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| **Gardens Trust Green Futures Project, 2025-2026:**  **Site Record** | |
| ***NB: \* Indicates information required by Historic Environment Record (HER)***  ***Please make sure this is included*** | |
| **Section 1.** | |
| **Site Name\*** |  |
| **Location\*** | County:\*  District or Borough: \* [Find your local council - GOV.UK](https://www.gov.uk/find-local-council)  Parish:\* [Find your Parish – PARISH.UK Network](https://parish.uk/find-parish-council/index.html) |
| **Type of Survey\*** | Desk based / site visit |
| **Surveyed by:** | Volunteer’s name/s |
| **Reported completed:** | Date |
| **Heritage Assets** | |
| **NHLE Names and Numbers\*** | Any Listed Buildings and Scheduled Monuments within the landscape or relating to it. 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 (Historic Environment Record)\*** | To find any existing HER records (archaeology, buildings, designed landscapes etc) within your site, search your county’s Historic Environment Record (sometimes called a Sites and Monuments Record): [HeritageGateway - Historic Environment Records](https://www.heritagegateway.org.uk/gateway/chr/default.aspx) . List them, e.g. Grounds of Holme Pierrepont Hall: MNT26798 |
| **Is the designed landscape listed locally?** | Check the Local Planning Authority website. |
| **Is it in a Conservation Area?** | Check Local Planning Authority website or search yellow-shaded areas on your county’s HER map. |
| **Landscape Summary and Description**  **(for the 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. |
| **Statement of Significance (brief notes, as bullet points)**  For a large of complex landscape, consider dividing into character areas  NB. Complete this section *after* Section 2. | |
| **Archaeological interest** | If the heritage asset holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point.  Eg earthworks or upstanding structures, buried features, find spots. |
| **Architectural and Artistic Interest** | Interests in the design and general aesthetics of a place.  Either designed (like paths, planting, lakes) or having evolved over time (like incidental views).  Architectural interest is an interest in the art or science of the design, construction, craftsmanship and decoration of buildings and structures of all types.  Artistic interest is an interest in other human creative skill, like sculpture. |
| **Historic Interest** | An interest in past lives and events (including pre-historic). Heritage assets with historic interest provide a material record of our nation’s history and can also provide meaning for communities derived from their collective experience of a place and can symbolise wider values such as faith and cultural identity.  Sud-divide into:   * illustrative (eg an orangery illustrates the popularity of ornamental buildings to grow exotic fruit in, from the C18 onwards) * associative (linked to a notable person, event or movement). * Community meaning, eg civic pride value and emotional/wellbeing value of public parks; personal/emotional links to cemeteries; long-term access for locals to walks through otherwise private landscapes. |
| **Summary Statement of Significance (up to 250 words)** | Summarise the notes above into text, eg:  *The significance of the landscape of Temple Newsam lies chiefly in the way it sheds light on the design approach of the foremost landscape designer Lancelot ‘Capability’ Brown, in spite of his design not having been fully implemented. His rides, planting and management of views show him working with, and adjusting, the natural topography to aesthetic and dramatic effect.*    *Whilst no longer intact, the landscape design incorporates features characteristic of Brown’s work, with sweeping lawns, varied woodland, scenic drives, and classical temple eyecatcher, in places adapting Etty’s earlier work.*    *The integrity of the Brownian landscape is particularly compromised by the loss of a large area to the west which was given over to open cast mining from the C19 up to the 1960s and subsequently poorly restored. However, that open-cast mining of a Brownian landscape was conceivable demonstrates the comparatively low value then attached to association with Brown, who is today recognised to be amongst the great names of landscape architecture world-wide. Even in this area, pockets of evidence of Brown’s planting scheme might still be found.* |
| **Owner Information (if multiple owners, please provide all known)** | |
| **Name** | Owners may prefer someone else to be the main contact, e.g. land agent |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Main contact for the site (if different from above)** | |
| **Name** | Who did you communicate with and/or meet? |
| **Address** |  |
| **Telephone** |  |
| **Email:** |  |
| **Owner/Occupier notes** | |
| **Any extra information not given above** | Keep polite! Research is open to freedom of information requests. |

