



Heartwood Forest

Management Plan 2012-2017

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THE WOODLAND TRUST

INTRODUCTION

The Trust's corporate aims and management approach guide the management of all the Trust's properties, and are described on Page 4. These determine basic management policies and methods, which apply to all sites unless specifically stated otherwise. Such policies include free public access; keeping local people informed of major proposed work; the retention of old trees and dead wood; and a desire for management to be as unobtrusive as possible. The Trust also has available Policy Statements covering a variety of woodland management issues.

The Trust's management plans are based on the identification of Key Features for the site and setting objectives for their management. A monitoring programme (not included in this plan) ensures that these objectives are met and any necessary management works are carried out.

Any legally confidential or sensitive species information about this site is not included in this version of the plan.

PLAN REVIEW AND UPDATING

The information presented in this Management plan is held in a database which is continuously being amended and updated on our website. Consequently this printed version may quickly become out of date, particularly in relation to the planned work programme and on-going monitoring observations. Please either consult The Woodland Trust website www.woodlandtrust.org.uk or contact the Woodland Trust (wopsmail@woodlandtrust.org.uk) to confirm details of the current management programme.

There is a formal review of this plan every 5 years and a summary of monitoring results can be obtained on request.

WOODLAND MANAGEMENT APPROACH

The management of our woods is based on our charitable purposes, and is therefore focused on improving woodland biodiversity and increasing peoples' understanding and enjoyment of woodland. Our strategic aims are to:

- Protect native woods, trees and their wildlife for the future
- Work with others to create more native woodlands and places rich in trees
- Inspire everyone to enjoy and value woods and trees

All our sites have a management plan which is freely accessible via our website www.woodlandtrust.org.uk. Our woods are managed to the UK Woodland Assurance Standard (UKWAS) and are certified with the Forest Stewardship Council (FSC) through independent audit. In addition to the guidelines below we have specific guidance and policies on issues of woodland management which we review and update from time to time.

We recognise that all woods are different and that the management of our sites should also reflect their local landscape and where appropriate support local projects and initiatives. Guidelines like these provide a necessary overarching framework to guide the management of our sites but such management also requires decisions based on local circumstances and our Site Manager's intimate knowledge of each site.

The following guidelines help to direct our woodland management:

1. Our woods are managed to maintain their intrinsic key features of value and to reflect those of the surrounding landscape. We intervene when there is evidence that it is necessary to maintain or improve biodiversity and to further the development of more resilient woods and landscapes.
2. We establish new native woodland using both natural regeneration and tree planting, but largely the latter, particularly when there are opportunities for involving people.
3. We provide free public access to woods for quiet, informal recreation and our woods are managed to make them accessible, welcoming and safe.
4. The long term vision for our non-native plantations on ancient woodland sites is to restore them to predominantly native species composition and semi-natural structure, a vision that equally applies to our secondary woods.
5. Existing semi-natural open-ground and freshwater habitats are restored and maintained wherever their management can be sustained and new open ground habitats created where appropriate.
6. The heritage and cultural value of sites is taken into account in our management and, in particular, our ancient trees are retained for as long as possible.
7. Woods can offer the potential to generate income both from the sustainable harvesting of wood products and the delivery of other services. We will therefore consider the potential to generate income from our estate to help support our aims.
8. We work with neighbours, local people, organisations and other stakeholders in developing the management of our woods. We recognise the benefits of local community woodland ownership and management. Where appropriate we allow our woods to be used to support local woodland, conservation, education and access initiatives.
9. We use and offer the estate where appropriate, for the purpose of demonstration, evidence gathering and research associated with the conservation, recreational and sustainable management of woodlands. In particular we will develop and maintain a network of long-term monitoring sites across the estate.
- 10 Any activities we undertake will conform to sustainable forest management principles, be appropriate for the site and will be balanced with our primary objectives of enhancing the biodiversity and recreational value of our woods and the wider landscapes.

SUMMARY

This public management plan briefly describes the site, specifically mentions information on public access, sets out the long term policy and lists the Key Features which drive management actions. The Key Features are specific to this site - their significance is outlined together with their long (50 year+) and short (5 year) term objectives. The short term objectives are complemented by a detailed Work Programme for the period of this management plan. Detailed compartment descriptions are listed in the appendices which include any major management constraints and designations. A short glossary of technical terms is at the end. The Key Features and general woodland condition of this site are subject to a formal monitoring programme which is maintained in a central database. A summary of monitoring results is available on request.

1.0 SITE DETAILS

Site name:	Heartwood Forest
Location:	Sandridge
Grid reference:	TL162114, OS 1:50,000 Sheet No. 166
Area:	346.74 hectares (856.81 acres)
Designations:	Ancient Semi Natural Woodland, County Wildlife Site (includes SNCI, SINC etc), Green Belt

2.0 SITE DESCRIPTION

2.1 Summary Description

Heartwood Forest is a vast, beautiful new forest which is already a great place to visit but once completed will offer some amazing features. Already, 500,000 trees have been planted, and along with the pockets of ancient woodland, new wildflower meadows, a community orchard in the making, and fantastic wildlife, it's set to become one of the Trust's Top 10 destination sites.

Visit the new Heartwood website

2.2 Extended Description

The Woodland Trust completed the purchase of Heartwood Forest on 30th September 2008. The Trust had been searching for a large scale woodland creation project for a number of years that was close to a large population where we could have a significant impact in terms of biodiversity and engaging with lots of people.

The acquisition of Heartwood Forest is the Woodland Trust's most ambitious woodland creation project to date in England. The total land area extends to 345 ha (858 acres) and is predominantly arable land. The site also contains approximately 18 ha (44 acres) of Ancient Semi-Natural Woodland (ASNW) split into four fragmented blocks.

Heartwood Forest occupies an area of land situated in-between the villages of Sandridge, Wheathampstead and Harpenden, and within close proximity to large towns of St Albans, Welwyn Hatfield, Stevenage and Luton. The site is also within easy reach of London. Prior to acquisition access was limited to the bridleway which runs through the site and permissive paths within Langley ASNW.

Through this project we're making the bold statement to create "England's largest continuous new native forest" and we propose to plant 600,000 trees in the process involving huge numbers of people in its creation.

Our People Engagement Plan for Heartwood Forest set out four key objectives:

1. Establishing Sandridge as Heartwood's visitor centre. We want lots of people to visit Heartwood on a regular basis and for the community of Sandridge and surrounding businesses to be the source of information and facilities.
2. Making the site inspirational - wow factors. We want Heartwood to have a 'wow factor' beyond simply the scale. It will inspire, surprise and engage those who visit.
3. Broadening user groups. We want Heartwood to be a hub for active recreation in the area e.g. for walking, running, cycling, horse riding, and by linking to surrounding settlements, landscape, facilities and existing routes.
4. Every tree should be planted by a volunteer. All 600,000 trees to be planted by volunteers, in particular children.

Shortly following acquisition and prior to commencement of tree planting, a very comprehensive and detailed Environmental Impact Assessment (EIA) was carried out. This can be found online at woodlandtrust.org.uk/heartwood. This looked in detail at the impact that the new woodland creation project may have on the following areas: Historical and cultural, Flora and fauna, Population and access, and Air, soils and water. The EIA underwent lengthy research and consultation and it was eventually signed off on 28 Nov 2009 by the Forestry Commission - the government department responsible for regulating forestry in Britain.

The landscape character is typical of Hertfordshire; gently undulating lying over a ridge between two dry valleys, with a fairly flat top to the ridge and in places steeper slopes. The landscape is divided by hedges with scattered trees throughout. The agriculture is arable cropping on the clay, with flint soils overlying chalk. Patches of mixed broadleaved woodland totalling approx 17.8 Ha, 44 acres, containing old coppice of hornbeam as well as ash, beech, oak and other native broadleaves are also a feature, generally averaging 5-10 ha in size.

Hugely popular in the local environment, the site already has an influx of visitors enjoying quiet recreation. Access onto the site is variable with numerous pedestrian and horse/bike access points. The newly built car park in 2011 is situated off the B651, the main road that runs from Sandridge to Wheathampstead. The nearest postcode is AL4 9DQ and there is a brown tourist sign pointing into the car park from the main road.

Management access to the western side is via a single track road off Sandridgebury Lane adjacent to the local scout hut and also through the car park. On the eastern side, management access is restricted to an access point off Langley Grove.

3.0 PUBLIC ACCESS INFORMATION

3.1 Getting there

By car

Heartwood Forest is located either side of the B651 between Sandridge and Wheathampstead Village and approximately 4 km (2.5 miles) north of St Albans City Centre in Hertfordshire.

From St Albans, head north-east on the B651 and after 4km you will see a brown tourist sign pointing into the car park from the main road. The nearest postcode is AL4 9DQ.

By train

There is a good train service to St Albans station 4km (2.5 miles) away from Heartwood Forest. This includes Bedford to Brighton via East Croydon, Luton to Sutton via Hackbridge and Luton to Sutton via Wimbledon. There is on average nine trains per hour. Monday to Friday. with six trains per hour on Saturdays and five on Sundays. Harpenden train station is also 7.5km (4.7 miles) with a good service on the same line.

Check times at traveline.org.uk or phone 0871 200 2233.

By bus

There are two buses for Heartwood Forest that stop in Sandridge village - the 304 from Hitchin to Potters Bar via St Albans and the 620 from Hemel Hempstead to Hatfield via Harpenden. Monday to Friday there are nine 304 buses per day with seven on Saturday and three on Sunday. There are 18 620 buses Monday to Friday per day, 12 on Saturday and seven on Sundays.

The nearest bus stop is outside Pound Farm opposite St Leonard's Church at entrance point 1. Walk through the farm yard and up the bridleway to Heartwood Forest.

Check times and services at Heartwood Forest lies on either side of the B651, sandwiched between Harpenden, Wheathampstead and Sandridge; 4.8km (three miles) north of St Albans in Hertfordshire and only 32km (20 miles) from central London. Heartwood Forest lies on either side of the B651, sandwiched between Harpenden, Wheathampstead and Sandridge; 4.8km (three miles) north of St Albans in Hertfordshire and only 32km (20 miles) from central London.

Check times at traveline.org.uk or telephone 0871 200 2233.

By bicycle

There are several good cycle approaches to Heartwood from each major village and town. See cycle route and footpath map for more information. Take care if using the B651. The road is narrow,

winding and busy. There are several bike stands for locking bikes in the car park.

On foot

There are good walking routes from each major village and town around Heartwood. See cycle route and footpath map for more information. Paths become slippery and muddy when wet. Take care crossing the B651.

For information on public footpaths in Hertfordshire contact Hertfordshire County Council on 0300 123 4047 or visit hertsdirect.gov.uk

3.2 Access / Walks

There is a developing network of paths in Heartwood Forest including a public footpath and two bridleways. The majority of the paths are unsurfaced and can become muddy, slippery and at times waterlogged.

There are some moderate gradients leading up from Sandridge village.

The network of public footpaths and bridleways in and around the forest, together with other paths in the existing ancient woodlands, provide opportunities for a variety of walks in the area.

There are 12 entrances to the forest which are well linked to existing footpaths and bridleways. One of the entrances is close to the bus stop.

Responsible dog owners are welcome at Heartwood Forest. Visit walkiees.co.uk/walks/view/heartwood-forest

4.0 LONG TERM POLICY

The long term vision for Heartwood is for a significant expanse of native broadleaf woodland. It should be an attractive and diverse natural landscape characterised by mixed broadleaf woodland, grassy meadows and enticing natural features; well known as an interesting and exciting natural amenity visited by lots of different people from miles around. It should be an exemplar woodland creation site and a demonstration of all the Woodland Trust's aims.

The site will continue to provide a diverse range of habitats, primarily early successional communities in close proximity to each other; from wildflower meadows and rough grassland, young plantations and scrub, through to pockets of prime species-rich ancient semi-natural woodland. Vast meadows and long wide rides will provide a suitable level of openness, and key views out across the countryside will remain. It will also buffer and link the existing ancient woodland blocks to protect these fragile ecosystems.

Volunteer involvement across all aspects of the site will be encouraged and supported. The involvement of enthusiastic individuals and groups is at the heart of this project and it should remain a key factor.

The community orchard will be a well managed, healthy and productive example of an establishing orchard with excellent support from the local community who will be rewarded in the future by an abundance of fruit. The long term vision is for the fruit to be used locally and for it to be juiced and sold to help care for the orchard.

Mature hedgerow trees and ancient specimens of lime and hornbeam will be left to senescence and beyond to provide valuable ancient trees and deadwood habitats.

The Trust's objective of inspiring people to enjoy and value woods and trees will be achieved at Heartwood by continuing to provide and maintain high standard access paths and facilities throughout the wood and to encourage its use as an informal outdoor educational facility. This aim will primarily be achieved by maintaining and enhancing the high profile status of Heartwood through fresh and innovative ideas to ensure it is an exciting destination for woodland conservation and recreation. We will also continue to work to improve access links from further afield and maintain well respected permissive routes for multi use as well as creating an all ability route that allows pushchairs and wheelchair users to enjoy the site.

5.0 KEY FEATURES

The Key Features of the site are identified and described below. They encapsulate what is important about the site. The short and long-term objectives are stated and any management necessary to maintain and improve the Key Feature.

5.1 Ancient Semi Natural Woodland

Description

There are four distinct fragments of ancient woodland on the site - Langley Wood, Pismire Spring, Well & Puddlers Wood and Round Wood. They total 18 ha (44 acres) and are classed as County Wildlife Sites. They principally comprise oak standards with out-of-rotation hornbeam coppice now forming a largely high forest canopy.

Scattered amongst are ash, cherry and some enormous specimens of lime coppice. Earth banks, ditches and depressions add to the mix giving a nod to man's long-standing association with ancient woods. Typically over a dozen plant species commonly associated with ancient woodland can be found including dog's mercury, pignut and dog violet. In Spring the wood anemones and bluebells are a real treat.

Significance

ASNW's have been in existence for many hundreds of years and unfortunately are a declining resource. As well as being a traditional feature in the landscape they support an abundance of plants, mammals, birds, insects and fungi. It is one of the Trust's main objectives to ensure no further loss of ASNW. They take centuries to evolve and are irreplaceable. The diverse woodland habitat has resulted in the ancient woods at Heartwood being classed as County Wildlife Sites.

Opportunities & Constraints

Opportunities:

Use ancient woods as an educational resource and practical demonstration of fragmentation and the importance of these hugely precious habitats.

Monitor and manage deer population to control levels of damage to tree regeneration and ground flora.

Constraints:

Browsing of young natural regeneration by deer.

Excessive foot traffic gradually widening the paths and eating into the ground flora.

Horses and bikes straying off the bridleway damaging the footpaths and sensitive woodland ground flora.

Factors Causing Change

Deer damage.

Excessive foot traffic.

Horse and bike damage.

Long term Objective (50 years+)

Retain the existing 18Ha (44 acres) of ancient semi-natural woodland, dominated by the current oak / mature hornbeam coppice characteristics that provide its unique importance as a woodland ecosystem. Allow the wood to develop naturally, resulting in a varied age range and structure, abundant deadwood, a healthy understory and sufficient natural regeneration. Healthy ground flora and ancient woodland characteristics remain evident throughout the woods. These woodlands will also be buffered and linked through planting trees between the existing blocks to protect the fragile ecosystem.

Short term management Objectives for the plan period (5 years)

Operational objective:

Through minimal intervention, retain the healthy and attractive mixed woodland with a predominantly over-mature hornbeam coppice understorey and evidence of natural regeneration throughout the woods. Windblown trees, producing gaps in the canopy, should release natural regeneration and enhance the diverse age structure.

Work Programme:

Monitor tree health, deer damage, misuse and path encroachment throughout the woods. Work in partnership with The Deer Initiative and where opportunities arise liaise with local landowners to manage deer populations locally. Tree safety works as necessary and as per outcomes of annual inspections.

5.2 Informal Public Access

Description

Heartwood is the Trust's largest site in England. It is our flagship woodland creation site yet is only 25 minutes on the train from London. The population within 15 miles is over 2 million; double the distance and it's 10 million. Free public access to over 345 hectares of woodland and semi-natural habitats is a huge natural draw for informal recreation. Initial surveys put current annual visits to Heartwood at over 100,000.

Importantly, since Heartwood is so large and cannot all be planted in one go, large areas will continue to be farmed until it is ready to be planted and as a result public access will be restricted. In Oct 2011 there was over 180ha open, which will rise to over 280ha, gradually increasing with the entire property available around 2015.

There are some key public rights of way through the site. Bridleway 8 runs northwest from Sandridge up past Langley Wood and out towards Ayres End. It is a massively popular route, especially with horse riders and cyclists and a popular starting point for current visitors to the site. The long distance path, The Hertfordshire Way, passes the southern boundary of the property, part bridleway (BW9), part footpath (FP18) it is a common route for horses and pedestrians alike. Public footpath 32 runs parallel to the B651 and connects Sandridge with Nomansland Common. This would form an excellent traffic free multi-user alternative to a hazardous section of the B651 if it could be upgraded. Negotiations for this have started with our neighbours and the county council. Public bridleway 7 crosses above Nomansland Farm adding to the extensive network.

Although the entire site is openly accessible, the bulk of visitors will stick to good paths and set routes. There is an extensive network of permissive paths throughout the site openly accessible to foot traffic. Some of these routes are wheelchair and pushchair accessible. Horses and bikes are limited to the public bridleways and the new permissive bridleways installed by the Trust and are well mapped and signposted. These can be revoked at any time following persistent misuse or excessive damage.

There are mutual benefits with Heartwood being close to Sandridge - it is a great base to communicate information and visitors can easily obtain refreshments from the three pubs and village store.

Significance

Heartwood's size and prominent position make it a natural attraction for the local population as well as communities from further afield who can enjoy and appreciate the varied young woodland and its associated habitats.

Informal public access at Heartwood inspires people to enjoy and value woods and trees, fulfilling one of the Trust's three strategic aims.

In summary it:

Provides suitable areas for the local population as well as communities from further afield to walk and ride and also to exercise dogs.

Provides opportunities for nature study and the appreciation of the countryside for people of all ages and abilities.

Adds interest to the surrounding villages and the region.

Adds to the local rights of way network.

Helps people understand the history of the landscape and how it developed.

Supports local businesses.

Opportunities & Constraints

Opportunities:

These are covered in detail in the Heartwood Access and Engagement Strategy (LN, Aug 2010) which principally focuses on the following themes / priorities:

Car park

Access

Communications

Different user groups

Community engagement and learning

Wow factors

In addition there is strong desire to continue to build working relationship with Sandridge Parish Council, St Albans City and District Council and Herts County Council to monitor and develop / upgrade access links and promote public transport services. A quarterly access meeting is held with local representatives from all the major recreation groups including horse riders, cyclists and walkers.

Constraints:

Potential conflict between different user groups and between local residents.

Horses and bikes straying off the bridleway can cause severe damage to path surfaces and potentially to woodland ground flora, particularly in the ancient woodlands.

Dog walkers and in particular dog walking businesses not cleaning up after their dogs can cause an unpleasant situation. Out of control dogs can have a detrimental impact on ground nesting birds during the breeding season.

Factors Causing Change

Difference user conflicts.

Horse and bike users straying from the paths.

Irresponsible dog walkers.

Long term Objective (50 years+)

The whole site will be open for free public access and will be heavily frequented by a range of visitors enjoying quiet informal recreation, predominantly walkers, cyclists and horse riders from the surrounding area. We will work towards increasing the wheelchair and pushchair accessibility through surfaced routes and continuing to install wheelchair friendly gates.

The site will be exciting, have 'wow factors' to encourage repeat visits, to draw people from further afield and to foster long-term, lasting relationships that will encourage people to support the project and the organisation.

Heartwood Forest will be used for events such as woodland festivals, orienteering and team building, and be used by schools, community groups and businesses as an area for outdoor learning.

Waymarked walks, information boards, interactive materials and educational resources will be retained / enhanced in line with public use and demand.

The car parking area will be well maintained, monitored and fit for purpose as the main arrival point at the Trust's flagship woodland creation site.

Short term management Objectives for the plan period (5 years)

Operational Objective:

Easily accessible, attractive, well maintained and safe young woodland regularly used by the public. Path network and entrances remain in good condition and are appropriate for level and type of use and in accordance with access category A. Retain and enhance the internal vistas and excellent views out of the wood from the existing viewpoints high up on the plateau.

Put in place appropriate measures to help fund and deliver the objectives set out in the Access and Engagement Strategy.

Summary work programme:

Cut main paths 4 times a year to a minimum width of 3m with some rides cut full width on rotation including mowing either side of King Henry's Avenue.

Monitor use of permissive bridleways and misuse of other paths by horses/bikes.

Annual safety inspection of all on-site infrastructure including gates, benches, waymarkers and information boards.

Annual tree safety inspection of Zones A and B and arboricultural work as required.

Update maps, leaflets and information boards as more land becomes available each October.

Install appropriate entrances and signs at new entrances as new land is made available each October.

Develop the wow factors, by initially undertaking consultation using external consultants in 2012/13.

Install interpretation and information boards in Sandridge village.

Work towards upgrading the public footpath along the B651 to a bridleway to provide safe horse and cycle access from Nomansland common and Wheathampstead village avoiding the busy road.

5.3 New Native Woodland

Description

If Heartwood could be summarised in a few words it would be 'Large Tree Planting Site'. 600,000 trees are to be planted, all with volunteers. Native broadleaf trees and shrubs will eventually cover approximately 80% of the property. The majority of this will be through direct tree planting with local schools, volunteers, community groups and corporate organisations. However, woodland will also be established through the spreading of hedgerows, direct sowing of tree seed and via natural regeneration, evident in cpt 3a and planned for cpt 3b. The primary species include oak, ash, hornbeam, field maple and birch along with woody shrubs such as hazel, holly, hawthorn and guelder rose.

Tree planting will be spread over approximately 10 years. Much of the property will continue to be arable farmland until it is ready to be planted. There are large continuous blocks of planting, usually at 2m spacing in sinuous lines which will become indistinct when the forest matures.

The project is funded and planted by individuals and organisations therefore much of the site has important and often personal affiliations. There are numerous dedicated acre and half acre groves sponsored throughout the site and the plateau is home to Disney Store's 50 acre Magical Wood.

Significance

The Woodland Trust's primary aim is to enable the creation of more native woods and places rich in trees and this is more than adequately met at Heartwood. With just 12% woodland cover in the UK, compared to an average of 44% in mainland Europe, this is working towards improving this native woodland cover.

Early successional woodland, especially when it has a diverse structure, provides biodiversity benefits, and in combination with paths and open ground is pleasant for the public to explore and walk in. It will also buffer and link the existing ancient woodland blocks and improve the ecosystem of these precious habitats. The landscape scale of the project (combined with Nomansland Common this is approx 1000 acres of semi natural habitat) will be a significant resource for people and wildlife.

Opportunities & Constraints

Opportunities:

Opportunity to create and sustain attractive and developing native broadleaved woodland in an area where such habitats have not been common in recent times.

The different ways of creation and the long establishment period means that there will be a fairly diverse age and structure to the woodland across the site. This enhances the site's potential value for biodiversity and provides aesthetically pleasing visual diversity.

In the future there may be opportunities to supply woodland products and be an important local resource for wood fuel. It will also be an exemplar site for woodland creation and engaging with local communities to create a substantial, well respected mixed woodland habitat.

The environmental monitoring opportunities will also be utilised to provide long-term data concerning the changes that take place from creating woodland on arable land and the long term effects on local wildlife populations.

Constraints:

Planting so many trees each year all with volunteers has complicated logistics and has awkward repercussions when planned events fall through.

Severe weather can also delay planting and push it towards the end of the season, increasing risk of tree loss.

Although the planting is staggered over several years there are still huge numbers being planted every year and unseasonal events such as a drought can cause extensive tree losses.

