**RESEARCH RECORDING FORM**

**SITE RESEARCH AND RECORDING FORM**

|  |
| --- |
| **Site** |

**NAME, ADDRESS AND SURVIVAL**

|  |  |
| --- | --- |
| Name of main site |  |
| Alternative name/s of main site |  |
| Name/s of component area/s of main site, if any |  |
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|  |  |
|  |  |
| Address |  |
|  |  |
|  |  |
| Postcode |  |
| Survival | 🞎 Extant 🞎 Part: ground/ below ground level remains 🞎 Part: standing remains 🞎 Lost 🞎 Reconstructed 🞎 Unknown |

**OWNER/OCCUPIER (IF KNOWN)**

|  |  |
| --- | --- |
| Ownership | 🞎 Private 🞎 Public 🞎 Institutional or Commercial 🞎 Other |
| Owner details confidential: Yes/No |  |
| Owner’s name |  |
| Owner’s address |  |
| Owner’s postcode |  |
| If more than one owner please include details and note other names here |  |
| Occupier/s details confidential: Yes/No- please select one |  |
| Occupier’s name |  |
| If more than one occupier please include details and note other names here |  |

**ACCESS**

|  |  |
| --- | --- |
| Open to public |  |
| Opening contact details  |  |
| Visitor facilities |  |
| Directions *(if open)* |  |

**LOCATION**

|  |  |
| --- | --- |
| Historic County |  |
| County/Unitary Authority |  |
| District/Borough |  |
| Civil Parish/es (Townland/s NI) |  |
| Country |  |
| OS Landranger Map/ OS Map for N Ireland | Sheet no | Scale |
| Map date | Grid letters | Grid ref (6 nos) |

**KEY INFORMATION**

Please use terms from Parks & Gardens UK thesaurus

(in Research and Record Downloads on [www.parksandgardens.org](http://www.parksandgardens.org))

|  |  |
| --- | --- |
| Form (i.e. type of site)  |  |
| Current Purpose (i.e. current use) |  |
| Plant Type/Environment(if specific type of garden) |  |
| Period  |  |
| Context of Principal Building  |  |
| Style of site  |  |
| Size in hectares(1 hectare = 2.471 acres1 acre=0.405 ha or 4047 s m) |  |

**BRIEF CURRENT DESCRIPTION OF SITE**

|  |  |
| --- | --- |
| **Current description of the main site**  | *3-5 sentences. A more detailed description comes later*  |
|  |

**BRIEF HISTORY OF SITE**

|  |  |
| --- | --- |
| **History of the main site** | *3-5 Sentences. A more detailed history comes later. Include the main designers or architects here.* |
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**HISTORICAL EVENTS TIME LINE**

|  |  |  |
| --- | --- | --- |
| Earliest date | Latest Date | This is a **short** summary with key dates – please specify exact years.  |
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**OFFICIAL DESIGNATIONS FOR LANDSCAPE**

(e.g. EH *Register,* SSSI, Green Belt, Urban Open Land etc)

|  |  |  |  |
| --- | --- | --- | --- |
|  Designating authority | Designation | Reference | Grade |
|  |  |  |  |
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**PEOPLE CONNECTED WITH THE MAIN SITE**

|  |  |  |
| --- | --- | --- |
| Name | Date/period | Role |
|  |  |  |
|  |  |  |
|  |  |  |

**ORGANISATIONS ASSOCIATED WITH SITE**

(*other than CGTs and official designating organisations*)

|  |  |  |
| --- | --- | --- |
| Name | Date/period | Role |
|  |  |  |
|  |  |  |
|  |  |  |

**RESEARCHER / COUNTY GARDENS TRUST CONTACT**

(*please note any details to remain confidential*)

|  |  |
| --- | --- |
| CGT |  |
| CGT Information Coordinator |  |
| Name of researcher |  |

**EXTERNAL WEBSITE**

|  |
| --- |
| External Website. *Give URL for any website for this landscape* |
|  |
|  |