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| **Section 2. Outline History of the Site** | |
| **Key Dates\*** | Principal phase(s) of development |
| **Key People\*** | Any important designers or historical figures associated with the site (this could contribute to a registration application) |
| **Events:** | Was the site associated with any important historical events or movements? (this could contribute to a registration application) |
| **Influence:** | Did the site change fashions? Is it a good example of its type? Does it appear in art or literature? (this could contribute to a registration application) |
| **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\*** | Follow your local HER format. Probably similar to this:   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. pp58-59 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 3. Site Visit** | |
| **Date/s\*** |  |
| **Site Contact** | Person you met there |
| **Site visit by\*** | Your name(s) and name of the project (Green Futures) |
| **Are there any threats to the preservation of the site?** | Have you noticed anything during your desk-based research. E.g. neighbouring construction, quarrying, swimming pool in the walled garden etc.? |
| **Are there any other issues and/or vulnerabilities that could potentially affect its preservation?** | e.g. divided ownership, conflicting uses (internal to site), unsympathetic development (internal to site), lapsed maintenance, features/structures in poor condition etc. |
| **Are there any Stewardship Schemes relevant to the site?** | Ask the owner. Maybe Higher Level Stewardship – consult the [MAGIC website](https://magic.defra.gov.uk/). Once you click ‘get started’ a new window opens with interactive mapping and you can search for live stewardship agreements by ticking the ‘Land Based Schemes’ and ‘Agri-Environment / Environmental Stewardship’ options. |
| **Is there a management plan in place?** | Ask the owner and/or consult existing lists of Conservation Management Plans on Parks & Gardens UK [www.parksandgardens.org/conservation/conservation-management-plans](http://www.parksandgardens.org/conservation/conservation-management-plans) |
| **Constraints encountered** | Anything that made visiting difficult? |

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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 website  <https://gridreferencefinder.com/> (Right click in the middle of your site or on a particular feature to find the 8-figure grid reference) |
| **Postcode:** | Use Grid Reference Finder, as above. |
| **Type of Location** | Include location in relation to settlements, roads, rivers etc.  Area of the site in hectares (use a free app like Google Maps Area Calculator <https://www.mapdevelopers.com/area_finder.php>) 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 (this helps when compiling your report on site) |
| **Views and vistas** | Record direction and features. 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 the HER. |
| **Water features\*** | Such as lakes, ponds, rivers, channels, moats, fountains.  Location, brief description including size, mark on maps if not obvious. |
| **Tree species and specimen trees** | ID species. Estimate how old from the girth, or just say young/semi-mature/ mature/veteran or ancient. (Look on Woodland Trust Ancient Tree Inventory map [Ancient Tree Inventory - Woodland Trust](https://ati.woodlandtrust.org.uk/) for any recorded individuals) |
| **Structural planting** | E.g., lime avenue, clipped yew hedges, clumps of trees, rose gardens etc. |
| **Buildings, constructions and ornaments\*** | Statues, aviaries, summer house, ice house, temples, seats etc. Check the NHLE for Listed buildings [Search the List – Find listed buildings, monuments, battlefields and more | Historic England](https://historicengland.org.uk/listing/the-list). Check local authority websites to see if they are locally listed. Mark on maps. |
| **Pleasure grounds/gardens** | Location and brief 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 e.g., sound of neighbouring stream, ‘borrowed’ landscapes, neighbouring historic buildings etc. which adds to the character. |
| **Kitchen gardens and productive/service areas\*** | Description. Are the paths still evident? Are there remains of glasshouses, dipping pools, boiler houses, bothies etc. |
| **Modern features** | Anything added in later? Swimming pools? Tennis courts? Modern glasshouses, housing etc. |
| **Boundaries\*** | Describe the boundary walls/fences/ha ha etc. Any parts missing? Been replaced? |
| **Other descriptions or features not covered above** |  |

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| **Section 5. Concluding** | |
| **Final comments:** |  |
| **Site map attached?\*** (Please indicate ownership boundaries where known) | Yes/No  May an historic OS map you have drawn on, in the field, or later, then photographed/scanned. Could do separate maps for planting, statues etc. |
| **Labelled photographs\*** | Yes/No  Essential to label each photo, preferably including direction you took photo in, plus date |
| **Photo permissions\*** | Have you asked the owner/manager for permission to take photos which will be shared in research reports, if including in your report any photographs of the landscape *not* taken from public viewpoints/rights of way? |
| **Drone images** | If using your own or others’ drone images/footage, ensure that this is legal. Adhere to restrictions on no-fly zones; ensure operator has correct license; follow guidance on where to fly, according to size of drone. Check restrictions here [Flying remotely piloted aircraft | UK Civil Aviation Authority](https://www.caa.co.uk/drones/) |
| **Copies of useful source materials attached and labelled?** | Yes/No E.g. online articles, or clear photos of documents, maps etc. |
| **Sensitive information** | Ensure that you have asked site owner/manager to list any features not to be included (as photos and/or text) in final report. List these separately. |