



The Association of Gardens Trusts

**Historic Landscape Project - Southeast
2010-2013**



Methodology & Evaluation Report

**Volume II
APPENDICES**

Historic Landscape Project Southeast 2010-2013

Methodology and Evaluation Report

APPENDICES

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APPENDIX 1

Historic Landscape Project Officer - Job Description and Person Specification

HISTORIC LANDSCAPE PROJECT OFFICER - South East Region
3 YEAR (FIXED TERM) CONTRACT - based in central London office

Purpose of the post:

The nine county gardens trusts, covering the counties of the south east of England government region, are all independent voluntary organisations and educational charities set up to protect and sustain their county's gardens, landscapes, parks and green spaces.

Environmental Stewardship is an agri-environment scheme administered by Natural England (NE). It provides funding to land owners for environmental land management and has proved a valuable tool in conserving historic parks and designed landscapes.

On behalf of the trusts in the South East Region, the Association of Gardens Trusts, (the umbrella body for the individual county gardens trusts), is supporting and managing a new three year grant aided post to advise Natural England and English Heritage (EH) about conserving historic parks and designed landscapes through the use of Environmental Stewardship funding. The post will also seek to enhance the professional knowledge and skills of volunteers (members of the county garden trusts), to maximise the potential use of Environmental Stewardship, and to advise about applications and other planning issues.

This new partnership is a pilot project which will inform how county gardens trust volunteers could promote the Environmental Stewardship Scheme for the conservation of historic parks and designed landscapes in the longer term, and may then be extended, including to other England regions.

Aims of the post:

- To provide historic park and designed landscape advice to Natural England
- To establish a regional advice and monitoring network with county garden trusts
- To identify and develop pipeline Higher Level Stewardship historic landscape applications
- To develop and deliver a programme that enhances the capacity and skill of CGTs to enable them to engage more effectively in conservation management.

Historic Landscape Advice

- Provision of specialist advice to the NE Historic Environment Adviser relating to agri-environment schemes
- Preparation of suitable briefs for Conservation Management Plans
- Input into NE and EH historic landscape training and promotion

Enabling a Regional Garden Trust Advice Network

- Approach and identify key personnel as liaison points within each of the CGTs
- Identify, record and develop CGT areas of interests, fields of expertise, sites of CGT involvement on a county basis
- Develop a framework by which CGTs can supply NE with general and site specific advice
- Attend CGT meetings to launch the network concept, explain processes and engender wider interest

- Promote partnership working and information sharing, particularly with UK Parks and Gardens database, Garden History Society and county Historic Environment Records (HERs).

Enabling Garden Trusts Capacity Building

- Organise and deliver, in conjunction with EH and NE staff, 3 workshops per year in London for two years to enhance capacity and skills within the CGT network.

It is expected that the post holder will develop a programme that enhances the capacity and skill of county gardens trusts to enable them to engage more effectively in conservation management, as well responding to Trust members' interests to provide satisfying and popular events.

Higher Level Stewardship Applications

- Collate existing datasets of unregistered parks and gardens and organise its transfer into GIS.
- Interrogate NE database and further datasets to identify high priority sites for Higher Level Stewardship agreements.
- Assess and define appropriate communication channels for initiating contact with high priority sites.
- Where appropriate, support negotiations on Higher Level Stewardship priority sites.

NB: It is not intended that the post holder converts data into GIS or has any hands-on dealings with the datasets, simply that this collation and downloading process is managed by the post. They should have the GIS skills to interrogate this data.

Please go to websites for more information on the work of

- Association of Gardens Trusts www.gardenstrusts.org.uk
- English Heritage www.english-heritage.org.uk
- Natural England www.naturalengland.org.uk

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
TRAINING, EXPERIENCE AND QUALIFICATIONS	
First or second class honours degree in Landscape Architecture and relevant experience of working in a Landscape Architectural Practice or a substantial and proven track record of academic and practical competence	Membership of a relevant professional body
A full driving licence	Post graduate qualification in a related subject
KNOWLEDGE AND SKILLS	
Broad knowledge of historic designed landscape in South East England and conservation issues and priorities	Awareness of Environmental Stewardship aims, priorities and process
Awareness of land management issues in historic designed landscapes	Proven advocacy skills.
Ability to approach problems and possible solutions in a practical and creative way	Specialist knowledge in aspects of the historic designed landscape
Self-motivated, dynamic and organized	Experience of commissioning and managing landscape projects
	Experience in writing Conservation Management Plans
	Experience of GIS/database systems
INTERPERSONAL SKILLS	
Experience of managing the work of both self and others, including experience of working with volunteers	Experience of working with volunteers
Good oral and written communication skills	Strong customer orientation.
Ability to communicate persuasively with a wide range of people.	Ability to write clear and concise reports which accurately analyse the issues and provide firm recommendations
Ability to build good relationships with stakeholders.	Good presentation skills
	Ability to work to tight deadlines

The post will be based in the AGT office at 70 Cowcross Street London EC1M 6EJ and be line managed by the appropriate person from the Association of Gardens Trusts.

APPENDIX 2

Extract from HLP Quarterly Monitoring Report

HLPO Progress Review Report – Year 2: 2nd Quarter: 01 July 2011 to 30 September 2011

1. Progress against Year 2 / 2nd Quarter project targets -

Aim	Task within Q1 & 2	Expected Output/Outcome	By End	% Comp	Notes	Risk Red Amber Green
A6	Develop capacity building training programme* for CGTs	Deliver Workshop 1 [Session #2]	Q2	100%	2nd session delivered - minimum 10 attendees	G 10 participants attended. Feedback obtained.
A7	Workshop 1: Responding to Consultations on Planning Applications	Book date/venues/visits/ devise monitoring etc Workshop 2	Q1- Q2	100%	Dates and venues booked	G Virginia Hinze (VH) and VMcC to run sessions: October 26 – Juniper Hall, Surrey November 21 – South Hill Park, Bracknell
A8	Workshop 2: Site Research for Local Listing	Produce stand-alone training materials for Training Workshop #1	Q2	35%	Draft materials produced and reviewed by trainer(s)/stakeholders	A Materials not adjusted following trial or developed as stand-alone due to possible legislative changes See Note A
A9	Workshop 3: Understanding Conservation Management Plans	Devise detailed sessions and handouts Workshop 2	Q2- Q3	50% - on target	Preparation completed	G Materials being drawn up and discussed between VMcC and VH
B2	Develop and deliver capacity building support for CGTs	Develop 2 short packaged 15 min presentations [#1] for delivery at CGT meetings based on feedback	Q1- Q2	80%	Presentation materials produced for two topics	G Topic 1 - Country Parks completed – handout to be produced Topic 2 – Introduction to Conservation Principles – completed by 29/9 See Note B

B4		Identify and devise closer working partnership opportunities with GHS	Incorporate links with GHS into future planning and training	Q1-Q2	Ongoing	Initial discussions held. GHS to attend CGT Regional Forum November 2011-	G
B5		Deliver short presentations [#1] to minimum of 1 CGT meeting	Presentations delivered; feedback recorded; standalone presentation materials prepared and distributed	Q2	0%	Likely take-up by CGTs in 2012 See Note B	A
C1	Develop sustainable programme of involvement of CGTs with NE HLS programme	Complete programme of meetings of HLPO and individual CGTs to discuss prioritised sites - with follow-up meetings planned as necessary [subject to NE requirements]	Sites agreed by CGTs for preparation for meetings with NE	Q1 – c/fw d	40%	This item is under on-going review as NE priorities and systems alter. See discussion under Note E re GIS	R
C2		Pro-forma developed for information exchange on HLS sites between CGTs/NE advisers	Draft pro-forma produced and piloted; amendments made; final document produced and distributed	Q2-Q3		This item will be considered following the meetings with NE teams.	A
C3		Develop understanding of role of CGTs within NE through presentation to appropriate groups as agreed with NE HE specialists	Presentations delivered to NE staff accompanied by appropriate literature; working protocols developed	Q1-Q4	On target	Presentations arranged: 12 October – Hampshire and Isle of Wight team 8 November – Oxfordshire and Buckinghamshire team 17 November – Surrey, Berkshire and Greater London team TBA: Kent and Sussex teams	G
D1	Ensure NE Parkland Plans cover known HE issues for prioritised sites	Oversee Parkland Plan process for Titsey Place	Titsey Place parkland plan signed off; CGT volunteers involved where possible	Q1-Q3	100% (on target)	First draft produced by consultant and meeting held with stakeholders to comment.	G

D2		Comment on 6 Parkland Plans / HLS applications (before/during/on completion) per quarter within agreed timescales for sites Grade I to Unregistered	Appropriate feedback delivered (written or verbal) within agreed timescale - advice relevant and useful to NE to progress HLS projects - time log maintained.	Q2-Q4	16%	Feedback given on final draft of parkland plan for Greys Court, Oxon. Revised target proposed – see Note D	A
D3		Support and encourage CGT involvement in PP feedback, with NE agreement	At least 2 CGTs invited to Parkland Plans meetings or asked to comment on draft documents, with HLP support/attendance as necessary	Q1-Q4	Ongoing	Relevant CGTs given prior notice that sites may arise for consultation in Kent, Surrey and Sussex in next 6 months. Training planned for Feb/March 2012 planned to support this.	A
D4		Produce basic site information for sites where CGT unable to be involved	Written material fed into 6 HLS applications/parkland plan briefs per quarter and time logged	Q1-Q4	16%	This is required on an <i>ad hoc</i> basis – this quarter fed in info on 1 site for HLS: Stanmer Park Revised target proposed – see Note D	A
E1	Develop GIS mapping layer of historic park and garden sites in conjunction with NE and CGTs	Ensure that CGTs are willing to share data for production of NE GIS layer	Agreement or otherwise noted	Q1-Q2	100%	Clearance obtained	G
E3		Review and agree priority criteria for HLS sites to be applied to data analysis	Criteria re-established in line with HLS funding changes and applied to spreadsheet analysis	Q1-Q2	80%	Criteria under review with NE following draft GIS layer production – completion expected Q3	G
E4		Protocols for use of GIS agreed and guidelines on information sources and uses devised and agreed	Protocol drawn up and linked to GIS layer on NE WebMap and agreed distribution list	Q1-Q3	On target	Trial GIS layer produced and adjustments need to be made; protocols to be developed during forthcoming discussions with EH and NE on use. See Note E	A

F1	Support At Risk agenda as per Feb 2011 EH action plan notes	Contribute to action plans on At Risk sites - 2 sites prepared for HLS; CGT involvement in 2 sites	Sites flagged for priority HLS, other management plan or contribution by CGT	Q2-Q4	On target	Meeting held with EH to agree priority sites. Action plan drawn up. Actions commenced.	G
H4	Monitor project against aims and targets	Deadline for monitoring report Yr 2/2	Report sent to EH/NE/AGT 5 days before meeting	Q2	80%	Distribution delayed 2 working days due to absence. Stakeholders given prior notice.	G
H5		Monitoring meeting Yr 2/2	Meeting date/time, Action Points taken	Q2		Meeting booked for 29 September at NE offices, London, with project stakeholders	G

*Workshop 1: Responding to Consultations on Planning Applications
 Workshop 2: Site Research for Local Listing
 Workshop 3: Understanding Conservation Management Plan

APPENDIX 3

Annual Summary Reports Years 1-3

Historic Landscape Project: South East Year 1 Summary Report 2010-2011

Background

This new project is a partnership between Natural England (NE), English Heritage (EH), and Association of Gardens Trusts (AGT) set up for South East Region through discussion and agreement between partners in 2009.

Funding for this three year project (2010-2013) is by EH & NE. There is a funding agreement between NE and AGT, with clearly stated project objectives; these objectives also formed the basis for the three year grant award from EH South East Region.

AGT provide administrative support to the project including budget control, office space and manage the work of the Historic Landscape Project Officer (HLPO) based on an agreed Annual Work Plan. The HLPO reports progress in delivering the Plan outputs and outcomes to the Partners at Quarterly Monitoring Meetings. This report is a summary taken from the four detailed Quarterly Reports prepared in Year 1.

Project Management

HLPO Verena McCaig was recruited externally through advertisement and competitive interview and started in the post on April 12th 2010. Lorna McRobie agreed to manage the HLPO as a volunteer on behalf of AGT. The AGT Treasurer Lisa Watson manages the project finances, also as a volunteer. The AGT Admin Officer provides office support paid at average 0.2 days/week.

