

## HANDOUT 2

### Researching Historic Designed Landscapes for Local Listing

Historic Landscape Project – Southeast



#### **SITE DESCRIPTIONS OF PARKS AND GARDENS:**

#### **A guide to writing site descriptions in the English Heritage format, suitable for use for local listing**

The National Heritage List managed by English Heritage (EH) on behalf of the government contains the list of heritage assets considered to be of national importance. Some 1600 parks and gardens of historic designed interest are included. More recently however, the government has recognised that local areas contain a huge number of heritage assets of local importance and so have prepared draft criteria (by EH) for the assessment of these with a view to each local authority creating its own local list. Most local authorities have already begun a list and most also have policies within their local plans or development frameworks to aid the protection and conservation of these locally-important assets.

County Gardens Trusts (CGT) can be in the vanguard for providing information on parks and gardens suitable for inclusion on a local list and hence assisting with their recognition and conservation. As Trust members, you might be more used to researching your local sites in great detail, especially if you have the time and resources. This is of course very rewarding and often will produce a body of work suitable for publication in an academic journal or perhaps for depositing in your local archive. However, if CGTs are to contribute practically to conserving their local park and garden heritage, it is essential that the decision-makers, for example planning officers considering the impact of a development proposal (within the strict time limits set for determining applications), are able to locate quickly and easily the significances of a site, its key historic designed features and their degree of survival.

Using the English Heritage format (as used nationally to designate sites for the National Heritage List [www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england](http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england)) to write a site description produces a report that will be recognised by all potential users as meeting a defined standard of approach, accuracy and clarity of content. This is crucially important for the information to be constructively applied to conserving the integrity of a historic designed park or garden by local authority professionals, other government officers, heritage professionals and indeed by owners and developers.

Read alongside its accompanying boundary and key views maps, a site description in the EH format will provide sufficient, appropriate information for someone who has not visited a site to obtain a snapshot view of what features and character survive and look like today and how the site developed to reach that stage, i.e., how and when it changed, supported by information gained from the archival research.

Additionally, as the description is particularly aimed at providing a report for a site to be assessed for local listing, it should be able to demonstrate that it meets the criteria for the relevant local authority's local list. English Heritage's suggested criteria to guide local listing (of all heritage assets) are available in draft form and are likely to be published towards the end of 2011. It is, however, up to each local authority to develop their own criteria or decide to adopt those suggested by EH. If a site does not meet the criteria as they currently stand in a local authority area, it is highly unlikely to be included on a local list. However, if it is clear that the site is in fact of local significance but does not currently meet the criteria, it could be used as a case for lobbying for the criteria to be altered the next time they are reviewed, so your efforts

will by no means be wasted. In fact, under current Planning Policy Statement 5 (PPS5) the significance of *all* 'historic assets' must be considered when a planning proposal is submitted, so even if not of local list significance, the information you gather could help conserve more 'minor' sites.

Using the EH report format does take some practice but should become easier over time providing you stick to the key principles:

- Write your description of the site as it is today, as you see and record it; support your description with the information from your research on how, when and why it came to be so.
- Précis your information into tightly constructed sentences to keep the report concise
- Make sure that information is always confined to the appropriate section of the report.

## **THE FOLLOWING ARE SOME NOTES TO ASSIST IN WRITING YOUR DESCRIPTION.**

**Bear in mind that the report's main aim is to describe the appearance, use and development of the site as it is today, not to write a full history, tourist guide, management plan or aesthetic appreciation!**

### **THE TEXT**

The text of the report comprises:

- Core data
- Summary of the historic interest (its importance or significance)
- The historic development of the site (its chronology)
- The site description itself, divided into the following sections, in this order:
  - Location, area, boundaries, landform and setting
  - Entrances and approaches
  - Principal building
  - Gardens and Pleasure grounds
  - Park
  - Kitchen garden
  - Other land
- References

### **CORE DATA**

This should include the formal name of a site, its grid reference and administrative areas (county, district or borough, and parish).

