring the right tools, PPE, safety, welfare and first aid equipment

	<p>for each task is available:</p> <p>Checking all the tools are returned</p> <p>May also prepare the refreshments though this is a nice role for newcomers</p>
Task Organiser	<p>Draws up the activity Programme</p> <p>Carries out or checks the 4 risk assessments</p> <p>May do site surveys if required</p> <p>Ensures materials are available as needed</p> <p>Advises tools officer what will be needed</p> <p>Communicates to all what is required and ensures work carried out is as landowner wanted it.</p> <p>May also be a leader</p> <p>Needs conservation knowledge and ID skills – ie to know which tree to cut down !</p>
Leaders	<p>Ensures everything needed for the task is available inc tools, welfare materials refreshments .</p> <p>Leads the task on the day, delegating roles encouraging and instructing/training volunteers as required</p> <p>responsible for the health &amp; safety of the volunteers</p> <p>must be confident enough to deal with some difficult situations and able to exert authority if needed</p> <p>Advisable to have more than one in the Group</p> <p>Must have first aid qual and BTCV leadership training</p>
Drivers	<p>Needed for a group that has access to a vehicle but the leaders are not drivers or where there is no vehicle is prepared to use their own</p> <p>Transport tools , materials welfare kit and refreshments to And from the site.</p>
Publicity Officer	<p>Another public face/ambassador role</p> <p>Distributes your publicity material/leaflets, finds new places and ways to promote your group</p> <p>Distributes activity programmes [or this may be done by an admin or secretary role</p> <p>May produce newsletter</p> <p>Ensures good photos are taken #</p> <p>Posts stories on other peoples websites and newsletters</p> <p>Spots new opportunities to promote the group eg at volunteer fairs health events and organises vols to help out</p> <p>Works closely with co-ordinator and fundraiser</p> <p>Needs good IT skills</p> <p>Could be a home based volunteer</p>
Social organiser	<p>This person organises your non- working activities eg trips to sites, barbecues,</p> <p>This person like socialising and is a good organiser</p>
Networking Officer	<p>Another ambassador for your group</p> <p>Someone who is happy to go to events and conferences to represent your group</p> <p>Needs to be confident enough o talk enthusiastically about your activities to the public or people they don't know</p> <p>May give talks, presentations about your group working with the publicity officer or fundraiser to keep your profile high</p>

**BOOKING**

You don't have to book, but it helps if you contact us before a project to let us know you're coming.

**MEETING POINTS**

A map is available showing the meeting points. If you would like a copy, or directions to the site, please contact us. Minibus transport is available from stated pick-up points ONLY.

**WE PROVIDE**

All tools and refreshments. If a site has toilets this is indicated below by 'WC'.

**PLEASE WEAR**

Old clothes and sturdy shoes or boots. Waterproofs if you have them.

**TETANUS**

Please ensure that your tetanus inoculation is up to date.

**Mobile number on the day:**

**07843 069 567**



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# North Norfolk Workout Project

# January 2012

Sessions start at 1pm and last until 4pm. All timings approximate.

Date/Time	Site	Activity	Meeting Points
Thursday 5th	<b>North Walsham Sadlers Wood</b>	Bracken clearance and tree planting	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Nelson Road / Tenison Road junction, North Walsham 1pm.
Friday 6th	<b>Holt Spout Hills</b>	Meadow beware and tour of the site	Cromer Train Station 12.10pm, Sheingham Community Centre (Cromer Road) 12.35pm, Holt Town Centre War memorial, 1pm.
Monday 9th	<b>Holt Country Park</b>	Tree-mendous afternoon of planting	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre, 1pm WC
Thursday 12th	<b>Hoveton Bridle Path</b>	Maintaining the Bridle Path – phase two!	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Junction off A1151 and Littlewoods Lane opposite Hoveton Doctors Surgery) 1pm.
Friday 13th	<b>Great Yarmouth (!)</b>	Woodland management	Cromer Train Station 12.10pm, Beacon Park, Beaufort Way (by junction of Excalibur Rd, Gorleston NR31 7RQ, 1.30pm ( <b>NB:late return to Cromer</b> ))

# North Norfolk Workout Project

**January 2012 (continued)**

Date/Time	Site	Activity	Meeting Point
Monday 16th	Holt Country Park	Laying down roots -tree planting	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre, 1pm. WC.
Thursday 19th	No task-community group meeting	No session	Meeting to discuss development of community group –NNDC offices – meet reception at 1pm (1-4pm)
Friday 20th	Cromer Station Woods	Tree planting in an old station	Cromer Train Station 12.10pm, Junction of Mill Road and Station Rd Cromer, 1pm
Monday 23rd	Holt Hall	Room with a view- scrub clearance	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Hall Field Studies Centre (Kelling Road) 1pm. WC.
Thursday 26th	Walcott The Rookery	Wood you believe it?	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, The Rookery at Barrington Farm (Rookery Farm Road, Walcott) 1pm. WC. @ The Rookery.
Friday 27th	Cromer Links Woods	Two trees or not two trees	Cromer Train Station 12.10pm, junction of Overstrand Road and Ellenhill, 1pm
Monday 30th	Holt Country Park	Keep on planting!	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre 1pm. WC

**Mark Webster**  
**North Norfolk Project Officer**  
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### WE PROVIDE

All tools and refreshments. If a site has toilets this is indicated below by 'WC'.

### PLEASE WEAR

Old clothes and sturdy shoes or boots. Waterproofs if you have them.

