

Parks & Gardens

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Site Research Recording Form

This Site Research Recording Form has been designed to enable the collection of information about a specific Park or Garden in the UK. The form has been designed to enable a smooth transition of information for volunteers who plan to contribute their research to Parks & Gardens UK.

If a research individual or group requires assistance with completing the form, please contact us at info@parksandgardens.org

Please Note: if a site is not normally open to the public and your research has been put together as part of a private tour or visit and the information contained within your report is not otherwise available from public sources, we ask that you please get permission from the owner(s) to submit your research to Parks & Gardens UK prior to submission. Ensure that permission has been granted to show the information on the PGUK website.

Please use terms from [Parks & Gardens UK thesaurus](https://www.parksandgardens.org/assets/uploads/pdf/a-z-thesaurus.pdf) (<https://www.parksandgardens.org/assets/uploads/pdf/a-z-thesaurus.pdf>)

If you would like to be able to contribute to the uploading of information to the Parks & Gardens website please email info@parksandgardens.org

This form can be used in hardcopy while in the field during a site visit as well as electronically while doing desk research.

It is okay to leave some sections blank, if the information is not available.

Initial Summary

Has permission been granted to for the research information to be shown on the PGUK website:	Yes	No
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Park or Garden Title: <i>(Please complete this information)</i>			
Alternate name: <i>(Enter N/A if not required)</i>			
Current County/Unitary Authority:	Historical County / Unitary Authority:		
Researcher /County Gardens Trust Contact:	Date of Survey:		

Short Description

Short Description (max 80 words)						
Open to the public	Yes/No	<i>In general, all sites that are open to the public for all or part of the year should be classed as Open. Where opening dates are restricted, this should be noted in the Opening Contact Details field.</i>				
Visitor Facilities: (Tick all that apply)	Café	Toilets	Dogs Permitted	Pay & Display Parking	Shop	Other:
Visitor Facilities URL: <i>(Website address of the site that provides current opening details).</i>						
Access Contact Details: <i>(Contact information about how to find out about opening times and restrictions).</i>						
Directions to site entrance:						

Location

Full Postal Address:			Postcode:
Nearest Town / City:	District / Borough:	Civil Parish:	Electoral Ward:
Grid Reference:	Latitude / Longitude:	Terrain:	Size (Hectares):
OS Eastings ABS:	OS Northings ABS:	ONS Original:	ONS Code:

Contact information (Only provide this if you have been given permission)

Telephone:	
Website URL: <i>(website address)</i>	
Related Websites:	
Owners:	
Associated Organisations:	
Associated Person(s)	

Detailed Description

Description of the site not including Historical content.

Detailed Site Description	
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Site Details

Site Type: <i>(Allotment, Collection, Arboretum, Botanic Garden etc.)</i>						
Site Purpose: <i>(Memorial Garden, Agriculture and Subsistence etc.)</i>						
Principal Building: <i>(please note date of building even if subsequently demolished)</i>	<i>Type of building from English Heritage Thesauri if possible:</i> http://thesaurus.english-heritage.org.uk/					
Survival <i>(Does the site still exist and to what extent?)</i>	Extent	Lost	Part: ground/below ground level remains	Part: Standing remains	Reconstructed	Unknown
Period						

Geology

Plant Environment: <i>(Alpine Garden, Bog Garden, Coastal Garden etc.)</i>	
Style: <i>(American Garden, Arts & Crafts, Baroque etc.)</i>	
Soil Type: <i>(Describe the main soil type(s) if you can clearly identify it/them).</i>	
Underlying Geology:	

Features

Features <i>(House, Lake, and Kitchen Garden etc.)</i>	Feature Text	Description	Principle Building	Earliest Date	Latest Date	Old Feature ID

Designations

Designation Type	Reference	Grade

References

Reference:	Citation:

Contributors

Contributors	Details Confidential? Y/N

Surveys

PDF File	Display	Data of Survey

History

Short History

A more detailed history comes later. Include the main designers or architects here. (max 80 words)

Detailed History

History of site to include all phases of development and all topographical areas. Please include dates/periods where known. Include a timeline of Historical events.

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.	<input type="checkbox"/>
The apparent historical boundary of the site.	<input type="checkbox"/>
The apparent occupancy and ownership boundaries of divided sites (marking each area with the identity number).	<input type="checkbox"/>
Points of entry to the site.	<input type="checkbox"/>
Showing the location of component parts and existing features.	<input type="checkbox"/>
Showing the direction of views that extend beyond the site boundary and the points from which they may be seen.	<input type="checkbox"/>

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.

The Parks & Gardens Content Management system will support photographs with a 2200px maximum width and 1Mb file size.

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.

Appendix

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.l.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