### **SUMMARY OF HISTORIC INTEREST**

This section should do what it says – provide a summary, written in sentence form (not notes) which clearly indicates the primary reason(s) for the site's importance or significance for inclusion on a local list. It must be a statement of facts, not personal judgement or qualitative comment. It should include reference to all major or key phases of a site's development with dates and designers' names. Only mention condition here if it is particularly relevant to the site in question. Use 'qv' to refer to any relevant relationship (through ownership or designer for example) to any other local sites. Always establish a site's current use (e.g. a public park now although previously a private estate) first. It's probably a good idea to write your summary last!

For example:

*“A terraced garden and parkland, with a chain of lakes, developed from the 1830s around a late C17 mansion”.*

*“A landscape park originally laid out as a deer park in the 1740, considerably extended and enhanced in the early C19 with advice from Humphry Repton, and a series of landscape follies designed by Sir Robert Smirke, situated both within the park and outside it as eye catchers in prominent positions”.*

## **HISTORIC DEVELOPMENT OF THE SITE (chronology)**

This section provides an explanation of the historic development of the site over time – its chronology. It is used to summarise ownership changes and to link these briefly with the key phases of site development and any key designers with a note of what they did and the dates of their activity. All information should strive to be accurate, e.g. it should only refer to the site as ‘the largest public park in Europe’ if this can be supported by fact - otherwise qualify such statements. Be rigorous in excluding descriptive material which belongs in the site description sections; exclude irrelevant details such as a list of tenants where they contributed nothing to the site’s development although key marriage alliances with dates often link a site with another of importance.

The section should end with a sentence on the current ownership of the site – private, commercial, educational use etc. If currently in the site is in private ownership, do not name owner, use a phrase such as ‘the site remains in private ownership’.

Some prompts on garden history can be helpful to the lay reader, especially the dates of major designers, but avoid including general history where it can be expected to be widely known.

If a lesser designer is known to have worked under a major name, refer to this; avoid the label of ‘a follower of Lancelot Brown’ unless the designer claims this for himself. Avoid using a designer’s name to describe a certain style of landscape where there is no reference to his/her involvement, e.g. don’t refer to a park as Reptonian just because you think it has a Repton ‘feel’ about it nor to planting as ‘Jekyll-style planting’; the phrase ‘a park somewhat in the style of Humphry Repton’ is potentially misleading!

For example:

*Until the late C12, Brenchley (at that time known variously as Braencesli, Braancheslie, Brancheslega, Branchesle or Btaencesle) lay within the parish of Eldyrige (later known as Yalding) and probably originated as a clearing in the ancient Wealden oak forest (Barr). The Manor of Brenchley was granted by William the Conqueror to Odo, Bishop of Bayeux, and later passed to Richard de Clare, Earl of Hertford, and then to Edward, Duke of Buckingham (Pike). After Edward’s beheading in 1521, Henry VIII first gave the Manor to Cardinal Wolsey and then, in 1539, to Paul Sydnor for his services as agent to the Court of Spain (Millennium Record). It became the property of William Lambard in 1578.*

*From the C14, the Brenchley area had flourished with trades associated with cloth making and the iron industry, many of the ‘mostly old-fashioned timbered buildings’ resulting from the wealth generated (Hasted). At Marle Place, although the origins and names of the early owners are unrecorded, the core of the house is timber-framed and characteristic of the Wealden area in the early C17 (listed building description). It is shown on Hasted’s map of 1778. Census*

*data records a farming family, Anne Fuggle and her children, as resident in 1841 and the Tithe Map 1842-44 documents the property (Marl Place) as a house with farm buildings and surrounding land. By 1851 Thomas Mainwaring, his wife and two young children were living there (Census) and the holding had expanded from 220 to 600 acres (89 to 243ha)*

*In the late 1850s, the house was enlarged, as shown in a C19 drawing by William Twopenny. In the 1860s, a gazebo was built south-east of the house (listed building description) and, later in the century, a conservatory added on the west side. The work in progress was documented by the local Brenchley photographer, William Hodges. By 1897, the house and garden had been divided from the farm buildings by a brick wall (2nd edn OS map). A Mr Langer bought and remodelled the house in the early C20, removing the farm buildings on the south and immediately west of the house. He also relocated the (cont'd...) glass houses from south of the house to a new site 100m further west.*

*The house had a number of owners in the period leading up to and during the Second World War, but was bought by a Mr Victor Canning in 1946. His daughter inherited the property in 1965. The house, outbuildings and gardens remain in single, private ownership. Some of the C19 and early C20 garden layouts remain intact, but now (2008) with modern planting.*

## **SITE DESCRIPTION**

The site description is divided into discrete sections shown below. Keep each piece of information in its proper section, i.e. don't discuss the kitchen garden under the section for the park. ***The description of the current appearance of the site must take priority within each section*** followed by some analysis and explanation of the historic development, supported by available references, including field evidence, even where these are sparse.