Rabbit and deer damage could have an impact on the success of the establishment of the woodland.

Factors Causing Change

Seasonal drought effecting the survival and establishment of saplings.
Deer, rabbit and hare damage that may stunt or reduce growth of saplings.

Long term Objective (50 years+)

Healthy, mature and attractive native broadleaf woodland of varying structure and habitats. Patches of scrub and thicket as well as mature trees, woody shrubs and tall-herb communities, all integrating with the open space and associated flora and fauna to produce an excellent woodland habitat.

A huge core area of mainly woodland fitting into and complementing the landscape. An excellent demonstration of multi functional woodland creation on a large scale with mass community involvement.

Short term management Objectives for the plan period (5 years)

Operational Objective:

To ensure successful establishment of diverse new native woodland that is integrating into the existing habitats and landscape. Where possible, the range of scrub, thicket and young woodland habitats will be allowed to develop and diversify through natural processes. Ensure woodland is healthy, maturing well and fully stocked to the desired 2250 trees / ha (minimum 1100/ha) 5 years after planting.

Work Programme:

Planting preparation -

Each year following crop removal from land under Farm Business Tenancy (approx Sept/Oct), prepare land by spraying, harrowing and rolling. In Sept, sow with suitable grass mix @ 30kg/ha twice in a diamond pattern. (Mix comprises: 20% meadow fescue, 20% red fescue, 15% chewings fescue, 15%, sheeps fescue, 10% smooth stalked meadow grass, 10% Timothy grass, 10% white clover).

Erect fencing as deemed necessary in hot spot locations. Tree shelters will be used for any hedge planting and small group planting in vulnerable areas.

Nov - Mar each year plant relevant number of native broadleaf trees at 2m x 1.8m spacing (2800/ha) in sinuous lines through various volunteer planting mechanisms. Mixed and group planting with a prevalence of woody shrubs near ride edges.

Complete in line with current Forestry Commission woodland grant scheme and to fit broadly with the Design Concept map:

2009/10 - cpts 1b, 3b (approx 40ha)

2010/11 - cpts 2a, 2b, 3c, 4a, 4b, 4d, 5a (approx 42ha)

2011/12 - cpts 3d, 3e, 4c, 5b (approx 38ha)

2012/13 - cpts 2e, 4e, 5c (approx 36ha)

2013/14 - cpt 2f, 4f (approx 25ha)

2014/15/16 - cpt 6a (approx 17ha/yr)

2016-19 - cpt 7a,b,c (approx 15ha/yr)

Newly planted trees -

Halo spray trees with a glyphosate once a year in April/May for three years following planting.

Fill in any gaps during the following years planting where necessary and use *Quercus robur* and *Q. petraea* and *Fraxinus excelsior* as beat up species to keep future longer term wood fuel/timber demonstration supply option.

Maintain rabbit fencing and guards fit for purpose until trees are mature enough to withstand damage.

5.4 Orchard

Description

An area of approximately 3ha within compartment 5a and close to the local people in Sandridge, the community orchard is an exciting development with the scope for over 600 native fruit trees to be planted, the majority being local varieties of apples, pears and plums with a section of damsons, cherries and medlars to name a few. In the first season (2010/11) 111 apple trees were planted by school children and 72 trees have been planted in 2011/12. They are spaced at 3m in formal rows.

The orchard is subject to a separate plan and it will be cared for by local volunteers in association with the Hertfordshire Orchard Initiative.

Significance

Orchards not only provide tree cover, meeting corporate aims, they support an abundance of biodiversity and can provide valuable produce.

In the last 150 years Hertfordshire has lost two thirds of its orchards through housing development or neglect. This will be one of the largest orchards in the area.

Opportunities & Constraints

Opportunities:

Foster community engagement and ownership.
Provide a useable / saleable non-forest product.
Educational and PR tool.

Constraints:

Management to promote a healthy and productive orchard can be intensive and without the buy in and involvement from the local community it could suffer neglect and/or have high costs to retain favourable conditions.

Factors Causing Change

Seasonal drought effecting the survival and establishment of young trees.
Deer, rabbit and hare damage that may stunt or reduce growth of trees.

Long term Objective (50 years+)

A volunteer/community managed orchard that can be used as a demonstration. Well maintained, healthy trees laden with lots of fruit and a good income source to help sustain the ongoing management of Heartwood.

Short term management Objectives for the plan period (5 years)

Plant a total of 600 fruit trees with 50 - 100 trees a year being planted by local school children and volunteers. Plant according to the draft plan designed by Martin Hugi of Eco Tree Care which includes a wide range of apple varieties, many of which are old Hertfordshire varieties. The plan also includes medlar, quince, plum and damson and can be viewed online at woodlandtrust.org.uk/heartwood.

Mow paths through the orchard 4 times a year and strim around each tree on every cut. Mow whole of orchard at end of the growing season.

Formative pruning on an annual basis in Oct/Nov carried out by volunteers.

5.5 Open Ground Habitat

Description

The open space at Heartwood will eventually account for approximately 20% (70ha) of the total area. It includes key landscape areas kept open especially for views, areas of important underlying archaeological interest, underground/overhead wayleaves and man-made ponds.

Significance

The vast meadows allow the site to feel open and offer fine views over the surrounding landscape and provide valuable open ground habitat for invertebrates, birds and reptiles. Both the biodiversity value and the recreational value are enhanced by the way the open ground is combined with young woodland and scrub to form an important element of the habitat mosaic. The mainly seasonal ponds alleviate flooding and encourage a wider range of species.

Opportunities & Constraints

Opportunities:

To utilise some of the open space to fulfil the major access and interpretation requirements that will increase the site's profile.

To retain the feeling of openness and views out across the countryside.

Establish an attractive natural landscape and valuable rough grassland habitat.

Maintain and increase plant diversity where practical, by carrying out a regime of sowing annual and perennial species without fertilisers to increase biodiversity value and create high impact visual displays and manage through baling and topping.

Allow up to 10% scrub development in open areas to provide valuable early succession habitat as planted woodland matures.

To alleviate flooding where it has become an issue along bridleways and in the car park and to encourage a wider range of species.

Constraints:

Un-grazed fields can suffer a steady loss of soil fertility and an impoverished grass sward leaving them susceptible to invasive species such as ragwort and thistle which may require regular and intensive control.

High cost associated with retaining open space.

Factors Causing Change

Excessive growth of invasive species.

Water table and rainfall.

Long term Objective (50 years+)

The open space habitats should remain an interesting and attractive landscape. The meadows will be a natural landscape with a wide range of grasses and some scattered, mixed-aged scrub possibly taking up about 10% of some areas. There may be potential for some of the land to be grazed by sheep or cattle to maintain and enhance the biodiversity of these meadows.

Wildflower meadows and ponds should be species rich, teeming with invertebrates and an attractive addition to the landscape.

Short term management Objectives for the plan period (5 years)

Operational Objective:

Maintain the open grassland habitat in good condition with a diverse grass and wildflower sward. Scrub and invasive weeds should not be allowed to develop out of control and kept to a maximum of 10% in some areas.

The ponds should be attractive and safe.

Work Programme:

Open areas will either be mown several times a year for recreational purposes (eg wide rides through cpt 1b and 4a) or cut and baled once in July/Aug (2a, some of 1b and 4a). See management proposals map.

Maintain existing ponds to alleviate flooding on bridleway and car park and create seasonal pond in cpt 5c where flooding occurs during the winter months.

5.6 Other

Description

Volunteer involvement at Heartwood has been at the forefront of the project since the beginning in 2009. They are an essential part to ensuring it is successful and their continued involvement will be encouraged and supported throughout the life of this project.

We currently have over 150 volunteers signed up to receive regular monthly updates. Of this 150 there is a core group of about 50 individuals that regularly carry out a number of roles including volunteer speaker, guided walk leader, environmental monitor, event organiser and helper, work party leader, admin volunteer, woodland warden, leaflet distributor and volunteer photographer. Other volunteers dip in and out as time and other commitments allow.

Heartwood also boasts thousands of tree planting volunteers that have ensured our ambitious objective of planting every tree with a volunteer is achieved. These volunteers come from various groups and communities and include school children on educational days, individuals from the surrounding communities and corporate employees on team building days.

Significance

Heartwood's core volunteer group allows us to engage with the surrounding communities at a much deeper level as they carry out a range of tasks that the current staff resources will not allow. For example volunteer speakers and guided walk leaders engage with local groups on the ground, sharing their enthusiasm for the project. They have extensive local knowledge and are able to spread information wide about the project and up coming events.

Our newly established environmental monitoring group are carrying out a range of research projects across the site including annual sapling survival reports, habitat, veteran tree, breeding bird, butterfly, bat, small mammal and invertebrate surveys. They have also set long term monitoring plots to assess the change in vegetation over time. This is invaluable research data that would not otherwise be collected and will help us to produce a clear picture of the changes that take place when arable land is converted to woodland habitats.

The tree planting volunteers are also an extremely important part of the project, nationally significant as the largest new native forest created entirely by volunteers and ensure our ambitious target of planting every tree with a volunteer is sustained. They also give us the opportunity to enthuse them about trees and woods and the Woodland Trust core aims.

Opportunities & Constraints

Opportunities:

To engage with the surrounding communities and ensure individuals feel ownership for the site.
To spread the message of the importance of trees and woods in our landscape for people and wildlife.

To ensure important research data is collected to form an accurate picture of woodland creation on arable land to be established.

To enhance the local media opportunities to spread the awareness of the value of trees and woods.

Constraints:

Every tree being planted by a volunteer is more costly and time consuming than utilising contractors, however it allows us to achieve many of our organisational objectives.

Factors Causing Change

Volunteers losing interest or moving on to other projects.

Costs involved in sustaining volunteer involvement.

Tree planting program ending 2018/9.

Long term Objective (50 years+)

Volunteer involvement should remain a key mechanism in creating and maintaining Heartwood Forest throughout the life of the project. Volunteers will continue to carry out a range of important roles post planting to support delivery and community involvement on an ongoing basis.

Short term management Objectives for the plan period (5 years)

Operational objective:

Ensure volunteer involvement is maintained and encouraged in as many areas of the project as is practical.

Work programme:

Annual program of community tree planting events (minimum of two/year), several weeks of schools group opportunities to get involved in creating Heartwood and corporate planting programs to deliver annual tree planting program 2012 - 2018.

Send out monthly updates with news and future plans.

Maintain blog site, minimum of four posts/month to retain interest and volunteer opportunities.

Quarterly meetings with the Support Group to discuss future events, planting plans, where support is needed etc.

Biannual meetings with the Environmental Monitoring group to discuss news, findings and future research projects etc.

Annual 'thank you' get together to recognise volunteer achievements.

6.0 WORK PROGRAMME

Year	Type of Work	Description	Due By
2012	AW - Visitor Access Infrastructure	Grubbing out roots for new access path	30/09/12
2012	AW - Visitor Access Infrastructure	Supply and erect pair 8ft gates	30/09/12
2012	AW - Visitor Access Maintenance	Open space topping and baling	30/09/12
2012	AW - Visitor Access Maintenance	Strim all entrances and mow smaller, hard to reach paths as per map	30/09/12
2012	AW - Visitor Access Maintenance	Removal of barb wire, rabbit fence repairs, signs to gates	30/09/12
2012	AW - Visitor Access Maintenance	Take down and dispose of barbwire fence	30/09/12
2012	PE - Events - General	Hire of two portaloos at HeARTwood summer festival	30/09/12
2012	PE - Events - General	Facilitate two interactive workshops at HeARTwood summer festival	30/09/12
2012	PE - Events - Contractor/Provider	Cost of food and drinks tab for staff and volunteers at summer festival	30/09/12
2012	PE - Interpretation & Signage	re placing way markers, new way markers, signs	30/09/12
2012	PE - Interpretation & Signage	Interpretation / Orienting	30/09/12
2012	PE - Interpretation & Signage	Network rail - Line side signage	30/09/12
2012	PE - Community Group Support	Food and drink at consultation focus group meeting	30/09/12
2012	PE - Community Group Support	Supply canes and guards, barrows and brooms for work party	30/09/12
2012	PE - Community Group Support	Research into tourism links and implementation	30/09/12
2012	LC - Fly Tipping	remove rubbish puddlers	30/09/12
2012	WC - Tree Weeding / Fertilising	G9: Tree weeding with Glyphosate. Twice a year (April and Sept).	30/09/12
2012	NWH - Invasive Plant Control	Cutting mustard in tree area, open area, path, outside entrance and public footpath (4 days mower)	30/09/12
2012	NWH - Invasive Plant Control	Spot spray as required in approx 9ha	30/09/12
2012	NWH - Maintenance Work	Bailing & Topping	30/09/12
2012	PE - Interpretation & Signage	D1: PE. New ladder boards. To include car park boards.	01/10/12

2012	PE - Interpretation & Signage	Supply ladder board for Heartwood Forest with two interchangeable panels	31/10/12
2012	PE - Interpretation & Signage	Install new ladder board at new entrance to forest	31/10/12
2012	AW - Visitor Access Maintenance	Cut paths four times per year and top path edges in September	31/10/12
2012	AW - Visitor Access Maintenance	Additional mowing requirements around car park, overflow area and main gate	31/10/12
2012	NWH - Invasive Plant Control	Bring in stored bales and wood chip for mulching trees.	31/10/12
2012	WC - Planting Ground Preparation	Scratch out 9ha of established grass at 2.1m apart for tree planting events.	31/10/12
2012	WC - Planting Ground Preparation	Plough and furrow press tree seeded area 2.5ha	31/10/12
2012	WC - Planting Ground Preparation	Grass and wildflower seeding on 20ha. Should be VAT code P7	31/10/12
2012	WC - Planting Ground Preparation	Grass and wildflower seeding on additional 5ha. Should be VAT code P7	31/10/12
2012	NWH - Initial Creation Work	Wildflower and grass seeding for open space. Should be VAT code P7.	01/11/12
2012	NWH - Initial Creation Work	Wildflower and grass seeding for open space	01/11/12
2012	NWH - Initial Creation Work	Scratching and seeding existing wildflower areas (total of 10ha) with collected seed supply.	30/11/12
2012	NWH - Initial Creation Work	Wildflower and grass seeding for open space. Should be VATcode P7.	30/11/12
2012	WC - Planting Ground Preparation	Grass seeding where planting activity being carried. Should be VAT code P7	30/11/12
2012	WC - Planting Ground Preparation	Grass seeding where planting activity being carried. Should be VAT code exempt rated purchases	30/11/12
2012	WC - Planting Ground Preparation	Grass seeding where planting activity being carried	30/11/12
2012	WC - Fencing	Rabbit fencing, 3000m as per map	30/11/12
2012	LC - Hazardous Waste	Take out ash tree roots and incinerate on site	30/11/12
2012	AW - Visitor Access Maintenance	Move way markers, mark out fencing	30/11/12
2012	AW - Visitor Access Maintenance	Cut along car park drive, whole of car park and wells/puddlers wood	30/11/12

2012	AW - Visitor Access Maintenance	Rabbit fence gates, install lift gates, remove barb wire, repair signs and kiss gates	30/11/12
2012	AW - Visitor Access Maintenance	Stonepaths and barb removal from paths including materials	30/11/12
2012	AW - Management Access Capital	Coleman Green entrance and ditch removal	30/11/12
2012	AW - Management Access Capital	Two sections of post and rail	30/11/12
2012	PE - Events - General	Take down barb wire along bridleway	30/11/12
2012	PE - Interpretation & Signage	Job Title: 5151 Heartwood Leaflet- Recycled Silk Finished Size: A3 folded to 1/3 A4 Quantity: 2,000 Printed four process colours plus seal to both sides on 130gsm 100% recycled silk Description: Finishing: Folded from A3 to 1/3 A4, trimmed and packed Pre-Press: You to supply complete Proofs: PDF proofs for approval Despatch: One UK address Extra Costs: N/A Special N/A Instructions	30/11/12
2012	PE - Interpretation & Signage	Supply ladder board for Heartwood Forest with two interchangeable panels	30/11/12
2012	PE - Events - Contractor/Provider	Deliver logs for sleep over and cut hazel stakes	30/11/12
2012	PE - Events - Contractor/Provider	c.f. Deliver 10 days of corporate planting events.	01/12/12
2012	PE - Interpretation & Signage	D26: Stickers / leaflets / printed materials	01/12/12
2012	PE - Interpretation & Signage	Supply three wooden welcome Heartwood Forest signs	01/12/12
2012	PE - Events - Contractor/Provider	c.f. Schools planting weeks in Autumn	01/12/12
2012	PE - Events - Contractor/Provider	Deliver 10 days of corporate planting events.	01/12/12
2012	PE - Events - Contractor/Provider	Schools planting weeks in Autumn	01/12/12

2012	PE - Events - General	<p>Title: 5153 Heartwood flyers Size: A5 Pages: 1pp Quantity 4000 Proof pdf Extra: Printing: 4/0 Materials: 130gsm Colourcopy Delivery: Louise Neicho 5 Broom Close Hatfield Herts AL10 9DL £218</p> <p>Title: 5153 Heartwood posters Size: A4 Pages: 1pp Quantity 200 (50 of these need encapsulation) Proof pdf Extra: Printing: 4/0 Materials: 160gsm Colourcopy Delivery: Louise Neicho 5 Broom Close Hatfield Herts AL10 9DL £140 (includes the delivery for both)</p>	01/12/12
2012	PE - Events - General	<p>Title: 5153 Heartwood flyers Size: A5 Pages: 1pp Quantity 4000 Proof pdf Extra: Printing: 4/0 Materials: 130gsm Colourcopy Delivery: Louise Neicho 5 Broom Close Hatfield Herts AL10 9DL £218</p> <p>Title: 5153 Heartwood posters Size: A4 Pages: 1pp Quantity 200 (50 of these need encapsulation) Proof pdf Extra: Printing: 4/0 Materials: 160gsm Colourcopy Delivery: Louise Neicho 5 Broom Close Hatfield Herts AL10 9DL £140 (includes the delivery for both)</p>	01/12/12

2012	PE - Events - General	D16: PE. Deliver 1 themed (planting) event per year.	01/12/12
2012	AW - Visitor Access Infrastructure	Install two new double access gates; one at cheapside/Burrows and one at Coleman Green lane	01/12/12
2012	CS - Map / Interpretation Work	Development of Wow factors incl consultation	01/12/12
2012	LC - Fly Tipping	Supply two skips for winter works at £240 per skip	01/12/12
2012	PE - Community Group Support	D21: Local community involvement with orchard. VAT rate should be zero rated.	01/12/12
2012	PE - Community Group Support	Delivery of fruit trees	01/12/12
2012	SL - Tree Safety Works - Zone A	Tree safety along B651 - remedial work to large oak	31/12/12
2012	LC - Hazardous Waste	Empty two dog waste bins every week, to be invoice eachmonth starting from January 2012	31/12/12
2012	LC - Hazardous Waste	Twice weekly dog bin collection @ 8.80 per week.	31/12/12
2012	WC - Planting Ground Preparation	Scratch out and paint spotting for planting events in Autumn, £119/ha	31/12/12
2012	WC - Planting Ground Preparation	Scratch out and paint spotting for planting events in Autumn, 30,000 spots	31/12/12
2012	WMM - General Site Management	Bird boxes. Should be VAT code P7	31/12/12
2012	PE - Volunteer on site activity	5 additional cages for orchard trees at 12,50 each	31/12/12
2012	WC - Tree Planting / Seeding	Plant 20,000 trees in previous years planting to beat up gaps	31/12/12
2012	WC - Tree / Seed Supply	Three deliveries of trees at £50 per delivery	31/12/12
2012	WC - Tree / Seed Supply	Supply of trees and guards	31/12/12
2012	WC - Tree / Seed Supply	Supply of tree seeds for 3ha as per spreadsheet. Total costs for seed £3997 + £116 for delivery = £4113.	31/12/12
2012	WC - Tree / Seed Supply	Supply of 50,000 trees in three deliveries as per spreadsheet.	31/12/12
2012	WC - Shelter Supply / Erection	Supply 100 mesh guards and stakes for fruit trees	31/12/12
2012	AW - Car Park Construction	Additional costs of car park construction	31/12/12
2012	AW - Visitor Access Infrastructure	lay and dismantle temporary carpark	31/12/12

2012	AW - Visitor Access Infrastructure	Install new kiss gate at Nomansland footpath entrance	31/12/12
2012	AW - Visitor Access Infrastructure	Kissing gates (abled and less abled)	31/12/12
2012	AW - Visitor Access Maintenance	Mow edge of paths up to new planting, extra mow to car park, strim bund	31/12/12
2012	AW - Visitor Access Maintenance	Stake trees in car park	31/12/12
2012	AW - Visitor Access Maintenance	Kiss gate and pair of 8' gates to replace white metal gates. Post and rail to close of kiss gate nomansland	31/12/12
2012	AW - Visitor Access Maintenance	Supply and lay stone for potholes 4m3	31/12/12
2012	AW - Visitor Access Maintenance	Stone pinch point at Round wood	31/12/12
2012	AW - Visitor Access Maintenance	Stone remaining kiss gates and horse hops	31/12/12
2012	PE - Events - General	Hire of two portaloos for 5 weeks including delivery and weekly servicing	31/12/12
2012	PE - Events - General	Volunteer Christmas Party, food and drink for 30 people.	31/12/12
2012	PE - Events - General	additional time- Nov 13th, 14th, 16th, 19th, 28th, 30th. Dec 3rd 4th moving installing way marks, re siting grove posts setting out, taking out spades etc, changing locks barriers etc	31/12/12
2012	AW - Management Access Maintenance	Fee to open and close car park per day at £100 per week.	31/12/12
2012	PE - Events - General	Contractor presence at tree planting events in Nov and Dec 2012	31/12/12
2012	PE - Events - Tree Planting	Hire of portaloos for community planting event	31/12/12
2012	PE - Events - Contractor/Provider	Hire of urn for corporate events, £25 per day	31/12/12
2012	PE - Interpretation & Signage	Car park panel £190. Permanent permissive bridleway sign DIBOND £26.00 EACH x5. No horse/bike signs FOAMEX 75MM DIAMETER WITH 3 HOLES DRILLED £7.75 EACH x10. A4 size no horse/bike sign in diabond £26.00 each x3. Delivery £35	31/12/12
2013	PE - Interpretation & Signage	Sandridge visitor centre display boards; Produce three pub boards at £425 each plus £75 delivery, produce one shop board at £1350 plus £225 delivery	31/01/13

2013	PE - Interpretation & Signage	4 VIP panels in "Bullittbond" £490.00 each, installed back to back in 2 VIP curved Welcome Board Frames £725.00 each, pallet delivery to contractor £140.00, Delivery to Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts, AL3 6JB	31/01/13
2013	WMM - General Site Management	Install 3 x Barn Owl, 4 x Kestrel and 10x Tawny Owl nestboxes.	31/01/13
2013	WC - Tree / Seed Supply	Replace dying oak on avenue	31/01/13
2013	WC - Tree / Seed Supply	Supply two standard Quercus robur for Phoenix planting event	31/01/13
2013	PE - Volunteer on site activity	Contractor attendance at work parties; taking out trees, spades etc, heeling in, laying temporary ground surface.	28/02/13
2013	WC - Fencing	Check all rabbit fencing and make repairs as necessary	28/02/13
2013	PE - Community Group Support	J1: 12 months hire of barn to store volunteer equipment and planting materials, including at least six fork lift operations throughout the year	28/02/13
2013	LC - Fly Tipping	February collection of dog waste twice weekly @ £8.80 / week	28/02/13
2013	PE - Interpretation & Signage	Install VIP signs, bridleway, diseases signs, ladder board	28/02/13
2013	PE - Interpretation & Signage	Two permissive A4 bridleway signs + delivery	28/02/13
2013	AW - Visitor Access Maintenance	Repair potholes on two occasions; 3 Jan 2 loads, 4 Feb 5 loads	28/02/13
2013	AW - Visitor Access Maintenance	Install gates as speed restrictions along car park track, including signs	28/02/13
2013	PE - Events - Contractor/Provider	To delivery a corporate tree planting day at Heartwood Forest on the 22nd March 2013	29/03/13
2013	PE - Events - Contractor/Provider	To delivery 2 days of Corporate Tree Planting at Heartwood Forest - Spring 2013	29/03/13
2013	PE - Events - Contractor/Provider	Sunday 24 March, 2x29 seater coaches from the Heartwood car park at 10:00 to shuttle to Coleman Green Lane until 16:00	31/03/13
2013	PE - Events - Tree Planting	Hire of portaloo for March planting event	31/03/13

