

Historic Parkland Handbook



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Caveats:

The Historic Parkland Handbook has been created in order to support adviser decision-making on parkland sites throughout all stages of the CS process. While using this document, advisers are asked to keep the following caveats in mind:

1. this parkland handbook, including the parkland assessment model, is published in 'draft' status,
2. this guidance is to be considered **alongside** biodiversity objectives for all prospective CS applications or EOIs,
3. there is a wide range of options and capital items, both standard and bespoke, which can benefit parkland sites; decisions regarding the need to fully plan for the five years' delivery that a CS agreement can offer should be considered at the very earliest opportunity,
4. in addition, the value for money offered by the wide range of options should be considered in order to make best use of our substantially reduced budget.

It is our aim to produce a fully integrated WPP/Historic Parkland handbook in due course, with particular reference to an improved Parkland Assessment Scoring System, which we fully acknowledge is currently rather weak in relation to the various and competing biodiversity values of WPP sites. This guidance **is** considered to be fit for immediate use, but please use this document with the above caveats in mind.

Given that this model is being tested, all feedback is welcome. Please email Elaine Willett (Historic Environment Senior Adviser, Area 5 East Midlands) directly at:

elaine.willett@naturalengland.org.uk

Introduction:

Parklands are complex, man-made, ‘designed’ landscapes that are not only of historic significance but are also important in shaping landscape character, providing key habitats and opportunities for access and recreation. Parkland sites frequently offer us the very best opportunities to maximise environmental gain. In many cases they are the product of several phases of design or land-use, stretching over several centuries and, like many of our habitats and historic environment features, are vulnerable to changes in management.

Delivery of CS on parkland sites should be guided by three key principles:

1. achieving fully *integrated* delivery, which results in a multi-objective agreement,
2. enhanced efforts to refocus our delivery at parkland sites, to ensure that we maximise our delivery on our key priorities,
3. ensure that our evidence-base is sufficiently robust *before* negotiating a CS agreement, thus preventing inefficient agreements which fail to meet our key priorities and secures the best value for money in times of budget austerity.

By following these three key principles we can ensure that we achieve good value for money on each and every parkland site. The overall budget for CS is much reduced (in comparison to HLS), and as classic agreements come up for renewal advisers will need to scrutinise the success of those agreements, in order to make hard choices with regards to the appropriate way forward. The onus is on advisers to deliver multiple-objective, fully integrated agreements on priority parkland sites; advisers should use the existing [guidance on refocussing](#) to steer a course through the variety of competing priorities and significances at parkland sites.

These complex sites require advisers to take an *integrated* approach to their management, to ensure not only that no harm is inadvertently done to environmentally significant features (be them heritage, ecological, geological, landscape or resource protection features) but that every opportunity of environmental gain for our CS priorities is maximised, ensuring that options do double or triple duty wherever possible. In this way, we can ensure that our much reduced budgets are spent as wisely, and as efficiently, as possible and our agreement holders can deliver the best value for money for tax-payers.

How have you arrived here?

Advisers will have been signposted to this guidance because the EOI/HT application includes:

1. a site included on Historic England's Register of Parks and Gardens (RPG)
2. an undesignated parkland site, which is included in the 'historic parkland' layer of WebMap
3. an undesignated parkland site that meets neither of the above criteria, which has been identified as Wood Pasture and Parkland (WPP) habitat.

It is important to note that our datasets of historically significant parklands are **not** complete, and exclusion from the available datasets should in no way be taken as an indication of the relative priority of a given sites for inclusion within a Countryside Stewardship (CS) application or agreement. Given the continuity of human activity, and the man-made origins of these sites, advisers should expect that the vast majority of WPP sites will contain historic environment features, many of which may be considered a priority for management within a CS agreement. Advisers should use this handbook to ascertain the precise priority of any given WPP site.

When to use this guide:

Advisers should use this document if:

1. they have an undesignated historic parkland and you haven't yet established whether it is a priority, and therefore whether it falls within the high priority targeting category for CS or
2. they need to establish the priority of engaging with an undesignated parkland, in terms of drawing up a CS proposal, or to inform pre-application/EOI discussions or
3. they need to confirm the assumed high priority rating for RPG

In all of the above cases, advisers will need to use this document in order to identify the key priority components that will need to be addressed in any Higher Tier (HT) CS agreement.

How to use this guide:

This guidance should be used by advisers to inform the prioritisation and scoring of Wood Pasture and Parkland sites as soon as the EOI has been received by Natural England.