When using a date in the text e.g. 'the walls were built before 1743', the reference used to support this information must be added, e.g. (Hogben's map) or (watercolour, private archive) or (Durham Massey papers) etc.

Sources must also be given after quotations. Documents (e.g. maps, engravings, and letters) may be described in general terms as above rather than in full detail. Information from sources such as owners and head gardeners which is not verifiable from other sources should be referenced as personal comment (abbreviated to 'pers comm' with a date).

A scheduled monument in the landscape should be referred to in lower case, e.g. bowl barrow; where a feature is scheduled its name should be followed by (scheduled monument) e.g., bowl barrow (scheduled monument), with no reference to the site number. Listed buildings should be referred to with their grade, e.g. Titsey Place (listed grade II), or Temple of Friendship (listed grade II).

## **LOCATION, AREA, BOUNDARIES, LANDFORM, SETTING**

The convention here is to describe these more or less in the above order. Try to keep information of a similar kind together. Locate the site through its most immediate surroundings: if the confluence of two rivers 3km to the west has no bearing on the site (it may of course be a critical feature in the view from the house – if so that becomes relevant), then choose a closer and/or more relevant settlement, road junction etc, again keeping references to

the necessary minimum (e.g. 'to the west of the village with its church and school' does not need school and only church if it features in the view). Do give road numbers and names where known, and do locate the site in relation to the nearest large town.

You will probably need to define the boundary of the areas of historic designed interest which will comprise your site before writing this section. When you have done so, describe the boundaries clearly and specifically, e.g. are they fenced and if so along which lengths? Avoid 'half way along the route'; use distances (in m or km) to locate more accurately. Give an idea of the topography of both the site and its setting – are they rolling, flat, in a valley or on a hilltop? The setting refers to land outside the site boundaries; it is helpful to establish its landscape character – is it open or enclosed by woodland, cultivated with small fields and copses, heathland, town edge etc.? Include any major views with your note on setting.

The area of the site should be measured in hectares. This can be done using a film overlay marked in square ha at the appropriate scale or using the measuring tool on the public interactive mapping website MAGIC ([www.magic.defra.gov.uk/website/magic](http://www.magic.defra.gov.uk/website/magic) - see below on how to use MAGIC for this).

For example:

*Battle Abbey lies immediately to the south-west of the main A2100 London to Hastings road, at the south end of Battle High Street and on the crest of a south-facing ridge which falls away to the south and south-west giving fine, distant views towards the coast. The 54ha site is bounded to the north by the A2100 and enclosed along 250m of this boundary by the only remaining section of the C14 wall (listed grade I) with, here, a wall-top walk, which originally enclosed the whole monastic precinct. To the north-west and west a stock-proof fence and a perimeter footpath define the boundaries, beyond which is a landscape of rolling pasture and woodlands. The south-east, continuously hedged boundary is formed by Powdermill Lane, beyond which lies further wooded farmland.*

#### ENTRANCES AND APPROACHES

This section describes the main entrances to the site ***in their order of importance today***, and the main approach routes or drives from these into the estate and to the house (as appropriate). Describe where this pattern has altered, with reference to historical evidence (of who altered it and when) from former phases in the site's history, including reference to maps where appropriate.

The entrance means the lodge, lodge and gateway, or other main point of access to the park, garden or estate; the approach will be the drive or track (or possibly path in the case of a small garden) leading from this entrance into the estate. If a named entrance or boundary road is to be used later in the site description e.g. 'the Bankside Road entrance', introduce this name into this section.