2013	PE - Events - Tree Planting	Corporate planting events	31/03/13
2013	PE - Events - Tree Planting	Hire of portaloo for community planting event 16th March	31/03/13
2013	PE - Events - Tree Planting	Hire of portaloo for scouts competition on 24th March	31/03/13
2013	PE - Events - Tree Planting	Hire of urn for work parties/corporate team building days on following dates: January 10th, 16th, 22nd, 28th, February 5th, 13th, 21st, March 1st, 7th, 15th, 20th, 26th.	31/03/13
2013	PE - Events - Tree Planting	Contractor attendance at March planting event	31/03/13
2013	PE - Events - Tree Planting	Hire of portaloo for Xmas planting event	31/03/13
2013	PE - Events - Tree Planting	Hire of portaloo for work parties; £25 per weeks for 6 weeks starting from 13th Feb, £36 for delivery and collection	31/03/13
2013	PE - Events - Schools	D12: Spring schools planting weeks, 4 weeks in spring at £5000/week	31/03/13
2013	PE - Events - Schools	c.f. D12: Spring schools planting weeks, 4 weeks in spring at £5000/week	31/03/13
2013	PE - Events - Schools	c.f. c.f. D12: Spring schools planting weeks, 4 weeks in spring at £5000/week	31/03/13
2013	PE - Events - Schools	c.f. c.f. c.f. D12: Spring schools planting weeks, 4 weeks in spring at £5000/week	31/03/13
2013	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week/ £1300 per quarter	31/03/13
2013	LC - Fly Tipping	March collection of dog waste twice weekly @ £8.80 / week	31/03/13
2013	WC - Planting Ground Preparation	Paint spotting for Spring planting events	31/03/13
2013	WC - Tree / Seed Supply	Delivery of trees at £50 per delivery	31/03/13
2013	WC - Tree / Seed Supply	Spring supply of trees in four deliveries as per spreadsheet	31/03/13
2013	LC - Fly Tipping	April collection of dog waste twice weekly @ £8.80/week	30/04/13
2013	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	30/04/13

2013	PE - Interpretation & Signage	Title: 5549 Heartwood postcards Size: A6 Pages: 2pp Quantity: 2,000 Proof: Extra: Printing: 4/4 Materials: 350gsm FSC Silk Delivery: Louise Neicho 5 Broom Close Hatfield Herts AL10 9DL Supplier: Gildenburgh	30/04/13
2013	PE - Interpretation & Signage	15 x A3 correx panels printed in full colour with hole drilled to each corner. £19.50 each = £292.50 Delivery to AL10 9DL £35.00	31/05/13
2013	PE - Events - Schools	Balance for travel bursaries for spring schools planting weeks at Heartwood. (4 weeks February and March)	31/05/13
2013	PE - Events - Tree Planting	13th Feb heeling in trees, 1st, 14th, 15th March taking trees and spades out for corporate event/work parties, 20th March sorting trees and spades for scouts competition, 2nd April collecting spades, empty bags etc. 7th April attending scouts competition.	31/05/13
2013	PE - Events - Tree Planting	22nd Feb lay temporary car park, 14th March take up 20 sheets of car park and relay, 18th March take up and move car park sheets, 25th March take up car park sheets, 26th March meet lorry to collect car park sheets,	31/05/13
2013	PE - Events - Tree Planting	Portaloo hire for tree planting event for March, placed off Coleman Green Lane	31/05/13
2013	PE - Interpretation & Signage	Install Sandridge boards	31/05/13

2013	AW - Visitor Access Infrastructure	20th Feb Fence repair to Nomansland, 4th March fitting new signs, 6th March various repairs to gates, 11th March fence repair to Nomansland, replace strainer and strut to cheapside gate, 28th March change car park times, 3rd April fence repair, supply fixings for signs, materials for fence repairs.	31/05/13
2013	PE - Events - General	Portaloos hire for scouts planting events	31/05/13
2013	PE - Events - General	Final portaloos hire	31/05/13
2013	LC - Fly Tipping	May collection of dog waste twice weekly @ £8.80/week	31/05/13
2013	LC - Fly Tipping	June collection of dog waste twice weekly @ £8.80/week	30/06/13
2013	LC - Fly Tipping	Supply two skips	30/06/13
2013	WC - Tree Weeding / Fertilising	Halo spraying with glyphosate and mulching where necessary	30/06/13
2013	WC - Tree Weeding / Fertilising	Halo spray 300,000 trees in Spring 2013	30/06/13
2013	PE - Events - General	Supplier 25 rounds of sandwiches for volunteer thank you party on Saturday 8th June	30/06/13
2013	AW - Visitor Access Maintenance	Extra path cutting as needed	30/06/13
2013	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week/ £1300 per quarter	30/06/13
2013	PE - Interpretation & Signage	High Quality digital print onto self-adhesive vinyl with gloss seal, wrap mounted onto dibond panel (fixings not included) Size: A3 11 boards @ £28, including delivery to AL10 @ £35	30/06/13
2013	PE - Interpretation & Signage	3 x A4 dibond panels with rounded corners and hole drilled to each corner £25.00 each. Delivery to Louise Neicho at AL10 9DL £25.00 All costs exclude vat.	30/06/13
2013	PE - Events - Tree Planting	Cost of repair to vandalised portaloos	31/07/13
2013	PE - Events - Tree Planting	Hire of two portaloos for postponed scout competition	31/07/13

2013	PE - Interpretation & Signage	Title: 5151 HEARTWOOD LEAFLET. Size/spec: A3 folded to DL. Origination: Supplied as Mac / PDF. Proof: Epson / PDF. Printing: 4 Colour Process. Materials: 130gsm Cyclus Print. Finishing: Trim/Fold/Pack. Delivery to Sandridgebury Farm, Sandridgebury Lane, St Albans Herts AL3 6JB.	31/07/13
2013	PE - Interpretation & Signage	Print Summer festival flyer - 1000 copies A5 4/0 on 130gsm Silk including delivery to Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB	31/07/13
2013	PE - Events - General	Hire of urn for volunteer thank you get together	31/07/13
2013	LC - Fly Tipping	July collection of dog waste twice weekly @ £8.80/week	31/07/13
2013	LC - Fly Tipping	August collection of dog waste twice weekly @ £8.80/week	31/08/13
2013	PE - Community Group Support	D5: Develop Sandridge visitor ctr concept	31/08/13
2013	WC - Invasive Plant Control	Ragwort control in natural regeneration areas	31/08/13
2013	PE - Interpretation & Signage	Title: 5727 HEARTWOOD LEAFLET x2000 Size/spec: 8pp @ DL Origination: Supplied as Mac / PDF Proof: Epson / PDF Printing: 4 Colour Process Materials: 130gsm Cyclus Print Finishing: Trim/Roll Fold/Pack Delivery: AL10 9DL by 22nd August	31/08/13
2013	PE - Interpretation & Signage	Illustrations for the code of conduct leaflet	31/08/13
2013	PE - Events - Contractor/Provider	Animal Magic for Heartwood Summer Festival	27/09/13
2013	PE - Events - Contractor/Provider	Deliver Bug Hotel Activity at Heartwood Summer Festival	27/09/13
2013	PE - Events - Contractor/Provider	Face Painting for Heartwood Summer Festival	27/09/13
2013	PE - Interpretation & Signage	Interpretation and signage	30/09/13
2013	PE - Interpretation & Signage	Signs - general / VIP	30/09/13

2013	PE - Interpretation & Signage	Oak leaflet holder for two DL leaflets, one A5 flyer and one postcard (148mm x105mm). Including delivery to 5 Broom Close, Hatfield, Herts AL10 9DL.	30/09/13
2013	PE - Events - General	Farm Animal Interactive Display for Heartwood Summer Festival	30/09/13
2013	PE - Events - General	Hire of two portaloos for the summer festival on 24th August	30/09/13
2013	PE - Events - General	Circus Skills Workshops for Heartwood Summer Festival For 2 x circus tutor workshops from 11am - 4pm on Saturday 24th August 2013. Access to site will be available for 8am onwards on the day for set up we do ask that all workshops are set up and ready to go by 10.30am and then all vehicles are also removed from the site by that time except the single vehicle staying with the workshop.	30/09/13
2013	PE - Events - General	Treasure Hunt and Bird Activities for Heartwood Summer Festival x 2 people including expenses.	30/09/13
2013	PE - Events - General	Storytelling for the Heartwood Summer Festival, 24th August 2013 Set up by 10.30am for event starting at 11am - 4pm Providing Own Equipment Will ensure that your pitch is away from any music being played.	30/09/13
2013	PE - Events - General	Bird Box Making for the Heartwood Summer Festival including materials and delivery of the activity.	30/09/13
2013	PE - Events - General	Steel Drums for Heartwood Summer Festival Saturday 24th August 2013 11am - 4pm Artists set up and ready to play from gates opening which is 10.30am.	30/09/13
2013	PE - Events - General	Making from Re-cycled material workshop for Heartwood Summer Festival	30/09/13

2013	PE - Events - General	Facepainting for Heartwood Summer Festival Saturday 24th August 2013 11am - 4pm (open to the public) Please ensure you are set up and ready by 10.30am	30/09/13
2013	PE - Events - General	Banners for Promotion of the Heartwood Summer Festival	30/09/13
2013	PE - Events - General	Steel Band Artist Fee (Deposit paid directly to agent)	30/09/13
2013	PE - Events - General	Willow Weaver for Heartwood Summer Festival	30/09/13
2013	PE - Events - General	Printing for posters for promotion of Heartwood Summer Festival	30/09/13
2013	PE - Events - General	Marquee for Great Heartwood Bake Off	30/09/13
2013	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week/ £1300 per quarter	30/09/13
2013	AW - Visitor Access Maintenance	Path cutting as per map 4 times a year	30/09/13
2013	AW - Visitor Access Maintenance	Path cutting as per map split into four cuts throughout the year.	30/09/13
2013	AW - Visitor Access Maintenance	Extra path cutting as needed	30/09/13
2013	WC - Tree Weeding / Fertilising	Additional halo spraying; 100,000 trees	30/09/13
2013	NWH - Maintenance Work	Mowing, combining, forage harvesting and taking away arisings of mapped open space.	30/09/13

2013	NWH - Initial Creation Work	<p>Wildflower seed supply as follows:</p> <p>B) Wildflower mixture to create an open meadow: Sowing rate 1g/m², 10kg/ha 5ha of wildflower seed mix A: 20% Red campion 10% Ox-eye daisy 5% Cow parsley 15% Hedge bedstraw 5% Agrimony 5% Field scabious 20% Lesser knapweed 5% Cowslip 5% Vipers bugloss 10% Foxglove</p> <p>5ha of wildflower seed mix B: 15% Red campion 10% Ox-eye daisy 15% Cow parsley 5% Agrimony 15% Lesser knapweed 5% Cowslip 20% Meadowsweet 5% Birdsfoot trefoil 5% Yarrow 5% Common Vetch</p> <p>C) Cornfield annuals mixture to provide visual impact in amenity areas: Sowing rate 2g/m², 20 kg/ha 5ha of annual seed mix A: 60% Corncockle 10% Cornflower 10% Corn Chamomile 10% Corn Marigold 10% Corn Poppy</p> <p>5 ha of annual seed mix B: 20% Corn Chamomile 35% Cornflower 35% Corn Marigold 10% Corn Poppy</p> <p>Delivery to AL3 6JB</p>	30/09/13
2013	LC - Fly Tipping	September collection of dog waste twice weekly @ £8.80/week	30/09/13
2013	WC - Planting Ground Preparation	<p>Grass seed supply A) Grass seed mixture: 44.7ha Sowing rate 30 kg/ha comprising:- 20% Meadow Fescue 20% Red Fescue 15% Chewings Fescue 15% Sheeps Fescue 10% Smooth stalked Meadow grass 10% Timothy Grass 10% White clover</p> <p>Delivery to AL3 6JB</p>	30/09/13
2013	WC - Planting Ground Preparation	Plough, press twice, drill and roll 20ha of grass seeding where planting activity being carried	31/10/13
2013	WC - Planting Ground Preparation	Cultivate and seed the extra 38.7 hectares	31/10/13

2013	LC - Fly Tipping	October collection of dog waste twice weekly @ £8.80/week	31/10/13
2013	SL - Tree Safety Emergency Work	15th april fell hung up hornbeam, 3rd May fell trees langley wood	31/10/13
2013	NWH - Initial Creation Work	Supply 75kg of poppy seed, including delivery	31/10/13
2013	WC - Invasive Plant Control	Ragwort pulling and cutting.	31/10/13
2013	AW - Visitor Access Maintenance	26th april re locking gates, wire to entrance gates, 30th april Post and rail up bridleway, 17th May Supply fencing materials for volunteer work party. Supply screws / fixings for signs , stakes posts, canes, skip, concrete	31/10/13
2013	AW - Visitor Access Maintenance	18th June Stone to track, 27th June stone to track	31/10/13
2013	AW - Visitor Access Maintenance	3rd July extra mowing paths	31/10/13
2013	AW - Visitor Access Maintenance	Supply and lay stone to fill pot holes in car park track	31/10/13
2013	AW - Visitor Access Maintenance	Mow overflow car park, car park track, swales and bunds.	31/10/13
2013	CS - Visitor Survey & Assessment	PRELIMINARY WORK - Preparation and submission of Project Design	31/10/13
2013	CS - Visitor Survey & Assessment	FIELDWORK - Identification and recording of potential features and deposits	31/10/13
2013	CS - Visitor Survey & Assessment	FIELDWORK - Analysis and report preparation	31/10/13
2013	CS - Visitor Survey & Assessment	PLANT HIRE	31/10/13
2013	PE - Events - General	Catering tab for volunteers and staff at summer festival	31/10/13
2013	PE - Events - General	Portaloos hire for spooky event	31/10/13
2013	PE - Interpretation & Signage	Delivery of interchangeable signs to the Heartwood Barn, Sandridgebury Farm, AL3 6JB	31/10/13
2013	PE - Interpretation & Signage	12th april install veolia sign, collect rubbish take down barb wire, 24th april put up bluebell signs, 25th april signs to footpath entrance, 18th June erect photo exhibition, concrete wicker deer, 27th June moved deer	31/10/13
2013	PE - Interpretation & Signage	Signs, interpretation and printing as needed	31/10/13

2013	PE - Interpretation & Signage	Three large interchangeable signs for car park as per written spec	31/10/13
2013	PE - Events - Contractor/Provider	19th May contractor presenece at disney day	31/10/13
2013	PE - Events - Tree Planting	Title: 5822 Heartwood poster Size: A4 Pages: 1pp Quantity: 1000 (50 encapsulated) Proof: Extra: 50 encapsulated Printing: 4/0 Materials: 130 FSC Silk Delivery: AL10 9DL Price: £186.00 + VAT	31/10/13
2013	PE - Events - Tree Planting	Title: 5822 Heartwood flyers Size: A5 Pages: 2pp Quantity: 3000 Proof: Extra: Printing: 4/4 Materials: 130 FSC Silk Delivery: AL10 9DL Price: £254.00 + VAT Supplier: Gilddenburgh	31/10/13
2013	PE - Events - General	Firelighting Activity for Lanturn Event 30th October 2013 - Heartwood Forest Set up by 5pm for a 5.30pm start - Event closes to the public at 8.00pm Including all activity equipment and travel.	29/11/13
2013	PE - Events - General	To Provide 3 separate activities for Lantern Event at Heartwood Forest on 30th October 2013 To be set up ready by 5pm - evnet closes to the public at 8pm Includes all equipment and travel (except basic lantern making items table, bags, lights and jars) Please bring own shelter if required for any of the activites.	29/11/13
2013	PE - Events - General	Face Painting for the Lantern Event at Heartwood Forest - 30th October 2013 set up by 5pm - evnet closes at 8pm.	29/11/13

2013	PE - Events - General	Printing 1000 additional Lantern Event A5 Flyers for Event on 30th October 2013	29/11/13
2013	PE - Events - General	Paper Kraft Bags for Lantern Festival x 1500 with carry handles. Delivery by the 15th October 2012	29/11/13
2013	PE - Events - General	100 Lantern Biodegradable Bags - delivery for 15th October For Heartwood Lantern Festival	29/11/13
2013	PE - Events - General	Story Teller for the Heartwood Lantern Festival - 30th October 2013 set up and ready to start by 5pm - event closes at 8pm.	29/11/13
2013	AW - Visitor Access Infrastructure	Install two green dog bins, one in car park and one by scout hut entrance	30/11/13
2013	PE - Events - Tree Planting	Produce 3 PVC banners for tree planting events, including delivery	30/11/13
2013	PE - Events - Tree Planting	Hire of two additional portaloos for M&S tree planting event	30/11/13
2013	PE - Events - Contractor/Provider	Set up and take down of summer festival. Supply firewood for sleepover.	30/11/13
2013	PE - Interpretation & Signage	Produce 23 A3 correx signs and 1 A2 correx sign, including delivery	30/11/13
2013	PE - Interpretation & Signage	Take down old signs, collect rubbish	30/11/13
2013	PE - Volunteer on site activity	Supply linseed for volunteer work parties	30/11/13
2013	SL - Tree Safety Emergency Work	Clear fallen and hung up trees after storm St Jude	30/11/13
2013	LC - Fly Tipping	November collection of dog waste twice weekly @ £8.80/week	30/11/13
2013	WC - Fencing	Rabbit fence field around Hill End Farm	30/11/13
2013	PE - Events - Tree Planting	Corporate planting events event provider.	13/12/13
2013	PE - Events - Tree Planting	Urn hire for planting events; 30th Oct, 15th, 21st, 27th, 30th Nov, 3rd, 9th, 17th Dec 2013	31/12/13
2013	PE - Events - Tree Planting	Food and drink tab for staff and volunteers at tree planting event 17th Nov 2013	31/12/13
2013	PE - Events - Tree Planting	Contractor attendance at Ahmadiyya Muslim tree planting event on 30th Nov 2013	31/12/13

2013	PE - Events - Tree Planting	Supply 60 ground protection boards for tree planting events. Delivery on 14th Nov and removal on 16th Dec	31/12/13
2013	PE - Events - Tree Planting	Supply two toilets from 15 November to 17 December including a weekly service and two toilets for 19 November only, deliver all four toilets on Thursday 14 November and pick up two after Tuesday 19 November.	31/12/13
2013	PE - Events - Tree Planting	Contractor attendance at two winter tree planting events 2013	31/12/13
2013	PE - Events - Schools	One week of Schools Tree Planting at Heartwood Forest 25th - 29th November 2013	31/12/13
2013	PE - Events - Schools	There is an amount in the site budget of £900.00 left to cover schools travel bursaries which I have zero'd down as they will be coded to Heartwood via the Travel Bursary system.	31/12/13
2013	PE - Events - Schools	Jam Jars for Heartwood Lantern Festival for the school to decorate. Quantity 800 - delivery by 12th October 2013.	31/12/13
2013	PE - Interpretation & Signage	PVC banners for interchangeable signs including postage	31/12/13
2013	PE - Events - Contractor/Provider	Contractor attendance at tree planting event on 30th November, including expenses.	31/12/13
2013	PE - Interpretation & Signage	D1: Standard wooden welcome signs.	31/12/13
2013	AW - Visitor Access Infrastructure	Erect 2 gates and post and rail on Coleman Green Lane and Hammonds Lane, erect post and rail at Langley Wood and Pound Farm to prevent horse and bikes, repair bird mouth fencing in car park	31/12/13
2013	AW - Visitor Access Maintenance	Stone pinch point and all horse hops	31/12/13
2013	AW - Visitor Access Maintenance	3 loads of stone to fill potholes	31/12/13
2013	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week/ £1300 per quarter	31/12/13

2013	PE - Events - Tree Planting	<p>Event Posters: Title: Spooky lantern poster Size: A4 Pages: 1pp Quantity: 150 Proof: Extra: Printing: 4/0 Materials: 130gsm FSC Silk Delivery: Grantham</p> <p>Title: Spooky lantern flyer Size: A5 Pages: 1pp Quantity: 100 Proof: Extra: Printing: 4/0 Materials: 130gsm FSC Silk Delivery: Grantham</p>	31/12/13
2013	PE - Events - Tree Planting	D14: Autumn corporate planting events	31/12/13
2013	AW - Management Access Maintenance	Replace damaged access gate and fix wire	31/12/13
2013	WC - Fencing	Erect 4m of post and rail to badger sett	31/12/13
2013	WC - Planting Ground Preparation	Scratching of planting area	31/12/13
2013	WC - Planting Ground Preparation	Paint spotting for Autumn planting events, 12.5ha @ £119/ha	31/12/13
2013	WC - Tree / Seed Supply	Autumn supply of trees, delivery charge for 14th November	31/12/13
2013	WC - Tree / Seed Supply	Autumn supply of trees, delivery 22nd November as per spreadsheet details	31/12/13
2013	WC - Tree / Seed Supply	Autumn supply of trees, delivery charge for 22nd November	31/12/13
2013	WC - Tree / Seed Supply	Autumn supply of trees, delivery 6th December as per spreadsheet details	31/12/13
2013	WC - Tree / Seed Supply	Autumn supply of trees, delivery charge for 6th December	31/12/13
2013	LC - Fly Tipping	December collection of dog waste twice weekly @ £8.80/week	31/12/13
2013	PE - Community Group Support	supply 176 wire cages for orchard	31/12/13
2013	PE - Community Group Support	Cut path in ash regen to aid with surveys	31/12/13
2013	SL - Tree Safety Works - Zone A	C1. Tree safety	31/12/13

2013	NWH - Initial Creation Work	Proved digger and driver plus banksman to investigate potential for pond/wetland area	31/12/13
2013	WC - Shelter Supply / Erection	Supply 176 stakes for orchard planting	31/12/13
2013	WC - Tree / Seed Supply	Autumn supply of trees, delivery 14th November as per spreadsheet details	31/12/13
2013	WC - Tree / Seed Supply	Supply an extra 300 corylus avellana, delivery 6th December	31/12/13
2013	WC - Tree Planting / Seeding	Plant 20,000 trees as beat up in winter 2013	31/12/13
2013	WC - Tree Planting / Seeding	Supply 177 fruit trees for orchard planting	31/12/13
2013	WC - Tree Planting / Seeding	Delivery of 177 fruit trees for orchard planting	31/12/13
2014	WC - Tree / Seed Supply	Supply an additional 400 Crataegus monogyna 125/150cm 1+1	31/01/14
2014	LC - Hazardous Waste	January collection of dog waste	31/01/14
2014	LC - Hazardous Waste	February collection of dog waste	28/02/14
2014	PE - Interpretation & Signage	10 A3 no motorbike signs, 1 A4 permissive bridleway sign printed on correx, including delivery	28/02/14
2014	PE - Interpretation & Signage	Produce car park sign 1.2m wide x 130mm tall x 30mm thick with the font to match the existing sign. Drill holes to each corner of the sign. Upper & lower case lettering to read- 'Sorry no caravans or horse boxes'	28/02/14
2014	WC - Tree / Seed Supply	Spring supply of trees, delivery charge for 14th January	01/03/14
2014	WC - Tree / Seed Supply	Spring supply of trees, delivery 14th March as per spreadsheet details	01/03/14
2014	WC - Tree / Seed Supply	Spring supply of trees, delivery charge for 14th March	01/03/14
2014	WC - Tree / Seed Supply	Spring supply of trees, delivery 14th January as per spreadsheet details	01/03/14
2014	WMM - General Site Management	Hire of barn for 12 months	10/03/14
2014	WC - Site Maintenance	Cut hedges on rotation according to hedgerow management plan	10/03/14
2014	WC - Planting Ground Preparation	Scratch out and paint spotting for Spring planting events, 13ha@£119/ha	31/03/14
2014	LC - Hazardous Waste	March collection of dog waste	31/03/14
2014	PE - Community Group Support	Volunteer thank you get together	31/03/14