**ARCHIVES**

|  |
| --- |
| *Please enter the archive* ***collections*** *used for this site. Details of the individual items are listed separately*  |
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**HISTORY OF SITE**

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| --- | --- |
| **History of the main site** | *History of site to include all phases of development and all topographical areas. Please include dates/periods where known.*  |
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**STATEMENT OF SIGNIFICANCE**

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| --- |
| **Statement of Significance** *Please include a 2-3 sentences as a* ***STATEMENT OF SIGNIFICANCE*** *to**include, Age, Rarity and survival, Aesthetic value, Evidential value, Historic Association, Landmark Status, Social and Communal Value* |
|  |

**CURRENT DESCRIPTION OF SITE**

|  |  |
| --- | --- |
| **Current description of the main site**  | *Description of landscape as it is now. Please include current use, remaining features, state of preservation* |
|  |

**SPECIAL PLANTING DETAILS**

(*include Ancient and Veteran Trees from www.ancient-tree-hunt.org.uk*)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Plants/planting** *(please specify dates where known****)*** | **Condition** | **Confidential: Yes/No- please select one** |
| **P1** |  |  |  |
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**PRINCIPAL BUILDING** (please note date of building even if subsequently demolished)

|  |  |
| --- | --- |
| Building  |  |
| Earliest date |  |
| Latest date |  |
| Principal Building Type | Type of building from English Heritage Thesauri if possible:<http://thesaurus.english-heritage.org.uk/>  |
| Designations |  |
| Descriptions |  |
| Creators (include architects etc) |  |

**FEATURES** (*e. lodges, icehouses, fishponds etc*)

|  |  |  |
| --- | --- | --- |
| **No.** | **Feature** *(please specify date, creator, location, description where known)* | **Feature details confidential: Yes/No**  |
| **F1** |  |  |
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**ECOLOGY** (*Landscape Character Assessments compiled by Local Authorities, available on the internet, contain this information*)

|  |  |
| --- | --- |
| Soil type  |  |
| Geology |  |
| Terrain |  |

|  |  |
| --- | --- |
| **Date site last visited** |  |

**MAPS AND/ OR PLANS & ATTACHMENTS**

Copyright permissions need to be gained, where necessary, before historic maps are submitted.

If you have attached a map and/or plan please tick to indicate the following:

|  |  |
| --- | --- |
| **Showing:*** The location of the site and its principal building.
* The apparent historical boundary of the site.
* The apparent occupancy and ownership boundaries of divided sites (marking each area with the identity number).
* Points of entry to the site.
 | 🞎 🞎 🞎 🞎  |
| Showing the location of component parts and existing features. | 🞎  |
| Showing the direction of views that extend beyond the site boundary and the points from which they may be seen. | 🞎  |

**PHOTOGRAPHS**

Historic photographs should be supplied to P&GUK with relevant permissions and copyright clearance. Modern photographs should ideally be of 300dpi or higher but lower resolution may be acceptable. Photographers’ agreement to submit must be previously obtained and acknowledged. Subjects should not infringe confidentiality requirements of site owners (e.g. no lead statues) but as many features as possible submitted.

Captions for photographs should include a brief narrative.

e.g. *This is the stable block at \*\*\* viewed from the south. It was built in \*\*\*\* by \*\*\*\* for \*\*\*. It remains in a good state of preservation and is now in use as the tea rooms.*

**CITATION OF SOURCES OF REFERENCE**

CONSERVATION MANAGEMENT PLANS (available on P&GUK database)

Author, Title, Date e.g. Historic Landscape Management, *Panshanger Park, Hertfordshire: Historic Landscape Management Plan , Revised Draft* April 2004, Revised Sept 2004

BOOKS AND PRINTED PUBLICATIONS

**For Single Author**

Author surname, author initial, *Title of book* (publisher, year of publication) page numbers for the site.