The development of the project has been considerably affected by external factors.

Central government requirements to reduce expenditure led to NE budget reductions to the Higher Level Stewardship (HLS) funding in 2010. This in turn meant changes to the overall objectives and work plan for the project as NE curtailed progress with taking sites through into HLS.

Critically for the project, in October NE announced they could confirm their funding for Year 2, but they would be terminating their agreement and funding for Year 3. This has led to uncertainties and discussion in the second half of the year as to the impact of terminating the project after year 2, or if the project could be revised and continue with only EH Grant and AGT support.

The lack of professional expert support from the EH SE Regional Landscape Architect, due to staff vacancy since March 2011, has led to a slowing of proactive work on projects to address At Risk issues in conjunction with CGTs, either through HLS or by other means.

Relationship Building with County Gardens Trusts

The HLPO carried out initial meetings with each County Gardens Trusts (CGTs) to establish their current structure, projects and local issues. These meetings revealed the variation across the region in stages of organisational and project development. A common issue was found to be a lack of active volunteers, in spite of high CGT membership, meaning responsibility for activities is carried by a

small core of volunteers. This has been a key issue to address in considering ways to approach building skill levels in the region. The HLPO has also identified examples of good practice and constructive projects in the region and encouraged the CGTs to share this experience, in particular the Kent GT 'Kent Compendium Review Project'.

Regular contact has been maintained by the HLPO with named individuals in each CGT, following up on development activities discussed or queries on designed landscapes highlighted for HLS or through the EH At Risk Register. All CGTs have indicated that they are positive about giving and receiving information on sites and in looking at ways to increase their interaction with partner agencies where volunteer numbers will allow.

A specific website page has been created for the project via the AGT website, currently giving project details and links to EH and NE information. The HLPO has contributed three articles to AGT/CGT newsletters, describing the project and the benefits of partnership working in meeting conservation aims.

Introductory Events for CGTs

Recruitment and capacity issues within the CGTs indicated that there was insufficient audience for a series of separate introductory presentations as originally envisaged. Two tailored presentations were delivered by the HLPO, to Hampshire GT and Surrey GT, emphasising the importance of the role of CGT volunteers in active conservation, and an introductory presentation on the project given at the AGT AGM in October 2010.

After consultation with EH, the HLPO held a CGT Regional Forum in January 2011 to which all CGTs were invited to send delegates. 17 delegates attended, representing 7 of the 8 CGTs in the region. The priorities of EH and NE were emphasised throughout the day with particular emphasis on the need for research and recording to underpin the protection of sites through Local Listing and HLS options, and the contribution that volunteers can make to adding and removing sites from the At Risk Register. The programme for the day was developed to equip attendees with an overview of the practical possibilities of focused projects in these areas for CGTs and the use of this to attract new volunteers. Feedback was overwhelmingly positive, with all attendees finding the content entirely or mostly relevant, and 15 of the CGT attendees reporting that the day was 'definitely' helpful in the ongoing development of their CGT. Three CGTs have since reported having strategy meetings to consider organisational focus and using the discussion topics raised on the day. Two CGTs are considering making Your Heritage grant applications to support their work. The HLPO has been providing follow-up guidance and support, where appropriate, on taking initiatives forward.

Developing External Network

An introductory leaflet on the project has been produced by the HLPO and distributed widely at meetings, and made available via the website.

The HLPO has undertaken a series of meetings with Historic Environment Record officers and County Archaeologists in the region, completing visits to 7 of the 8 county level teams. These meetings have been aimed at developing understanding of the potential role of the CGTs and the importance of designed landscapes within local HER records, discussing the priorities for information for the HERs and Local Listing, and where possible strengthening links with the CGTs. This has resulted in wider awareness of the project, particularly of the links with NE to develop HLS applications with CGT volunteers, greater appreciation of the EH At Risk agenda, and one offer of practical assistance for a CGT

to recruit and support a volunteer for data input onto the county HER database.

The HLPO made links with the EH project lead developing 'Local List' guidance and consequently the EH officer presented the project to CGTs which has raised considerable interest in contributing to this initiative at a local level with Local Planning Authorities. This link has also ensured that designed landscapes were emphasised to the EH project lead as an important component in local lists, and the potential of volunteers to contribute. The opportunities for closer working with the Garden History Society and Parks & Gardens UK are also being explored by the HLPO. CGT volunteers are being encouraged to contribute research to P&GUK database.

The HLPO has represented the AGT and promoted the project at two conferences and presented the project to the GreenSpace South East Regional Forum.

Data Analysis for Higher Level Stewardship

The HLPO developed a spreadsheet analysis system for comparison and prioritisation of landscapes potentially eligible for HLS, in line with NE project expectations. Over 2600 parks and gardens in the region have been entered and half of these analysed against agreed criteria. The large number of sites and constant operational changes to collected data led to a review of this target and consequently sites are being identified by grid reference by the HLPO in order to create a GIS mapping layer which could potentially have a wider application than purely HLS use. The spreadsheet was used to identify up to 35 potential HLS sites per county, as requested by NE, and these lists are being refined based on local knowledge.

Progressing HLS Applications and Advising on Management Plans

The target of progression of ten HLS applications in Year 1 was discarded owing to the considerable changes to the HLS funding programme in 2010. This has also meant that work to progress HLS applications for appropriate landscapes on the At Risk Register has not been possible. However, the HLPO has met or conversed with stakeholders at four significant sites to explore future potential for applications.

The HLPO has provided written comments on two completed draft Parkland Plans for NE, attended and fed into a series of consultation meetings to develop a further Parkland Plan, and produced detailed comments to be fed into two Parkland Plan briefs following desktop research. The HLPO has also composed the brief for a Parkland Plan and managed the commissioning process to the point of contract for a parkland estate on behalf of NE. Feedback from NE indicates that the information provided for all plans has been constructive, appropriate and useful.

Lorna McRobie & Verena McCaig April 2011

Historic Landscape Project: South East Year 2 Summary Report 2011-2012

Background

This project is a partnership between Natural England (NE), English Heritage (EH), and Association of Gardens Trusts (AGT) set up for South East Region through discussion and agreement between partners in 2009.

Funding for this three year project (2010-2013) is by EH & NE. There is a funding agreement between NE and AGT, with clearly stated project objectives; these objectives also formed the basis for the three year grant award from EH South East Region.

AGT provide administrative support to the project including budget control, office space and manage the work of the Historic Landscape Project Officer (HLPO) based on an agreed Annual Work Plan. The HLPO reports progress in delivering the Plan outputs and outcomes to the Partners at Quarterly Monitoring Meetings.

This report is a summary taken from the four detailed HLP quarterly reports prepared in Year 2.

Project Management

HLPO Verena McCaig has been in post since April 19th 2010. Lorna McRobie continues to manage the HLPO as a volunteer on behalf of AGT. The AGT Treasurer Lisa Watson manages the project finances, also as a volunteer. AGT Admin Officer provides office support paid at average 0.2 days/week.

The development of the project has continued to be considerably affected by external factors. Central government cuts to expenditure have prevented the project from meeting original objectives for progressing sites through to Higher Level Stewardship (HLS), and tackling complex issues through this scheme for landscapes at risk. Project targets have been adjusted through the year to reflect this, with the agreement of all stakeholders through on-going quarterly monitoring reports and meetings. Targets for work focusing on NE have been adjusted to reflect the termination of significant funding for the project from this stakeholder at the end of Year 2 and consequent need to complete certain aspects of the project at an earlier stage. Support for the CGT partnerships with NE will continue through Year 3 to some extent, recognising the importance of bedding in this relationship, and the continuing non-cash contribution of NE towards the project.

Developing Continued Support for County Gardens Trusts (CGTs)

The HLPO has maintained contact with all eight CGTs in the region through telephone and e-mail contact, appropriate attendance at committee meetings, and specific focused meetings. All CGTs are at different stages in their development and HLP support has therefore been tailored accordingly. For example: Sussex Gardens Trust have undertaken a strategic review of their committee structure and objectives and the HLPO met with the Chair to discuss ideas and also gave a presentation to the main Committee of the key conservation issues that the CGTs are well-placed to address, working with EH, NE and the local authorities. Ad hoc input continues, and a link has been made via the HLP with Sussex GT and a local authority seeking research support for listing local landscapes. The HLPO met with Oxfordshire Gardens Trust to look at their research and conservation focus and supported the Trust to submit an application to Heritage Lottery Fund for Your Heritage grant funding for a training and research project – this bid has been successful.

The HLP website page has been developed to include a portal into a 'members only' web forum through which CGTs can exchange ideas, ask questions and download training and presentation materials. Membership is growing slowly (27 to March 2012) and marketing of the site has been increased through newsletter articles and weblinks e.g. the HLP highlighted the site in an article on the project in the 2012 AGT Yearbook, and visibility of the area on the website has been improved.

Training and Capacity Events for CGTs

Three tailor-made training courses were developed and delivered through this project:

- Responding to Planning Applications affecting historic designed landscapes – July 2011; 10 attendees
- Researching a Site for Local Listing – October and November 2011; 25 attendees total
- Understanding Conservation Management Plans – February 2012; 13 attendees

These courses were developed to support CGT members to locally address key conservation issues for historic landscapes, as well as to equip members to be able to work more closely with EH and NE. Feedback has been constructive and overwhelmingly positive.

Minor adjustments have been made to the courses based on this, and the course on Researching a Site for Local Listing has been produced as a stand-alone package and placed for download on the website. The other two courses will be delivered again and then published in this format. All hand-outs have been made available through the website.

In addition, the HLPO devised a short, stand-alone presentation, with a handout, giving an introduction to designation and conservation issues for Country Parks which CGTs can download from the AGT website and deliver locally. To date, it has been downloaded 9 times.

A second CGT Southeast Regional Forum was held in November 2011, attended by 20 delegates, representing 7 of the 8 CGTs in the region. Speakers from The Garden History Society presented current thinking on the importance of CGTs responding to planning applications, and NE described the contribution that CGTs can make to HLS applications. CGTs also shared experiences of running lecture programmes. The event was considered by all delegates to be 'definitely helpful' in supporting the development of their CGT.

Developing External Network

The HLPO completed a series of meetings with Historic Environment Record officers and County Archaeologists in the region. This was followed up with a meeting with EH lead officers working with HER officers, and the delivery of a presentation on the project and the benefits of working with CGTs to the national HER Forum in December 2011, attended by about 70 HER and other local authority officers. An abstract of this presentation has been placed on the HELM website.

Closer links with the GHS are continuing to develop and meetings have been held to explore further development of joint training for the CGTs, particularly in how to respond to planning issues. The HLPO attended the GHS Annual Conference which was helpful in terms of cementing new contacts and identifying areas for further discussion.

Data Analysis and Historical Information for Higher Level Stewardship (HLS)

The spreadsheet developed by the HLPO for analysis and prioritisation of historic landscapes potentially eligible for HLS has been converted into an interactive pdf and GIS layer by NE. Using this

data has allowed for prioritised lists of sites to be produced by the HLP for 4 of the 8 counties to date using a more accurate and refined data-analysis approach. Priority criteria were developed with NE HE specialist officers. These lists will be subjectively reviewed by CGTs, working with NE and used by NE officers to target HLS resources.

CGTs have begun to exchange historic and site information with NE officers for designed landscapes being considered for HLS funding. This has been well received by NE officers to date, and is expected to increase in frequency. The HLPO delivered presentations on the work of CGTs and importance of historic parkland to three NE teams in the region, in tandem with NE Historic Environment specialist officers. The resulting discussions and networking opportunities continue to be very helpful in further developing the local CGT/NE relationships and working protocols.

The HLPO has managed the process of developing a parkland plan for a landscape in Surrey and this is now in final draft, pending agreement. Due to changes in commissioning timetables, the expected 8 further parkland plans for comment by the HLPO was not forthcoming from NE. However, CGTs have responded positively to the invitation from NE to be involved in consultation on future plans (in line with recent training).