2014	PE - Community Group Support	200 hazel stakes + 200 binders (Willow/Hazel depending upon availability- total cost including delivery to site	31/03/14
2014	LC - Fly Tipping	Collect rubbish on Coleman Green lane	31/03/14
2014	PE - Events - Schools	D12: Spring schools planting weeks, 4 weeks in spring at £5000/week	31/03/14
2014	PE - Events - Tree Planting	Taking trees and spades out for work party and corporate groups	31/03/14
2014	PE - Events - Tree Planting	TKMaxx corporate planting event on 11th March	31/03/14
2014	PE - Events - Tree Planting	Community planting events	31/03/14
2014	PE - Events - Tree Planting	• Contractor attendance at March planting event	31/03/14
2014	PE - Events - Tree Planting	Urn hire for planting events; 3rd, 9th, 15th, 21st, 27th Jan, 12th, 20th, 28th Feb, 6th, 12th, 20th, 28th March 2014	31/03/14
2014	PE - Events - Tree Planting	Tab for refreshments for staff and volunteers for tree planting event	31/03/14
2014	PE - Events - Tree Planting	Hire of portaloos for spring planting events	31/03/14
2014	AW - Visitor Access Maintenance	Car park maintenance - stone track each month for four months, Nov-Feb	31/03/14
2014	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	31/03/14
2014	CS - General Consultancy	Prepare draft drawing for planning purposes for bituminous surfacing of Heartwood Car Park Access Road	31/03/14
2014	CS - General Consultancy	Prepare and Submit Planning Application for Surfacing off Access Road including application fee to St Albans planning authority.	30/04/14
2014	CS - General Consultancy	Visit Site, Obtain Mapping, Review background Data, Prepare plan of access points, obtain coordinates for planning purposes, speak to Highways Authority and Rights of Way Department including expenses	30/04/14
2014	PE - Events - Tree Planting	Tab for tree planting event 14th March 2014	30/04/14

2014	PE - Events - Tree Planting	Supply ground protection boards for planting events. Including delivery on 13th March and collection after 15th March	30/04/14
2014	PE - Interpretation & Signage	Install interchangeable banners in car park	30/04/14
2014	LC - Hazardous Waste	April collection of dog waste	30/04/14
2014	SL - Tree Safety Emergency Work	Clear fallen trees in Langley and by Puddlers after storm in Dec/Jan	30/04/14
2014	LC - Hazardous Waste	May collection of dog waste	31/05/14
2014	PE - Community Group Support	Fence repair kit for volunteers	31/05/14
2014	PE - Interpretation & Signage	Quote No 79258, 6038 Heartwood Forest Postcards A6 2pp, Quantity: 4,000, Size: A6 2pp, Materials: Iprint Digital Silk 300gsm, Origination: From final artwork supplied, we to provide a PDFproof, Printing: Digitally printed 4 colour process 2 sides, Finishing: Trimmed to size, Packing Instructions: In cartons as convenient, Delivery: In bulk to one address in mainland UK via standard overnight	31/05/14
2014	PE - Events - Schools	Balance for travel bursaries for spring schools planting weeks at Heartwood.	31/05/14
2014	PE - Interpretation & Signage	10 x PCV Banners 400 x 1400mm as per artwork provided including delivered to single address AL10 9DL.	30/06/14
2014	PE - Interpretation & Signage	To produce 1No dibond panel with acrylic face 1210 x 710mm £122.00 Delivery £30.00 Delivered to single address AL10 9DL.	30/06/14
2014	CS - General Consultancy	Update S278 highway drawings to as built and issue to HCC including printing costs	30/06/14
2014	CS - General Consultancy	Update plans to access road resurfacing as per St Albans Request	30/06/14
2014	CS - General Consultancy	Prepare planning package for access points needed onto highways, letter, red line plan, planning forms etc and upload on National Planning Portal including planning application fee	30/06/14

2014	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	30/06/14
2014	PE - Events - General	Heartwood Summer Festival Promotional Posters and Flyers 6028 Heartwood Summer Festival posters Size: A5 Pages: 1pp Quantity 3000 Proof pdf Extra: Printing: 4/0 Materials: 130gsm Colourcopy or equivalent Delivery AL10 9DL £167 this includes delivery for both 6028 Heartwood Summer Festival posters Size: A4 Pages: 1pp Quantity 100 copies (inc. 50 copies encapsulated) Proof pdf Extra: Printing: 4/0 Materials: 130gsm Colourcopy or equivalent) Delivery AL10 9DL £80	30/06/14
2014	PE - Events - General	3 Entrance interchangeable banners for Heartwood Forest for Summer Festival Promotion. As per quote ref: 10282	30/06/14
2014	LC - Fly Tipping	Supply two skips	30/06/14
2014	LC - Hazardous Waste	June collection of dog waste	30/06/14
2014	WC - Tree Weeding / Fertilising	Halo spray 350,000 trees in Spring 2013	30/06/14
2014	LC - Hazardous Waste	July collection of dog waste	31/07/14
2014	WC - Fencing	Check all rabbit fencing and make repairs as necessary	31/07/14

2014	PE - Events - General	Supply 3x3 lightweight gazebo in wheeled carry bag in green, including delivery and four sides, two to be window. Delivery address Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts. AL3 6JB (no arctics please)	31/07/14
2014	CS - General Consultancy	Monitor application for re-surfacing car park track and discuss proposals with HCC, update plans etc	31/07/14
2014	CS - General Consultancy	Update access drawings as requested by St Albans and re-issue, chase for validation etc	31/07/14
2014	PE - Interpretation & Signage	Replace 4 of the interchangeable banners	31/07/14
2014	PE - Interpretation & Signage	Heartwood Walk on the Wildside Posters 5917 Posters x 3 sorts - A4/1pp/50 of each with 25 of each of those encapsulated/pdf 4/0 130gms FSC Silk delivery AL10 9DL. 5917 Posters x 3 sorts - A5/1pp/1000 of each /pdf 4/0 130gms FSC Silk delivery AL10 9DL. Includes Delivery.	31/07/14
2014	PE - Interpretation & Signage	Install new village sign to Green Man pub	31/07/14
2014	PE - Interpretation & Signage	Quote number: 10517 1 Correx Correx Board 4mm 4mm White Correx Board Printed to Face only, holes drilled to each corner 15 x A3 off 1 sort 4 x A3 off 1 sort 4 x A3 off 1 sort Including Delivery to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	31/07/14

2014	PE - Interpretation & Signage	General site signs as follows: 10 off 1 design A4 dibond with holes drilled 3 off 1 design A4 dibond with holes drilled 1 Delivery to AL10 All printed on di - bond	01/08/14
2014	PE - Interpretation & Signage	Put up dog code of conduct signs in car park	31/08/14
2014	PE - Interpretation & Signage	Repair banner signs and change banners on three occasions	31/08/14
2014	PE - Events - Schools	D7: INSET training and Forest school tasters	31/08/14
2014	CS - General Consultancy	Planning permission for access road re surfacing, tender documents prepared and issued, discussion with tendering contractors, first tenders returned, review of designs and specs etc	31/08/14
2014	CS - General Consultancy	Off site access points planning permission, monitor application, provide details of gates and fences as requested by planning.	31/08/14
2014	CS - General Consultancy	All ability route planning applicatio, review site master plan, obtain appropriate mapping, and prepare first draft of path layout; issue to WT for comment, including expenses.	31/08/14
2014	AW - Visitor Access Infrastructure	Install gate and horse hop along railway line after motorbikes gaining entrance at this point	31/08/14
2014	AW - Visitor Access Maintenance	Stobe horse hops and kiss gates	31/08/14
2014	AW - Visitor Access Maintenance	Remove barb wire along new footpath on B651	31/08/14
2014	AW - Visitor Access Maintenance	Repair potholes on three seperate visits - April, May and June	31/08/14
2014	AW - Management Access Capital	Replace pair of 8ft gates after vandalsim on Coleman Green Lane	31/08/14
2014	PE - Events - Tree Planting	Supply 170 stakes, 150 guards and 500 canes	31/08/14
2014	LC - Hazardous Waste	August collection of dog waste	31/08/14
2014	SL - Legal Obligation Work	Supply and erect temporary fence after dog attacks on neighbours livestock	31/08/14
2014	WC - Invasive Plant Control	Noxious weed control - Ragwort / thistle	31/08/14

2014	PE - Events - Contractor/Provider	Steel Drums for Heartwood Summer Festival Saturday 23rd August 2014 Full event briefing to follow.	26/09/14
2014	PE - Interpretation & Signage	5917 Heartwood dog walking flyers Size: A5 Pages: 1pp Quantity 2000 Proof pdf Extra: Printing: 4/0 Materials: 130gsm Colourcopy Delivery AL10 9DL - Louise Neicho Price: £108.00 5917 Heartwood dog walking posters Size: A4 Pages: 1pp Quantity 100 copies (inc. 50 copies encapsulated) Proof pdf Extra: Printing: 4/0 Materials: 130gsm Colourcopy Delivery AL10 9DL - Louise Neicho Price: £89.00	30/09/14
2014	PE - Interpretation & Signage	Ref: Quote No: 77995 Ref: 5823 - Heartwood Leaflet x 5000 copies As per quote specification	30/09/14
2014	PE - Interpretation & Signage	48 Bluebell Signs for ancient woodland areas - messaging keep off the paths All A3 Correx 3mm - holes drilled in each corner 4 different signs (12 sets of 4) Including delivery to single address AL10 9DL	30/09/14
2014	PE - Interpretation & Signage	Wood Mouse Image for new car park board	30/09/14
2014	PE - Interpretation & Signage	10 x A3 Correx Livestock Signs as per provided design including delivery to single address AL10 9DL	30/09/14

2014	PE - Interpretation & Signage	Re-print of Heartwood Code of Conduct Leaflet x 4000 leaflets A3 folded to DL Artwork Supplied Epson/ Online 4 Colour Process 4/4 130gsm Cyclus print Trim/Fold/Pack Delivery AL10 9DL Quote: 29142 / KL	30/09/14
2014	PE - Interpretation & Signage	6056 Heartwood Origin Roller banner Origin Roller Banner 800mm wide -£35.00 Standard delivery (9am-5pm) Interlink Express up to 10kg - £14.50 Total £49.50 + VAT Marsden Direct Group Limited Unit 23 Belton Park Industrial Estate Loughborough Leicestershire LE11	30/09/14
2014	PE - Interpretation & Signage	Print PVC Banner x5 Banners as per Artwork sent. Delivered to AL10 9DL.	30/09/14
2014	PE - Events - General	Kit Making Kits for the Heartwood Summer Festival x 100	30/09/14
2014	PE - Events - General	Wood Turner for Heartwood Summer Festival for interactive activity. Saturday 23rd August 2014 Full Event Briefing will follow nearer the time.	30/09/14
2014	PE - Events - General	Willow Weaver for the Heartwood Summer Festival Interactive small willow items Saturday 23rd August 2014 Full event brief to follow nearer the time.	30/09/14
2014	PE - Events - General	Woodland Circus Skills Activity for Heartwood Summer Festival Saturday 23rd August 2014 - full event briefing to follow prior to the event.	30/09/14

2014	PE - Events - General	Face Painting for Heartwood Summer Festival - Woodland Creatures Saturday 23rd August 2014 Full event brief to follow nearer the time.	30/09/14
2014	PE - Events - General	Story-telling Activity for Heartwood Summer Festival Saturday 23rd August 2014 Full event brief to follow nearer the time.	30/09/14
2014	PE - Events - General	Re-furb Arts 2 Interactive Activities for Heartwood Summer Festival - Saturday 23rd August 2014 Carboard Enchanted Forest Grass Head Sculptures Full Event Briefing will follow nearer the date	30/09/14
2014	PE - Events - General	Ark Farm - Farm Animals for Heartwood Summer Festival - 23rd August 2014 Full event briefing will follow prior to the event date.	30/09/14
2014	PE - Events - General	St. Albans Morris Men Heartwood Summer Festival - 23rd August 2014 Full event briefing will follow prior to the event date.	30/09/14
2014	PE - Events - General	Storyteller for the Heartwood Summer Festival - Saturday 23rd August 2014 Full event brief to follow.	30/09/14
2014	PE - Events - General	Portaloos for Heartwood Summer Festival - 23rd August 2014 Deliver them on the Friday 22nd August 2014 and collection either Monday or Tuesday 25th/26th August To deliver 2 toilets (1 male/1female) and a disabled, for charge would be £295.00 plus VAT.	30/09/14
2014	PE - Events - General	Bird Box Making Activity for the Heartwood Summer Festival 23rd August 2014	30/09/14

2014	PE - Events - General	c.f. St. Albans Morris Men Heartwood Summer Festival - 23rd August 2014 Full event briefing will follow prior to the event date.	30/09/14
2014	PE - Events - General	Deposit for Steel Drum's for Heartwood Summer Festival (payable to agent)	30/09/14
2014	PE - Events - General	Willow Man Creation for Summer Festival as an activity.	30/09/14
2014	PE - Events - General	Paper Making Workshop for the Heartwood Summer Festival - 23rd August 2014	30/09/14
2014	PE - Events - General	Materials for Flower Arranging Stall at the Heartwood Summer Festival	30/09/14
2014	PE - Events - General	Heartwood Summer Festival	30/09/14
2014	AW - Visitor Access Maintenance	Path cutting as per map split into four cuts throughout the year	30/09/14
2014	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	30/09/14
2014	AW - Visitor Access Maintenance	Cutting paths on site as per map; 27 entrances, Pismire, 2 stubble fields between kiss gates, difficult to mow areas, hard paths from car park, full length of car park and in between wells and puddlers wood all four times per year after main mowing has taken place. Bridleway edges, oak avenue, fruit orchard, overflow car park, car park banks and full width of mustard field all once per year at end of growing season.	30/09/14
2014	AW - Visitor Access Infrastructure	c.f. Install kiss gate by hill end farm track	30/09/14
2014	NWH - Maintenance Work	Cut, harvet and remove arisings in August/September according to map	30/09/14
2014	LC - Hazardous Waste	September collection of dog waste	30/09/14
2014	PE - Community Group Support	Research into tourism links and implementation	30/09/14
2014	LC - Routine Litter Picks	Empty four dog bins once per week	31/10/14
2014	LC - Hazardous Waste	October collection of dog waste	31/10/14
2014	AW - Visitor Access Infrastructure	Post and rail in various locations where bikes and horses are entering	31/10/14

2014	CS - General Consultancy	All ability route and access track resurfacing - Site visit and meeting; Prepare layout plan showing existing route; Prepare drawing options; Prepare indicative cost options of AAB, Prepare planning application and upload to planning portal etc.; Discuss with tenderers revised contract for working on AAR, including expenses.	31/10/14
2014	PE - Events - General	Face Painter for Heartwood Summer Festival - 23rd August 2014	31/10/14
2014	PE - Events - General	Urn hire for events - 31st March, 9th, 10th April, 9th, 24th May, 11th June, 8th July, 11th August, 9th September, 8th October 2014	31/10/14
2014	PE - Events - General	Bug Hotels Activity for Heartwood Summer Festival Saturday 23rd August 2014 Full event brief to follow nearer the time.	31/10/14
2014	PE - Interpretation & Signage	Heartwood Forest Community Tree Planting Posters 100 x A4 (50 encapsulated) Heartwood Tree Planting Flyers 3000 x A5 As per quote: Mark Butler Please deliver to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	31/10/14
2014	PE - Interpretation & Signage	To Print 3 x Gallows Banners for Heartwood Forest as per quote: 10961 Please deliver to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	31/10/14
2014	PE - Interpretation & Signage	Install interpretation board at Butchers	31/10/14

2014	PE - Interpretation & Signage	A1 correx event directional signage 5 x right arrow 5 x left arrow 5 x straight on arrow. Drilled holes to corners As per quote: 11316	28/11/14
2014	PE - Events - General	Food and drink tab at summer festival for staff and volunteers	30/11/14
2014	CS - General Consultancy	Monitor planning application and liaise with tenderers including expenses	30/11/14
2014	LC - Hazardous Waste	November collection of dog waste	30/11/14
2014	WC - Fencing	Rabbit Fencing around areas to be planted 2014-15	30/11/14
2014	WC - Planting Ground Preparation	G2: Grass seeding where planting activity being carried	30/11/14
2014	WC - Planting Ground Preparation	Plough field 45.33ha ready for sowing in spring	30/11/14
2014	NWH - Initial Creation Work	Scratching and sowing for wildflowers with harvested seed	30/11/14
2014	PE - Events - General	Event provider needed for Community Planting Day and Amay Group Planting Day at Heartwood Forest 2 days @ £182.50	19/12/14
2014	PE - Events - Tree Planting	2 correx signs for maps of Heartwood Forest for table top displays at the planting events. As per quote:11254	31/12/14
2014	PE - Events - Tree Planting	D14: Autumn corporate planting events w/c 24th November 2014	31/12/14
2014	CS - General Consultancy	All ability route - Undertake numerous costing exercises, speak to tenderers etc; advise woodland trust as requested. Access points - Respond to comments and update plans, liaise with planning authority etc, re-issue plans. Access road upgrade - Reissue costing to tenderers, advise client etc	31/12/14
2014	CS - General Consultancy	Access Road/All ability Route. All related to tender documents, summarising tender package, costs etc, Off site access points, Chasing for planning (approved).	31/12/14

2014	CS - General Consultancy	Access Road/All ability Route. All related to tender documents, summarising tender package, costs etc, 7 hours principal	31/12/14
2014	CS - General Consultancy	Off site access points, Chasing for planning (approved). 1.5 hours principal	31/12/14
2014	AW - Visitor Access Infrastructure	D7: Develop local partnerships, including cycle hire on site	31/12/14
2014	AW - Visitor Access Infrastructure	Install kiss gate by hill end farm track	31/12/14
2014	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	31/12/14
2014	AW - Visitor Access Maintenance	Repair potholes along car park track: Aug, Sept, Oct, Nov, Dec	31/12/14
2014	AW - Visitor Access Maintenance	Supply materials and repair 100m of birdmouth fencing after top section was stolen	31/12/14
2014	PE - Events - Tree Planting	Portaloos for Community Tree Planting Events as per map	31/12/14
2014	PE - Events - Schools	Schools	31/12/14
2014	PE - Events - Schools	Schools Planting Week at Heartwood Forest - 5 days - 2 sessions a day up to 100 children per session. Dates from 1st - 5th December 2014	31/12/14
2014	PE - Events - Tree Planting	Hire of tea urn for work party	31/12/14
2014	PE - Events - Tree Planting	Contractor attendance at two winter tree planting events	31/12/14
2014	PE - Events - Tree Planting	D13: Autumn mass community planting events	31/12/14
2014	PE - Events - Tree Planting	D13: Autumn mass community planting events	31/12/14
2014	PE - Events - Tree Planting	D13: Autumn mass community planting events	31/12/14
2014	PE - Events - Tree Planting	D13: Autumn mass community planting events	31/12/14
2014	PE - Events - Tree Planting	Mass community planting events	31/12/14
2014	PE - Events - Tree Planting	D13: Autumn mass community planting events	31/12/14
2014	PE - Volunteer on site activity	Provide tapas buffet for volunteer Christmas get together for 25 people on 12th December.	31/12/14
2014	WC - Tree Planting / Seeding	Plant 20,000 trees as beat up in winter 2014	31/12/14

2014	WC - Tree Planting / Seeding	Delivery of 177 Fruit Trees for Orchard Planting	31/12/14
2014	WC - Tree Planting / Seeding	Supply 151 Fruit Trees for Orchard	31/12/14
2014	WC - Tree / Seed Supply	Autumn supply of trees, 40,000 trees in two deliveries as per spreadsheet	31/12/14
2014	WC - Planting Ground Preparation	Scratch out triangular field 1.8m apart (approx. 17.5ha) for tree planting events	31/12/14
2014	WC - Planting Ground Preparation	Scratch out and paint spotting for Autumn planting events, 9ha@£119/ha	31/12/14
2014	LC - Hazardous Waste	December collection of dog waste	31/12/14
2014	SL - Legal Obligation Work	Check and cut of ends wire cages in orchard	31/12/14
2014	SL - Safety / Legal Obligation Work (SODS)	Install stock proof fencing in two locations to prevent walkers and dogs gaining access to neighbours boundary. Install 12ft management access gate, wheelchair accessible kiss gate and associated signs, see works map for details.	31/12/14
2014	SL - Tree Safety Works - Zone A	Tree safety Zone A	31/12/14
2014	PE - Community Group Support	Stakes and binders for hedgelaying competition	31/12/14
2015	LC - Hazardous Waste	Supply and erect bin above Langley Wood, exact location to be agreed	28/02/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in February	28/02/15
2015	PE - Events - Tree Planting	Cost of stolen hand sanitisers in portaloos	28/02/15
2015	WC - Site Maintenance	Cut hedges on rotation according to hedgerow management plan	10/03/15
2015	WMM - General Site Management	Hire of barn for 12 months	10/03/15
2015	WC - Tree / Seed Supply	Spring supply of trees, 30,000 trees as per spreadsheet in three deliveries	31/03/15
2015	PE - Volunteer on site activity	Supply wire cages for orchard	31/03/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in March	31/03/15
2015	LC - Fly Tipping	Litter removal as required	31/03/15
2015	WC - Planting Ground Preparation	Paint spotting for spring planting events, approx. 30,000	31/03/15
2015	PE - Events - Tree Planting	c.f. Hire of two portaloos for events over the weekend of 28th Feb and 1st March	31/03/15

2015	PE - Events - Tree Planting	Hire of two portaloos for events over the weekend of 28th Feb and 1st March	31/03/15
2015	PE - Events - Tree Planting	Contractor attendance at spring community planting event 14th March	31/03/15
2015	PE - Events - Schools	Heartwood Forest - 1 week of Schools Tree Planting Events as per agreement. 16th - 20th March 2015 - 5 days (2 sessions per day, 100 children per session)	31/03/15
2015	PE - Community Group Support	Expenses for hedgelaying competition	31/03/15
2015	LC - Initial Site Clearance	Deal with dumped manure and bales left by former farm tenant by removing plastic and string and spreading onto northern fields. Sort through and pick out dumped rubble and any other non-degradable rubbish and remove from site.	31/03/15
2015	LC - Routine Litter Picks	Dog bin empties throughout January	31/03/15
2015	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	31/03/15
2015	PE - Events - Tree Planting	Spring corporate planting events	31/03/15
2015	PE - Events - Tree Planting	Hire of portaloos from 7th Jan to 19th March with weekly service	31/03/15
2015	PE - Events - Tree Planting	Catering for Various Events at Heartwood Forest January - March 2015	30/04/15
2015	AW - Visitor Access Maintenance	Mow paths into Magical Wood for Disney planting event	30/04/15
2015	AW - Visitor Access Maintenance	Scrape and stone scout hut entrance for hedgelaying competition	30/04/15
2015	PE - Interpretation & Signage	Provide standard oak grove post, including delivery	30/04/15
2015	PE - Interpretation & Signage	Produce 'please don't feed the horses' signs, ref SO0075690: 4 OFF 297x420mm (A3) signs on 3mm aluminium composite (dibond) with drilled corner holes including Std delivery 3-5 working days	30/04/15
2015	PE - Events - Tree Planting	Setting up hedgelaying competition and Disney planting day	30/04/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in April	30/04/15

