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| **Nottinghamshire’s Garden Story   Site Record** | |
| *NB: \*Indicates information required by Notts Historic Environment Record (HER). Please make sure this is included.* | |
| **Section 1** | |
| **Site Name\*** |  |
| **Location\*** | District:\*  Parish:\* |
| **Type of survey\*** | Desk based / Site visit |
| **Surveyed by** |  |
| **Heritage Assets** | |
| **NHLE Names and Numbers\*** | E.g. Listed Buildings and Scheduled Monuments.  See Historic England’s National Heritage List for England: <https://historicengland.org.uk/listing/the-list/> e.g.  Holme Pierrepont Hall, Grade I Listed Building (LB) no. **1249330** |
| **HER Number(s)\*** | Search Notts Historic Environment Record, <https://her.nottinghamshire.gov.uk/search> (or use Heritage Gateway). E.g.  Grounds at Holme Pierrepont Hall: MNT26798 |
| **Is it locally listed?** | Check the Local Planning Authority, in this case Rushcliffe District Council does not have a local list currently |
| **Is it in a Conservation Area?** | The Local Planning Authority or use yellow shading areas on the Notts HER map. Holme Pierrepont is not in a Cons. Area. |
| **Site Summary and Description**  (for HER record) | |
| **Summary\*** | 1-3 lines briefly comprising name, type, period and designers (if known). |
| **Description\*** | More in-depth summary with reference to the items in the description section of the form. |
| **Owner information** (if multiple owners, please provide all known) | |
| **Name** | Owners may prefer someone else to be the main contact, e.g. a land agent |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Main contact for the site** | |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Owner / occupier notes** | |
|  | Keep polite! Open to freedom of information requests |

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| Site visit | |
| Date\* |  |
| Site contact | Person you met there |
| Site visit by\* | Your name(s) and name of project (Nottinghamshire’s Garden Story) |
| Are there any threats to the preservation of the site? | Have you noticed anything during your desk-based research, eg neighbouring construction, quarrying, swimming pool in the walled garden… |
| Are there any Stewardship Schemes relevant to the site? | Ask the owner. May be Higher Level Stewardship – may be able to find on Defra website. |
| Is there a management plan in place? | Ask the owner |
| Constraints encountered | Anything that made visiting difficult |

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| Section 3: Outline history of the site | |
| Key dates\* | Principle phase(s) of development |
| Key people\* | Any important designers or historical figures associated with the site (may contribute to the Registrability) |
| Events | Was the site associated with any important historical events or movements (may contribute to the Registrability) |
| Influence | Did the site change fashions? Is it a good example of its type? Does it appear in art or literature? (may contribute to the Registrability) |
| Documentation\* | Archival records or published sources relating to the site’s history may add to its interest. Is it well documented? |
| Major changes | Have there been any major losses to the landscape, or incursions from other development? Is it intact as a designed landscape? |
| List of Sources\* | Following Notts HER’s format, e.g.:   1. Published document: Thoroton Society. 1939. TTS. p 73 2. Personal comment: Woodhouse WC. 1959. Pers Comm. 3. Monograph: Cantor LM. 1983. The Medieval Parks of England: A Gazetteer. pp 58-9 4. Map: Sanderson G. 1835. 20 miles around Mansfield - 2 in. 5. Map: OS. 1920. 1:2500, County Series 1920. |

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| Section 2: Site visit | |
| Date\* |  |
| Site contact | Person you met there |
| Site visit by\* | Your name(s) and name of project (Nottinghamshire’s Garden Story) |
| Are there any threats to the preservation of the site? | Have you noticed anything during your desk-based research, eg neighbouring construction, quarrying, swimming pool in the walled garden… |
| Are there any Stewardship Schemes relevant to the site? | Ask the owner. May be Higher Level Stewardship – may be able to find on Defra website. |
| Is there a management plan in place? | Ask the owner |
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| Section 4: Description of the site | |
| Ordnance Survey 8 figure grid reference\* – site centre | E.g. “AB 1234 5678”  Use Grid Reference Finder for this figure and the postcode: <https://gridreferencefinder.com/> (Right click in the middle of your site or on a particular feature to find the 8-figure grid reference) |
| Type of Location / aspect / topography | Incl. location in relation to settlements, roads, rivers etc. Area of site in hectares and how the parts relate to each other. What forms the boundaries? What sort of land is adjacent? |
| Entrance points and pathways\* | Where? Main dates, features and changes. What was the view as people approached |
| Main component areas | Just a list of main character areas, e.g. gardens, parkland, kitchen gardens (helps when writing report) |
| Views and vistas | Record direction and features. You can mark these onto a map. Any changes, through different phases of development? |
| Landforms and earthworks\* | Location, brief description including size, mark on maps if not obvious. Archaeological features will probably be on HER. |
| Water features\* | Location, brief description including size, mark on maps if not obvious. |
| Tree species and specimen trees | ID species. Estimate how old, from girth. Or just say “young, semi-mature, mature, ancient or veteran”. |
| Structural planting | E.g. lime avenue, clipped yew hedges, clumps of trees, rose gardens |
| Buildings, constructions and ornaments\* | Statues, aviaries, summer house, ice house, temples, seats etc. Check NHLE. Check LA websites to see if locally listed. Mark on a map. |
| Pleasure grounds/gardens | Location and description |
| Parkland | Extent and character |
| Land beyond the boundary that makes a contribution to significance | Near and distant views and vistas, other elements of setting, eg sound of a neighbouring stream, “borrowed” landscapes, neighbouring historic buildings etc which adds to character. |
| Kitchen gardens and productive/service areas\* | Description. |
| Modern features | Anything been added in later? Swimming pools? Modern glasshouses, housing etc |
| Boundaries\* | Describe the boundary walls/fences/ha ha etc. Any parts missing? Been replaced? |
| Other features or information not mentioned above |  |

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| Section 5: Concluding | |
| Final Comments |  |
| Site map attached?\*  (Please indicate ownership boundaries where known) | Yes / No  May be an historic OS map you’ve drawn on in the field, or later, then photographed/scanned. Could do separate maps for planting, statues etc. |
| Labelled photographs attached?\* | Yes / No  Essential to label each photo, preferably including direction you took photo in, plus date. |
| Photo permissions attached? | If using photographs for any purpose other than creation of this report. Tamsin McMillan to organise, with site owner and photographer. |
| Copies of useful source material attached? | Yes / No  E.g. online articles and clear photos of archive material |
| Data protection form attached? | You only need this if you think your landscape is suitable for putting forward for Registration on HE’s National Heritage List. |