Landscapes At Risk

Taking into account the ongoing vacancy at EH for a regional lead on 'Landscapes At Risk', specific landscapes were identified with EH which presented issues which might still be addressed through the project by the HLPO working with the CGTs and NE. The HLPO has undertaken 4 site visits and related consultations, resulting in: confirmed arrangements for Surrey GT to undertake a field survey of a site in multiple ownership; engagement of a school in the conservation management plan process with a view to entering into a HLS agreement; NE actions to accept a school landscape and neighbouring lands into HLS; engagement of a school in exploring options under HLF funding for restoration and conservation works; prioritisation of a scheduled monument/parkland landscape for HLS, with CGT input.

Lorna McRobie

Verena McCaig April 2012

Historic Landscape Project: South East Year 3 Summary Report 2012-2013

Background

This project is a partnership between Natural England (NE), English Heritage (EH), and Association of Gardens Trusts (AGT) established for the South East Region.

Funding for Year 3 of this three-year project (2010-2013) is from EH and AGT with in kind support from NE. The project has clearly stated objectives which have formed the basis for the three-year grant award from EH South East Region.

AGT provide administrative support to the project including budget control, office space and manage the work of the Historic Landscape Project Officer (HLPO) based on an agreed Annual Work Plan. The HLPO reports progress in delivering the Plan outputs and outcomes to the partners at quarterly monitoring meetings.

This report is a summary taken from the four detailed HLP Quarterly Reports prepared in Year 2.

Project Management

HLPO Verena McCaig has been in post since April 19th 2010. Lorna McRobie continues to manage the HLPO as a volunteer on behalf of AGT. The AGT Treasurer Lisa Watson manages the project finances, also as a volunteer. AGT Admin Officer provides office support paid at average 0.2 days/week.

Owing to national funding cuts resulting in the withdrawal of NE funding for Year 3, the HLPO has reduced working days from 5 to 4 since April 2013. Project time was split 3 days per week for the southeast region and one day per week for national AGT purposes. The project programme and targets were amended to reflect this.

A final Historic Landscape Project *Report and Evaluation* for the whole three-year project has been produced.

Developing Continued Support for County Gardens Trusts (CGTs)

Contact with individual CGT contacts has continued through e-mail and telephone calls, individual meetings, and attendance at committee meetings and events as appropriate. The HLPO offered all CGTs in the region 2-3 days of specifically focused time to draw on as required. Activity undertaken as a result has included: supporting three trusts to develop and launch focused research and recording projects; having input into meetings with Historic Environment Record (HER) officers to develop research or planning consultation initiatives; joint facilitation at two training courses; addressed CGT AGM on the role of CGTs in landscape conservation; produced newsletter articles.

The Web Forum, a 'members only' area of the AGT website has developed slowly, with 53 members registering during the year. Training materials and other resources have been placed there for download and members are encouraged to use this area to exchange ideas and information and pose questions. It is likely that the Forum will take time to become fully embedded into information exchange between trusts but promotion of the site has continued.

Training and Capacity Events for CGTs

Three tailor-made training courses were delivered through this project in Year 3:

- Responding to Planning Applications affecting historic designed landscapes – October 2012; 5 attendees (a nationally open course was run in London – 2 further southeast delegates attended)
- Researching a Site for Local Listing – July and September 2012; 17 attendees total
- Understanding more about Historic Parkland – June and September 2012; 25 attendees total

Feedback for all courses was overwhelmingly positive. The Planning training course was delivered jointly with the Senior Conservation and Policy Officer from the GHS. All training materials were reviewed and revised after delivery and placed on the AGT Web Forum and therefore available for download.

A third Southeast Regional Forum was held in Basingstoke in November 2012, attended by 10 delegates representing 7 of the 8 southeast gardens trusts. The marketing director for London Parks and Gardens Trust's 'Open Garden Squares Weekend' ran two sessions looking at using different methods to market CGTs, including an introduction to social media. Representatives from Oxfordshire Gardens Trust presented their project researching and recording walled gardens in Oxfordshire, for which they secured £50k in Heritage Lottery funding; the Development Manager for the HLF southeast region talked about forthcoming lottery programmes and the mechanics of applying. There was also a discussion on the value of Regional Forum meetings; delegates were united in finding them constructive and useful, and wished to find ways to continue them, perhaps with each CGT taking the lead on a rotational basis. Project stakeholders EH and NE in the southeast committed to attending future meetings to update CGTs and maintain links.

Developing External Network

The HLPO was invited to present the project to the Southeast Historic Environment Forum and subsequently the South East and East Protected Landscape Forum (SEEPL), the latter attended by directors of national parks and Areas of Outstanding Natural Beauty. They expressed interest in including lists of historic designed landscapes in their revised management plans – the project data analysis spreadsheets should assist with this when made available.

Contact with HER officers has been maintained, as described. New links are being explored with EH's Local Engagement Adviser for the southeast to explore possible links with regard to supporting CGTs with, for example, local listing and neighbourhood planning.

Data Analysis and Historical Information for Higher Level Stewardship (HLS)

This area of the project slowed considerably due to the cuts in funding. However, the HLPO and NE officers agreed the format for production of GIS information in spreadsheet form and this is to be produced and distributed to each CGT and NE team by the NE GIS manager in the southeast. A key contact has been established in each CGT for local NE teams to contact regarding information on landscapes being considered for entry into Higher Level Stewardship (HLS). This information will be updated by the AGT annually. Initial contact has been slow but this is believed to be largely due to a slowing of the HLS programme.

The HLPO completed the process of production of a parkland plan commissioned for a historic designed landscape on behalf of NE.

Landscapes At Risk

In the continuing absence of an EH Landscape Architect for the southeast region, the HLPO continued to maintain a small caseload of historic designed landscapes on the EH AT Risk Register. She prepared a draft brief for a parkland plan for a landscape preparing for entry into HLS; gave detailed advice on funding and conservation approach for a school landscape in divided ownership; and encouraged a CGT to undertake site survey work on another. The HLPO briefed EH staff on progress and produced appropriate file notes.

Lorna McRobie

Verena McCaig March 2013

APPENDIX 4

Selected chronology of key events/courses/presentations

25/2/2010	Interviews for HLPO
15/4/2010	Historic Landscape Project Officer starts in post – start-up meeting with AGT, NE, and EH lead stakeholders
20/4/2010	Start-up meeting with EH Landscape Architect SE
1/6/2010	Year 1: Q1 project monitoring meeting
12/7/2010	First training course delivered: Responding to Planning Applications - Basingstoke
26/10/2010	Training course: Researching a site for Local Listing - Surrey
1/9/2010	HLPO Project presentation to AGT AGM/Conference
30/9/2010	Year 1: Q2 project monitoring meeting
9/11/2010	Review of training approach with EH
21/11/2011	Training course: Researching a site for Local Listing - Berkshire
13/1/2011	Year 1: Q3 project monitoring meeting
19/1/2011	1st CGT Regional Forum - Basingstoke
26/1/2011	Project presentation to Hampshire GT Research & Recording volunteers
11/2/2011	EH Landscape Architect Southeast leaves post
15/2/2011	HLPO attendance at Kent GT training day
22/2/2011	Training delivered: Understanding Conservation Management Plans – East Sussex
31/3/2011	Year 1: Q4 project monitoring meeting
16/4/2011	Meeting with Oxfordshire GT Committee re devising local HLF project
29/6/2011	HLPO attendance at national HER Forum
30/6/2011	Year 2: Q1 monitoring meeting
22-24/7/2011	HLPO attendance at GHS Conference, Keele
29/9/2011	Year 2: Q2 monitoring meeting
8/11/2011	Presentation to NE team – Bucks & Oxfordshire
22/11/2011	Presentation to NE team – Kent

9/11/2011	Presentation to NE team – Hampshire & Isle of Wight
25/11/2011	Meeting with South Downs National Park Cultural Director with Hampshire and Sussex GTs
30/11/2011	2nd CGT Regional Forum – Basingstoke: Launch of CGT Web Forum
7/12/2012	Presentation to national HER Forum - Birmingham
12/1/2012	Year 2: Q3 monitoring meeting
28/3/2012	Year 2: Q4 monitoring meeting
20/6/2012	Presentation to South East and East Protected Landscapes Forum
26/6/2012	Meeting with CGTs – North – Manchester
28/6/2011	Training delivered: Understanding more about Historic Parkland - Oxfordshire
6/7/2012	Year 3: Q1 monitoring meeting
20/7/2012	Meeting with CGTs – Southwest – Hestercombe, Somerset
26/7/2012	Training course: Researching a site for Local Listing - Surrey
4/9/2012	Training course: Researching a site for Local Listing - Berkshire
13/9/2012	Training delivered: Understanding more about Historic Parkland – East Sussex
27/9/2012	Year 3: Q2 monitoring meeting
15/10/2012	HLPO first attendance at Joint AGT/GHS Conservation Committee
17/10/2012	First joint training with GHS delivered: Responding to Planning Applications - Basingstoke
6/12/2012	Joint training with GHS delivered: Responding to Planning Applications - London
10/1/2013	Year 3: Q3 monitoring meeting
22/2/2013	HLPO presentation to University of Bath MSc students
14/3/2012	Year 3: 4th quarter monitoring meeting
31/3/2013	Official close of project

APPENDIX 5

Project Budget Summary

Heritage Landscape Project
Analysis of Project Budgets, Costs & Funding 2010 - 2013

	Original Project Budget (including inflation)			Revised Project Budget					Project cost				Revised Funding			
	NE Funds offered	EH Grant offered	Total Original Project Budget	NE Funds paid	EH Grant paid/offered	EH grant %	AGT	Total Revised Project Budget					NE Funds paid	EH Grant paid/offered	AGT	Revised Funds receivable
Y1	£27,000	£28,954	£55,954	£27,000	£27,320	51.75%		£54,321	Y1	Actual	£52,538	£27,000	£27,320			£54,321
Y2	£27,000	£26,204	£53,204	£27,000	£24,963	49.25%		£51,963	Y2	Actual	£50,945	£27,000	£24,963			£51,963
Y3	£27,000	£27,776	£54,776		£30,302	73.53%	£10,000	£40,302	Y3	Actual	£43,103		£30,302	£10,000		£40,302
Totals	£81,000	£82,934	£163,934	£54,000	£82,585		£10,000	£146,586			£146,586	£54,000	£82,585	£10,000		£146,586

APPENDIX 6

Sources of lists of historic parks and gardens and criteria used for prioritisation

Sources used to develop regional list of parks and gardens of potential historic interest

- EH Register: Register of Parks and Gardens of Special Historic Interest in England
- EH Register Review: lists of sites reviewed in 2003 for possible inclusion on the EH Register
- Parks & Gardens UK: online database www.parksandgardens.org
- Berkshire GT: list of potential historic designed sites compiled by Berkshire GT
- Bucks County Council Register Review Report 1998
- Hampshire GT/Hampshire Register of parks and gardens (Hampshire County Council)
- Isle of Wight GT/ Local List sites and Isle of Wight Register of Parks and Gardens
- The Kent Gardens Compendium 1996
- Oxfordshire GT list of historic designed parks and gardens for research / Colvin & Moggridge report 1997
- Surrey GT/Historic Parks and Gardens in Surrey – lists compiled as known to be of primary historic importance for local listing and sites of secondary importance but significant
- Sussex GT – list of potential historic designed sites for East Sussex compiled by SGT member, and locally compiled inventory of Sussex parks and gardens of historic interest
- West Sussex County Council – sites noted on the WSCC Historic Environment Record at June 2011

Criteria used to prioritise historic designed landscapes for potential HLS agreement

Criteria	Weighting Score
1. SSSI (Site of Special Scientific Interest)	100
2. Historic Park or Garden on EH At Risk Register – considered at High Risk	100
3. Top 35 NE sites (NE layer denoting sites prioritised based on archaeological and other factors)	100
4. Park or Garden on EH Register of Parks & Gardens of special historic interest	50
5. Battlefield on EH Register of Historic Battlefields	50
6. Priority Biodiversity Action Plan (BAP) Habitat – priority as defined by NE	30
7. Historic Parkland – character type as shown on NE mapping system WebMap	20
8. HLS Target Area – NE defined areas considered to deliver greatest potential benefits under HLS	10
9. Scheduled Monument (counted x1 only) on EH At Risk Register considered to be at High Risk	100
10. Scheduled Monument – not on EH At Risk Register	10
11. Other NE priority – other priority criteria locally defined by NE	10
12. Designated Country Park	10

APPENDIX 7

Bulletin for CGTs re Working with NE

WORKING WITH NATURAL ENGLAND - Update August 2011



Information for County Gardens Trusts in the Southeast Region

As part of the Historic Landscape Project, we have been looking at ways to ensure that the enormous potential of local knowledge, research and contacts within the County Gardens Trusts (CGTs) in the southeast region can support historic conservation initiatives for designed landscapes. This information sheet updates members on ideas for working with Natural England (NE).