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# North Norfolk Workout Project

# February 2012

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Date/Time	Site	Activity	Meeting Points
Thursday 2nd	<b>North Walsham Sadler's Wood</b>	Bracken Clearance	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Nelson Road / Tenison Road junction 1pm.
Friday 3rd	<b>Thornage Orchard garden</b>	Coppicing and apple tasting	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, please ask for details of site meeting point 1pm
Monday 6th	<b>Holt Gravel Pit Lane</b>	Cutting and burning	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Gravel Pit Lane (off Hempstead Road, Holt) 1pm.
Thursday 9th	<b>North Walsham Pigney's Wood</b>	Coppicing willow and alder	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Pigney's Wood car park (near Knapton on Hall Lane) 1pm.
Friday 10th	<b>Fakenham Sculthorpe Moor Reserve</b>	Cutting and burning (jacket spuds on the house)	Cromer Train Station 12.10pm, Fakenham Library (Oak St) 12.50pm, Sculthorpe Moor Hawk and Owl trust car park (signed 'Nature Reserve' from A148 West of Fakenham) Turf Moor Road, Sculthorpe 1pm.



# North Norfolk Workout Project February 2012 (continued)

Date/Time	Site	Activity	Meeting Point
Monday 13th	<b>Holt Country Park</b>	Rhododendron attack and fire	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre (B1149) 1pm. WC.
Thursday 16th	<b>North Walsham Southrepps Common</b>	Helping the orchids through reed clearance	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, junction of Bradfield Road and Station Road, Lower Southrepps (near school, and 500 yards right from Gunton train station) 1pm.
Friday 17th	<b>Cromer Links Wood</b>	Sycamores out, native trees in!	Cromer Train Station 12.10pm, junction of Overstrand Road and Ellenhill, 1pm
Monday 20th	<b>Holt Hall</b>	Have you got a light boy? Lets cut and burn...	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Hall Field Studies Centre (Kelling Road) 1pm. WC.
Thursday 23rd	<b>Horning Village Common</b>	Tree planting	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Horning Village Common, 1pm
Friday 24th	<b>Aylsham Weavers Way Path</b>	Clearing the footpath	Cromer Train Station 12.10pm, Roughton, New Inn Pub 12.35pm, Weavers Way Car Park, Drabblegate, Aylsham 1pm
Monday 27th	<b>Holt Country Park</b>	Tree planting	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre (B1149) 1pm. WC.

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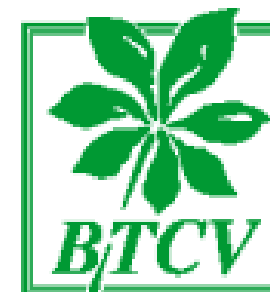
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# North Norfolk Workout Project

# March 2012

Sessions start at 1pm and last until 4pm. All timings approximate.

Date/Time	Site	Activity	Meeting Points
Thursday 1st	<b>North Walsham Sadler's Wood</b>	Bramble and bracken bashing	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Nelson Road / Tenison Road junction 1pm.
Friday 2nd	<b>Cromer Howards Hill</b>	Bracken clearance, enjoy the view	Cromer Train Station 12.10pm, junction of Howard's Hill West and Shipden Avenue 1pm.
Monday 5th	<b>BTCV Staff Meeting</b>	No session	No session
Thursday 8th	<b>Wiveton Downs</b>	Cut it down? Gorse u can	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.25pm, Wiveton Downs Nature Reserve car park (on Langham to Wiveton Road, a little to the East of Blakeney Long Lane) 1pm. ** PLEASE NOTE NO NORTH WALSHAM PICK UP – SORRY **
Friday 9th	<b>Sheringham Patch Project</b>	Dig for victory	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Sheringham High School 1pm.
Monday 12th	<b>Holt Country Park</b>	Bramble control	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre (B1149) 1pm. WC.

# North Norfolk Workout Project

**March 2012 (continued)**

Date/Time	Site	Activity	Meeting Point
Thursday 15th	<b>North Walsham Southrepps Common</b>	Scrub clearance on the SSSI nature reserve	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, junction of Bradfield Road and Station Road, Lower Southrepps (near school, and 500 yards right from Gunton train station) 1pm.
Friday 16th	<b>Cromer Links Wood</b>	Tree planting	Cromer Train Station 12.10pm , junction of Overstrand Road and Ellenhill, 1pm
Monday 19th	<b>Holt Hall</b>	Have you got a Dickybore?	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Hall Field Studies Centre (Kelling Road) 1pm. WC.
Thursday 22nd	<b>North Walsham Pigney's Wood</b>	Making benches to enjoy the view	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, Pigney's Wood car park (near Knapton on Hall Lane) 1pm.
Friday 23rd	<b>Cromer Howards Hill</b>	Heathland management	Cromer Train Station 12.10pm, junction of Howard's Hill West and Shipden Avenue 1pm.
Monday 26th	<b>Holt Country Park</b>	Rhododendron-tastic-burning and BBQ!	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, Holt Country Park Visitor Centre (B1149) 1pm. WC.
Thursday 29th	<b>Trip to Hickling Broad</b>	Birds and wetland habitat	Cromer Train Station 12.10pm, North Walsham Train Station 12.35pm, NWT Hickling Broad Visitor Centre 1pm
Friday 30th	<b>West Runton Common</b>	Raking the meadow	Cromer Train Station 12.10pm, Sheringham Community Centre (Cromer Road) 12.35pm, West Runton Common (please ring for exact details) 1pm

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