2015	PE - Volunteer on site activity	Hire of room at Sandridge village hall on Tuesday 17th March for two hours from 7pm	30/04/15
2015	WC - Tree Planting / Seeding	Beat up of 3850 trees in previous years planting	30/04/15
2015	WC - Site Maintenance	Healing in trees for planting events	30/04/15
2015	WC - Site Maintenance	Various site maintenance as detailed on extras map	30/04/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in May	31/05/15
2015	PE - Interpretation & Signage	Print 1 A3 Herts Way sign and 15 A3 Heartwood upgrade signs, including delivery to Louise Neicho, 5 Broom Close, Hatfield, Herts AL10 9DL	31/05/15
2015	AW - Visitor Access Infrastructure	Install pair of kiss gates on Coleman Green lane by existing management gate, including associated excavation of banks and allowing for stoning.	31/05/15
2015	CS - General Consultancy	Access Road/All ability Route. Review route due to badger set. Liaise with contractor for costs separation as requested. General responses to questions.	31/05/15
2015	AW - Visitor Access Infrastructure	c.f. Install pair of kiss gates on Coleman Green lane by existing management gate, including associated excavation of banks and allowing for stoning.	31/05/15
2015	AW - Visitor Access Infrastructure	Install single kiss gates on corner of Coleman Green and Drovers lane, including associated excavation of banks and allowing for stoning. Post and rail either side of gate and 4m gap further down from gate.	31/05/15
2015	AW - Visitor Access Infrastructure	Install horse hop at main car park entrance, including stoning to surface.	31/05/15
2015	AW - Visitor Access Infrastructure	Install double 8 feet gate to existing public bridleway leaving gap for horses, bikes and pedestrians.	31/05/15
2015	AW - Visitor Access Infrastructure	Install gate and post and rail Drovers Lane, install gate on Nomansland Drive	30/06/15
2015	AW - Visitor Access Infrastructure	Supply posts and erect no horse signs in Magical Wood	30/06/15
2015	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	30/06/15

2015	PE - Interpretation & Signage	Directional event signs	30/06/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in June	30/06/15
2015	WC - Planting Ground Preparation	Additional paint spotting for spring planting events, approx. 7,000	30/06/15
2015	LC - Fly Tipping	Collect 2 truck loads of rubbish after work party	30/06/15
2015	LC - Fly Tipping	c.f. Litter removal as required	30/06/15
2015	WC - Fencing	Take down and dispose of rabbit fence, erect new rabbit fence and post and rail gap on Herts Way	30/06/15
2015	WMM - General Site Management	Various works - changing signs and banners, removing fly tipping and rubbish from barn at end of season, repairing info board in car park	30/06/15
2015	WC - Tree Weeding / Fertilising	c.f. Weeding with glyphosate - halo spray young trees with glyphostae approx, 120,000 weeded once	30/06/15
2015	WC - Tree Weeding / Fertilising	Weeding with glyphosate - remaining balance	30/06/15
2015	WC - Tree Planting / Seeding	Beat up of 7900 trees in previous years planting	30/06/15
2015	WC - Tree Weeding / Fertilising	Weeding with glyphosate - halo spray young trees with glyphostae approx, 120,000 weeded once	30/06/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in July	31/07/15
2015	PE - Interpretation & Signage	WT02-A4-ACL, Woodland Trust signs (with 4 corner holes) / A4 (210x297mm) / 3mm Aluminium composite with matt laminate, [CM]3mm ALCOM, Delivery to: Louise Neicho, 5 Broom Close, Hatfield, Hertfordshire, AL10 9DL	31/07/15
2015	PE - Interpretation & Signage	Print business cards, deliver to 5 Broom Close, Hatfield, Herts AL10 9DL	31/07/15
2015	CS - General Consultancy	Access Road/All ability Route. Site meeting with contractor, various discussions and clarifications, including expenses	31/07/15
2015	CS - General Consultancy	Access Road/All ability Route. Site visit to walk through paths route on behalf of Woodland Trust including expenses	31/07/15

2015	PE - Events - General	Provide bronze buffet lunch for 20 people with tea and coffee on 18th July 2015	31/07/15
2015	CS - General Consultancy	As per consultancy agreement develop master plan for the Heartwood arboretum in line with mission and objectives set out in Arboretum Project Plan.	31/08/15
2015	AW - Visitor Access Infrastructure	PO to replace 504757-6	31/08/15
2015	PE - Interpretation & Signage	Supply 100mm square oak posts @ 1.8m (1.2m to be above ground) four way weathered tops, sanded finish, chamfered edges. Engraving to the front face, as per photo- black footprint at top, with red crossed through bike and horse shoe underneath + WT oak leaves to the right. Four posts required including delivery.	31/08/15
2015	PE - Interpretation & Signage	Produce two slate signs as per email mock up for Nomansland Farm	31/08/15
2015	PE - Interpretation & Signage	Print and laminate 25 car park closed posters	31/08/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in August	31/08/15
2015	LC - Fly Tipping	Litter removal PO to replace PO 506695-1	31/08/15
2015	WC - Invasive Plant Control	c.f. Noxious weed control - spray ragwort rosettes in spring and pull remaining in summer, spray thistles in spring, spray paths edges in car park, see map for details	31/08/15
2015	WC - Invasive Plant Control	Noxious weed control - remaining balance	31/08/15
2015	WC - Invasive Plant Control	Noxious weed control - spray ragwort rosettes in spring and pull remaining in summer, spray thistles in spring, spray paths edges in car park, see map for details	31/08/15
2015	NWH - Maintenance Work	Bailing & Topping	30/09/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in September	30/09/15

2015	PE - Interpretation & Signage	<p>Printed Materials</p> <p>Event and Directions Arrow Signs for Heartwood Forest Events Pricing as follows (our ref SO0076059):</p> <p>15 OFF WT01-A2-5C Woodland Trust signs / A2 (420x594mm) / 5mm CORREX = £78.15</p> <p>Std delivery 3-5 working days @ £3.95</p> <p>All prices subject to VAT.</p> <p>Delivery to: Christina Joachim Rayanne Main Street Marston Grantham Lincolnshire NG32 2HH</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Printed Materials</p> <p>Replacement Dogs on leads correx signs for Heartwood Forest.</p> <p>Delivery to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL</p>	30/09/15

2015	PE - Interpretation & Signage	<p>Printed Materials</p> <p>Dog Awareness Day Poster and Flyers for Heartwood Forest</p> <p>As per quotes: 84350 (1000 A5 flyers) 84351 (60 A4 posters - 30 encapsulated)</p> <p>Delivery to: Pam Farley Woodland Trust Volunteer 42 Marshal's Drive St Albans Hertfordshire AL1 4RQ</p>	30/09/15
2015	PE - Interpretation & Signage	Design costs for various poster and signs for Heartwood Forest	30/09/15
2015	PE - Interpretation & Signage	<p>Printed Materials</p> <p>Posters for external audience for car park closure at Heartwood Forest x 50 laminated as per web to print artwork.</p> <p>Delivery to: Pam Farley 42 Marshal's Drive St Albans Hertfordshire AL1 4RQ United Kingdom</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Heartwood Forest Car Park Closure Banners x 3</p> <p>As per quote ref: 11860</p> <p>Delivery to:</p> <p>Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL</p>	30/09/15

2015	PE - Interpretation & Signage	<p>Additional costs for double sided printing for Heartwood Forest Car Park Closure Banners x 3 As per quote ref: 11860 (amended)</p> <p>Delivery to:</p> <p>Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Printed Materials</p> <p>Dog Control Posters - Woodland Trust Ref: 6621 Ref Your Quote: 12186</p> <p>Delivery to:</p> <p>Christina Joachim Rayanne Main Street Marston Grantham Lincolnshire NG32 2HH</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Ref: 6592 Signage for Heartwood Forest (All Ability Trail Signs) Quote Ref: 11888 4 3mm Dibond composite board as per quote</p> <p>Delivery to:</p> <p>Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL</p>	30/09/15
2015	PE - Interpretation & Signage	<p>c.f. Produce four Heartwood ladder boards with poster frames, including delivery to Sandridgebury Farm, AL3 6JB</p>	30/09/15

2015	PE - Interpretation & Signage	<p>Specification: FSC English Oak post-mounted sign-frames, Hardwood ply support board with jointed oak overframe mounted on 100mm x 100mm oak posts, Supplied in smooth-sanded natural finish</p> <p>Qty/Price: 1 No. Low-level 4-post Lectern to take A0 size signboard, c/w 2 No. glazed/lockable Oak 1 x A4 size noticecases £1,489.00, 1 No. Standard 2-post Lectern to take A1 size signboard £519.00, 4 No. Standard 2-post, Lectern to take A2 size signboard £439.00 each, 3 No. Vertical 2-post sign-frame to take A2 size signboard £377.00 each, Including delivery to Heartwood Forest, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Hedgelaying Competition 28th February 2015 @ Heartwood Forest</p> <p>Printing of 50 A4 posters with 25 of these being laminated</p> <p>Ref: Quote: 82807 - £69.00</p> <p>Also:</p> <p>Printing of 500 A5 flyers</p> <p>Ref: Quote 82808 - £71.00</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Produce various signs as per detailed quote. Delivery to Louise Neicho, Heartwood barn, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB.</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Produce four Heartwood ladder boards with poster frames, including delivery to Sandridgebury Farm, AL3 6JB</p>	30/09/15
2015	PE - Interpretation & Signage	<p>Access points upgrades - install and remove various signs, supply and install various gates as per Heartwood Access Upgrades Contract.</p>	30/09/15
2015	AW - Visitor Access Infrastructure	<p>13, Resurface Existing Gravel Footpath for All Ability Route - Excavation of 50mm of existing aggregate from gravel footpaths to accommodate for new materials see SK10, 942m2</p>	30/09/15

2015	AW - Visitor Access Infrastructure	2, Excavation of 100mm of existing aggregate carriageway to accommodate for new materials, 1477m2	30/09/15
2015	AW - Visitor Access Infrastructure	3, Stockpile won granular material for future use	30/09/15
2015	AW - Visitor Access Infrastructure	5, Install concrete edgings and concrete surrounds to wearing course level, 956m	30/09/15
2015	AW - Visitor Access Infrastructure	6, Lay and roll 35mm of SMA Wearing Course to specifications in drawing SK10 ensuring specified crossfall in road is achieved, 1477m2	30/09/15
2015	AW - Visitor Access Infrastructure	7, Lay and Roll 60mm of Base Course to specifications in drawing SK10 ensuring specified crossfall is achieved, 1477m2	30/09/15
2015	AW - Visitor Access Infrastructure	8, Form road humps to approved standard, no. 8	30/09/15
2015	AW - Visitor Access Infrastructure	9, Provide and lay 10mm natural flint chip surface dressing, 1477m2	30/09/15
2015	AW - Visitor Access Infrastructure	11, Any other items required to complete the project; tenderer to advise.	30/09/15
2015	AW - Visitor Access Infrastructure	12, Supply and Fit Road-hump signs, no. 18	30/09/15
2015	AW - Visitor Access Infrastructure	14, Add won granular material to stockpile for future use	30/09/15
2015	AW - Visitor Access Infrastructure	15, Lay and roll 50mm of ultitrec recycled asphalt surfacing to specification on drawing SK10, 942m2	30/09/15
2015	AW - Visitor Access Infrastructure	16, Full Depth All Ability Route - Excavate to a depth of min 200mm, 3292m2	30/09/15
2015	AW - Visitor Access Infrastructure	17, Form won topsoil material into bund, location TBC but will be close to existng car park	30/09/15
2015	AW - Visitor Access Infrastructure	18, Lay geotextile to specification on SK10, 3292m2	30/09/15
2015	AW - Visitor Access Infrastructure	19, Lay and roll min 150mm of sub-base to specification on SK10 (re-use stockpiled granular material where possible), 3292m2	30/09/15

2015	AW - Visitor Access Infrastructure	20, Lay and roll 50mm of ultitrec recycled asphalt surfacing to specification on drawing SK10, 3292m2	30/09/15
2015	AW - Visitor Access Infrastructure	21, Preliminaries, 5week	30/09/15
2015	AW - Visitor Access Infrastructure	Uplift in costs as agreed at 3%	30/09/15
2015	CS - General Consultancy	Access Road/All ability Route. Two site visits to discuss surface options including travel	30/09/15
2015	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	30/09/15
2015	AW - Visitor Access Maintenance	Cutting paths on site and strimming edges and signs four times per year as per map	30/09/15
2015	AW - Visitor Access Infrastructure	1, Site Clearance	30/09/15
2015	AW - Visitor Access Maintenance	c.f. Cutting paths on site and strimming edges and signs four times per year as per map	30/09/15
2015	AW - Visitor Access Maintenance	Cutting paths on site for times per year, including open space topping at end of season as per map	30/09/15
2015	PE - Events - General	To provide Agility Taster Sessions at the Heartwood Forest Dog Awareness Day 10am - 3pm - 30th May 2015	30/09/15
2015	PE - Interpretation & Signage	Various signs for Heartwood Forest as below .006 Please Use official Entrance Signs x2 Size A4 Printed 4 colour process one side on 3mm Dibond Matt Laminated Trimmed to size Drilled with 4 pilot holes 5 x2 = £74 .010 No Horse / bike circle sign combo Signs Size 100 x 200 Printed 4 colour process one side on 3mm Dibond Matt Laminated Trimmed to size Drilled with 4 pilot holes	30/10/15

		<p>10 =£72</p> <p>WT Welcome Signs Size 100mm x 117mm Printed 4 colour process one side on 3mm Dibond Matt laminated one side Trimmed to size Drilled with 4 pilot holes 6 = 67</p> <p>Enjoyed your visit?</p> <p>No Parking Signs Size A4 Printed 4 colour process one side on 3mm Dibond Matt laminated Trimmed to size Drilled with 4 pilot holes 2 = £30</p> <p>Permissive Bridleway Sign Size A4 Printed 4 colour process one side on 3mm Dibond Matt laminated Trimmed to size Drilled with 4 pilot holes 2 = £30</p>	
2015	PE - Interpretation & Signage	<p>Quote No 87022 7359 Heartwood Leaflets x 2 sorts, Quantity: 4,000 Price: £528 2k each sort, Size: Flat Size A3, Materials: Novatech Matt 130gsm FSC., Origination: From final artwork supplied, we to provide low resolution/PDF proof, on approval output plates, Printing: 4 colour process + seal varnish both sides, Finishing: Trimmed to size and folded.12pp DL, Packing Instructions: Packed in cartons as convenient, Delivery: In bulk to Heartwood barn, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB.</p>	31/10/15
2015	PE - Interpretation & Signage	<p>Post and rail to Herts Way, change banners. Putting up and taking down various signs</p>	31/10/15

2015	PE - Interpretation & Signage	Produce two no public access signs, including delivery to Louise Neicho, 5 Broom Close, Hatfield, Herts AL10 9DL	31/10/15
2015	PE - Interpretation & Signage	Woodland Trust Langley Wood signs x5 (with 4 corner holes) / A4 (210x297mm) / 3mm Aluminium composite with matt laminate, including delivery to Louise Neicho, 5 Broom Close, Hatfield, Herts AL10 9DL	31/10/15
2015	PE - Community Group Support	Supply tie strap tubing x 2 for orchard	31/10/15
2015	PE - Events - Contractor/Provider	Attending wedding event	31/10/15
2015	PE - Events - Tree Planting	Quote No 86580 6599 Heartwood Planting Events, Quantity: 1,060, Total over 2 sorts - A5 1pp x 1000 & A4 1pp x 60, Size: A5 1pp & A4 1pp, Materials: Iprint Digital Silk150 FSC., Origination: From final print ready PDF, artwork supplied we to proceed directly to print, Printing: Digitally printed 4 colour process 1 side., Finishing: Trimmed to size and 30 x A4 ENCAPSULATED, Packing Instructions: Packed in cartons as convenient. Delivery: Heartwood barn, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB	31/10/15
2015	PE - Events - Tree Planting	Title: 6599 Heartwood Planting Events, Size: 1800 x 600mm, Extent: 1 off each of 3 designs, single sided, Colours: 4/0, Origination: Artwork supplied as print ready PDFs to our spec., Proofs: PDF via e-mail., Material: 550gsm banner PVC, Finishing: Trim to size, hem and eyelet every 500mm, Packing: Suitably for overnight delivery, Delivery: Heartwood barn, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB	31/10/15
2015	AW - Visitor Access Maintenance	Car park maintenance - stone track once per month; Jan, Feb, March and April	31/10/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in October	31/10/15
2015	SL - Tree Safety Works - Zone A	Fell 3 ash stems on B651 and stack at stump	31/10/15

2015	LC - Fly Tipping	Collect and take away truck load of rubbish and 2 loads of guards. Supply skips for rubbish	31/10/15
2015	WC - Planting Ground Preparation	Sow grass and wildflowers on 45.33ha	31/10/15
2015	WC - Invasive Plant Control	Additional 3 man day of pulling ragwort	31/10/15
2015	NWH - Initial Creation Work	Wildflower and grass seeding for open space	30/11/15
2015	PE - Volunteer on site activity	Hire of north room at Sandridge village hall for monitoring team meeting	30/11/15
2015	WC - Fencing	Install 1,000m of rabbit fence including 1 access gate	30/11/15
2015	WC - Fencing	Rabbit Fencing and repairs	30/11/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in November	30/11/15
2015	PE - Events - General	Print Wick Wood A4 poster x25 and A5 flyer x100	30/11/15
2015	AW - Visitor Access Maintenance	Additional mowing and strimming needed	30/11/15
2015	PE - Events - Tree Planting	Run corporate days 17th, 18th and 19th Nov	30/11/15
2015	PE - Events - General	Catering for Community Tree Planting Event at Heartwood Forest - Autumn 2015	21/12/15
2015	PE - Events - General	Deliver two toilets for 19 November	31/12/15
2015	PE - Events - General	Deliver one additional toilets for 17 November	31/12/15
2015	PE - Events - General	Deliver three toilet from 13 November to 15 December, including weekly service	31/12/15
2015	AW - Visitor Access Maintenance	Additional mowing in carpark, pond, bund and entrances	31/12/15
2015	AW - Visitor Access Maintenance	Stone horse hops	31/12/15
2015	PE - Events - Tree Planting	Car Park Banners - for Heartwood Forest £176.00 as per quote 283572 Delivery to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	31/12/15

2015	AW - Visitor Access Maintenance	Car park access gate daily opening and closing	31/12/15
2015	AW - Visitor Access Infrastructure	Install gate into 7c including earth works and stone	31/12/15
2015	AW - Visitor Access Infrastructure	Double post and rail area 7c and plants 3 gaps of hedge	31/12/15
2015	AW - Visitor Access Infrastructure	Steps to chicane by langley	31/12/15
2015	AW - Visitor Access Infrastructure	Post and rail and gate by pond	31/12/15
2015	PE - Events - Schools	Schools Tree Planting Week at Heartwood Forest W/c 23rd November 2015	31/12/15
2015	PE - Events - Tree Planting	Contractor attendance at autumn mass community planting event, date tbc	31/12/15
2015	PE - Events - Contractor/Provider	4 man days heeling in and taking equipment out, time at planting events x5; taking spades, trees out, heeling in remaining trees in barn	31/12/15
2015	PE - Community Group Support	Buffet lunch for 12 people on Saturday 12th Dec 1pm	31/12/15
2015	PE - Community Group Support	Buffet lunch for 25 people on Tuesday 15th Dec 7.30pm	31/12/15
2015	PE - Interpretation & Signage	Brochure Holders for Heartwood Forest x 7 3 posts to secure as free standing all as per e-mail quote Delivery to John Lowe	31/12/15
2015	PE - Interpretation & Signage	Change banners and time signs no public access Nomansland	31/12/15

2015	PE - Interpretation & Signage	Title: 7306 Heartwood Car Park Entrance Banners Size: 400mm w x 1400mm h Extent: 12 off each of 2 designs, single sided Colours: 4/0 Origination: Artwork supplied as print ready PDFs to our spec. Proofs: PDF via e-mail. Material: 550gsm banner PVC Finishing: Cut to shape (angled at top), hem top & bottom Packing: Suitably for overnight delivery Delivery: Overnight to 5 Broom Close, Hatfield, Herts AL10 9DL Quote Number: 262706 Quantity 8	31/12/15
2015	PE - Interpretation & Signage	Additional works for Everything Speaks contract	31/12/15
2015	LC - Hazardous Waste	Empty five dog waste bins twice per week in December	31/12/15
2015	LC - Fly Tipping	Take away truck load rubbish	31/12/15
2015	PE - Community Group Support	Supply materials for arboretum and orchard - paint, canes, stakes, tree tie, lances, mattocks	31/12/15
2015	WC - Fencing	Take down and move rabbit fence	31/12/15
2015	WC - Tree / Seed Supply	Provide 40 elm saplings, UK sourced and grown. 10 each of U. minor, procera, x vegeta, glabra including delivery to Heartwood barn, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB. No arctics please. Supplier - The Great British Elm Experiment, Conservation Foundation Enterprises Ltd, 1 Kensington Gore, London, SW7 2AR	31/12/15
2015	WC - Tree / Seed Supply	Provide 15 Pinus sylvestris from Caledonian origin including delivery to Heartwood barn, Sandridgebury Farm, Sandridgebury Lane, St Albans, Herts AL3 6JB	31/12/15
2015	WC - Tree / Seed Supply	Delivery of Sorbus torminalis to Heartwood barn AL3 6JB	31/12/15
2015	WC - Planting Ground Preparation	Grass seed supply for 45.33ha	31/12/15

2015	WC - Planting Ground Preparation	Scratch out and paint spotting for Autumn planting events	31/12/15
2015	NWH - Maintenance Work	Block ditch	31/12/15
2015	WC - Site Maintenance	Supply and lay stone entrance for planting events including liner	31/12/15
2015	WC - Site Maintenance	Remove stakes and prune oaks along avenue, move piles rubbish	31/12/15
2015	WC - Site Maintenance	Mowing arboretum and rotavating hedges	31/12/15
2015	WC - Shelter Supply / Erection	Provide 452 1.2m tree guards with 1.5m tree stake, 645 60cm shrub guards with 0.9m stake and 1,000 60cm clear plastic spiral guards and 90cm bamboo canes	31/12/15
2015	WC - Tree / Seed Supply	Provide additional trees as per tree supply spreadsheet	31/12/15
2016	WC - Tree / Seed Supply	Delivery charge for 11 root balled 12-14 girth trees	31/01/16
2016	PE - Interpretation & Signage	Title: 7306 Heartwood Gallows banners. Size: 400mm w x 1400mm h. Extent: 1 off each of 10 designs, single sided. Colours: 4/0. Origination: Artwork supplied as print ready PDFs to our spec.. Proofs: PDF via e-mail.. Material: 550gsm banner PVC. Finishing: Cut to shape (Angled top) with pocket to top edge, rod inserted, 2 eyelets to top and bottom edges. Packing: Suitably for overnight delivery to AL10 9DL	31/01/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/01/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	29/02/16
2016	PE - Interpretation & Signage	Produce Aluminium Composite Custom Sign / 3000 x 2000 mm Digital Print with Matt Laminate (Supplied in 3 sections 1m x 2m to fit existing frame) Delivery to Heartwood barn, Sandridgebury Lane, Sandridge, St Albans AL3 6JB	29/02/16
2016	PE - Interpretation & Signage	Illustrations for bluebell campaign	29/02/16
2016	PE - Interpretation & Signage	Bluebell leaflet x1000, Size: 210mm x 99mm, Pagination: 8pp, Printed: Full colour, Material: 130gsm silk FSC, Finishing: Trim, roll fold and pack, Proof: PDF, Packing: Carton	29/02/16