For example:

*Ladham House estate is entered on its east boundary from Ladham Road between a pair of mature beech trees standing on either side of a pair of 3m high, ornate wrought iron gates hung on red brick piers with stone cappings and stone ball finials. Two-metre high walls, also in red brick, extend north and south from the piers, enclosing the grounds from Ladham Road. A gravelled drive curves gently in a north-westerly direction for c.150m between mature evergreen*

*shrubs and trees to arrive at a shallow, oval forecourt on the south-west entrance front of the house. In 1840, the approach drive arrived at the north-east front of the mansion (Tithe Map), but the entrance was changed to the south-west during alterations to the mansion in the 1850/60s. Two hundred and fifty metres south of the main entrance gates a track from the north side of Ladham Road runs for 250m along the property boundary in a north-westerly direction to its junction with a service drive to Ladham House. This tarmac-surfaced service drive continues north-eastwards for a further 150m to the north-east front of the mansion.*

## PRINCIPAL BUILDING

This is generally, but not always, the main residence. Where nearby stables or estate buildings form a coherent group or complex with the main house, include these in this section. Some sites, such as public parks, may contain a sequence of shelters, bandstands, tea pavilions etc, rather than a principal building, in which case it is probably better to describe these within the section on gardens and pleasure grounds. The same applies to buildings such as far-flung estate cottages, mills and garden buildings. Other sites may have more than one principal building, e.g. a present main residence and a former, now ruined residence but one to which all or much of the present designed landscape relates. In this case it may be more appropriate to consider the earlier house to be the principal building.

If the house shares the name of its settlement, make it clear in the text which is being referred to. Use the name of the house - Hall, House, Park - as given on the OS map; e.g. if it is called Sheffield Park call it this and not Sheffield House. If the house has alternative names, make sure that the alternative is explained early on in the text (summarise any key name changes in the historic development section), but maintain use of the same name (i.e. house, mansion etc.) throughout the text. If there is a listed building description, summarise the key points from this rather than writing a fresh one; put direct quotes in parenthesis. If the main house no longer exists, state this and indicate the position it once occupied.

For example:

*Danemore Park mansion (listed grade II) was probably built in the 1830s and enlarged in the 1850s (listed building description). It is a two-storey house faced in grey render under a hipped, slate roof. A service wing with a cellar beneath extends 20m south from its south-west end. The building (now, 2009, in need of repair) was probably originally stone coloured and 'lightly blocked-out in imitation of ashlar masonry'. The entrance porch has Tuscan columns and a parapet surmounted by pineapple finials at first floor level.*

An example of a site where the original house has been replaced:

*Cowdray House (listed grade I; scheduled ancient monument), which forms the principal focus for the surrounding designed landscape, survives as a ruin following its almost complete destruction by fire in 1793. It stands in the south-west corner of the site, within the meadows of the Rother valley with distant views restricted by St Ann's Hill to the south and rising ground to north. The house, begun in c 1520 and completed by 1542, forms a complete courtyard; the principal components which survive, although without their roofs and staircases, are the central section of the west front, including the gatehouse with its three-storey octagonal stair turrets, the main house on the east side of the courtyard*

*which contains the great hall and chapel, and the Tudor kitchen tower. The north and south ranges were completely destroyed. The ruins have undergone several phases of repair and consolidation, including work being carried out by Sir William St John Hope from 1909 to 1914 and by English Heritage from 1983 to 1991. To the south and south-east of the House and forming a group with it, is a largely C18 cottage range (part is listed grade II) built on the site of former Tudor outbuildings, a C17 timber-framed granary (listed grade II) and, to their west, the former stables and coach houses built in 1726 as a three-sided, stone rubble courtyard block (listed grade II) which is now used as farm buildings. Cowdray Park lies c 1.5km to the east of the ruins, the two houses visible from each other above surrounding trees. The two-storey, stone-built house with gabled dormers, a pitched, tiled roof and a short, stone tower, was erected in c 1875 by the seventh Earl Egmont as an extension to Cowdray Lodge, a cottage ornée enlarged by the Poyntz family from a keeper's lodge at the end of the C18.*

## GARDENS AND PLEASURE GROUNDS

These are most often associated with the main buildings but they can be detached. Select an order in which to describe the garden's various sections or compartments which makes a logical sequence; it is usually best to start at the house, perhaps on its garden front.