NE's Higher Level Stewardship (HLS) scheme is an agri-environment scheme which offers financial incentives to landowners and farmers to manage their land in a way which conserves its environmental and historic value. This scheme has great potential for our historic designed landscapes. We have therefore been looking at ways in which CGTs and NE advisers can work together to ensure the best outcome is achieved for these landscapes.

How could CGT volunteers get involved practically with NE and HLS agreements?

- For HLS agreements that might affect a historic designed landscape, the NE advisor would contact the appropriate CGT to see if there were any comments or information from CGT volunteers which might help ensure that the HLS agreement properly took into account historic features of the landscape. NE understand that the CGT is under no obligation to respond - it will depend on resources available - but the opportunity would be offered nonetheless.
- NE advisers will also inform CGTs of their intention to carry out a site visit to a historic designed landscape regarding HLS advice, and invite a CGT volunteer to attend to feed into the process of looking at features that might need consideration. Again, this invitation is made without obligation; however, NE advisers would not usually set up dates of visits according to volunteer availability.
- When a Parkland Plan (a shorter version of a Conservation Management Plan) is commissioned for a historic designed landscape, the lead consultant will be expected to consult and involve the appropriate CGT as a matter of course. A CGT volunteer will be invited to attend meetings to comment on the plan in development. Again, this invitation is made without obligation.



These arrangements could make a considerable contribution to the conservation of historic designed features in our region's landscapes. They will, of course, need testing out and tweaking but offer a very constructive application for CGT members' knowledge. Feedback is welcomed! We shall also be discussing this at the next CGT Southeast Regional Forum in November 2011 (see over for more information).

Continued overleaf...

Keep up to date with the Historic Landscape Project via www.gardenstrusts.org.uk/12-proj-historiclandscapes

NE Team Links

Verena McCaig, the Historic Landscape Project Officer (HLPO) is visiting each of the NE teams in the coming months to talk to them about the importance of historic designed landscapes and the work of the CGTs. This should set the wheels in motion for closer working and lead to initial contacts being made at county level. NE manages HLS through its Land Management Teams in the East, London and South East Area. The teams and team leaders we work with in the southeast are:

Oxfordshire and BuckinghamshireCaroline Svendsen
Surrey, Berkshire and Greater LondonJonathan Newman
Hampshire and the Isle of WightRachel Bailey
SussexKristoffer Hewitt
KentMick Oliver

To find out more about Higher Level Stewardship, visit the Natural England website:

www.naturalengland.org.uk/ourwork/farming/funding/es/hls

Verena McCaig can also visit your CGT to give a short presentation on various aspects of HLS and the benefits it can bring to historic designed landscapes, and discuss working with NE.

FREE training workshops will be held in early 2012 specifically designed to support CGT volunteers to get involved in contributing to Conservation Management Plans and Parkland Plans.

See the project webpage for more details.



What's happening to those long lists of sites CGTs have been contributing to?

Verena McCaig has now compiled a list of about 2600 potentially significant historic designed landscape sites in the southeast. These include parks, gardens, and cemeteries. The lists are in the form of Excel spreadsheets so the information can be sorted in many different ways. The sites are available split by county, with full grid references, postcode, local planning authority and parish.

Each CGT in the region is being sent their relevant list, along with an additional list of names of sites that need further work to pinpoint them precisely on the map - volunteers' help is needed to complete these so that these sites can be added to the main data list.

It is hoped that these county lists can be used by CGTs for all sorts of things, e.g. providing a focus for research in a specific parish or local planning authority, identifying sensitive sites on planning lists, and talking to Historic Environment Record officers about the importance of identifying historic landscapes, to name but a few.

NE is using these lists to develop a mapping layer for its electronic mapping system so that each site will be marked. This data can then be interrogated to find all sites which meet particular criteria for HLS. With CGT help, these lists can then be refined using local and historic knowledge, resulting in shortlists of 'target sites' for HLS advisers to consider. This process has begun and Verena has discussed lists with certain CGTs already - the results are already very useful!

Come and meet the NE Historic Environment Specialists who cover our counties, Ruth Garner and Jo Barnes, at the next **CGT Southeast Regional Forum 30 November 2011**

10am to 3.15pm at The Orchard Centre, Basingstoke

See the Historic Landscape Project page on the AGT website for more details.

PROJECT FUNDED BY ENGLISH HERITAGE AND NATURAL ENGLAND

Association of Gardens Trusts - Registered Charity No 108928858 Company No 3985370 Registered in England and Wales

APPENDIX 8

Guidance for CGTs and Natural England officers for information exchange

Historic Landscape Project – Southeast

Parkland Sites for Higher Level Stewardship (HLS) Guidance for Information Exchange with Natural England

Introduction

Natural England (NE) officers are now beginning to contact County Gardens Trusts to consult and ask for any additional information that CGTs might have on parkland estates that are potentially going in to Higher Level Stewardship (HLS). NE officers are likely to ask quite open questions in their quest for information, for example “Is there any information that you can give us on XXXX Park which we should consider when developing this agreement?”

So what might be helpful in response? This guidance is just that – guidance – it is meant to be used with discretion. The amount of information that a CGT might have about a site will vary enormously, from being a well-known site that perhaps has been the focus of a study day or research report, to one that is totally unknown to the CGT. The sites might also be on the EH Register, locally listed, or very occasionally a site thought by the CGT to be quite minor. There will be different reasons as to why a site might be considered for HLS eg proximity to a SSSI, important biodiversity habitat, archaeology thought to be at risk of damage or loss.

REMEMBER: it is at the discretion of the CGTs as to whether to provide a consultation response. There is no requirement. However, it will assist in the ongoing development of working partnerships if requests are acknowledged and NE officers informed if the CGT is unable to help on this occasion. This keeps the door open for future opportunities.

What NE officers are particularly looking for is information about development, significance and features that they should be aware of as they draw up the agreement with the landowners or managers. It also helps to understand the local, regional or national context of a site – there is always an issue of value for money on a site and expenditure can be more easily justified if a site is known to be of significance at a local, regional or national level. Fundamentally, such information might also indicate whether a conservation management plan should be commissioned to ensure that the site is fully investigated and understood before plans for works as part of the agreement are drawn up.

Basic Approach

Consider the following with regard to the site, particularly if you don't know the site at all and need to get a feel for it:

- Any information your CGT might hold on research carried out / members with particular knowledge or interests which might assist – if there is someone who knows, do engage their assistance!
- If Registered, do scour the Register entry for key points of interest and features, especially for indications of deterioration of features, and bibliography
- GoogleEarth – although sometimes a few years out of date, and often depicting the landscape in

an unhelpful season, these aerial views can give a good overall feel for the landscape, even if it not a familiar landscape, and sometimes there are photos embedded too

- All sorts of images might come up if the site name is 'googled' and 'images' selected from the menu on the left-hand side
- First and second edition OS maps – 'Old Maps Online' (on the Internet) can provide these, albeit in a fairly clumsy fashion, if no other source is available
- Check out British History Online.

You might think this information is readily available to NE officers, but CGT volunteers are more likely to be able to interpret historic designed features and significance from this basic information; NE officers are more likely to be approaching from a biodiversity perspective. Sometimes features and issues can be easily overlooked, eg the existence of an icehouse indicated on early maps but not later; reference to ponds which may have since been lost, tree clumps offering views, etc. It is very helpful to have the view of a tutored eye!

Unless already available, do not feel that you have to put together a research report with site survey. NE advisors are looking for information to guide works that might be carried out under the scheme, and to be able to justify these as value for money in relation to a site's importance. This could include any of the following:

- A particular phase of a landscape's development might have particular importance – this might over-ride other phases, or indicate that a conservation management plan really should be commissioned
- Views and vistas – protection or restoration of these through tree planting or removal
- Need for additional tree planting where parkland is denuded ie reversion of arable fields to parkland appearance
- Need for removal of inappropriate trees/shrubs/scrub to restore character
- If there are extensive areas which need parkland planting or tree removal, which areas should be prioritised, having the greatest impact.

Response

Armed with this basic overview of accessible information on the site, you might feel in a position to draw out a short narrative on the site, highlighting features that either you know to be there (eg if the site is known to your CGT) and an indication of their condition, and/or features that were clearly shown on maps that should be checked further or looked for. You might make quite a general point such as "There is a huge loss of parkland trees that are shown on OS first edition (when compared to current GoogleEarth image)". You might also comment on whether the site appears to be complex and multi-layered in its development and so has a significant time depth.

Your response should include, where possible:

- Name of CGT and author of comment
- Name of parkland
- Note whether the site is on the EH national Register, and at what grade – if unregistered, note whether it is locally listed or whether it is likely to be considered for this in the future (if known - easier if your local authority has published criteria, draft or otherwise, or you could look at the EH guidance criteria)
- A summary of findings eg key significance, designers, period, condition issues if known etc
- A numbered list of points of information
- Grid references of particular features mentioned (if not immediately obvious)

- Identify the nature of the information eg, observation on a site visit, individual research, map evidence only, verbal report from another person
- Areas of key impact in the landscape that should be prioritised if limited funding
- Comment on the significance and complexity of the site, as far as possible based on the information you have
- Highlight if there are majorly important areas that you think should be researched further.

Ongoing Involvement

It is also very helpful if CGTs could give an indication of their potential level of involvement in the HLS agreement development as it goes forward, ie commit to:

- One off contribution of information to the plan
- Attendance at the conservation management plan inception meeting
- Attendance at meetings throughout the project
- Comments on draft documentation.

Example

This example is a patchwork drawn from actual parkland to give a broad idea of the types of issues and features that might arise. Essential elements are in bold.

**Brobdingnag Gardens Trust; comments from Eleanor Wilson
Lilliput Park, nr Blefuscu, Brobdingnag
EH Register Grade II**

Desktop survey only; not visited. Also drawing on historic research carried out by Joe Douglas of BGT in 1998.

An early C19 parkland, with some design features attributed to Repton although not proven and no Red Book. Much of the parkland is now arable. Remaining parkland has sparse tree cover (GoogleEarth 2006). The Registered area forms the core of the estate but the parkland originally extended beyond that. There are key views from the house to the lake and towards the South Downs. There is an extensive shelterbelt to the north of the house. The Register entry indicates that there might be remnants of C18 landscape. The owner in the later part of C19, Peter Bowles, was a collector of rhododendrons so there could potentially be unusual specimens present (ie not just ponticum) – we have a plant list of species dated 1904. Bowles was a decorated general in the second Boer War and retired to this estate, investing heavily in rhododendrons.

The house has changed hands several times in the last 30 years and the landscape management seems to have suffered as a result. Register entry indicates that there was a landscape management plan carried out post-storms 1990 – this would be worth getting hold of (we haven't seen a copy). For the last 10 years there have been early discussions about plans for a small housing development to the west of the Register boundary. It hasn't yet materialised into an application.

1. Lake – 1st and 2nd edition OS show these clear of trees, giving a continuous sweep up to the house and key views. Now considerable tree and scrub encroachment. Profile of western extent of lake altered – possibly by silting. Records of bills of work indicate that there is a complex sluice system from the stream to the west. There may be evidence of this on site.
2. Icehouse GF234567 – condition not known but design and condition should be checked – could be good example as by the same architect as house.
3. Shelterbelt – 1st Edition OS shows rides through woodland to the [original] northern approach to the house. There are 2 cleared areas shown along these rides which could indicate viewpoints. Now obscured? Line of shelterbelt seems to have changed- might be scrub?
4. Veteran trees – a small clump is mentioned in the EH Register description as possibly being part of an earlier formal tree planting scheme with radial paths. Exact location isn't clear but could be GF234123? [We have a copy of a 1787 Estate map which shows extensive geometric planting – there could be scattered veterans across the estate as significant survivors of this design]. There is 1762 oil painting of the previous house partially showing these tree planting schemes by an important local artist.