2016	PE - Interpretation & Signage	A3 main entrance and damaged area signs x12, Size: A3, Printed: Full colour, Material: 3mm ACM, Finishing: Matt laminate	29/02/16
2016	PE - Interpretation & Signage	A4 extra marking out signs x24, Size: A4, Printed: Full colour, Material: 5mm Correx	29/02/16
2016	PE - Interpretation & Signage	A4 make your dens here x2, Size: A4, Printed: Full colour, Material: 3mm ACM, Finishing: Matt laminate	29/02/16
2016	PE - Interpretation & Signage	No trampling signs x20, Size: A5, Printed: Full colour, Material: 5mm Dibond	29/02/16
2016	PE - Interpretation & Signage	Banners x6, Size: 400mm w x 1400mm h, Extent: 1 off each of 6 designs, single sided, Colours: 4/0, Proofs: PDF via e-mail., Material: 550gsm banner PVC, Finishing: Cut to shape (Angled top) with pocket to top edge, rod inserted, 2 eyelets to top and bottom edges	29/02/16
2016	PE - Interpretation & Signage	A4 ladder board posters x20, Size: A4, Printed: Full colour, Material: 255gsm Polyester Glossy White	29/02/16
2016	PE - Interpretation & Signage	Large panel for ladder board x1, Size: 1300mm x 950mm (8 pilot holes), Printed: Full colour, Material: 3mm ACM, Finishing: Matt laminate	29/02/16
2016	PE - Interpretation & Signage	A4 pledge poster x60, Size: A4, Printed: Full colour, Material:(30 x 130 silk/30 x 255gsm Polyester Glossy White	29/02/16
2016	PE - Interpretation & Signage	A5 pledge flyer x1000,Size: A5/210mm x 99mm, Pagination:, Printed: Full colour, Material: 130gsm silk FSC , Finishing: Trim and pack, Proof: PDF, Packing: Carton	29/02/16
2016	PE - Interpretation & Signage	Car stickers x500, 300mm x 75mm printed full colour reverse	29/02/16
2016	PE - Interpretation & Signage	A3 Make your dens sign x2, Size: A3, Printed: Full colour, Material: 3mm ACM, Finishing: Matt laminate	29/02/16
2016	PE - Interpretation & Signage	Waymarker discs x30, Size: 100mm dia, Printed: Full colour, Material: 3mm foamex with 2 holes	29/02/16

2016	PE - Interpretation & Signage	A2 car park sign, Size: A2, Printed: Full colour, Material: 3mm ACM, Finishing: Matt laminate	29/02/16
2016	WC - Tree / Seed Supply	Supply Ilex aquifolium x50 9cm @ 0.80, Fagus sylvaticus x50 1+1 @ 0.19, Tilia x europaea root balled 12-14cm girth standard x1 @ 45.00, Quercus robur root balled 12-14cm girth standard x10 @ 55.00	29/02/16
2016	WC - Site Maintenance	Cut hedges on rotation according to hedgerow management plan	10/03/16
2016	PE - Volunteer on site activity	Volunteer training to help on site activity. Leadership training for Richard. 1 day @ £100 First Aid training for Richard and Frank. 2 x 1 day @ £50 = £100 Walk leader training for Albert. 1 day @ £95. course run by: Countryside Management Service, Environment Dept., County Hall, Hertford, SG13 8DN	13/03/16
2016	PE - Volunteer on site activity	Jumpers for Volunteers for the SOB campaign events at Heartwood Black - Large x2, X Large x1 Dark green - Small x1, Medium x4, Large x2 Blue - Medium x3, Large x1 Maroon - Medium x1, Large x2 Pale Green - Large x1 Red - Medium x1	31/03/16
2016	PE - Volunteer on site activity	Provide 80 stakes and 80 binders for hedgelaying tasks, including delivery	31/03/16
2016	WMM - General Site Management	Remove rubbish from site, move fridges from Coleman Green Lane, remove barb wire in Langley, provide and lay 3 loads of stone to car park, take out trees and spades for planting event, tidy barn and remove rubbish	31/03/16
2016	WC - Tree / Seed Supply	Supply 62 Apple trees (MM106 rootstock)	31/03/16
2016	WC - Shelter Supply / Erection	Supply and deliver 100 posts and guards for orchard trees	31/03/16

2016	WC - Tree / Seed Supply	Supply 18 Pear trees (2yr on Pyrus rootstock)	31/03/16
2016	WC - Tree / Seed Supply	Supply 25 Cherry trees (2yr on Prunus rootstock)	31/03/16
2016	WC - Tree / Seed Supply	Delivery of fruit trees for orchard planting	31/03/16
2016	WC - Tree / Seed Supply	Postage for Sorbus trees	31/03/16
2016	WC - Tree / Seed Supply	Provide 20 1.2m tree guards and stakes delivered with general tree delivery on 22nd Feb	31/03/16
2016	WC - Tree / Seed Supply	Supply x5 Sorbus arranensis 4 - 5 years old 4-5 ft tall and x5 Sorbus pseudofennica 4 - 5 years old 4-5 ft tall including P&P	31/03/16
2016	WC - Tree / Seed Supply	Supply 2,000 spiral guards and canes, including delivery	31/03/16
2016	WC - Planting Ground Preparation	Paint spotting for spring planting events, approx. 15,000	31/03/16
2016	SL - Tree Safety Works - Zone A	Carry out tree safety as per survey 19/05/15	31/03/16
2016	WC - Planting Ground Preparation	Mow and rake willow area for sets to be planted, supply permatex and pegs	31/03/16
2016	PE - Interpretation & Signage	Produce 10 F1 Small 'Call to action' signs 100mm x 117mm x 5mm, including delivery	31/03/16
2016	PE - Interpretation & Signage	Install SOB signs, rope off areas, remove dens and branches along waymarked route including all materials	31/03/16
2016	PE - Interpretation & Signage	Install 231m of post and rail fencing to manage the entrances into Langley Wood	31/03/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/03/16
2016	PE - Community Group Support	Hire of The North Room in Sandridge Village Hall on Tuesday 5th April 10:30 to 12:00	31/03/16
2016	PE - Interpretation & Signage	Additional printing costs for SOB campaign	31/03/16
2016	PE - Events - Schools	To delivery 1 week of schools tree planting sessions at Heartwood Forest including managing the bookings for the sessions.	31/03/16
2016	PE - Events - Tree Planting	c.f. Minibuses for AMAY planting event 12 March	31/03/16

2016	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week or £1300 per quarter	31/03/16
2016	PE - Events - Tree Planting	Minibuses for AMAY planting event 12 March	31/03/16
2016	AW - Visitor Access Maintenance	Replace gate post and rehang gate, stone wet entrances to Langley	31/03/16
2016	PE - Events - General	Deliver three toilets from 6 January to 18 March, including weekly service	31/03/16
2016	PE - Events - General	Printed Materials for SOB Campaign	31/03/16
2016	PE - Events - General	500 Bluebell Mugs for Awareness Days for Heartwood Forest Bluebell Campaign	31/03/16
2016	PE - Events - General	Hire of the north room in Sandridge village hall for 22nd March 7-9pm for monitoring meeting	31/03/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	30/04/16
2016	PE - Interpretation & Signage	Description: SOB Heartwood Pledge Bluebell Brochure - 7427 No. of Pages: 8 Finished Size: 1/3 A4 - 210mm x 99mm Portrait Colours: Printed 4 colour process throughout Paper: 170gsm Silk Art Repro: Compatible artwork supplied on disk/E-Mail/FTP Proofs: PDF proofs included Finishing: Machine creased, trimmed and folded to finished size Packing: Packed suitably Delivery: Standard service to 1 UK mainland address Quantity: 2000 £524.00 Delivery to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	30/04/16
2016	PE - Interpretation & Signage	WT01-A2-ACL Woodland Trust signs (no holes) / A2 (420x594mm) / 3mm Aluminium composite with matt laminate x3 including delivery	30/04/16

2016	PE - Interpretation & Signage	Title: 8263 Heartwood Breeding Birds Gallows Banners Size: 400mm x 1400mm [Finished Size Including pockets] Extent: Single sided, design Colours: 4 colour process Origination: Artwork supplied as print ready PDFs to our spec. Proofs: PDF via e-mail. Material: 550gsm PVC Finishing: Hem to the sides and pocket with a rod welded in to pocket to keep straight with 2 eyelets to the top of the pocket. Eyelets 100m from edfes to the top hem with 2 eyelets at the bottom. Packing: Suitably for overnight delivery Delivery: Delivery to 1 UK destination	30/04/16
2016	PE - Interpretation & Signage	Title: 8263 Heartwood silhouettes - Correx Size: A2. Extent: Single Sided, 4 Designs (6 of each design) Colours: 4 colour process on the face. Origination: Artwork supplied as print ready PDFs to our spec. Proofs: PDF via e-mail. Material: 5mm Correx. Finishing: Trimmed to required shape Packing: Suitably for overnight delivery Delivery: Overnight to one UK mainland address. Quantity: 24	30/04/16
2016	PE - Interpretation & Signage	Contribution towards the printing of the St Albans District Council visitor map	30/04/16
2016	PE - Volunteer on site activity	Provide tapas food for volunteer leaving get together, 22 people	30/04/16
2016	PE - Interpretation & Signage	'Aberdeen' style information sign ref 73884. A2 aluminium graphics panel mounted on a hardwood ply panel with FSC English oak overframe and mounted on 100x100x2400mm oak posts x2 including delivery	31/05/16

2016	PE - Interpretation & Signage	Quote No 91281 7359 Heartwood Leaflets x 1 sort (Reprint) Quantity: 1,000 Price: £307 Size: Flat Size A3, Finished size DL 12pp Materials: Novatech Matt 130gsm FSC. Origination: Reprint from files we hold, replan to print 1 sort Printing: 4 colour process + seal varnish both sides. Finishing: Trimmed to size and folded to 12pp DL Packing Instructions: Packed in cartons as convenient. Delivery: Louise Neicho, 5 Broom Close, Hatfield, Herts AL10 9DL	31/05/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/05/16
2016	CS - General Consultancy	Hire of north room in Sandridge village hall on Tuesday 3rd May 9.30am-1pm	31/05/16
2016	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week or £1300 per quarter	30/06/16
2016	AW - Visitor Access Maintenance	Repair potholes in car park, upgrade bridleway entrances with stone	30/06/16
2016	AW - Management Access Maintenance	Provide and install management access gate to replace stolen one on Coleman Green Lane	30/06/16
2016	PE - Events - General	Dog Agility for Dog Awareness Day at Heartwood Forest	30/06/16
2016	PE - Events - General	Organise and run bluebell awareness day including interactive element (e.g. Easter hunt) and printing costs	30/06/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	30/06/16
2016	PE - Interpretation & Signage	Additional works for SOB campaign - move roped area to Langley, provide additional rolls of rope + posts and fixings, change signs and banners, provide timber for signs, install fairytrail, waymarkers, signs and leaflet holders, install large sign in car park	30/06/16
2016	PE - Events - Schools	Posters and Flyers	30/06/16
2016	PE - Events - Contractor/Provider	Support AMAY tree planting event	30/06/16

2016	WC - Tree Planting / Seeding	Plant and guard hedges to gap up two locations in 7c and along neighbouring boundary with Nomansland Farm	30/06/16
2016	WC - Tree Weeding / Fertilising	Halo spray young trees with glyphosate - approx. 150,000 weeded once, see halo spray and noxious weed control map for details	30/06/16
2016	WMM - General Site Management	Hire of barn for 12 months	30/06/16
2016	PE - Volunteer on site activity	Produce 24 zoodies for Heartwood volunteers	31/07/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/07/16
2016	PE - Events - General	Provide two loos and one disabled/larger loo for the summer festival on 9th July	31/07/16
2016	PE - Events - General	Deliver 50 bales of straw for use at the summer festival on 9 July	31/07/16
2016	AW - Visitor Access Maintenance	Consultancy fees for car park and surfaced paths - Site visit, review of proposals, discussions with planning authority, research planning requirements, suggest options for car park improvements etc including expenses	31/07/16
2016	CS - General Consultancy	Consultancy fees for car park and surfaced paths - Prepare planning drawings and forms and submit planning application on-line including expenses	31/07/16
2016	PE - Events - General	Heartwood Programme - 8305 Quote Reference - 184723 Copies x 2000 for Heartwood Summer Festival	31/08/16
2016	PE - Events - General	Wooden post box for Heartwood Events for data collection	31/08/16
2016	PE - Events - General	c.f. Hire of a Freezer unit - one off use of supplier Chillermatic The Forge The Street Great Hallingbury Hertfordshire CM22 7TR 01279 504638	31/08/16

2016	PE - Events - General	c.f. Purchasing of Medals and Rosettes for the Heartwood Festival. One off use of supplier 6 Greenhill Crescent Watford Business Park Watford WD18 8QU 0871 250 8563	31/08/16
2016	PE - Events - General	Printing of posters and flyers for Heartwood Summer Festival Please deliver to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	31/08/16
2016	PE - Events - General	HeARTwood summer festival 9th July Blacksmith demonstrations by Petefire Abbots Langley, (north Watford), Hertfordshire	31/08/16
2016	PE - Events - General	Paper Bags for Heartwood Summer Festival	31/08/16
2016	PE - Events - General	c.f. Printing of posters and flyers for Heartwood Summer Festival Please deliver to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	31/08/16
2016	PE - Events - General	WT02-A3-5C Printing of Correx Signs and Banners for Heartwood Festival All items to be Delivered BY THURSDAY at HQ	31/08/16
2016	PE - Events - General	Provide lunch for 11 staff on 20th July	31/08/16
2016	AW - Visitor Access Maintenance	Additional mowing to arboretum, overflow car park and bridleway	31/08/16
2016	PE - Events - General	Organise and run series of wildlife walks including printing costs	31/08/16

2016	PE - Events - Tree Planting	Gallows Banner for Heartwood Forest 4 for Summer Festival and 3 for Breeding Birds Ref: Quote 274872	31/08/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/08/16
2016	PE - Interpretation & Signage	c.f. Posters & Flyers for Dog Awareness Day @ Heartwood Forest	31/08/16
2016	PE - Interpretation & Signage	Posters & Flyers for Dog Awareness Day @ Heartwood Forest	31/08/16
2016	PE - Interpretation & Signage	Carved Designed structure for Heartwood Forest for Festival	31/08/16
2016	PE - Interpretation & Signage	Unblocking ditch, taking down SOB signs and rope	31/08/16
2016	PE - Interpretation & Signage	Title: 8745 Heartwood pub banners x2 - Single Sided Size: 400mm x 1400mm Extent: Single Sided Colours: Full colour process Origination: Artwork supplied as print ready PDFs to our spec. Proofs: PDF via e-mail. Material: 550gsm PVC Finishing: Gallows Banner Packing: Suitably for overnight delivery Delivery: 5 Broom Close, Hatfield, Herts AL10 9DL	31/08/16
2016	PE - Events - Contractor/Provider	Collect yurt from Leicester for summer festival	31/08/16
2016	PE - Events - Contractor/Provider	Miscellaneous works over May, June, July - putting up signs, info boards, bird signs, changing signs and banners, carrying out extra works on map	31/08/16
2016	PE - Informal Play	Develop Heartwood specific educational resources and create links with schools in the local area.	31/08/16
2016	PE - Events - Schools	Schools into woods project, outdoor educational training Sandridge Primary School	31/08/16
2016	PE - Volunteer on site activity	Supply sawn posts for sapling survival monitoring	31/08/16
2016	WC - Invasive Plant Control	Noxious weed control - spray ragwort rosettes in spring and pull remaining in summer, spray thistles in spring, spray path edges in car park, see halo spray and noxious weed control map for details	31/08/16
2016	LC - Fly Tipping	Clearance of two flytipping incidence	31/08/16

2016	WC - Planting Ground Preparation	Provide grass seed mixture: 29ha Sowing rate 20kg/ha comprising:- 20% Meadow Fescue , 20% Red Fescue, 15% Chewings Fescue, 15% Sheeps Fescue, 15% Smooth stalked Meadow grass, 10% Timothy Grass, 5% White clover including delivery	30/09/16
2016	WC - Site Maintenance	General site maintenance - Take down yurt after festival, change banners, extra mowing - bund, overflow car park. Supply and lay stone to gates	30/09/16
2016	WC - Site Maintenance	General maintenance - 8 man day finishing taking down signs for VE works, put up/take down yurt, move bench, install waymarkers.	30/09/16
2016	PE - Volunteer on site activity	Hire of north room on 11 Oct 2016 for 3 hours	30/09/16
2016	NWH - Initial Creation Work	Provide wildflower mixture to create an open meadow: Sowing rate 1g/m ² , 10kg/ha, 10ha of wildflower seed mix : 15% Yellow rattle, 10% Cowslip, 10% Hedge bedstraw, 10% Lesser knapweed, 10% Cow parley, 5% Ox-eye daisy, 5% Red campion, 5% Field scabious, 5% Vipers bugloss, 5% Agrimony, 5% Meadowsweet, 5% Birdsfoot trefoil, 5% Yarrow, 5% Common Vetch including delivery to Jamie Burrows, Sandridgebury Farm, Sandridgebury Lane, St Albans, AL3 6JB	30/09/16
2016	NWH - Initial Creation Work	Heartwood wetland area works contract - Excavate northern scrape as per specifications on page 8&9	30/09/16
2016	NWH - Initial Creation Work	Heartwood wetland area works contract - Install 225m of mesh fencing to northern scrape	30/09/16
2016	NWH - Initial Creation Work	Heartwood wetland area works contract - Excavate southern scrape as per specifications on page 6&7	30/09/16
2016	NWH - Maintenance Work	Install dam over culvert for new wetland area	30/09/16
2016	PE - Events - Tree Planting	Purchase urn, regulator and hose etc, delivery to barn	30/09/16

2016	PE - Interpretation & Signage	30.00 Waymarker/s 100mm x 100mm Larch WT leaves routed on 4 sides	30/09/16
2016	PE - Interpretation & Signage	Signs	30/09/16
2016	PE - Interpretation & Signage	Wick Wood Easter Egg Hunt Poster x 25 - A4 Delivered to: Pam Farley, 42 Marshals Drive, St Albans, AL1 4RQ.	30/09/16
2016	PE - Interpretation & Signage	Additional costs to welcome hub - Harris fencing	30/09/16
2016	PE - Interpretation & Signage	Additional costs to welcome hub - Safety Signage	30/09/16
2016	PE - Interpretation & Signage	Additional costs to welcome hub - Cabin / toilet minimum hire four week includes delivery and empty of tank	30/09/16
2016	PE - Interpretation & Signage	Additional costs to welcome hub - Cabin / toilet minimum hire four week includes delivery and empty of tank	30/09/16
2016	PE - Interpretation & Signage	Additional costs to welcome hub - Gravel with base crush & run 120m2 the whole circle tamped down	30/09/16
2016	PE - Interpretation & Signage	Additional costs to welcome hub - Remove soil from site and tip	30/09/16
2016	PE - Interpretation & Signage	8.00 Larch Signal post 150mmx150mmx1800mm 2,360.00 double sided swing arm full colour printed text on 19mm foam to shape agreed Logo on 2 sides of post	30/09/16
2016	PE - Interpretation & Signage	2.00 Upright structure to accomodate 3 no panels with larch frame, panels and dividers. Laminated panels full colour to sizes quoted	30/09/16
2016	PE - Interpretation & Signage	6.00 finger posts to accomodate routed double sided fingers 3mmx100mmx100mm Larch	30/09/16
2016	PE - Interpretation & Signage	15.00 fingers 600mm x 120mm Larch	30/09/16
2016	PE - Interpretation & Signage	2.00 Laminate Panels 670mm x 920mm with 2 x DL holders	30/09/16
2016	PE - Interpretation & Signage	1.00 Laminated Panel 780mm x 546mm with 2 DL holders	30/09/16
2016	PE - Interpretation & Signage	1.00 Carriage Delivery Charge	30/09/16

2016	PE - Interpretation & Signage	1.00 information board with header board aluminium glazed case powder coated to colour agreed map panel grp multiguard allow 2 leaflet holders	30/09/16
2016	PE - Interpretation & Signage	1.00 A1 laminated panel larch timber frame 2 leaflet holders	30/09/16
2016	PE - Interpretation & Signage	1/3rd A4 Leaflet Dispencers x 5 A5 Leaflet Dispencers x 2 Perspex with lids for outdoor use on village notice boards Ref: MRW3568/1 Delivery to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	30/09/16
2016	PE - Interpretation & Signage	Printed Materials for SOB WT02-A3-ACL Woodland Trust signs (with 4 corner holes) / A3 (297x420mm) / 3mm Aluminium composite with matt laminate [CM]3mm ALCOM £24.38 Delivery to: Louise Neicho 5 Broom Close Hatfield Hertfordshire AL10 9DL	30/09/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	30/09/16
2016	PE - Events - General	Summer festival 252 Bluebell mugs for registration sign up. Delivery to: Karen Trickey, 138 Anchor Lane, Hemel Hempstead, Hertfordshire, HP1 1NS PLEASE CALL BEFORE DELIVERY TO CONFIRM TIMINGS on 07500 987923	30/09/16
2016	AW - Visitor Access Maintenance	Supply and install 8no. signs to car park track - 10mph & give way	30/09/16
2016	PE - Events - General	Produce and delivery two branded WT gazebos as per quote 01/08/16	30/09/16

2016	PE - Events - General	Payment for Christine Nutton - Flower Arranging materials. Used at Heartwood Festival.	30/09/16
2016	PE - Events - General	Services of Derek Wright for Heartwood Festival	30/09/16
2016	PE - Events - General	Ben's Bouncy Castle's Payment of items hired for Heartwood Festival. Marquees, tables, chairs and clothes.	30/09/16
2016	PE - Events - General	c.f. Summer festival Blue Orange Images facepainting services. 2 facepainters for duration of event.	30/09/16
2016	PE - Events - General	Farm Animals for the Heartwood Summer Festival	30/09/16
2016	PE - Events - General	Willow weaving activities for the Heartwood Summer Festival	30/09/16
2016	PE - Events - General	Heartwood Summer Festival 5 x A3 Dark wood Framed Chalkboards (CWFA3) 1x Chalk pens 5mm nib (CKPW053) 2 x chalkboard erasers (CKP-ERASER). DELIVERY TO: Karen Trickey, 138 Anchor Lane, Hemel Hempstead, Hertfordshire, HP1 NS.	30/09/16
2016	CS - Map / Interpretation Work	Create Heartwood Welcome hub as per graphic designs and quotations, 25% start up costs	30/09/16
2016	CS - Map / Interpretation Work	Create Heartwood Welcome hub as per graphic designs and quotations, 75% final payment	30/09/16
2016	CS - General Consultancy	Consultancy for car park and Langley paths - Visit site and review planning application, prepare draft tender and design drawings and contract documents for issue to contractors. Liaise with planning department regarding modification to footpath design including expenses	30/09/16