Locating features: always locate a feature before describing it! Use compass directions freely to locate features e.g. *"From the lawn on the south front of the house the ground climbs southwards in a sequence of successive raised terraces, each supported by 1.0m high dry-stone walling"*.

Avoid statements such as *"separated from the churchyard by a wall."* when the churchyard has not previously been mentioned and is not subsequently discussed.

Also use compass points and distances freely to give an idea of the scale of the garden(s) e.g. when referring to the entrance front of the house, add a compass point: *"the east, entrance front overlooks a courtyard"*. Avoid left, right, front, back and beyond, but if used, add a compass point. Locate features by providing a measurement from other key features and in particular from the main building e.g. *"an icehouse lies 75m to the north-west of the house"*.

Limit horticultural detail to generics such as herbaceous borders, mixed shrubberies, scented garden etc, but *do* refer to any national collections. Trees in gardens may be given species names where they are specimens, avenues or other formal features. Ensure that they adhere to convention in botanical nomenclature i.e. that the genus name has a capital letter and species name is in lower case and both are italicised, e.g. the willow-leaved oak should appear in the text as *"willow-leaved oak (Quercus phellos)"*.

Keep to facts and avoid qualitative or subjective judgments and assessment of the landscape design. In the case of *"the setting is very important as it is highly visible from the site"* - leave out *"very important"*. Or, *"the garden was clearly designed to be a discrete area with a distinct character"*: use wording such as *"the garden forms a discrete area"* and describe the nature of the distinct character that you have identified.

When referring to the site at the time of the visit, use 'currently' or 'now (2011)' or 'in the late C20', not 'at the time of the site inspection'.

For example:

*The ornamental gardens are on the west, east and south fronts of the house and are laid out as informal, lawned glades enclosed within mature trees (including a C19 eucalyptus and conifers) and shrubs, many surviving from Ingram's plantings. A door from the south front opens onto a raised, paved, stone terrace between the two projecting bays. At its foot a broad gravel path runs along the south front of the house and then in a westerly direction for some 90m between glades and shrubberies of surviving camellias, magnolias and cherry trees, all surviving from plantings by Ingram in the 1920s. The path eventually joins the gravelled drive leading to the main entrance on New Pond Lane. Within the shrubberies, about 40m north-west of the house, is a second pond enclosed by mature oaks. Some 80m south-east of the house, due south of the stable block and approached by a gravel path from the house, is a wire- enclosed tennis court (in a dilapidated state).*

*The layout of the paths at The Grange survives from the C19 (2nd edn OS map) and provided the framework for Collingwood Ingram to add his 'profusion of plants' around them (Wright). Each glade he created was 'designed to terminate at its furthest end in a sharp bend ... to close every vista in order to intrigue the eye and to make a stranger wonder what new treasures awaited him round the hidden corner' (A Garden on Memories). The structure of the glades survives, along with many of his plantings, but others have now either been lost or are in poor condition.*

## PARK

Guidance to describing the gardens also applies to the Park. Some sites, especially small gardens of C20 origin, will not have designed parkland although they may well have former paddocks or fields that have been subsumed into the garden as arboreta or ornamental woodland, sometimes with ponds and lakes. These might best be described under Pleasure Grounds.

For example:

*Parkland lies to both the east and west of the gardens. It is maintained as informal grass with a few trees and retains the picturesque appearance depicted in early C19 century paintings (Adams). In 1863 it was described as a park 'studded with ornamental timber and forest trees of large growth in the most thriving and healthy condition'. At that time, the approach roads from the two lodge houses were lined with horse chestnut trees (Sales Particulars). Some 100m south-east of the mansion there is a large fish pond (approximately 40m x 20m), shown on the Tithe Map, but probably of earlier origin. Around the pond and either side of a grassed path leading south-east from this point, mature oaks and younger evergreen and deciduous trees grow.*

*Approximately 10m south-east of the pond, there is a C19 gamekeeper's lodge and wooden outbuildings, all now in separate ownership. A few metres south-east of these, a five-bar wooden gate marks the beginning of a horse chestnut avenue, on the line of the C19 approach from South Lodge, but replanted in the C20. The avenue extends to the south-east corner of the current (2008) Finchcocks estate, the row on the south now enclosed by a 1m post-and-wire fence within a paddock adjoining Rookery Wood on the south-east property boundary.*



## KITCHEN GARDEN

Confusion sometimes arises when a kitchen garden is now planted up and used as an ornamental garden only, sometimes with tennis courts and/or swimming pool. If all or some of the garden walls survive and the garden is shown as in existence on, say, a pre WW2 OS map, then you can be pretty certain that it was built as a kitchen garden and may be described under this section heading.

