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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: \*  Parish:\* |
| **Type of Survey\*** | Desk based / site visit |
| **Surveyed by:** | Volunteer’s name/s |
| **Reported completed:** | Date |
| **Heritage Assets** | |
| **NHLE Names and Numbers\*** |  |
| **HER (Historic Environment Record)\*** |  |
| **Is the designed landscape listed locally?** |  |
| **Is it in a Conservation Area?** |  |
| **Landscape Summary and Description**  **(for the HER record)** | |
| **Summary\*** |  |
| **Description\*** |  |
| **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** |  |
| **Architectural and Artistic Interest** |  |
| **Historic Interest** |  |
| **Summary Statement of Significance (up to 250 words)** |  |
| **Owner Information (if multiple owners, please provide all known)** | |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Main contact for the site (if different from above)** | |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email:** |  |
| **Owner/Occupier notes** | |
| **Any extra information not given above** |  |

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| **Section 2. Outline History of the Site** | |
| **Key Dates\*** |  |
| **Key People\*** |  |
| **Events:** |  |
| **Influence:** |  |
| **Documentation\*** |  |
| **Major changes** |  |
| **List of sources\*** |  |

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| **Section 3. Site Visit** | |
| **Date/s\*** |  |
| **Site Contact** |  |
| **Site visit by\*** |  |
| **Are there any threats to the preservation of the site?** |  |
| **Are there any other issues and/or vulnerabilities that could potentially affect its preservation?** |  |
| **Are there any Stewardship Schemes relevant to the site?** |  |
| **Is there a management plan in place?** |  |
| **Constraints encountered** |  |

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| **Section 4. Description of the Site** | |
| **Ordnance Survey 8-figure grid reference** – site centre |  |
| **Postcode:** |  |
| **Type of Location** |  |
| **Entrance points and pathways\*** |  |
| **Main component areas** |  |
| **Views and vistas** |  |
| **Landforms and earthworks\*** |  |
| **Water features\*** |  |
| **Tree species and specimen trees** |  |
| **Structural planting** |  |
| **Buildings, constructions and ornaments\*** |  |
| **Pleasure grounds/gardens** |  |
| **Parkland** |  |
| **Land beyond the boundary that makes a contribution to significance** |  |
| **Kitchen gardens and productive/service areas\*** |  |
| **Modern features** |  |
| **Boundaries\*** |  |
| **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) |  |
| **Labelled photographs\*** |  |
| **Photo permission attached?** |  |
| **Drone images** |  |
| **Copies of useful source materials attached and labelled?** |  |
| **Sensitive information** |  |