2016	CS - General Consultancy	Consultancy costs for Langley path and car park upgrades - Review tender information, liaise with various footpath grid manufacturers, input to tenders etc. Chase planning application.	30/09/16
2016	AW - Car Park Construction	Resurface car park and improve overflow area	30/09/16
2016	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week or £1300 per quarter	30/09/16
2016	AW - Visitor Access Maintenance	Cut paths and strim edges and signs four times per year, see mowing and strimming map for details	30/09/16
2016	AW - Visitor Access Maintenance	Cut car park entrance and paths in car park an additional three times per year, see mowing and strimming map for details	30/09/16
2016	AW - Visitor Access Maintenance	Cut paths and open space as per map 'Heartwood open space management map 2016'	31/10/16
2016	CS - General Consultancy	General consultancy for car park and Langley wood works	31/10/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/10/16
2016	PE - Community Group Support	Supply one Song Meter SM4BAT FS Bat Detector:SM4BAT FS Complete/EQ including delivery to Chantal Helm, Bayfordbury Campus, Lower Hatfield Road, Hertford, SG138LD	31/10/16
2016	PE - Interpretation & Signage	Description: Heartwood Tree Planting Flyers - 8894, No. of Pages: 1, Finished Size: A5 - 210mm x 148mm Portrait, Colours: Printed 4 colour process, single sided, Paper: 170gsm Silk Art, Repro: Compatible artwork supplied on disk/E-Mail/FTP, Proofs: PDF proofs included, Finishing: Trimmed to finished size, Packing: Packed suitably, Delivery: Standard service to 1 UK mainland address, Quantity: 1500, Schedule: To be agreed	31/10/16

2016	PE - Interpretation & Signage	Description: Heartwood Tree Planting Posters - 8894, No. of Pages: 1, Finished Size: A4 - 297mm x 210mm Portrait, Colours: Printed 4 colour process, single sided, Paper: 170gsm Synaps Offset Matt OM, Repro: Compatible artwork supplied on disk/E-Mail/FTP, Proofs: PDF proofs included, Finishing: Trimmed to finished size, Packing: Packed suitably, Delivery: Standard service to 1 UK mainland address, Quantity: 50, Additional Info: 25 off Synaps, 25 off Silk, Schedule: To be agreed	31/10/16
2016	PE - Interpretation & Signage	Quote No 93719 7359 Heartwood Leaflets x 1 sort Quantity: 1000 Size: Flat Size A3 Materials: Novatech Matt 130gsm FSC. Origination: From final artwork supplied we to provide low resolution/PDF proof, on approval output plates Printing: 4 colour process + seal varnish both sides. Finishing: Trimmed to size and folded 12pp DL Packing Instructions: Packed in cartons as convenient. Delivery: In bulk to one address in mainland UK via standard overnight service	31/10/16
2016	PE - Interpretation & Signage	Produc Gallows Banner x 2,400mm x 1400mm, single sided, Full colour process on 550gsm PVC including delivery	31/10/16
2016	PE - Interpretation & Signage	Magical wood sculpture trail as per illustrations document and map	31/10/16
2016	PE - Interpretation & Signage	Produce 3 sets of 60 high impact thermoplastic, reverse digitally printed, 3mm thickness chevron arrows.	31/10/16
2016	NWH - Maintenance Work	Harvest, cut and clear wildflower meadows (40.5ha) as per 'Heartwood Forest, outline of grass and wildflower management for 2016' map	31/10/16

2016	NWH - Maintenance Work	Hire stonburier for a week to trial promoting wildflowers amongst existing grass areas.	31/10/16
2016	WMM - General Site Management	General site maintenance as required	31/10/16
2016	WC - Planting Ground Preparation	Plough and grass seed compartments 7a and 7b including subsoiling to three marked out areas	31/10/16
2016	WC - Planting Ground Preparation	Supply 500 canes and roll of tape to mark out planting areas	31/10/16
2016	WC - Fencing	Rabbit Fence approx. 1000m in compartment 7a to include management access gate off bridleway	30/11/16
2016	WC - Fencing	Install 1,186m of deer fence including rabbit netting. Fencing to be appropriate to keep fallow deer and rabbits out and according to Woodland Trust specifications 3.6, 3.8 and 3.11, including one deer and rabbit proof gate with vehicle access.	30/11/16
2016	PE - Volunteer on site activity	Volunteer costs Food for Volunteer thank you event on 30th July. £10 per head x 40 people.	30/11/16
2016	PE - Interpretation & Signage	Description: SOB Heartwood Trail Leaflet- 8855, No. of Pages: 8, Finished Size: 1/3 A4 - 210mm x 99mm Portrait, Colours: Printed 4 colour process throughout, Paper: 150gsm Silk Art, Repro: Compatible artwork supplied on disk/E-Mail/FTP, Proofs: PDF proofs included, Finishing: Machine creased, trimmed and folded to finished size, Packing: Packed suitably, Delivery: Standard service to AL10 9DL, Quantity: 2000, Schedule: To be agreed	30/11/16

2016	PE - Interpretation & Signage	Title: 3 x SOB Gallow Banner - Single Sided Size: 400mm X 1400mm. Extent: Single sided, 1 design. Colours: 4 colour process on the face. Origination: Artwork supplied as print ready PDFs to our spec. Proofs: PDF via e-mail. Material: 550gsm PVC Banner. Finishing: Trimmed to shape, angled top, Pocket to top edge, Rod inserted, 2 eyelets to top and bottom edge. Packing: Suitably for overnight delivery Delivery: Overnight to AL10 9DL	30/11/16
2016	PE - Interpretation & Signage	Produce SOB window stickers x 1000	30/11/16
2016	PE - Interpretation & Signage	a) Produce 100mm discs printed full colour on 3mm foamex with 2 x pilot holes x 70	30/11/16
2016	PE - Interpretation & Signage	b) produce A5 ACM printed full colour with matt laminate x 20	30/11/16
2016	PE - Interpretation & Signage	c) A4 ACM printed full colour with matt laminate x 10	30/11/16
2016	PE - Interpretation & Signage	d) A1 ACM printed full colour with matt laminate x 5	30/11/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	30/11/16
2016	CS - General Consultancy	General consultancy for car park and Langley wood works	30/11/16
2016	AW - Visitor Access Infrastructure	Install 220m of post and rail fencing on the southern section of the triangular field including a chicane for pedestrians at foot bridge	30/11/16
2016	AW - Visitor Access Maintenance	Produce Webber Design Gates (Gate at the top of the Gatemakers Drive) in IROKO HARDWOOD	30/11/16
2016	AW - Visitor Access Maintenance	Produce Steel Frames to maintain shape of wooden gate including elongated top hinges and heavy duty hooks on plates	30/11/16
2016	AW - Visitor Access Maintenance	Provide STANDARD GALVANISED FURNITURE: 2 No. 24" Heavy Duty Drop-Bolts and 1 No. Lockable Loop-Over catch	30/11/16
2016	AW - Visitor Access Maintenance	Provide Posts, cost per pair	30/11/16
2016	AW - Visitor Access Maintenance	Delivery to Heartwood Forest	30/11/16

2016	PE - Events - Tree Planting	<p>1829mm x 914mm banner - includes hemmed edges and eyelets</p> <p>Wording on banner:</p> <p>'Winter 2016 tree planting event at Heartwood Forest Come down and get stuck in Sunday 27 November 10am - 3pm For more information please visit heartwood.woodlandtrust.org.uk or call 01476 581111'</p>	10/12/16
2016	PE - Events - Tree Planting	<p>For the provision of catering at Heartwood Forest on the 27th November 2016, at community tree planting event</p> <p>Staffing £160</p> <p>Travel cost £34</p> <p>Material costs (food and gas) £ 40</p> <p>Total £234</p>	23/12/16
2016	PE - Interpretation & Signage	<p>9009 Heartwood Leaflets x 2 sorts - Fisherprint Limited Quote No 94531 1,000 of each sort leaflet Flat Size A3, Novatech Matt 130gsm FSC, 4 colour process + seal varnish both sides, Trimmed to size and folded 12pp DL</p> <p>Delivery to Rachel Orme, 4a Downley Avenue, Milton Keynes, MK138DE</p>	23/12/16

2016	PE - Interpretation & Signage	<p>For the supply of interpretation panels for Heartwood Welcome Hub, Design and Content as agreed with Richard Bloor</p> <p>Specification:</p> <p>12mm marine ply / 5mm foamex / 3mm ACM + matt laminate</p> <p>pricing for your panels as follows:</p> <p>1 off 1412mm x 970mm = £237.87 2 off 729mm x 970mm = £245.62 4 off 703mm x 970mm = £473.72</p> <p>Lead time 5-7 days</p>	23/12/16
2016	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/12/16
2016	PE - Events - Schools	Autumn Schools Planting Week	31/12/16
2016	PE - Events - Schools	Autumn schools planting week - 28th November 2016 as contracted	31/12/16
2016	PE - Events - Tree Planting	Contractor attendance at autumn community planting event	31/12/16
2016	PE - Events - Tree Planting	Taking out spades, trees and equipment as needed throughout winter planting season	31/12/16
2016	PE - Events - Schools	<p>1583164 GoPro HERO+ Action Camera</p> <p>1543782 GoPro Head Strap with QuickClip</p> <p>For evaluation and perspective videos to strengthen message.</p> <p>DELIVERY TO: Karen Trickey, 138 Anchor Lane, Hemel Hempstead, Hertfordshire, HP1 1NS.</p>	31/12/16
2016	AW - Visitor Access Maintenance	Take down and dispose of rabbit fence at Normansland comon, cut field back approximately 20m. Supply and erect new rabbit fence	31/12/16
2016	PE - Events - Tree Planting	Hire of three minibuses on 27th Nov to provide shuttle service from Heartwood car park to planting field on Coleman Green Lane from 9.30am-4pm. Drivers breaks to be staggered so there is always two minibuses available.	31/12/16

2016	AW - Visitor Access Maintenance	Car park access gate daily opening and closing, £100 per week or £1300 per quarter	31/12/16
2016	AW - Visitor Access Infrastructure	Install two kiss gates and associated post and rail (approx. 100m) either side of Drovers Lane to connect arboretum with 7a	31/12/16
2016	AW - Visitor Access Infrastructure	Supply concrete, install car park entrance gates. Gates already removed	31/12/16
2016	PE - Volunteer on site activity	Provide tapas dinner for volunteer Christmas party x30 people	31/12/16
2016	WC - Shelter Supply / Erection	Supply 1,000 tree spirals and canes	31/12/16
2016	WC - Tree / Seed Supply	Supply Arbutus unedo x10, Hippophae rhamnoides x30, Sorbus torminalis x25, Rosa arvensis x5, Rosa pimpinellifolia x5, Rosa rubiginosa x5, Tilia platyphyllos x127, Ligustrum vulgare x50, Crataegus laevigata x162, Quercus petraea x50, Quercus robur x225 1+1 40-60cm, UK sourced and grown	31/12/16
2016	WC - Fencing	Repair rabbit fence adjacent railway. 52 posts need based on installing 2 posts either side of failed strainers rather than replacing	31/12/16
2016	WC - Tree / Seed Supply	Supply Crataegus laevigata x160 60-90cm @ £0.45/tree	31/12/16
2016	WC - Tree / Seed Supply	Supply Tilia platyphyllos x120 60-90cm @ £0.65/tree	31/12/16
2016	WC - Planting Ground Preparation	Paint spotting for Autumn planting events, approx 15,000	31/12/16
2016	SL - Tree Safety Works - Zone A	Tree safety	31/12/16
2016	LC - Fly Tipping	Litter removal, budget for two skips	31/12/16
2017	PE - Volunteer on site activity	Supply 200 hedging stakes and 200 binders including delivery to Heartwood	31/01/17
2017	PE - Interpretation & Signage	Printing of Welcome to Langley signs x4 - WT01-A2-ACL, Woodland Trust signs (no holes) / A2 (420x594mm) / 3mm ACM with matt lam including delivery to 5 Broom Close, Hatfield, Herts AL10 9DL.	31/01/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/01/17

2017	PE - Interpretation & Signage	25 A4 posters on waterproof paper and 500 A5 flyers including delivery to 5 Broom Close, Hatfield, Herts AL10 9DL.	31/01/17
2017	PE - Interpretation & Signage	95 Access signs with corner holes: £2.45 each Dogs on lead x 15, Dogs off lead x 10, Horse allowed x20, Bikes allowed x 20, No bikes x 10, No horse x 20 Delivery to Rachel Orme, 4a Downley Avenue, Bradwell Common, Milton Keynes, MK138DE	01/02/17
2017	PE - Interpretation & Signage	SOB works - supply and install posts x102 and 880m of rope	28/02/17
2017	PE - Interpretation & Signage	Produce magnetic community board for Welcome Hub - marine ply sandwich + 1.5mm powder coated zintec + matt laminate 1 OFF 703x969mm including delivery to Louise Neicho, 5 Broom Close, Hatfield, Herts AL10 9DL	28/02/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	28/02/17
2017	PE - Interpretation & Signage	Description: Bluebell Sticker Sheet - 9245 No. of Pages: 1 Finished Size: A5 - 210mm x 148mm Portrait Colours: Printed 4 colour process, single sided Paper: S/A S/A Gloss Crack-Back Perm Repro: Compatible artwork supplied on disk/E-Mail/FTP Proofs: PDF proofs included Finishing: Trimmed to finished size Kiss Cut to pattern Packing: Packed suitably Delivery: Standard service to 5 Broom Close, Hatfield, Herts AL10 9DL Quantity: 500	28/02/17
2017	AW - Visitor Access Infrastructure	Install self guided walk waymarkers	28/02/17
2017	PE - Volunteer on site activity	Supply 80 stakes & 80 binders+delivery to site for hedgelaying activities	28/02/17
2017	WMM - General Site Management	Extra works from 18 Nov - 24 Jan - putting out spades, sorting trees, work party support, heeling in trees, moving old barn, changing banners and car park signs, stoning horse hops x3, supply and erect posts etc.	28/02/17

2017	AW - Visitor Access Maintenance	Daily opening and closing of Heartwood car park gate as per seasonal times	01/03/17
2017	AW - Visitor Access Maintenance	Install bird mouth fence around overflow car park area leaving gap either end for walkers, approx. 100m	01/03/17
2017	PE - Interpretation & Signage	Hire of Jersey Farm Community Centre on 8th March for 2.5 hours (7pm-9.30pm) at £31 per hour for volunteer meeting. Jersey Farm Community Centre, St Brelades Place, St Albans, Hertfordshire, AL49RG	08/03/17
2017	PE - Interpretation & Signage	Printing of 25 non-waterproof A4 posters for Wick Wood Easter Egg Hunt event on 15th April 2017. Delivery to Pam Farley, 42 Marshal's Drive, St Albans, Hertfordshire, AL1 4RQ	15/03/17
2017	PE - Events - General	Large Woodland Trust Branded Marquee Packing and Handling - £6.66 Printing Service - £0.00 3m x 6m Gala Shade Pro-50 Gazebo (Orange) - £499.99 3m x 6m Gala Shade Pro Gazebo (Orange Sidewalls) - £141.66 100cm x 150cm Logo - £166.66 Delivery to Site: Please ring 07500 987 923 for details	15/03/17
2017	PE - Interpretation & Signage	9443 Heartwood Leaflet Updates x 2 sorts (3,000 of each sort) Quantity: 6,000 Price: £582. Size: Flat Size A3 Materials: Amadeus 120gsm 100% recycled offset (RW) FSC. From final artwork supplied, we to provide low resolution/PDF proof, on approval output plates. Printing: 4 colour process both sides. Finishing: Trimmed to size and folded 12pp DL Packing Instructions: Packed in sorts in cartons as convenient. Delivery: In bulk to one address in mainland UK via standard overnight service. Delivery to Rachel Orme, 4a Downley Avenue, Milton Keynes, Buckinghamshire, MK138DE	24/03/17

2017	PE - Interpretation & Signage	Sign for car park gate for Heartwood Forest - 1 no. 420 x 297 x 25mm air-dried FSC English oak signboard with engraved and painted text one side. Complete with 2 no. fixing battens to reverse. Quote ref Q24880. Price - £96.88 + carriage: £6.95 excluding VAT. Text: 'Car park closed: This car park is locked at night to ensure that it is kept secure for use by our visitors. The closing times are clearly displayed as you enter. The gates are now locked, call one of the following numbers to arrange release (release fee may apply): 07810727077 or 01727 865228' Delivery to Rachel Orme, 4a Downley Avenue, Milton Keynes, Buckinghamshire, MK138DE	31/03/17
2017	PE - Interpretation & Signage	Contribution payment towards Sandridge Parish Council leaflet and map	31/03/17
2017	PE - Interpretation & Signage	As per Information Frames Quote produce FSC certified oak frames for Welcome Hub: 1no 969mm tall x 703mm wide x 8mm thick (with glazed door) as specified, 3no 969mm tall x 703mm wide x 8mm thick as specified, 1no main central frame, made as three frames and fitted together on site to form one main frame, central one to be 969mm tall x 1340mm wide x 8mm thick. Two outer panels to be 969mm tall x 690mm wide x 8mm thick.	31/03/17
2017	PE - Interpretation & Signage	As per Information Frames Quote produce FSC certified oak leaflet dispensers for Welcome Hub: 4no 100mm deep with clear polycarbonate fronts and hinged lids. Two will be the width and height to house DL (1/3rd folded A4) leaflets. The other one or two will be the width and height to house A5 leaflets.	31/03/17
2017	PE - Interpretation & Signage	Installation of frames and leaflet dispensers in Welcome Hub	31/03/17

2017	PE - Interpretation & Signage	2.00 Upright structure in timber inc. Multiguard® panel: 1100mmx594mm as artwork agreed	31/03/17
2017	PE - Interpretation & Signage	60.00 Manufacture timber posts 100mmx80mm with angle cut to suit the acceptance of a printed plaque laminated to artwork agreed also fit fixing pin to the bottom of posts	31/03/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/03/17
2017	PE - Events - Tree Planting	Provide three portaloos, one to be accessible from 6th Jan-21st March with weekly servicing	31/03/17
2017	PE - Events - Tree Planting	Supply 66 cages and stakes for orchard	31/03/17
2017	PE - Events - Tree Planting	Facilitate spring schools planting week 6-10 March	31/03/17
2017	AW - Car Park Construction	Heartwood Forest, Sandridge, Herts - Gravel retention system parking and passing bays and bituminous surface to be laid around circulatory car park contract award dated 24/11/2016	31/03/17
2017	CS - General Consultancy	CDM coordinator for car park and Langley wood works	31/03/17
2017	WC - Tree / Seed Supply	Supply Quercus robur x60, Viburnum opulus x150, Ilex aquifolium x120, Ligustrum vulgare x120 - all 40-60cm + 2,500 sprial guards and canes	31/03/17
2017	Oak Common (Bulk Planting)		31/03/17
2017	Wild Cherry (Bulk Planting)		31/03/17
2017	Silver Birch (Bulk Planting)		31/03/17
2017	Beech (Bulk Planting)		31/03/17
2017	Rowan (Bulk Planting)		31/03/17
2017	Field Maple (Bulk Planting)		31/03/17
2017	Hazel (Bulk Planting)		31/03/17
2017	Hawthorn (Bulk Planting)		31/03/17
2017	Blackthorn (Bulk Planting)		31/03/17
2017	Spindle (Bulk Planting)		31/03/17
2017	Dogwood (Bulk Planting)		31/03/17
2017	Dog rose (Bulk Planting)		31/03/17
2017	Crab Apple (Bulk Planting)		31/03/17
2017	Aspen (Bulk Planting)		31/03/17
2017	Alder (Bulk Planting)		31/03/17

2017	Hornbeam (Bulk Planting)		31/03/17
2017	Sessile oak (Bulk Planting)		31/03/17
2017	Downy birch (Bulk Planting)		31/03/17
2017	Goat willow (Bulk Planting)		31/03/17
2017	Elder (Bulk Planting)		31/03/17
2017	Bird Cherry (Bulk Planting)		31/03/17
2017	Small-Leaved Lime (Bulk Planting)		31/03/17
2017	Alder Buckthorn (Bulk Planting)		31/03/17
2017	Purging buckthorn (Bulk Planting)		31/03/17
2017	Juniper (Bulk Planting)		31/03/17
2017	Yew (Bulk Planting)		31/03/17
2017	Grey willow (Bulk Planting)		31/03/17
2017	Wayfarers Tree (Bulk Planting)		31/03/17
2017	LC - Initial Site Clearance	Remove waste off bridleway/beside Wells Wood - cut back the vegetation to allow vehicle access = 2 men + transit + hedge trimmers and long reach chain saw for 1 day, leaving all arisings on site providing a 3m x 3m access route to the pile.	31/03/17
2017	LC - Initial Site Clearance	Remove waste off bridleway/beside Wells Wood - approx. 200m ³ , 22 loads at 9m ³ load. Ensure warning signs in place at either end of bridleway and banksman in place at all times.	31/03/17
2017	WC - Planting Ground Preparation	Supply mypex - 100m of 1.5m width and 200 pegs.	31/03/17
2017	WC - Planting Ground Preparation	Scratch out and paint spotting for Spring planting events, approx. 41,000	31/03/17
2017	WC - Tree / Seed Supply	Supply 5 additional apples for orchard planting	31/03/17
2017	WC - Tree / Seed Supply	Supply additional trees - 500no. Hawthorn and 500no. Blackthorn, 1000no. Spirals gurads and 1000no. Canes	31/03/17
2017	WC - Tree / Seed Supply	Supply 31 Apple trees, 29 pear trees and 6 cherry trees	31/03/17
2017	WC - Tree / Seed Supply	Delivery of fruit trees for orchard	31/03/17
2017	WC - Tree / Seed Supply	Supply 30 Sorbus torminalis including delivery to Sandridgebury Farm	31/03/17

2017	WC - Tree / Seed Supply	Produce Plymouth Pear <i>Pyrus cordata</i> 60-90cm	31/03/17
2017	WC - Fencing	Supply and install approx 1000m of rabbit proof fencing around the newly planted trees, including two 1.2m pedestrian access gates at either end.	31/03/17
2017	PE - Interpretation & Signage	2000 Leaflets Description: SOB Heartwood Trail Pledge - 8855 No. of Pages: 8 Finished Size: 1/3 A4 - 210mm x 99mm Portrait Colours: Printed 4 colour process throughout Paper: 170gsm Silk Repro: Compatible artwork supplied on disk/E-Mail/FTP Proofs: PDF proofs included Finishing: Machine creased, trimmed and folded to finished size Packing: Packed suitably Delivery: Standard service to 1 UK mainland address to Rachel Orme, 4a Downley Avenue, Milton Keynes, MK138DE	21/04/17
2017	PE - Interpretation & Signage	Renewal fee for VisitEngland Visitor Attraction Scheme for 2017 for Heartwood Forest accreditation - fee £329.00 + VAT	25/04/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	30/04/17
2017	CS - General Consultancy	General consultancy for car park and Langley wood works	30/04/17
2017	PE - Events - Tree Planting	Spring corporate planting events	30/04/17
2017	AW - Visitor Access Maintenance	Install bread board signs to new gates, install kiss gate in triangular field, stone all kiss gates and horse hops	30/04/17
2017	WC - Tree / Seed Supply	Supply the following extra native local Bedfordshire provenance trees and shrubs (60-90cms): 15 Midland Hawthorn (<i>Crataegus laevigata</i>) and 15 Large-leaved Lime (<i>Tilia platyphyllos</i>)	30/04/17
2017	WC - Fencing	Check and repair all rabbit fence, 3 man days + materials	30/04/17
2017	SL - Tree Safety Works - Zone A	Tree safety as per survey dated 21.10.16	30/04/17