e.g. Stroud, D., *Capability Brown* (Faber & Faber, 1975), pp. 220-21

**For Two Authors**

e.g. Symes, M. and S. Haynes, *Enville, Hagley, The Leasowes: Three Great Eighteenth Century Gardens* (Recliffe Press, 2010)

**For Multiple Authors**

e.g. Henderson, P., ‘A Shared Passion: The Cecils and their Gardens’ in Croft, P. (ed), *Patronage Culture and Power: The Early Cecils*  (Yale Centre for British Art, 2002)

**Journals and Magazines**

e.g. Vaughan-Lewis, W., ‘Multiple Long Avenues in Blickling Park: Fact of Fiction?’, *Garden History,* 40/2 (Winter 2012), pp. 214-27;

e.g. Bellamy, J., ‘Preserving Croydon’s Garden Squares’, *The London Gardener,* 7 (2001-2), pp. 21-26;

e.g. Avray Tipping, H., ‘Country Homes: Hever Castle’, *Country Life Illustrated* (11 September 1897), p. 268

**Other Magazines And Journals** (*if not peer reviewed treat with caution*)

e.g. Alexander-Sinclair, J., ‘The tyrant and the tycoon’, *Gardens Illustrated* (June 2009), pp. 62-69;

e.g. Country Gardens Trusts newsletter articles

IMAGES, ILLUSTRATIONS AND PAINTINGS

**Format**

Repository or Archive Name, Reference, title of work, illustrator, engraver (if relevant), date (if known).

e.g. British Library BL Add Mss 9063 f224 Thomas Baskerfield sketches;

e.g. Hertfordshire Archives and Local Studies (HALS): DE/Bg, Hadham Hall from ‘Views of Hertfordshire’ vol ii, p. 59, JC Buckler, n.d. (Buckler lived 1793-1894)

PHOTOGRAPHS: HISTORIC

**Format**

Repository name, Reference, title, Photographer, date.

e.g.Hertfordshire Archives and Local Studies (HALS): CV.Had.Lt 21, The Gatehouse at Hadham Hall, W Minet, c.1902

PHOTOGRAPHS: MODERN

**Format**

Title, Photographer, Date, any other detail.

e.g. Panshanger Orangery from south, Kate Harwood, 2010, Awaiting Restoration

MAPS AND PLANS

Repository or Archive Name, Reference, title of work, cartographer/surveyor (if known), engraver (if appropriate), date (if known).

e.g. Hertfordshire Archives and Local Studies (HALS): D/Ex 736/E2, survey of Cassiobury Park and land in hand, 1798, DP64A, Kings Langley Tithe Award map, 1838;

e.g Cumbria Record Office: WDB86/A23, Plan of Moor Park, Hertfordshire, office of Thomas Mawson, 1924;

e.g. British Library: Cotton MS Aug.I.i.75, the catalogue describes this as a map of Cheshunt Park but it is Theobalds parks (in Cheshunt)

ORDNANCE SURVEY MAPS

**Ordnance Survey Drawings:** (From BL online or local Record Offices)

Name of Sheet, BL Shelf Mark, cartographer, date, scale, web address, date accessed.

e.g. Hatfield, OSD 149, Hyett William, 1805, 2”: 1mile, <http://www.bl.uk/onlinegallery/onlineex/ordsurvdraw/h/002osd000000009u00101000.html> (accessed 3/10/2013)

OR

Repository: Reference, title or sheet name, cartographer, date, scale (if known).

**Ordnance Survey Maps**

Repository: Edition Number, date, scale

e.g. Hertfordshire Archives and Local Studies (HALS): 1st edition OS map sheets XXXV, 1883, 6 inches to the mile

DOCUMENTS

Repository: Name of Archive, Reference Number, Title (if known), Description (if necessary), Date

e.g. The National Archives, Kew (TNA:PRO) SC6/HENVIII/6012 NS 1016 ministers’ and receivers’ accounts, 1536/7 and 1539/41

e.g. Hatfield House Archives: Hatfield Manor Papers, Summaries 2 Sub-manors etc – conveyance to David Mitchell, 1744