Advisers should work their way through the handbook, which contains support and guidance in sections that are laid out to reflect the likely order that advisers will encounter each stage of planning and preparation for entering a WPP site into Countryside Stewardship (CS):

The Historic Parklands Scoring Assessment will help advisers to identify those WPP sites that offer the most in terms of our key CS priorities. The scoring process will also help the

adviser to address a number of important issues that relate to the likely success of a parkland agreement i.e. how much value for money it offers us.

Once the parkland site is scored, advisers will be signposted to different decisions regarding the CS application and how best to proceed.

Scoring your WPP site

Advisers should use the Historic Parkland Scoring Assessment (see Appendix 2), accompanied by the supporting 'Historic Parkland: Historical Development and Scoring Assessment' guide (see Appendix 1), to familiarise themselves with their site. This scoring system has been developed for Natural England by Cookson & Tickner, as part of a Defra-funded research project. It is intended to be a rapid, desk-based assessment that an adviser can undertake in order to broadly judge whether their parkland site represents a 'high priority' for CS, as well as to confirm the priority rating of component elements of nationally significant historic parks (RPGs).

Please use Table 1 (see Appendix 2) to score your parkland site against the various criteria listed within. Table 2 (see Appendix 3) should be used in conjunction with Table 1, and provides additional detail, clarification and advice to advisers as they work their way through this desk-based analysis.

Advisers should record the issues that spring to mind as they complete the scoring sheet, which can then be loaded onto EDRM for reference.

In using this scoring assessment, advisers are reminded that it is still under development and is currently being trialled across NE, with the aim of it better reflecting our goals of fully *integrated* assessment and management at these sites. Please see the 'Caveats' section above for details on how to provide feedback of your experiences using this new system.

As a general rule, parkland sites that score:

- over 50 should be considered a 'High' priority for management through a CS agreement,
- between 30 and 49 offering scope for multi-objective gains on sites which possess additional high priority features,
- below 30 are unlikely to offer us the type of high priority environmental opportunities that CS demands.

Advisers should keep in mind that these scores are an indication only of the potential of a parkland site to be considered a high priority for CS; as the above caveats explain, this scoring assessment may not always represent the full range of ecological benefits a WPP site has to offer and adviser discretion is needed when using this score.

Advisers are also reminded that **all** RPGs are considered to be of national significance, regardless of grade or risk rating, and are therefore a high priority. In cases involving RPGs the scoring assessment should be used by advisers to focus in on the individual parkland components that most contribute to the site's significance. The score may also