5. Parkland – the planting pattern in 1st Edition OS was scattered with three key clumps which framed axial views from the house to the Downs and from the lake to the house [clumps at approx GF4569789, GF487986, GF498567]. From GoogleEarth these clumps seem to be considerably reduced, although the most southerly clump has been encroached on by the trees by the lake. The key areas of parkland are between the house and lake and to the southwest towards the Downs. The arable fields to the east of the house, which were parkland, affects the setting of the house, particularly when viewed from the A21 (a key view as there is no public access to the site).
6. The Register entry mentions earthworks near the ha-ha, possibly of an earlier garden. Our research indicates that there was a more intricate garden relating to the earlier C17 house so these earthworks could have good archaeological value and should be protected pending further research. We are unclear as to where they are exactly but our research would indicate that they are around GF578901. These should be protected from future planting/disturbance.
7. There is a huge outbuilding (circa 1970s?) at the southwestern edge of the park – we think it's disused. It intrudes into the axial view from the house to the Downs.

Significance – as a possible Repton landscape this landscape has been recognised through registration. Potentially it could also reveal veteran trees relating to the earlier landscape and archaeology of what was the formal pleasure ground near the previous house, now split by the ha-ha. The presence of this formal tree planting in the oil painting emphasises the value. Bowles was an important collector of Rhododendron with links to other collectors in the region. Views to and from lake and to Downs are a key feature of the parkland, with clumps, and resonant of Repton. The rides, with views through to the house, were an important part of how the house is viewed in its setting by approaching visitors and views out were intended to impress. The lake sluices etc could reveal how the stream was diverted to create the lake. Whilst not a hugely complex site, there is still evidence of the two major phases of its design development.

Future Involvement

BGT would be interested in participating in consultation if a conservation management plan is commissioned. Joe Douglas, who previously researched the site, would be happy to come along to a site visit to help identify features if that would be helpful.

**Eleanor Wilson for BGT
21 March 2012**

APPENDIX 9 Introductory Project Leaflet (double-sided, folded, A5)

What other support can the project offer to CGTs?

We are looking at ways to bring the CGTs across the region together to exchange ideas and good practice. This might be through a regional internet forum, study days, and perhaps sub-regional meetings; these might well involve officers from our partner agencies, including local authority officers, The Garden History Society and Parks & Gardens UK.



Contact Details

If you would like to get involved, learn more about the project, discuss a site, or have ideas to offer, please contact:

Verena McCaig, Historic Landscape Project Officer – South East Region
T: 07904 608553 or 020 7251 2610
E: verena.mccaig@naturalengland.org.uk

Association of Gardens Trusts, 70 Cowcross Street, London EC1M 6EJ

To find contact details of your county gardens trust, go to www.gardenstrusts.org.uk

Further Reading and Links

Farming the Historic Landscape – Caring for Historic Parkland, English Heritage (2005) www.english-heritage.org.uk/publications/HeritageAtRisk; www.english-heritage.org.uk/protecting

Higher Level Stewardship – NE website

www.naturalengland.org.uk/ourwork/farming/funding/es/hls

Parks & Gardens UK – on-line historic gardens information resource www.parksandgardens.ac.uk

Project funded by English Heritage and Natural England

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Images courtesy of English Heritage and AGT



Association of Gardens Trusts
Representing 36 County Gardens Trusts

Historic Landscape Project – South East

Conservation through partnership



The Association of Gardens Trusts is working in partnership with English Heritage and Natural England to support volunteers from the County Gardens Trusts to play a greater role in the conservation of our historic designed landscapes.

This leaflet explains the principles of the project and how you can get involved.

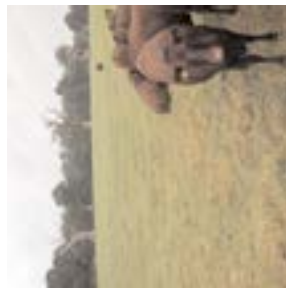
The project aims to:

- identify vulnerable designed landscapes which could benefit from funding and sensitive management under Natural England's agri-environment scheme, Higher Level Stewardship (HLS)
- support volunteers from County Gardens Trusts (CGT) to play a greater role in the conservation management of these landscapes through developing and applying their skills.

Volunteers play a crucial role in researching and conserving our fragile landscapes – and local knowledge is invaluable!

What is a County Gardens Trust?

A CGT is a voluntary organisation concerned with the enjoyment, protection and conservation of our designed landscape heritage. There is a CGT for each county in England, and one for Wales. They are run by volunteers who carry out research, organise events and education, support practical projects, and offer advice and guidance.



What is Higher Level Stewardship?

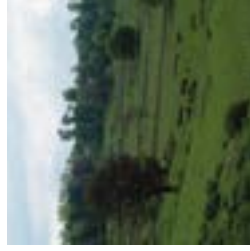
HLS is a financial incentive scheme which encourages farmers and landowners to manage their land in a way which conserves its environmental and historic value, and encourages greater public access. The scheme is joint funded by the EU and DEFRA, and managed by Natural England.

How will this project help?

This project will identify historic designed landscapes in the southeast which, in joining the HLS scheme, could benefit considerably from conservation works and more sympathetic management of the historic fabric. CGT volunteers will be supported to help in a variety of ways, including:

- providing local and historical information on vulnerable sites
- making introductions and sharing information with owners
- researching historic features, boundaries and vistas in a landscape
- commenting on proposals for changes to designed features

This work will also contribute to local projects, such as compiling local lists of significant sites, responding to development proposals, and organising visits.



What can HLS achieve for historic parks and gardens?

HLS can offer considerable management and conservation benefits, including:

- providing the opportunity to bring land owners and managers together where estate ownership is fragmented
- contributing towards the costs of commissioning a written plan to offer an informed approach to a landscape's future management and development
- identification of good management practices to restore and conserve parkland and historic features, and associated biodiversity
- contributing to the capital costs of restoring traditional farm buildings and parkland structures such as lakes, temples and follies
- providing payments as incentives to transform agricultural land to pasture
- funding towards protection and succession planting for veteran trees.

What can this project offer to volunteers?

Each CGT has different skills and resources. Training workshops will be offered in 2011-13 and vary in content depending on what priorities the Trusts have. Sessions will be designed to interest and involve volunteers, and provide practical tools and materials. Topics might include:

- using archives and field survey to research and record the history of a designed landscape
- understanding and identifying historic parkland
- developing and using Conservation Management Plans
- understanding planning and designation processes
- working with planning and conservation authorities

Working on this project offers excellent ways to build professional skills and experience for those wishing to pursue related careers.

APPENDIX 10

Summary Regional Forum Agendas, Attendance and Sample Feedback

Date of Meeting	No of Attendees	Trusts Represented
19/1/2011	20	Berks; Bucks; Hants; IoW; Kent; Oxon; Surrey; Sussex
30/11/2011	19	Berks; Bucks; Hants; IoW; Oxon; Surrey; Sussex
22/11/2012	10	Berks; Kent; Hants; IoW; Oxon; Surrey; Sussex

1st CGT Regional Forum Southeast – 19 January 2011

OUTLINE PROGRAMME

10.00am	Tea and coffee
10.30am	Introduction – Verena McCaig, AGT
11.00am	Kent Compendium Review Project – Elizabeth Cairns, Kent GT
11.35am	Tea and coffee
11.45am	The Holy Grail... Recruiting Active Volunteers – Verena McCaig
12.45pm	Lunch
1.15pm	Local Listing: Recognition for Conservation – Gareth Wilson, English Heritage
1.55pm	Heritage at Risk: Taking Action – Charlotte McLean, English Heritage
2.35pm	Tea and coffee
2.45pm	Connecting Agendas: Natural and Historic Environment – Verena McCaig
3.15pm	Training and Support Priorities for 2011-13 – Verena McCaig; Evaluation
3.30pm	Finish

2nd CGT Regional Forum Southeast – 30 November 2011

OUTLINE PROGRAMME

9.45am	Tea and coffee
10.15am	Introduction and Update - Verena McCaig, AGT
10.45am	Working Protocols with Natural England – Ruth Garner and Jo Barnes, Natural England, followed by discussion
11.45am	Tea and coffee
12.00pm	The Garden History Society update - Jonathan Lovie and Linden Groves, GHS, followed by discussion
12.45pm	Lunch
1.30pm	Garden History Training/ Lecture Programme – the HGTs Experience! Kate Harwood, Herts GT and Janice Bennetts, Hants GT, followed by discussion
2.30pm	CGT Priorities – Training and otherwise and Q&A – Verena McCaig, AGT
3.00pm	Evaluation
3.15pm	Finish

3rd CGT Regional Forum Southeast – 22 November 2012

OUTLINE PROGRAMME

10.15am	Introduction and Update - Verena McCaig, AGT
10.45am	Marketing for Your Trust Robin Saklatvala, Marketing Manager, Open Garden Squares Weekend for London Parks & Gardens Trust
11.45am	Tea and coffee
12.00pm	Online & Social Media – An Introduction Robin Saklatvala
12.45pm	Lunch
1.30pm	Using Heritage Lottery Funding – Max Askew, OGT followed by Sarah Wicks, Development Manager, HLF South East for Q&A
2.30pm	Taking the Historic Landscape Project Forward – the Legacy! – Verena McCaig
3.15pm	Finish

Sample of Feedback from across all three Regional Forums held 2011-2012

Please say what you liked most about the day:

- Variety of subject matter
- Enthusiasm and professional management of the day; contributions on CGT projects
- Range of relevant ideas for actions / managing CGT input into P&G conservation – all achievable and support offered
- Good speakers, good presentation
- Informal atmosphere and wide level of participation
- Well presented; light touch
- Meeting/discussions with other CGT members – interesting how ideas/ problems coincided
- It worked well – seemingly for everyone
- Useful new information for me
- I liked the structure of the day which enabled informal discussion with other CGT members
- Efficient, fast moving, interesting – kept to time / good subjects/ points/advice/future contacts
- Didn't know about Natural England (apart from looking it up beforehand); hearing about other GTs and meeting members; Verena has v good skills at welcoming/involving members in process
- Relaxed but v informative and relevant; opportunity to talk to other GT members, and professionals
- A strong lead with a clear agenda; excellent support; a varied contribution from HLF & Oxford CGT
- Good overview of what is going on
- Packed agenda, well run in good venue
- Focus on problems/possible solutions
- EH and HLS sessions as it made it real and valuable (if not ultra-interactive due to nature of event)

Please say what you liked least about the day:

- Not enough time for discussion and exchange of views
- Slightly rushed
- There was nothing I didn't like about the day. It was very informative and much food for thought
- Short gaps for talking to others
- The GHS sounded a bit depressing with cutbacks etc
- So many organisations cram communications with acronyms and clunky definitions. V easy to turn off the lay person with institution-speak. One of the big selling-points of [the HLPO] project as far as I'm concerned, is that it by-passes institution-speak, or at least makes it less tedious for volunteers.

APPENDIX 11

Sample HLPO Newsletters

1. For Kent Gardens Trust – October 2010

Conservation in Partnership – Joining Forces!

With pressure from all sides on the historic designed landscapes of the south east, not least from development, agriculture and insensitive management, the knowledge and skills of committed County Gardens Trust members is invaluable in their conservation.

The Association of Gardens Trusts (AGT) has recently embarked on a new three-year project, the 'Historic Landscape Project – South East', working with English Heritage and Natural England. I took up the full-time role of Historic Landscape Project Officer in April, employed by the AGT, and have been visiting the County Gardens Trusts (CGTs) in the region discussing current initiatives and partnership possibilities. Through this project, we want to encourage more CGT volunteers to get involved in historic landscape research and conservation by offering support and training to those volunteers who want to play a more active role, and raising the profile and potential contribution of the CGTs with other interested agencies.

English Heritage recognises the crucial role that the voluntary sector can play in landscape conservation, and that CGT members have much to offer, with local knowledge of the design history of the landscape, changes and threats, and local significance. Continued research means that we can add to this knowledge, and make sure that this is properly recorded and made available.