For example:

*The brick-walled C19 kitchen garden (c.40m x 60m) survives some 40m south-east of the house and is in separate private ownership. It is now unused and laid to grass. The 2m high walls sustained damage in the 1987 storms and remained unrepaired during the occupancy of the National Health Service, when the garden within them was used as a car park. The walls remain in poor condition (2009). Maps from the 1860s show it as divided into two sections with a central axis and perimeter paths and with slip gardens on its north, south and east sides. A number of buildings and glass houses are shown in its north-west corner, possibly forming a frame yard (1st edn OS map). Additional glass houses were built in the frame yard during the late C19 and an additional vegetable garden is mentioned in 1917 (Sales Particulars). In 1996 during local health authority ownership half of the kitchen garden was used as allotments by the residents but at that time the remaining section was neglected and the glasshouses (now gone) were dilapidated.*

## OTHER LAND

This heading should only be used to describe any land not falling into the above categories. Use it sparingly. It may be useful to describe features such as a model farm which forms a separate complex from the principal building, or large areas of playing fields which lie within a public park. Be sure that areas described as 'other land' should, in fact, be within the boundary you have defined as the areas of historic, designed landscape and if so, make its inclusion clear in the description and justification.

For example:

*On the east side of Forestside Road, the parkland is enclosed to the north and west by plantation woodland compartments including Firtree Piece and Forest Hanger, both shown on the plan of 1785. West of the road, the remainder of the site is occupied by Stansted Forest which has its origins in the C13 Forest of Bere and which is now (1998) largely planted with varied compartments of sweet chestnut coppice (classified by English Nature as semi-natural, broadleaved woodland) and coniferous plantations. The Forest is cut by a broad, grassed, east to west avenue, some 2km long, which forms the central radial of the goose-foot pattern focused on the west front of the house and which appears to have been cut between 1680 and 1690 (Loudon 1838). The avenue, which is shown on Knyff and Kip's 1727 view, is lined with avenue trees of mixed age, the beeches on the north side at the west end surviving from Lewis Way's replanting in 1820 (CBA 1995). To the north, the Forest is cut by the north-west running radial of the goose foot, the north-west end of which was linked by 1785 to the central avenue by the south-running Broadwalk. This avenue, which focused on a vista south to the coast, was lined with a beech avenue until the trees were felled in the mid*

*1970s and is now (1998) overgrown. The former avenue to the south-west which completed the goose foot has now gone.*

### General points on style for the narrative sections

Words and phrases to be used with care:

- 'existing': be clear which phase of the development is meant
- 'developed': as what? (as a housing estate, as a formal garden etc)
- 'presumably': presumed by whom?
- 'probably' and 'it is said to have been': state according to whom and on what basis of evidence; e.g. a statement such as 'Humphry Repton was probably the designer' needs further explanation and support
- 'earlier' as in 'the earlier garden': where there has been a sequence of alterations, state which phase this refers to original': this must only be used when referring to the first phase of a designed landscape
- 'contemporary': can lead to confusion unless qualified!
- 'naturalistic': use with caution and make its meaning clear
- Starting a sentence with 'he' or she: make clear to what or to whom this refers
- Use of 'a' and 'the': 'the park' or 'the pleasure ground' but 'an icehouse' or 'a Victorian greenhouse'
- Avoid phrases which mean little, e.g. 'a formal garden of municipal character'
- Avoid phrases such as 'there may have been' or 'it is thought'; if you have no evidence of why something is where it is then merely describe it.

### REFERENCES

There are several conventions available for presenting sources and references and you may be familiar with Harvard and Numerical. EH adopted the former for register reports and it is suggested that potential sites for local listing does the same.