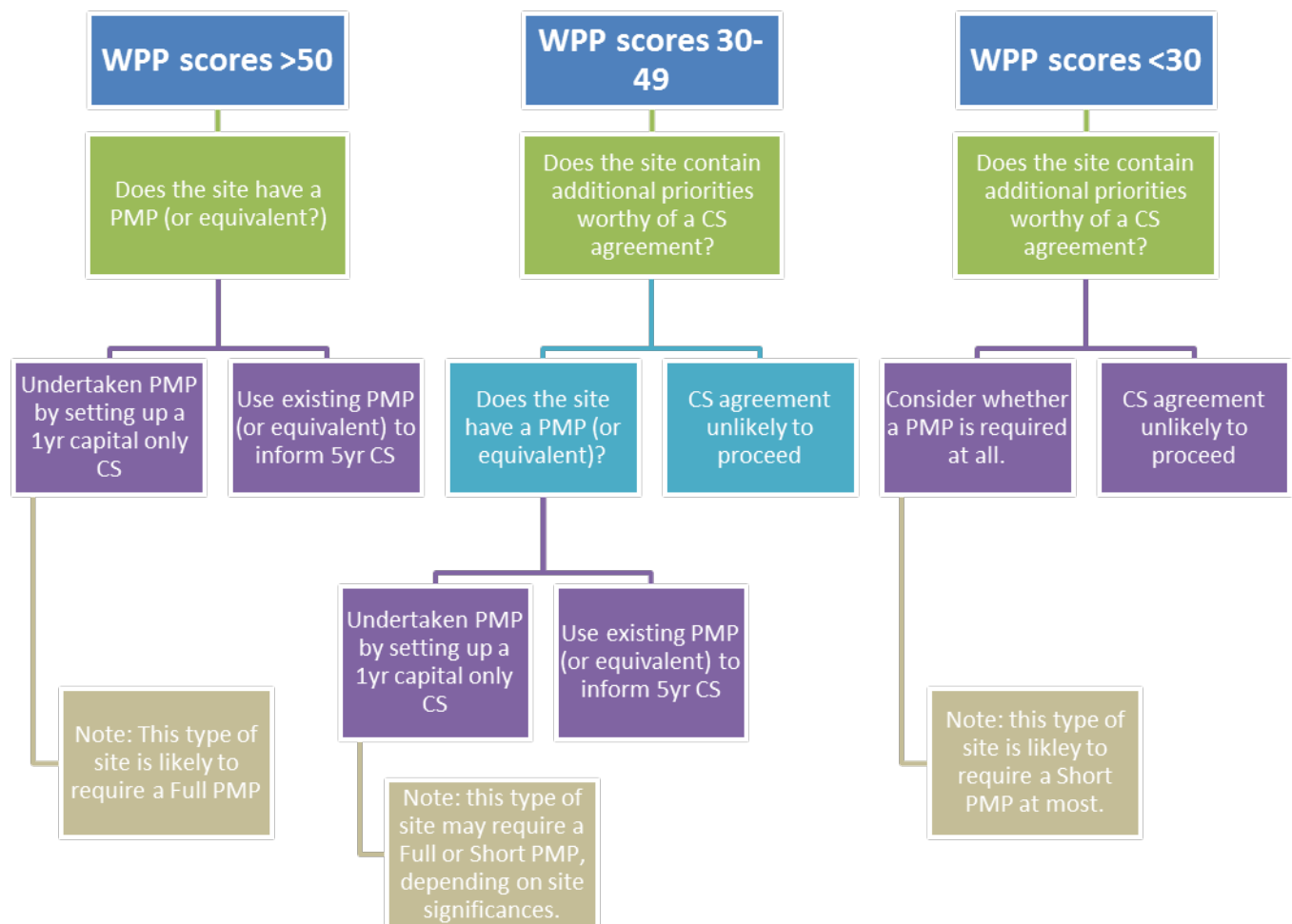
help advisers to better understand the planning needs of the parkland site, in particular whether a Short or Full PMP is required.

How should I proceed?

Having scored your parkland site, and considered the key management issues discussed above, advisers have three main courses of action:

1. to set up a one year, capital only CS agreement in order to undertake a PMP (short or full),
2. to proceed with negotiating a 5 year CS agreement, in the absence of a PMP,
3. to decline the EOI and not proceed with further CS negotiations.

The chart below describes the options available for advisers who have scored their parkland:



Key management issues to consider when negotiating a parkland CS agreement

There are a number of common management issues that frequently affect historic parklands, some of which are listed below. Advice and specialist Historic Environment support is available by contacting your Area's HE lead adviser or by contacting the [HEDS network](#) directly.

- Lack of understanding of the historic design intention can result in inappropriate management leading to loss of form and structure.
- Lack of sufficient time to complete a PMP *before* a 5 year agreement begins; for more information on possible timescales, advisers can refer to the PMP Process Map (Appendix 4) for a rough guide.
- The composition of parkland, particularly the balance of open space and planting at various densities, is highly vulnerable – new well-intentioned, but un-informed tree planting can denude the appearance of designed landscapes, with views lost and inappropriate species added.
- Pasture loss may occur through conversion to arable and other land-uses, harming the overall parkland aesthetic, whilst agricultural improvements to pasture or inappropriate grazing levels can reduce ecological interests as well as impacting upon the parkland aesthetic.
- Parkland trees, particularly ancient and/or veteran trees, are vulnerable to damage from soil compaction and erosion caused by trampling by livestock, people and vehicles including car parking, as well as competition from scrub or woodland growing too close.
- The overall planted framework of a park is vulnerable to disease, decay and death, whilst unpredictable events such as storms as well as the impacts of climate change will all have an effect upon what species survive within parklands and what can be replanted.
- Inappropriate management or planting can greatly alter the appearance of woodland, such as blocks of coniferous planting, whilst woodlands are also vulnerable to invasive species and damage through modern timber extraction and inappropriate uses.
- Views are vulnerable to a lack of management which can result in their loss, for example when trees and vegetation become established and serves to obscure them.
- Lack of understanding of the historic design intention can result in loss of historic circulation patterns, particularly when parkland is divided into multiple-ownership which may lead to a variety of management approaches or barriers to historic access.
- Water features are highly susceptible to secondary vegetation growth, as a lack of management and general neglect may lead to silt accumulation, whilst other issues include growth of invasive species, damage to margins through stock poaching, degradation of water management structures, inappropriate alterations or repairs, water pollution, damage to historic clay linings and lowering of the water table.
- Boundaries are highly vulnerable to a lack of maintenance, particularly when they no longer fulfil their original function, or can harm the historic character if repaired inappropriately, whilst modern hedges that have been planted within parkland can greatly affect the historic character.