2017	PE - Volunteer on site activity	Hire of North Room at Sandridge Village Hall on Tuesday 28th March 2017 Times:- 7:30 p.m. to 10:00 p.m.	30/04/17
2017	WMM - General Site Management	General site maintenance - helping with planting events and work parties, sorting trees, heeling in trees, clearing and moving materials in barn, changing banners and car park times, stoning horse hops and gates, supply and erect post on Coleman Green Lane, put up and take down yurt for Show the Love event, collecting and moving bales, repairing sail on hub	30/04/17
2017	PE - Interpretation & Signage	Interpretation - Illustration for the arboretum information boards for Heartwood Forest by Steven Hall	04/05/17
2017	PE - Interpretation & Signage	Correx event signage - Event (forward arrow) x 7, Event (right arrow) x 5, Event (left arrow) x5, Car parking (forward arrow) x 5, car parking (right arrow) x5, Car parking (left arrow) x 5 Take care pedestrians x 2 All with 4 holes / A3 (297x420mm) / 5mm CORREX Delivery to Rachel Orme, 4a Downley Avenue, Milton Keynes, MK138DE	10/05/17
2017	PE - Events - General	Merit Promotional Clothing TRIANGULAR BANDANA PRINTED WITH 1 COLOUR WHITE WOODLAND TRUST LOGO POSITIONED IN TIP OF TRIANGLE. INDIVIDUALLY POLY BAGGED, BULK PACKED AND DELIVERY 125 X LIME GREEN 125 X ROYAL BLUE	19/05/17
2017	CS - General Consultancy	Consultancy for car park during Feb - finalise main contract works at Heartwood, Snagging and subsequent visit. Liaise with WT and contractor, commence tender docs for surface dressing etc	31/05/17
2017	CS - General Consultancy	Consultancy for car park during March - Tender docs for surface dressing etc, Site visits to see remedial works etc	31/05/17

2017	PE - Interpretation & Signage	SOB campaign - sorting rope, fell trees, change signs	31/05/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/05/17
2017	WMM - General Site Management	Hire of barn for 12 months	31/05/17
2017	PE - Events - General	<p>UKPOS - Order</p> <p>A1 Chalkboard Bundle - "CHALK-BUNDLE2" - Quantity 1 at £102.95 ex. VAT</p> <p>A Board Chalkboard - A2 A Frame Chalkboard - "ABC4A2" - Quantity 1 at £41.00 ex. VAT</p> <p>Qualifying free standard delivery 2-3 days at £0.00</p> <p>Delivery to Becky Brown, Woodland Trust, Kempton Way, Grantham, NG31 6LL</p>	06/06/17
2017	PE - Interpretation & Signage	<p>Gallows banners for the Heartwood Forest Summer Festival</p> <p>Heartwood Forest Entrance Gallows Banners</p> <p>Size: 400mm w x 1400mm h</p> <p>Extent: 3 x Single Sided (variants TBC)</p> <p>Colours: 4/0</p> <p>Origination: Artwork supplied as print ready PDFs to our spec.</p> <p>Proofs: PDF via e-mail.</p> <p>Material: 550gsm banner PVC.</p> <p>Finishing: Cut to shape (Angled top) with pocket to top edge, rod inserted, 2 eyelets to top and bottom edges</p> <p>Packing: Packed suitably for overnight despatch.</p> <p>Delivery: Overnight to 1 x UK mainland address to Becky Brown, Woodland Trust, Kempton Way, Grantham, NG31 6LL</p>	08/06/17

2017	PE - Events - General	Heartwood Summer Banner Banner (550gsm with hems and eyelets) 6ft x 3ft =£31.51 31.51 x 4 = £126.04 ASAP - Need by Tuesday 20th June at Head Office, Woodland Trust, Grantham.	23/06/17
2017	AW - Visitor Access Maintenance	Daily opening and closing of Heartwood car park gate as per seasonal times	30/06/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	30/06/17
2017	WMM - General Site Management	General site maintenance - Putting out spades, trees gazebo's etc, Putting up plaques and signs to trails, and Langley wood , change banners x3, Sign to butchers, John Bunion and shop, Take rubbish/guards from barn x4,, take down wire from bridleway and other bits from extras map, supply and erect panel fence along drive, Install 62 info posts to arboretum, Dismantle camps and take down swings x2, Supply and rehang gate post on bridleway, Change time signs, Install take down various signs, Clear fallen tree, take down swings, Supply and install bollards to footpath	30/06/17
2017	WC - Tree Weeding / Fertilising	Halo spray young trees with glyphosate - approx. 80,000 weeded once in early spring, see halo spray and noxious weed control map for details	30/06/17
2017	PE - Events - General	Cost for chainsaw carving demonstration at Heartwood Forest Summer festival Summer Festival Saturday 8th July 11am-4pm Will Lee (www.chainsaw-carvings.co.uk) - iSculpt Ltd	06/07/17
2017	PE - Events - General	Hay Bales for Heartwood Festival; £80.00 ; £2.65 per bale Money to be paid to Sandridge School PTA	08/07/17
2017	PE - Events - Contractor/Provider	Willowpool Design - £575 for Heartwood Festival	08/07/17

2017	PE - Events - Contractor/Provider	16258 Heartwood Summer Festival Saturday 8th July 2017 - face painting Providing 2 x face painters at Heartwood, inc professional fees and materials: £285 (same as previous if approx same timings)	09/07/17
2017	PE - Events - General	Toilets for Heartwood Summer Festival on the 8th July. £280	21/07/17
2017	CS - General Consultancy	General consultancy from 31st March 2017 to 31st May 2017 - Issue tenders, liaise with contractors, chase for tender returns, liaise with best priced tenderers etc.	31/07/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/07/17
2017	PE - Interpretation & Signage	Reprint of the Heartwood leaflet X 5000 from Fisher Group Quote no. 99038. Total cost £451 inc delivery (delivery to Woodland Trust Head Office, Grantham)	31/07/17
2017	WC - Tree Weeding / Fertilising	Weed newly planted hedges with glyphosate	31/07/17
2017	PE - Volunteer on site activity	Food at Rose and Crown for RO's leaving farewell gathering	31/07/17
2017	PE - Volunteer on site activity	Hire of Sandridge Village Hall north room on Tuesday 27th June from 7pm- 9.30pm	31/07/17
2017	PE - Volunteer on site activity	Hire of Sandridge Village Hall for Monitoring Group Meeting - 10th October 2017 from 7.30pm-10.30pm (North Room) at £15 per hour (2.5 hours)	31/07/17
2017	PE - Events - General	Toilet hire from HCTH for the Heartwood Forest Summer Picnic 1 x standard toilet and 1 x disabled for 13th August, delivered on Friday 11th August and collected on Monday 14th August. £220 +V.A.T	14/08/17

2017	PE - Events - General	Cost for chainsaw carving demonstration at Heartwood Forest Summer festival Summer Festival Saturday 8th July 11am-4pm Will Lee (www.chainsaw-carvings.co.uk) - iSculpt	31/08/17
2017	CS - General Consultancy	Various liaison with client and contractor for existing and proposed works at Heartwood. Hand deliver contracts for signing to Contractor and post to WT. Review of planning policy for overflow car park. Liaison with St Albans District planning officer. Preparation of planning drawings and letters to amend condition. Issue to team and await confirmation to proceed with upload to planning portal, including expenses	31/08/17
2017	AW - Visitor Access Infrastructure	Install bird mouth fence around pond in car park - supply and erect 268m of bird mouth fence to match existing. To include 19 turns requiring posts and to fix with concrete.	31/08/17
2017	PE - Interpretation & Signage	Install and take down bluebell archway and plaque	31/08/17
2017	LC - Routine Litter Picks	Empty of 5 dog bins, Twice per week	31/08/17
2017	PE - Volunteer on site activity	Taking water tubs to orchard during drought so volunteers could water fruit trees. Supply 2 rolls green tube and refill gas bottle.	31/08/17
2017	WC - Invasive Plant Control	Noxious weed control - spray path edges in car park in spring and then again in mid-summer, see halo spray and noxious weed control map for details	31/08/17
2017	WC - Invasive Plant Control	Noxious weed control - spray Japanese knotweed three times throughout the growing season, see halo spray and noxious weed control map for details	31/08/17
2017	WC - Invasive Plant Control	Noxious weed control - pull and cut ragwort and spray and cut thistles where necessary in summer, see halo spray and noxious weed control map for details	31/08/17

2017	WMM - General Site Management	Putting up no bike/horse signs, extra mowing, circle, bridleway and carpark (dog show) erecting skylark signs. Repairs to main gate and kiss gates - take down and remove hinges for repair, collect and rehang, close and open entrance. Extra mowing by car park, pond and bridleway and Colemans green, take down sail erect banners x2. Supply and erect 16 bays of bird mouth fence including clips.	31/08/17
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APPENDIX 1: COMPARTMENT DESCRIPTIONS

Cpt No.	Area (ha)	Main Species	Year	Management Regime	Major Management Constraints	Key Features Present	Designations
1a	6.57	Hornbeam		High forest		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Ancient Semi Natural Woodland, County Wildlife Site (includes SNCI, SINC etc)

Langley Wood is a magnificent little piece of ancient woodland, the jewel in Heartwood's crown. Traditionally oak standards with hornbeam coppice, although now out of rotation and forming a proper high canopy woodland. There are some beautiful old gnarled coppice stumps and a row of old coppiced limes along the path on the SW side. There are numerous species recorded that are associated with ancient woodland, including yellow archangel, dog's mercury, pignut, dog violet and hairy brome. However, the wood anemones and bluebells are the real show-stopper and in spring they turn the woodland into a celebrity feature. Understory is sparse, consisting of elder, hawthorn, holly and mature bramble toward the centre. Due to intense historical coppicing there is a lack of deadwood and associated habitats. The wood is surrounded by old wood banks, eroded in places. A tall, diverse hedgerow along the high bank of an ancient track forms the NE boundary. There are several old depressions along the SW boundary, possibly former chalk pits and a large depression in the northern corner, rumoured to have been formed by a WWII bomb.

1b	46.45	Oak (sessile)	2009	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
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Compartment 1b forms the bulk of the first season's planting in 2009/10. It also saw Heartwood's very first trees planted on 28 Nov 2009 just south of Langley Wood by Lady Verulam, along with the first, 1 millionth and 2 millionth child of the Trust's Tree for All planting campaign. Adjacent to the southern boundary is a large block planted with containerised stock on 5 Dec 2009 as part of a world record attempt where 20,326 trees were planted in 1 hour by 100 young volunteers. Towards the railway line on the western boundary there are dedicated groves where individuals have sponsored hectares of new planting. These are marked with a grove post in the centre of the plots. Other areas within this large compartment have been supported by The Sunday Times and the Daily Mail. Trees are planted at 2.1m x 2.1m spacing (2250 trees/ha) in sinuous lines. Fulfilling one of our key project aims - every tree was planted by a volunteer. Local schools, community and organisations all helped out. Cpt 1b is also home to the roman settlement that was identified as part of the EIA archaeological surveys. It can be found south east of Pismire Spring and is managed as open habitat, cut twice a year, to ensure tree roots do not damage any remaining archaeology.

1c	2.26	Hornbeam		High forest		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Ancient Semi Natural Woodland, County Wildlife Site (includes SNCI, SINC etc)
<p>ASNW known as Pismire Spring. Primarily oak/hornbeam woodland with a high canopy, dominated by old coppiced hornbeam, scattered oak standards with a few old cherry and a few large ash. Ground flora includes bluebell, yellow archangel, pignut, primrose and celandine. Understory comprises hawthorn, elder, hazel and holly and a small amount of deadwood. On the southern fringe is a small steep-sided quarry dotted with elder, traveller's joy and dog's mercury.</p>							
2a	18.20	Open ground	2009	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>One of the most scenic parts of the whole site, cpt 2a lies in a Landscape Conservation Area and holds fine views out towards Harpenden. The bulk of this south-east facing slope of a mini valley is open meadows sown with a grass and wild flower mix in spring 2009. Small clumps of trees have been planted throughout the area to break up the expanse and improve diversity.</p>							
2b	8.17	Oak (sessile)	2010	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>An important block of new planting, linking up two blocks of ASNW. Created in 2010/11 through community planting events, local schools and volunteers. Trees are planted at 2m x 1.8m spacing (2800/ha) in sinuous lines and contains a whole variety of native broadleaves, primarily oak, ash, hornbeam, birch, field maple, hazel and hawthorn. The north western half is a large dedicated grove sponsored by a local Trust supporter.</p>							
2c	7.34	Hornbeam		High forest		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Ancient Semi Natural Woodland, County Wildlife Site (includes SNCI, SINC etc), Green Belt

Compartment 2c is another piece of ASNW known as Well and Puddlers Wood. It is dominated by over mature coppiced hornbeam, with occasional oak, ash, lime and field maple. It has more of a natural, unmanaged feel to it than Langley Wood. Over a dozen species commonly associated with ancient woodland have been recorded, including wood anemone, bluebell, enchanter's nightshade, figwort, three-nerved sandwort and broad buckler fern. There are some tremendous ancient trees in the wood, most notable include an ash with a girth of 5.15m measured 0.6m above the ground, field maple (4.5m), hornbeam (5.24m) and lime (7.60m). There is also a strip of young elms along the eastern margin, complementing re-generating elm in the mature hedge. There is a mixed understory of elder, hawthorn, ash regen and bramble, and there is an excellent amount of standing and fallen deadwood habitats. The wood is littered with interesting archaeological features including an intact wood bank, numerous old mounds, banks, ridges, depressions and sunken paths or channels.

2d	1.81	other oak spp		High forest		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Ancient Semi Natural Woodland, County Wildlife Site (includes SNCI, SINC etc), Green Belt
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Round Wood is the smallest block of ASNW. It is primarily oak standards with a fairly mature hornbeam coppice understory (perhaps last coppiced 20 years ago) along with the odd cherry, ash and birch. The bluebells are tremendous in spring.

2e	13.10	Oak (sessile)	2012	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
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2e comprises a block of 7.5ha of planted woodland, due to be planted in 2012/13 alongside an expanse of open wildflower meadow roughly measuring 5ha. Tree species include oak, ash, willow, hornbeam, cherry and lime planted at 2.1m x 2.1m spacing (2250 trees/ha) in sinuous lines. The wildflower meadow will be sown with a mix of red campion, cow parsley, hedge bedstraw, field scabious, lesser knapweed, cowslip and vipers bugloss.

2f	7.00	Oak (sessile)	2013	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	
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Compartment 2f is due to be planted in winter 2013 by local volunteers, school and corporate groups.

3a	4.26	Ash	2008	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>High up on the plateau and downwind of Well Wood, this piece of land has been left to let nature run its course. The final crop of wheat was removed from this area in July 2008 and since then the land has turned to flourishing young woodland. It is dominated by ash natural regeneration, some stems now over 2m high, along with oak nearer the NW edge and some hornbeam, birch and field maple further in.</p>							
3b	2.66	Oak (sessile)	2010	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Compartment 3b represents the first season's planting in 2010 by Disney Store UK in their 'Magical Wood' which covers 50 acres and spreads into cpts 2c and 3a, b, c & e. 350 of Disney's volunteers planted around 7500 trees on 28 Feb 2010. Species include oak, ash, willow, hornbeam, cherry and lime planted at 2.1m x 2.1m spacing (2250 trees/ha) in sinuous lines.</p>							
3c	5.39	Oak (sessile)	2011	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Compartment 3c represents the second season's planting in 2011 by Disney Store UK in Magical Wood. On 27 Feb 2011 500 volunteers planted 15,000 trees. Species include oak, ash, willow, hornbeam, cherry and lime planted at 2.0m x 1.8m spacing (2250 trees/ha) in sinuous lines.</p>							
3d	17.66	Oak (sessile)	2011	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Compartment 3d was planted during winter 2011/12 by local community members and corporate groups with native broadleaves planted at 2m x 1.8m spacing (2800/ha). The north western section remains unploughed from the last harvest in 2011 and will be left to naturally regenerate by local seed, extending the regeneration seen in cpt 3a. The south eastern section was found to contain remnants of a Bronze Age round house during the EIA and therefore has been sown with a wildflower and grass seed mix to remain as open habitat.</p>							

3e	5.46	Oak (sessile)	2012	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
Planted in 2012 and forms the final planting of Disney's 50 acre Magical Wood. On 26th February 2012 over 500 Disney Store staff planted 15,000 trees in one large tree planting event.							
4a	17.90	Oak (sessile)	2010	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
Planted in 2010/11 through community planting events, local schools and volunteers. Trees are planted at 2m x 1.8m spacing (2800/ha) in sinuous lines and contain a whole variety of native broadleaves, primarily oak, ash, hornbeam, birch, field maple, cherry, rowan, hazel and hawthorn. The north western fringe contains dedicated groves sponsored by local Trust supporters. A large open wide ride runs north to south through the middle and the busy bridleway runs up the southern side in a sunken lane just over a tall hedge. Hedgelaying has begun on this hedge and will continue all the way along its length over the years as Heartwood develops.							
4b	7.23	Oak (sessile)	2011	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
Surrounding the car parking area, this compartment houses the Heartwood car park. The car park provides 55 permanent spaces and an overflow area that can be used for specific events, all designed to accommodate cars and coaches in a practical yet aesthetic environment. Much of the area has already been planted with native broadleaves as per other compartments and further planting was carried out during the winter of 2011/12 to soften the edges and screen the car park from the village.							
4c	17.76	Oak (sessile)	2011	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
This area has been planted during the winter of 2011/12 with a wide range of native broadleaves at 2x1.8m spacing (2800/ha) mostly by school children and local community groups. The north western area has been sown with a wildflower mix and will remain an open habitat to retain much of the spectacular views seen from here.							

4d	5.00	Oak (sessile)	2010	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
Native broadleaves planted at 2.0m x 1.8m spacing (2800/ha) in Nov 2010 can be seen here. This compartment also holds the access point off the public highway for the new car park and the internal connecting track runs through the middle.							
4e	6.00	Oak (sessile)	2013	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
This compartment is due to be planted in 2012/13. It has been taken out of the FBT and sown to a general grass mix ready for tree planting.							
4f	18.80	Oak (sessile)	2013	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
Due to be planted in 2013/14.							
5a	14.38	Oak (sessile)	2010	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
A mix of woodland creation and open space greets visitors accessing the forest off the Hertfordshire Way north of Sandridge village. The east of the compartment contains a large rabbit fenced block of mixed native broadleaves planted in Feb/Mar 2011 at 2.0m x 1.8m spacing in sinuous lines. The west of the cpt over the hedge contains another fenced area part sown with native tree seed. This covers an approx 2ha area and started in Oct 2010 with school children scattering hundreds of thousands of birch, field maple, ash and hornbeam seed. Not to mention dibbing in thousands of oak, hazel and cherry. Running through the centre of the compartment is a young, establishing community orchard. The first local variety apple trees were planted on 21 October 2010 by local school children with the help of the Lord Mayor of St Albans. The orchard is subject to a separate plan.							

5b	5.13	Oak (sessile)	2011	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Compartment 5b comprises approx 2.5ha of scattered tree seeds and 2.5ha of native tree planting at 2x1.8m spacing's (2800/ha) and was completed during the winter of 2011/12. The tree seed have been scattered by local school children and the trees planted by local volunteers. The hope is that natural regeneration will play a role here too as the area is adjacent to an existing ancient woodland.</p>							
5c	28.10	Oak (sessile)	2012	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Due to be planted 2012/13.</p>							
6a	34.70	Oak (sessile)	2015	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Currently arable land under a Farm Business Tenancy (FBT). Due to be planted in 2014/15/16.</p>							
7a	5.50	Open ground	2017	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Currently arable land under a Farm Business Tenancy (FBT). Due to be planted 2016-19.</p>							
7b	33.40	Open ground	2017	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
<p>Currently arable land under a Farm Business Tenancy (FBT). Due to be planted 2016-19.</p>							

7c	6.43	Open ground	2017	Wood establishment		Informal Public Access, New Native Woodland, Open Ground Habitat, Other	Green Belt
Currently arable land under a Farm Business Tenancy (FBT). Due to be planted 2016-19.							

GLOSSARY

Ancient Woodland

Ancient woods are defined as those where there has been continuous woodland cover since at least 1600 AD. In Scotland ancient woods are defined strictly as sites shown as semi-natural woodland on the 'Roy' maps (a military survey carried out in 1750 AD, which is the best source of historical map evidence) and as woodland all subsequent maps. However, they have been combined with long-established woods of semi-natural origin (originating from between 1750 and 1860) into a single category of Ancient Semi-Natural Woodland to take account of uncertainties in their identification. Ancient woods include Ancient Semi-Natural Woodland and plantations on Ancient Woodland Sites (see below). May support many species that are only found in ancient woodland.

Ancient Semi - Natural Woodland

Stands in ancient woods defined as those consisting predominantly of native trees and shrubs that have not obviously been planted, which have arisen from natural regeneration or coppice regrowth.

Ancient Woodland Site

Stands in ancient woods that have been converted to plantations, of coniferous, broadleaved or mixed species, usually for timber production, including plantations of native species planted so closely together that any semi-natural elements of the understorey have been suppressed.

Beating Up

Replacing any newly planted trees that have died in the first few years after planting.

Broadleaf

A tree having broad leaves (such as oak) rather than needles found on conifers (such as Scots pine).

Canopy

The uppermost layer of vegetation in a woodland, or the upper foliage and branches of an individual tree.

Clearfell

Felling of all trees within a defined area.

Compartment

Permanent management division of a woodland, usually defined on site by permanent features such as roads. See Sub-compartments.

Conifer

A tree having needles, rather than broadleaves, and typically bearing cones.

Continuous Cover forestry

A term used for managing woods to ensure that there are groups or individual trees of different ages scattered over the whole wood and that some mature tree cover is always maintained. Management is by repeated thinning and no large areas are ever completely felled all at once.

Coppice

Trees which are cut back to ground levels at regular intervals (3-25 years).

Exotic (non-native) Species

Species originating from other countries (or other parts of the UK) that have been introduced by humans, deliberately or accidentally.

Field Layer

Layer of small, non-woody herbaceous plants such as bluebells.

Group Fell

The felling of a small group of trees, often to promote natural regeneration or allow planting.

Long Term Retention

Discrete groups of trees (or in some cases single trees) that are retained significantly past their economic felling age. Operations may still be carried out within them and thinning is often necessary to maintain stability.

Minimum Intervention

Areas where no operations (such as thinning) will take place other than to protect public safety or possibly to control invasive exotic species.

Mixed Woodland

Woodland made up of broadleaved and coniferous trees.

National vegetation classification (NVC)

A classification scheme that allows an area of vegetation to be assigned to the standardised type that best matches the combination of plant species that it contains. All woodlands in the UK can be described as being one of 18 main woodland types (W1 - W18), which principally reflect soil and climatic conditions. For example, Upland Oakwoods are type W11, and normally occur on well drained infertile soils in the cooler and wetter north and west of Britain. Each main type can be subdivided into numerous subtypes. Most real woods contain more than one type or sub-type and inevitably some woods are intermediate in character and can't be properly described by any sub type.

Native Species

Species that arrived in Britain without human assistance.

Natural Regeneration

Naturally grown trees from seeds falling from mature trees. Also regeneration from coppicing and suckering.

Origin & Provenance

The provenance of a tree or seed is the place where seed was collected to grow the tree or plant. The origin is the geographical location within the natural range of a species from where seeds/tree originally derives. Thus an acorn collected from a Turkey oak in Edinburgh would have an Edinburgh provenance and a southern European origin.

Re-Stocking

Re-planting an area of woodland, after it has been felled.

Shrub Layer

Formed by woody plants 1-10m tall.

Silviculture

The growing and care of trees in woodlands.

Stand

Trees of one type or species, grouped together within a woodland.

Sub-Compartment

Temporary management division of a compartment, which may change between management plan periods.

Thinning

The felling of a proportion of individual trees within a given area. The remaining trees grow to fill in the space created.

Tubex or Grow or Tuley Tubes

Tubes placed over newly planted trees or natural regeneration that promote growth and provide protection from animals such as rabbits and deer.

Weeding

The control of vegetation immediately around newly planted trees or natural regeneration to promote tree growth until they become established. Either by hand cutting or with carefully selected weed killers such as glyphosate.

Windblow/Windthrow

Trees or groups of trees blown over (usually uprooted) by strong winds and gales.