The main features of this system are:

- the relevant source is cited in brackets within the text;
- the citation includes the name of the author, date of publication (and the page number when quoting verbatim);
- It includes a bibliography in alphabetical order at the end of the document.

Below is an example of a typical page of a report with its references; note the several separate categories:

#### Books and articles

Edward Hasted, 'Parishes: Brenchley (part), *The History and Topographical Survey of the County of Kent: Volume 7* (1798), pp. 280-94.

Leslie Elgar Pike, *Brenchley and Matfield, Kent. The Official Guide* (1966)

Denise Barr, 'The Shaping of our Parish', *Brenchley and Matfield Revisited* (Brenchley and Matfield Local History Society, 2008) (available at

<http://brenchleyandmatfield.co.uk/item//book-parish-history-published>, accessed 14 Dec 08)

cont'd...

## Maps

William Mudge, *A New and Accurate Survey of Kent* 1801 (archivemaps.com Mapco/kent1801/kent39\_03.htm)

Tithe map (Brenchley Parish) 1842-44. CKS ref CTR4SA+B

OS 25" to 1mile: 1<sup>st</sup> edition published 1870 (Sheets 61/11&12)

2<sup>nd</sup> edition published 1895 (Sheets 61/11&12)

3<sup>rd</sup> edition published 1906 (Sheets 61/11&12)

4<sup>th</sup> edition published 1929 (Sheets 61/11&12)

Topographic survey, 200,1 Scale 1:500 Monson Surveyors Drawing No 2182A/01

Modern Mastermap 1:2500

Map showing listed buildings within Marle Place boundaries

Diagram of Marle Place garden private collection 2008

## Illustrations

William Hodges, Photographs of Marle Place, late C19 (private collection)

William Twopenny, Drawing of Marle Place, late C19 (private collection)

Colour aerial photographs 1964, 1980, 1995, 2005 (private collection)

Aerial photograph of Marle Place 2003

## Archival Items

Census data 1841-1901

Marle Place publicity leaflet 2009

English Heritage Listed Building entries (extracts) undated.

Research by Barbara Piper KGT

Description written by Barbara Simms

December 2008

Edited VH January 2009

Final approved report issued January 20 2009

***To avoid confusion, wherever a report goes through more than one draft version, always record the name of the writer, the draft number and its date at the end.***

## OTHER DOCUMENTS TO INCLUDE

Your report can be supported by annotated maps and other documents. As a minimum, and where possible, provide:

- a current OS map annotated to show the site boundary (see notes on establishing the boundary)
- a current aerial photograph with the site delineated

Also include, where applicable:

- a current OS map marked up with key views (see notes on establishing views and vistas)
- a current OS map annotated with the position of main features numbered on the site with a key
- a current OS map showing the location of listed buildings on the site
- text of the original listed building designation description (available on line from the National Heritage List section of the EH website).

Your local authority conservation officers or Historic Environment Record (HER) officers might be prepared to produce these maps for your report if you explain the purpose as they have access to local authority mapping databases. Your local history archivists might also be able to give you a map on which you can draw the boundaries and views.

Also keep on file other documentary and map evidence that you have collected in the course of your research, including any site photographs that you have taken personally.

### **THE ESTABLISHMENT OF A SITE BOUNDARY**

It is recommended that you define at least a draft boundary line after completing your research. This can then be checked during site survey to confirm survival of the historic boundaries and/or to amend a boundary to take account of current conditions where change has occurred.

*SEE SEPARATE HANDOUT*

### **ESTABLISHING VIEWS AND VISTAS**

Identification of key views and vistas in the designed landscape is a fundamental part of developing understanding of how the landscape has been contrived. It is important to include a map showing views and vistas clearly marked in order that these can be conserved, or indeed reinstated where possible.