- Parkland archaeology is vulnerable to stock damage from over-grazing, the growth of trees and scrub, impacts from heavy machinery or other uses, arable cultivation, and new tree planting in sensitive areas.
- Park buildings can be vulnerable to the weathering effects of the elements and require on-going maintenance, whilst repairs in unsympathetic materials or insensitive adaptive uses can also harm their historic character.

Deciding whether to undertake a PMP

Advisers can access detailed advice on undertaking a PMP [here](#). Please note that this guidance is in the process of being updated, but in the interim references to 'HLS' should be read as 'CS'.

Advisers should note that all Registered Park and Gardens **must** have a Parkland Plan prepared as part of a CS agreement, if one does not already exist, and providing that there are no double funding issues (e.g. Heritage Lottery funding for a restoration). Historic England must be consulted at an early stage when drawing up a Parkland Plan on Grade I and II* RPG sites. They may give guidance on the level of parkland plan required.

Wherever possible, existing conservation management plans should be used to inform the restoration and continuing management of parkland sites, providing those plans are **suitable, relevant and up-to-date**. Advisers should ask whether a suitable parkland plan already exists. Estates who have entered into the Inheritance Tax Exemption scheme may have undertaken a plan upon entry into the scheme (referred to as a Heritage Management Plan), which *may* be suitable to be used in lieu of a PMP. Estates with this type of agreement are shown on WebMap and advisers should ensure that they consult with both Historic England or NE's ITE team in order to address any issues regarding 'dual funding' that might occur during the course of negotiating an agreement. In addition, a suitable plan may have been undertaken as part of a Heritage Lottery funded project or as part of a former agri-environment agreement.

Any existing plan, survey or research must be assessed as to its suitability and completeness in relation to the requirements of the CS scheme. The scoring assessment and the template PMP brief will help advisers in deciding how adequate the existing plan/survey/research is. Where much of the information required exists to inform decisions relating to the restoration and maintenance of a parkland site, it may be possible to 'top up' the existing documentation with very tightly focussed additional surveys, assessments, analysis and/or recommendations. It's possible that all that is required is a simple updating of the earlier schedules of work; alternative, more work may be required, such as a detailed assessment of elements that were not sufficiently covered in the original plan. In some cases there may be a need for a new detailed plan to be produced, but acceptable work from an existing plan, survey or research should always be used in the new plan, provided that it meets requirements.

For instance, a Heritage Management Plan may exist for a site, which adequately addresses the historical development and significance of the site, as well as its ecological significances, but it may lack the necessary management aims, policies, recommendations and schedules of work (as they relate to the specific CS application). In such a case, those specific deficiencies should be addressed and appended to the main bulk of the

otherwise suitable HMP. There may be relevant surveys such as a tree or habitat survey and other research that exist, which might usefully feed into an overarching plan. Where advisers must determine if there is a need for additional detail in these areas, they should seek specialist Historic Environment advice by contacting the HEDS network.

Types of Parkland Management Plan

The level of detail that each individual parkland site requires in terms of planning will vary from site to site, but should be guided by the Natural England principle that we are an 'evidence based' organisation and that we have a duty to ensure that the management decisions we make in a CS agreement:

1. adequately address our priorities and
2. do no harm to other significant environmental assets on site and
3. offer the best value for money for the tax payer.

Broadly speaking, there are two levels of management plans that advisers can use: the 'short' PMP and the 'full' PMP. In reality, advisers will need to construct each PMP brief as a bespoke document, in order to fully address the needs of each parkland site. Consequently, there is a wide range of different 'scales' of plan, each of which should seek a proportionate response to the needs of the parkland site in question, neither skimping on the evidence base necessary to properly inform decision making nor 'gold-plating' a document that exceeds what is strictly required.

Full Parkland Management Plan

A model brief for the 'full' PMP can be found in Appendix 5. A short guide to the major steps involved in producing a Full PMP is provided Appendix 4. Advisers should note that each parkland site is unique and these documents are provided as a **guide only** – advisers should expect to have to modify and edit them.