We can also help to channel funding into these landscapes: our partner Natural England manages Environmental Stewardship schemes which provide financial incentives and sometimes capital funds to encourage landowners (not only farmers!) to understand and manage their land sensitively. Their Higher Level Stewardship scheme takes into account the presence of historic features, including ha-has, veteran trees, copses, vistas, temples, lakes; such important elements of our designed historic parklands. CGT members can potentially offer invaluable advice and support to owners and Natural England officers on features present in the landscape, ensuring that these can be appropriately conserved or even restored through this scheme.

In many ways, Kent GT are ahead of the field (or should that be parkland?), demonstrating commitment to training and partnership through the review of the Kent Compendium which began with sites in the Tunbridge Wells District. The sites researched are now properly recorded on Local Lists for planning purposes, the Historic Environment Records (HERs), and the Parks and Gardens UK Database, which have so many applications. Clearly such initiatives encourage new active volunteers into the Trust. We want to create opportunities for sharing this experience with other CGTs in the region, and continue to underline constructive ways for volunteers to apply their skills.

The Historic Landscape Project will ensure there will be regional training opportunities to gain further skills and knowledge in practical topics; covering such issues as understanding the design and conservation of historic parkland, site survey and research, demystifying the designation and planning systems, contributing to conservation management plans for landscapes. Well-armed, CGTs will be able to work with greater credibility with local authorities and conservation professionals and the profile of our work be greatly enhanced.

One of the great joys of our historic landscapes is their reflection of our social history, design and Nature, so it seems logical to bring together partners with interests in these aspects when looking to conserve them. This is such a good opportunity to make sure the conservation role of the CGTs in the historic designed landscape is recognised and strengthened.

Look out for the new AGT website which will give further information on the project, with details of planned training, regional meetings to exchange ideas, and hopefully an on-line discussion forum! I would of course be delighted to hear from you, whether you want to learn more about the project, or have ideas to offer.

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Further Reading and Links - the following make interesting browsing!
Farming the Historic Landscape – Caring for Historic Parkland,
English Heritage (2005): www.english-heritage.org.uk/publications
Heritage At Risk: www.english-heritage.org.uk/protecting

Higher Level Stewardship – Natural England website:
www.naturalengland.org.uk/ourwork/farming/funding/es/hls

Parks & Gardens UK – on-line historic gardens information resource: www.parksandgardens.ac.uk

2. General Newsletter – for county adaptation to be specific to their needs

Have you looked recently at the AGT Historic Landscape Project web page? It's a section of the main AGT website and includes all sorts of events and information that is very likely to be of direct interest to you. If you enjoy the landscapes and gardens that you visit with your CGT, and that members write about here in your newsletter, there are forthcoming training workshops over the course of this year which could give you a greater depth of understanding of the historic landscapes you are looking at and reading about. You can also find ways to play your part in conserving these parks and gardens, however small a role might suit you.

Your CGT is being asked increasingly to use the research that its members carry out to advise others, such as English Heritage (EH), Natural England (NE), and local planning officers. To help give a useful structure to research so that it doesn't end up on a dusty shelf, we've devised a course: 'Researching a Site for Local Listing'. We ran this workshop last year for the first time and those who came, whether relatively new or seasoned researchers, found it useful to refresh their approach and focus their writing. Local lists are just that – lists of parks and gardens that have been proposed to the local authority as being of particular local significance that it should consider to be especially worth conserving when developers make proposals that affect them. If we don't research and record these sites they can be lost very easily as they are not on the English Heritage 'Register' of nationally and internationally important landscapes – but we would, of course, be the poorer for their loss.

Nearly 50% of historic parkland was lost over the course of the 20th century. CGTs are working with EH and NE to try to slow this loss. But what makes parkland special? It's more than just grass and trees! We're running a new course to explore this landscape design in more depth: 'Understanding more about Historic Parkland'. As a result, you are bound to find the subtleties of parkland drawing you in, and find yourself 'parkland spotting' from the car and train! Whether CGT members are carrying out research, talking to Natural England, or pondering the effects of planning applications, this kind of recognition and understanding can make a big difference to our approach to parkland conservation. It's an excellent way of awakening new interests.

I'm sure you will have heard about the government's recent planning reforms – and probably think it all sounds rather dry and somewhat complicated, at the very least. Planning is a cornerstone of conserving our landscapes and there are always small ways in which CGT members can make a big difference, whether through checking local papers for planning lists, taking photos of a threatened landscape, or helping by writing a letter. We've developed a fairly straight-forward day's introduction to planning, working with the Garden History, so that potentially all CGT members can be armed with the salient information, and there are lots of options to join in and help respond constructively to development proposals. This topic can be made interesting – and it might even be fun!

Full details of all these one-day courses, including dates, venues, trainers and content, can be found on the AGT web site on the Historic Landscape Project page, or contact your gardens trust. These courses are specifically tailored to CGT members and always have practical applications as well as being interesting in their own right. You will also meet members of other CGTs and hear what they're doing. You might wish to contact your CGT to discuss how you might use your new skills and knowledge if you are undecided about attending.

To join in with discussing these events, how CGTs are developing, learn more about what concerns other CGTs, and much more besides, you can register on the new Historic Landscape Project Web Forum from the same web page.

Verena McCaig
Historic Landscape Project Officer
April 2012
www.gardenstrusts.org.uk/12-proj-historiclandscape.html

Example of specific county adaptation:

If you're not already active within Berkshire GT, this is a great opportunity to take up the cause of these threatened landscapes, gain new skills and meet others across the region. EH want to work closely with members with local knowledge, and NE have opened up the chance for volunteers to help to maximise the benefits of their stewardship and biodiversity protection schemes to preserve historic parkland features – after all, without the ornamental parkland trees and planting, there are fewer habitats. We all enjoy visiting these seductively fascinating places; further understanding them and contributing to their protection will ensure others can do so after us.

APPENDIX 12 - AGT Yearbook Articles 2011 – 2013

Joining forces! Conservation in partnership

Verena McCaig describes AGT's Historic Landscape Project in the South East Region

With pressure from all sides on the historic designed landscapes of the south east from development, agriculture and insensitive management, the knowledge and skills of committed county gardens trust members is invaluable in their conservation.

In 2010 the AGT embarked on a new three-year project, the 'Historic Landscape Project – South East', working with English Heritage and the AGT. I have been visiting the County Gardens Trusts (CGTs) in the region discussing current initiatives and partnership possibilities. Through this project, we want to encourage more CGT volunteers to get involved in historic landscape research and conservation by offering support and training to those who want to play a more active role, and raising the profile and potential contribution of the CGTs with other interested agencies.

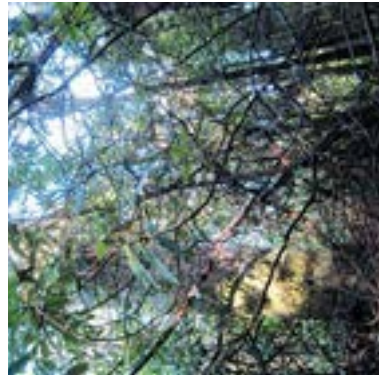
Tracking down an icehouse shown on early maps in Surrey



English Heritage recognises the crucial role that the voluntary sector can play in landscape conservation, and that CGT members have much to offer, with local knowledge of the design history of the landscape, changes and threats, and local significance. We can also help to channel funding into these landscapes: our partner Natural England manages Environmental Stewardship schemes which provide financial incentives and sometimes capital funds to encourage landowners (not only farmers) to understand and manage their land sensitively.

Their Higher Level Stewardship scheme takes into account the presence of historic features, including ha-has, veteran trees, copses, vistas, temples, lakes; such important elements of our designed historic parklands. CGT members can potentially offer invaluable advice and support to owners and Natural England officers on features present in the landscape, ensuring that

Further research could explain these buried gate posts in woodlands on a West Sussex estate



Parkland can be transformed by scrub clearance

these can be appropriately conserved or even restored through this scheme, for example, ensuring that new tree planting does not obscure important views.

As in every region, each CGT in the south east works slightly differently and encounters differing levels of understanding from local authorities about the importance of protection of our historic designed landscapes. Meetings and training focus on ensuring that CGTs are supported by active volunteers who are equipped to take on research and conservation projects which prioritise vulnerable sites; this could be consistently and effectively responding to planning applications affecting Grade II sites and those of local importance, commenting on conservation management plans written for sites going in to Environmental Stewardship schemes, or ensuring that sites are included on the all-important Historic Environment Records (HERs). There are a number of excellent examples of such work and we intend to share them across

the region. We want to create opportunities for sharing this experience with other CGTs in the region, and continue to underline constructive ways for volunteers to apply their skills.

One of the great joys of our historic landscapes is their reflection of our social history, design and nature, so it seems logical to bring together partners with interests in these aspects when looking to conserve them. This is such a good opportunity to make sure the conservation role of the CGTs in the historic designed landscape is recognised and strengthened.

I would of course be delighted to hear from you, whether you want to learn more about the project, or have ideas to offer.

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Further reading and links

Farming the Historic Landscape: Caring for Historic Parkland
English Heritage (2005) – www.english-heritage.org.uk/publications
Heritage at Risk – www.english-heritage.org.uk/protecting
Higher Level Stewardship – www.naturalengland.org.uk/ourwork/farming/funding/es/hls
Parks & Gardens UK online historic gardens information resource – www.parksandgardens.ac.uk

Expanding horizons

Verena McCaig reports on AGT's Historic Landscape Project in the South East Region

We're half-way through the Historic Landscape Project in the south east, a unique collaboration between the AGT, English Heritage (EH) and Natural England (NE). It can often be difficult to pinpoint successes in such projects as many of the effects won't be felt for many months – the slow burn! However, working on this project with County Gardens Trusts (CGTs) in the region has been inspiring and rewarding. Clear benefits and a legacy are now emerging.

The project was established to help ensure that scarce funding and resources could be targeted towards vulnerable parkland in the south east (excluding London), to slow its loss, whilst developing and encouraging the application of CGTs' skills and knowledge to support this. In recent months we've run our first training courses for CGT volunteers:

'Responding to planning applications affecting historic designed landscapes', and 'Researching a site for local listing'. Both are designed to give practical advice for volunteers to use, so their efforts can be focused on producing information on local landscapes to underpin conservation efforts. So far, nearly forty volunteers have been trained. Materials are also being prepared for CGTs to use and train more volunteers in turn. We are now focussing on 'Understanding Conservation Management Plans' to arm volunteers to participate in consultations using these important conservation tools.

Each year, EH publishes a list of parks and gardens on its *Register of Parks and Gardens of Special Historic Interest* considered at high risk of serious loss or deterioration due to development, neglect, multiple ownership etc. We have

been working with EH to identify those landscapes at risk to which CGTs might offer practical support. This is a slow process, particularly when management and ownership issues are complex, but we're developing ideas and contacts. For example, Surrey GT hope to begin working with a school to carry out a full site survey of the extant historic features in their school grounds, a seminal site in garden history.

Since the project began, CGTs and local authorities have been consolidating lists of historic parks, gardens and cemeteries. We have reached an important milestone with the translation of these lists by NE for digital mapping. We're still refining this digital information but already we've had early trials of applying eligibility criteria for NE's agri-environment stewardship funding scheme – producing shortlists of sites to work through with CGT volunteers to ensure that funding reaches the most vulnerable sites. This methodology has huge potential for combining CGT volunteers' local and historic knowledge with NE officers' habitat and land management knowledge.

We have now held two CGT regional fora for members. Topics we've mullied over included recruiting and retaining active volunteers; pressures on landscapes causing them to become officially 'at risk'; using NE's agri-environment scheme to restore and conserve historic landscapes; the importance of recognition in the planning system for locally significant landscapes; and not least, ideas for CGT projects and lectures to enable volunteers to gain and hone their skills in practical ways. These well-received meetings could become part of our annual programme.

And what of the last year of the project? We shall be cementing these carefully wrought relationships with EH and NE officers so that the results of our efforts can continue. We'll be delivering more training and looking at how experiences gathered can be more widely exchanged across CGTs beyond the south east. In November, 2011, with excitement and some trepidation, our new CGT members only 'inter-



Volunteers on a training day to survey and record a small historic landscape near Dorking

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Comparing old maps near Dorking

active web forum was launched on the AGT website. Members can register online to raise topics, answer queries, share experiences and ideas, and download training materials. Hopefully this forum will bring new audiences to join in the pleasures and satisfactions of conserving historic landscapes.