Before carrying out your site survey, study old and modern maps of the site and consider the relationship between key identifiable features, including tree clumps and gaps in trees. This will help you identify possible viewpoints in the landscape. They could be

- Eye catchers
- Within and across the garden/landscape
- Broad or focussed view
- Out of or in to the landscape

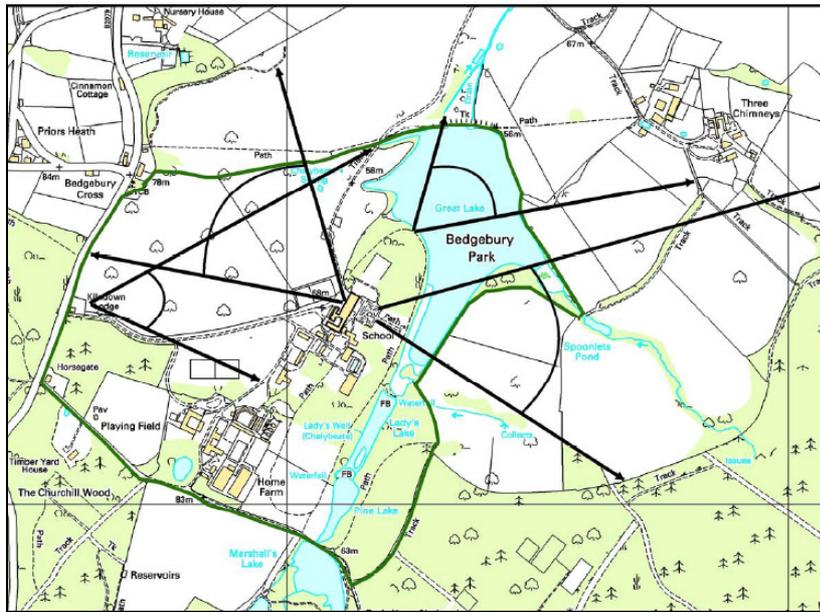
When you identify a vistas on site, ensure that you turn around and consider the vista both ways eg if looking along an avenue at the main house, turn around to look the other way down the avenue to see what this vista offers. Mark vistas your map using a single lined arrow with the head pointing in the direction of the vista; double-headed arrows indicate that the vista works both ways. Indicate wider views using arrows at angles to each other – the arc in between indicates the extent of the view.

Views should be described in terms of:

- The 'points' from which a view may be seen
- The direction of the view
- The distance it extends and its lateral extent
- The date and designer of the view (if appropriate)

View and vistas discernible on old maps may have been lost due to new planting or over-mature trees, or indeed new developments. Where the view is lost through reversible development such as forestry planting or indeed natural regeneration it is worth noting this as it flags up a restoration opportunity. If irreversible e.g. building then probably not worth marking on a map – it could be referred to briefly in the text if it was a major designed view.

For example:



## Using MAGIC to find grid references and measure hectareage

Go to [www.magic.gov.uk/website/magic/](http://www.magic.gov.uk/website/magic/)

### Obtain a Grid Reference

1. Click on 'Interactive Map'
2. Either try out the tutorial – or select 'Administrative Areas' in the 'Select your topic' drop down menu
3. Select 'Place' in 'where do you want to go?'
4. Put a suitable place name near your site in the text box, e.g. a nearby village
5. Agree to the 'Terms and Conditions'
6. Click on 'Open Map'
7. If alternative places with the same name as your selection are offered, choose the one you want. The map should now open
8. Click on map using the '+' tool in the bottom left-hand corner of the screen to zoom in on the area you want i.e. the site you are researching
9. The hand tool will allow you to drag across the map to show the area you want
10. To get a grid reference once you have found your site, click on the symbol of a grid with a '?' in it, above the map, top left
11. Then click on either the middle of your site, or, where it exists, the main building e.g. manor house, associated with it
12. A dialogue box will appear – you want the '100m grid reference' ie 2 letters, 6 numbers
13. Close dialogue box when finished and return to map.

### **Measure Area**

If you cannot find the hectarage of your site through official sources such as local authority websites or documents, you can get a reasonably accurate measurement using MAGIC.

1. Having found your site, as above, select the measuring tool by clicking on the ruler symbol with the circular lasso above it – a dialogue box will open up – the instructions are helpful
2. Click on one corner of your site – a red dot should appear
3. Click again along the perimeter of the area you wish to measure – dots do not remain where you have clicked around the perimeter which is a bit disconcerting but keep going, and click all the way around
4. When you reach the point at which you started, click on your first point again
5. Click back on the ruler and lasso symbol and select 'measure area' – wait and the hectarage will appear in the box
6. If you make a mistake, click on the 'rubber' symbol in the menu above the map to remove your lines and try again.

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