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Crossing the finishing line

Verena McCaig reports on the achievements of the AGT's Historic Landscape Project

We are now in the final months of the Historic Landscape Project, a venture that has been funded by English Heritage (EH), Natural England (NE), and the AGT itself. Three years have flown by!

Since April 2012, we have begun to expand the project beyond the south east, visiting County Gardens Trusts (CGTs) in the north and south west regions in particular. We held one 'start-up' meeting in both regions and followed up with exchanges of advice and ideas, and training. We found that the problems and pleasures experienced by CGTs in the south east are certainly shared elsewhere across the country, with slight variations according to geographical hurdles, numbers of planning authorities, and local links with other agencies,

along with local designed landscape characteristics. Many Trusts are trying to disseminate research completed by volunteers to a wider audience and have it recognised by local authorities as important to their knowledge of historic landscapes. Presented to a consistent, concise and professional standard, volunteer research can be invaluable in determining the impact of planning applications and targeting funding for conservation. This is particularly crucial given the decreasing 'in-house' landscape expertise in local authorities since funding cuts have hit.

We held seven training courses in 2012: *Responding to Planning Applications* (delivered jointly with Jonathan Lovie of the Garden History Society), *Understanding the*

Not an Iron Age hut, but a 19th century/ice house. Creys Court, Oxfordshire



Development and Features of Historic Parkland, Understanding Conservation Management Plans, and Researching and Writing up a Site in a suitable format for ease of use in conservation. We welcomed about 100 delegates from all over the country, from Kent to Yorkshire, Somerset to Norfolk, London to Lancashire, not to mention Wales too, bringing together diverse experiences and perspectives. In particular, the training in writing up research has galvanised at least three trusts to review their approach and talk to local authorities about including significant local sites in their Local Plan. We finish our 'planning roadshow' in Taunton in March.

There have been some unexpected spin-offs from the training. We held one course in a school in East Sussex whose landscape is on the EH 'At Risk' Register. The staff welcomed us enthusiastically and took a great interest in our training on the whys and wherefores of Conservation Management Plans, so much so that three staff members joined our course on the day. Our partnership with the school has developed: we have worked with them and NE to develop an application for Higher Level Stewardship funding which will go a long way to researching and developing a plan for the landscape restoration, and even fund some very costly elements. This should really make a huge contribution to the long-term future of this frangible landscape.

Now that we are increasingly having very practical discussions on detailed practice with CGT members from across the country, the

Spotting features on maps and aerial photographs. Historic parkland training



Working out the lie of the land at Creys Court, Oxfordshire

online 'Web Forum' we launched last year is gathering momentum and becoming a really helpful resource. After a simple registration process, CGT members can ask questions, offer suggestions and approaches to problems, and download all sorts of training handouts and practice notes. We have had some very positive feedback from members who have found other CGTs who have shared their methods, saving much repetition, but we do need more members to have the confidence to reply to queries. Do have a look and see if you can help.

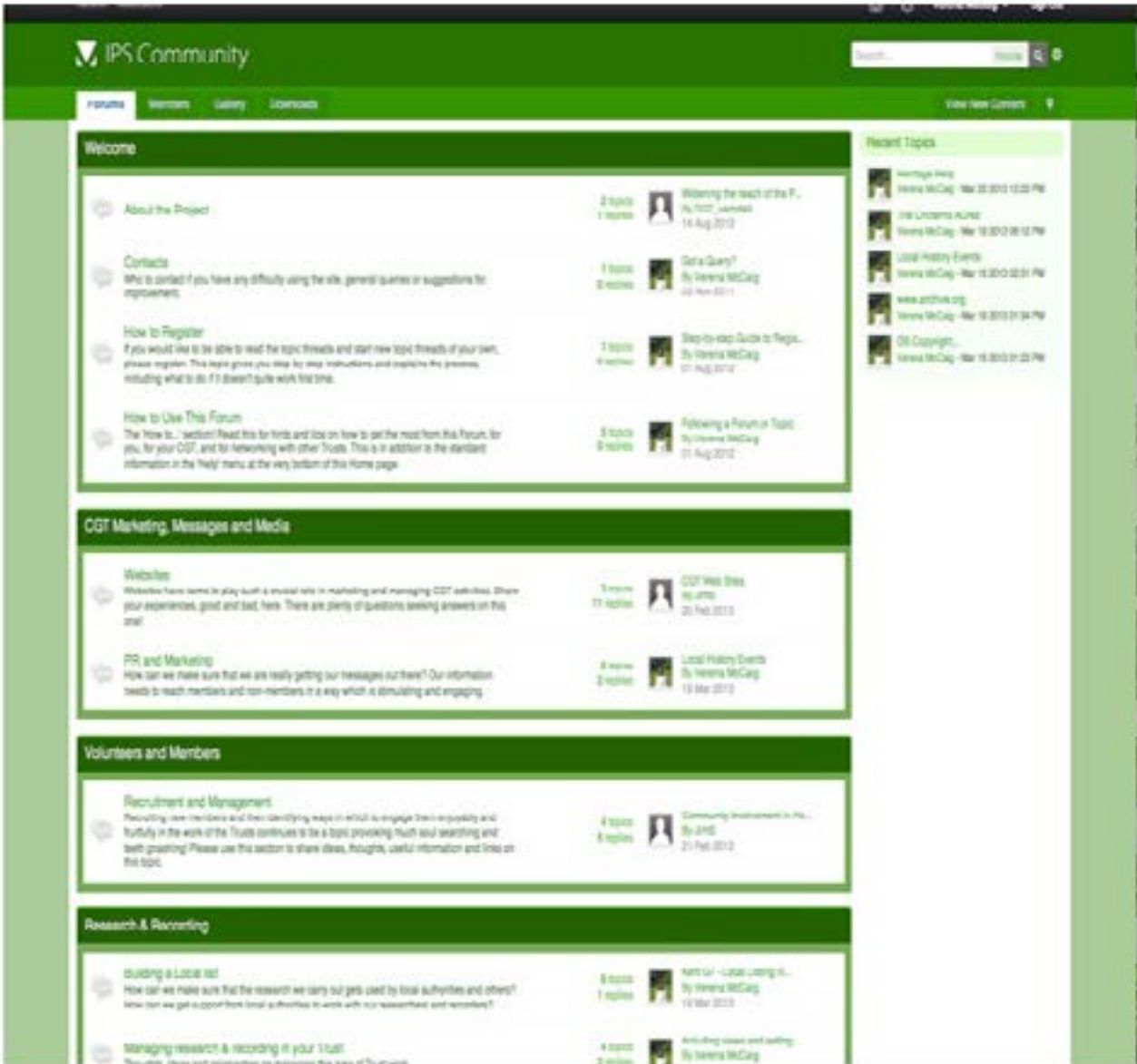
As we draw this project to a close in the coming months, we are anticipating that the relationships forged with EH and NE in the south east, and links between CGTs both regionally and across the country, and indeed the GHS, will continue to develop and thrive.

The enthusiasm, commitment and interest that CGT members have shown has been remarkable and inspiring, spurring the project on. There are considerable opportunities to make our voices heard, whether as individual CGTs within our counties, or collectively as regions, or nationally; through face-to-face meetings or perhaps even Twitter! And in the face of depleting statutory resources, this is a crucial time for us to act to conserve valued historic landscapes for future generations.

(Postscript: The AGT has applied for funding to continue the Historic Landscape Project beyond March 2013 and optimistically awaits the outcome.)

APPENDIX 13

Screen Shot of Web Forum Home Page – March 2013



APPENDIX 14

Outline Project Training Brief – April 2010

Extra Information on Capacity Building Workshops

The outline below has been suggested by English Heritage and intended as a guide: it is anticipated that it will be used selectively and that additional subjects, and interrelationships between topics and subjects, may also be covered. It is expected that the post-holder will develop a programme that enhances the capacity and skill of Gardens Trusts to enable them to engage more effectively in conservation management, as well responding to Trust members' interests to provide satisfying and popular events.

TOPIC A - DESIGN, HISTORY & ARCHAEOLOGY

1. An understanding and knowledge of the key phases in the history of parkland development from its earliest history as functional hunting landscape through its evolution into a designed landscape up to, more or less, the turn of the C20 (as summarised in 'Farming in the Historic Landscape – Caring for Historic Parkland' and covered by Natural England's introductory course for Environmental Stewardship advisors).

2. Historic Landscape Characterisation, European Landscape Convention and Protected Landscapes.

3. An understanding and knowledge of the instigators – and indicators - of change in the function, management and design of parkland through the centuries (e.g. common land, wooded royal forests, Enclosure Acts and other forms of enclosure, economic and political events such as war (Napoleonic and C20) which affected management – e.g. land sales, clearance of trees, use of herbicides, introduction of arable in Downland; social change (e.g. corn law repeal etc.)

4. A more detailed knowledge of the function, appearance, ecological value - and how to recognise - the features of historic parkland management particularly in how these are used or managed within a designed context, such as:

4a. 'Soft' features: wood pasture, veteran/ancient trees, unimproved versus improved grassland; grazers and their grazing habits and regimes; hedges; woodland; coppice; warrens; boundary banks and park pales; archaeological earthwork features of all types; water bodies – ponds, lakes, weirs; water meadows; withy beds; use of trees in a design - clumps, avenues (a whole subject in itself and a frequent issue for conservation and restoration) and pleasure grounds – the latter often straddle the boundary of park and garden and, if long neglected with all understorey lost, often not easily recognised as pleasure ground); the ferme-ornée of the C18; etc.

4b. Garden buildings: Ha-ha's, park buildings such as temples, grottoes etc., boundaries, gateways and lodges; etc.

4c. Other heritage assets within designed landscapes – archaeological sites, monuments and buildings.

TOPIC B - SURVEY & DOCUMENTARY RESEARCH

5. Knowledge and understanding of how use material learned in 1-3 above in undertaking site survey of a designed parkland – how to record on site (use of photographs, recording on a map/site plan, recording setting, views and vistas etc.)

6. Knowledge and practical experience understanding and interpreting archival material, what is available and where and how to source it, in particular mapped evidence but also other documentary sources. The publication 'Parks and gardens, A researcher's guide to sources for designed landscapes' new edition 2006 published by The Landscape Design Trust may be of use.

TOPIC C - CONSERVATION MANAGEMENT

7. Knowledge and understanding of the issues and problems that can affect parkland, based on the list summarised in 'Farming in the Historic Landscape – Caring for Historic Parkland'.

8. Knowledge and developing practical experience of preparing a Conservation Management Plans including site analysis (based on learning in archival and survey material sessions), establishment of significance and what can affect that significance and establishing conservation policies. Might include an introduction to EH's session on Conservation Principles' and practical analysis and study of examples of CMPs demonstrating good practice including how to assess and constructively critique a plan and how to work towards a solution when conservation measures for design and ecology appear to conflict. How to write a brief for a CMP.

9. Knowledge of relevant organisations/people that advisors may come into contact with such as local authorities and their conservation officers, EH, DEFRA, FWAG etc. Information systems such as MAGIC and Historic Environment Records. Heritage at Risk. Grant programmes.

10. Knowledge and understanding of the system of designation, its benefits, limitations and consent regimes: registration of parks and gardens, conservation area designation, scheduled monument designation and TPOs. The new Planning Policy Statement 5.

11. Environmental Stewardship framework and options

APPENDIX 15a

Training Courses – Aims, Objectives and Content

1. Researching Historic Designed Landscapes for Local Listing

Course Aim

To enable researchers to focus site survey and documentary research towards production of a description of an historic designed landscape to the approach and standard used by English Heritage to register sites of national importance; to encourage researchers to produce reports in this format so that County Gardens Trusts can provide the best quality assistance to local authorities and others in all conservation applications, including preparing a list of parks and gardens for a local list of heritage assets.

Objectives

- To enable volunteer researchers to be selective and succinct in the choice and presentation of their information in writing site descriptions of designed landscapes
- To develop volunteer researchers' basic site survey, recording and report-writing skills.

Programme for the Day

Indicative sessions and timings are as follows:

09.30	Registration; tea and coffee
10.00	Introduction to the day
10.10	Local listing
10.40	Introduction to the EH site description methodology
11.30	Tea and coffee
11.45	Interpreting and using South Hill Park maps and documents
12.30	Lunch (provided)
13.15	Site survey visit followed by tea and coffee
14.15	Writing up the site description
15.45	Feedback
16.00	Close

2. Understanding Conservation Management Plans

Course Aim

To develop CGT volunteers' understanding of the purpose and structure of a Conservation Management Plan (CMP) and its application in designed landscape conservation.

Objectives

Participants will:

- Be able to recognise the key aspects of a CMP, what should be included in these sections, and what role they play in the ongoing management and conservation of a landscape
- Be equipped to contribute to CMP consultation, before, during and after the document is drafted, to ensure the maximum management protection is afforded to the site and significance made clear
- Appreciate the role of CMPs in the process of managing change through the planning system.
- Understand 'significance' and its role in conservation management.

Programme for the Day

Indicative sessions and timings are as follows:

09.30	Registration; tea and coffee
10.00	Introduction to the day
10.10	Introduction to CMPs – why have a CMP?
10.40	Understanding Significance
11.20	Tea and coffee
11.30	Structure of CMPs – content and structure
12.15	Briefing followed by lunch and site visit
13.00	Site Visit
14.30	Tea and coffee to accompany Analysis: character areas; significance; issues and constraints
16.15	Feedback
16.30	Close

3. Understanding more about Historic Parkland

Course Aim

To further develop CGT volunteers' understanding of the development and features in the design of historic parkland and increase awareness of the conservation issues presented by these landscapes.

Objectives

Participants will:

- Be able to recognise the key design features of historic parkland from maps and in the field, and appreciate the conservation issues they present in the ongoing management and conservation of a landscape
- Appreciate the natural significance of historic parkland and the role of Natural England in its restoration and conservation.

Programme for the Day

Indicative sessions and timings are as follows:

09.30	Registration; tea and coffee
10.00	Introduction to the day
10.15	Development of historic parkland
10.45	Features, function, threats I
11.15	Tea and coffee
11.30	Features, function, threats II
12.30	Lunch – provided
13.15	Managing parkland through environmental stewardship – NE
14.30	Site visit
16.15	Feedback / final points
16.30	Close

4. Responding to Planning Applications affecting historic designed landscapes

Course Aim

To enable CGT members to gain sufficient knowledge and understanding of the planning system in order to be able to actively engage in local planning issues and assist in responding to consultations on planning proposals affecting historic designed landscapes.

Objectives

- Consider the key legislation and guidance relevant to planning and development affecting historic designed landscapes
- Equip delegates to use this legislation and guidance to respond appropriately to planning consultations effectively, consistently and proportionately
- Discuss practical steps that delegates can take to keep themselves and their CGT informed about planning issues within their county.

Programme for the Day

Indicative sessions and timings are as follows:

09.30	Registration; tea and coffee
10.00	Introduction – Importance of responding; introduction to available resources
10.30	The Planning System – Local Agendas: Local Plans; Localism Act; Neighbourhood Plans
11.15	Tea and coffee
11.30	Designations and protection
12.00	Underpinning: Introduction to and Implications of National Planning Policy Framework
12.45	Lunch (provided)
13.30	The Process – where do I begin? Using the 8-step Guide
14.30	Exercise: Assessing the application and gathering information – with tea & coffee
16.00	Making it Manageable – next steps for CGTs – and Feedback
16.15	Close

APPENDIX 15b**Programme of training provision – with venues and attendance**

Date	Course Title	Trainer(s)	Venue	Number of delegates booked	CGTs represented
9/6/2011	Responding to Planning Applications affecting historic designed landscapes	Verena McCaig	Hercules House, Waterloo, London (NE office)	3 (cancelled due to low uptake)	
12/7/2011	Responding to Planning Applications affecting historic designed landscapes	Verena McCaig	The Orchard Centre, Basingstoke, Hants	10	Berks, Hants, Sussex
26/10/2011	Researching a Site for Local Listing	Virginia Hinze Verena McCaig	Juniper Hall, Mickleham, Surrey	13	Hants, Oxon, Surrey, Sussex
21/11/2011	Researching a Site for Local Listing	Virginia Hinze Verena McCaig	South Hill Park, Bracknell, Berkshire	13	Oxon, Berks, Kent, Hants
22/2/2012	Understanding Conservation Management Plans	Virginia Hinze Verena McCaig	Kidbrooke Park, Forest Row, East Sussex	13	Hants, Kent, Sussex + site owners
14/3/2012	Understanding Conservation Management Plans	Virginia Hinze Verena McCaig	Langley Park, Slough, Bucks	4	(cancelled due to staff illness)
21/3/2012	Responding to Planning Applications affecting historic designed landscapes	Verena McCaig	Hercules House, Waterloo, London (NE office)	7	(cancelled due to staff illness)
18/5/2012	Understanding Conservation Management Plans	Virginia Hinze Verena McCaig	Langley Park, Slough, Bucks	3	(cancelled due to low uptake)
9/6/2011	Responding to Planning Applications affecting historic designed landscapes	Verena McCaig	Hercules House, Waterloo, London (NE office)	3	(cancelled due to low uptake)
28/6/2012	Understanding more about Historic Parkland	Matthew Tickner Ruth Garner	Peppard War memorial Hall/Greys Court, Henley-on-Thames, Oxfordshire	14	Berks, Oxon, Surrey, Glos, Herts, Yorks, Beds, Cheshire

26/7/2012	Researching a Site for Local Listing	Virginia Hinze Verena McCaig	Juniper Hall, Mickleham, Surrey	8	Sussex, Surrey, London, Hereford & Worcester
4/9/2012	Researching a Site for Local Listing	Virginia Hinze Verena McCaig	Padworth College, nr Padworth, Berkshire	9	Berks, Glos, Norfolk, Herts, London
13/9/2012	Understanding more about Historic Parkland	Matthew Tickner Jo Barnes	Buxted Park, nr Uckfield, East Sussex	11	Sussex, Surrey, Herts, Norfolk, London
17/10/2012	Responding to Planning Applications affecting historic designed landscapes	Verena McCaig Jonathan Lovie	The Orchard Centre, Basingstoke, Hants	6	Berks, Surrey, London
15/11/2012	Responding to Planning Applications affecting historic designed landscapes - NORTH	Verena McCaig Jonathan Lovie	English Heritage North Regional Office, York, Yorkshire	12	Yorks, Lancs, Lincs
6/12/2012	Responding to Planning Applications affecting historic designed landscapes - OPEN	Verena McCaig Jonathan Lovie	The Gallery, Farringdon, London	10	Cambs, London, Somerset, Wales, Sussex
8/3/2013	Responding to Planning Applications affecting historic designed landscapes - SW	Verena McCaig Jonathan Lovie	Taunton & Deane Council Offices, Taunton, Somerset	11	Avon, Somerset, Devon, Dorset, Wilts

Frequency of Attendance

Attended one course only	66
Attended two courses	19
Attended three courses	6
Attended four courses	1

APPENDIX 15c Example of Training Course Flyer

Researching Historic Designed Landscapes for Local Listing



A Historic Landscape Project (Southeast Region) Training Workshop

**Juniper Hall, Mickleham
Surrey**

**South Hill Park, Bracknell
Berkshire**

**Wednesday 26th October 2011 OR Monday 21st November 2011
10am to 4pm**



This FREE training day is aimed at County Gardens Trust volunteers in the south east who wish to be actively involved in researching and surveying historic landscapes in their county in order to support their conservation.

Over the course of the day, volunteers will become familiar with the basic concepts of using maps and archive resources to understand a historic designed landscape and carry out a 'walk-over' survey of the site. Volunteers will also be introduced to the methodology of writing up research and survey results in line with the format used for entries to the English Heritage Register of Parks and Gardens of Special Historic Interest, an invaluable tool in ensuring that sites are written up in a consistent and professional format for wide use in their conservation.

Provisional Programme

09.30	Registration; Tea and coffee
10:00	Introduction to local listing and report structures
10:30	Interpreting and using maps
11:30	Interpreting and using historic documents
12:30	Lunch (provided)
13:15	Site Survey visit
14.15	Tea and coffee
14.30	Writing up the site description
16.00	Feedback and close

The day will be led by Virginia Hinze, formerly of English Heritage and with extensive experience of training in this topic, with Verena McCaig, Historic Landscape Project Officer for the AGT.

The Association of Gardens Trusts is working in partnership with English Heritage and Natural England to support volunteers from the southeastern County Gardens Trusts to play a greater role in the conservation of our historic designed landscapes through the Historic Landscape Project.

If you would like to attend, please contact Teresa Forey-Harrison, Co-ordinator at the Association of Gardens Trusts: gardenstrusts@agt.org.uk or telephone 020 7251 2610
For more information on the project, visit www.gardenstrusts.org.uk/12-proj-historiclandscape

APPENDIX 15d Example of Training Course Feedback Form

CGT Training – Responding to Planning Proposals - Feedback

Thank you for coming to this Historic Landscape Project training session for CGTs. In order to help us assess the success of this event and decide how to develop future events, we would be grateful if you would complete and return this feedback form. You can complete the form anonymously if you wish. The information will only be used for monitoring and development purposes.

Name (optional) _____

Have you ever written in response to a planning proposal, either to support or oppose it? Yes/No

Please indicate how confident you feel/felt about approaching responding to a planning proposal at the start of the day:

Not confident at all Very confident
 1 2 3 4 5 6 7 8 9 10

How would you rate the following? (please tick)

Content	<input type="checkbox"/>	Pace	<input type="checkbox"/>	Materials and handouts	<input type="checkbox"/>
Entirely relevant	<input type="checkbox"/>	Too fast	<input type="checkbox"/>	Very useful	<input type="checkbox"/>
Mostly relevant	<input type="checkbox"/>	Too slow	<input type="checkbox"/>	Mostly useful	<input type="checkbox"/>
Of some relevance	<input type="checkbox"/>	About right	<input type="checkbox"/>	Moderate	<input type="checkbox"/>
Mostly irrelevant	<input type="checkbox"/>			Not very useful	<input type="checkbox"/>
Entirely irrelevant	<input type="checkbox"/>			Very poor	<input type="checkbox"/>
Venue	<input type="checkbox"/>	Catering	<input type="checkbox"/>	Pre-course Information	<input type="checkbox"/>
Suitable	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Very helpful	<input type="checkbox"/>
Unsuitable	<input type="checkbox"/>	Good	<input type="checkbox"/>	Mostly helpful	<input type="checkbox"/>
		Adequate	<input type="checkbox"/>	Moderate	<input type="checkbox"/>
		Poor	<input type="checkbox"/>	Not very helpful	<input type="checkbox"/>
				Very poor	<input type="checkbox"/>

Please use this space to comment further on any of the above practical issues, if you wish:

PLEASE NOW TURN OVER TO COMPLETE THE SECOND PAGE

Please indicate how confident you now feel about responding to planning proposals:

Not confident at all										Very confident
1	2	3	4	5	6	7	8	9	10	

Please say what you liked most about the day and why:

Please say what you liked least about the day and why:

Do you think this training event is likely to be helpful in the ongoing development of your volunteer role in your CGT?

Definitely

Not sure

Unlikely

Please state one action you intend to take as a result of today's training:

If you have any additional comments on the day, please write them here:

Are there topics on which you would particularly like training in the next 12 months?

MANY THANKS!

About You (please note that this information is anonymous).

Gender Male / Female

Age group 16 to 25 / 26 to 49 / 50 to 65 / over 65

How long have you been a volunteer for your CGT?

1. Are you studying or have you studied any of the following in higher education? (please tick all those that apply)

Archaeology
Architecture
Architectural history
Art history
Design history
Parks and gardens history
Landscape architecture
Landscape history
Town and County / Regional planning
Heritage interpretation
Heritage management

2. Are you working or have you worked as a professional in any of the following? (Please tick all those that apply)

Archaeology
Architecture
Architectural history
Art history
Design history
Parks and gardens history
Landscape history
Town and County / Regional planning
Heritage interpretation
Heritage management
Landscape Conservation
Landscape Architect

3. How did you hear about this course (if via AGT or your CGT please state whether by newsletter, e-mail, website etc)

Many thanks.

**The Association Of Gardens
Trusts
70 Cowcross Street
London EC1M 6EJ**

020 7251 2610

**gardentrusts@agt.org.uk
www.gardentrusts.org.uk**

March 2013