This brief is provided to act as a model only. Fields that require adviser edits are highlighted in yellow, but advisers should note that any brief prepared by the agreement holder and NE must be site-specific and will need additions/modifications for each case, as necessary.

The model brief acts as an aide memoire for agreement holders and NE advisers in developing a brief to commission consultants to undertake a full PMP. Under most circumstances, the PMP should address all headings in the model brief but the agreement holder and NE adviser need to tailor the brief to select survey, assessment, analysis and recommendations as they see fit. Advisers can access Historic Environment specialist support by contacting the [HEDS network](#).

There should not be any detailed consideration of residences, other domestic properties or areas of ornamental gardens as these are ineligible for funding through CS agreements. Reference should only be made to these areas as appropriate, where research and survey show they have some impact on the eligible areas of the land or provide additional context for the landscape. This typically means that they can be considered in the historic research sections of the PMP, but should be excluded from detailed survey and assessment work as well as recommendations.

Before work on the PMP begins the agreement holder, NE adviser and the commissioned consultant (and Historic England for Grade I or II* RPGs) must meet to agree the PMP brief preparation process. It is generally accepted as good practice that key partners and stakeholders are consulted on the content of the brief *before* it is sent out to tender, as making changes or additions to a brief is extremely difficult once we've received tenders.

Short Parkland Management Plan

No template brief yet exists for the 'short' PMP. We are currently working on developing this vital document, and hope to update this guidance soon. For more information, please contact the [HEDS network](#).

What do to with a parkland under 'conversion' to CS

Advisers should consult the relevant guidance on converting an ES agreement to CS, which can be found [here](#).

CS offers us a suite of options to use within WPP sites, which when coupled with this guidance should result in an agreement that is sharply focussed on the highest priorities of the site. Conversion can offer us the opportunity to revisit early HLS agreements and, where necessary, reassess the priorities for management within a parkland site. Where this refocussing exercise results in a difference between what the HLS agreement aimed to achieve and what a CS agreement should achieve, advisers should span that difference while maintaining the priority environmental benefits of the HLS scheme, objective by objective. Advisers *can* alter option choices in order to meet the renewed focus within a parkland, as indicated by this parkland assessment.

Addressing RPGs and Heritage At Risk

Advisers should ensure that they take full account of the risk rating that all designated heritage assets might have. The indicative risk rating is included on WebMap datasets, but advisers should ensure that all necessary consultation is undertaken with Historic England's Heritage at Risk team. Advisers will need to ensure that:

1. they understand *why* a site has been included on the Heritage at Risk Register and,
2. they are confident that the CS agreement will fully address all of the 'principle vulnerabilities'.

Advisers should remember that these guiding principles relate to all designated heritage assets (RPGs, scheduled monuments, listed buildings, registered battlefields), with the ultimate aim of using the CS agreement to reduce the risk rating sufficiently to have the site removed from the Heritage at Risk Register altogether. On occasion, and only in full consultation with Historic England, it may be appropriate to address the principle vulnerabilities to a point that enables Historic England to reduce the risk rating to medium, but which may fall short of removing the site entirely from the Heritage at Risk Register. In situations such as this, advisers should seek specialist historic environment input from the HEDS network before proceeding.

Advisers are asked to take particular note of the following points:

1. No designated heritage assets, including RPGs, should be entered into a CS agreement without sufficient funds, staff resources and specialist input being allocated to address the principle vulnerabilities of the site, with the express aim of it being removed from Historic England's Heritage at Risk Register.
2. On rare occasions, the principle vulnerabilities at an RPG relate to features or management practices that are outside the purview of a CS agreement e.g. 'at risk' features within the garden, rather than the park. This scenario is likely to be the sole exception whereby a designated heritage asset could legitimately be included in a CS agreement despite the asset remaining on the Heritage at Risk Register (providing that any principle vulnerabilities relating to the park *are* addressed by a CS agreement). In situations such as this, advisers should seek specialist historic environment input from the HEDS network before proceeding.

Short Note on Budgets

Advisers should note that the budget allocation for Historic Environment specific options (those starting with an HS code) is particularly limited. In line with the principles of fully *integrated* delivery, alternative appropriate revenue options should be used to achieve both the historic environment and biodiversity/resource protection/landscape gain e.g. options for the 'Management of wood pasture and parkland (WD4)' should be used in preference of the 'Management of historic and archaeological features on grassland (HS5)' option wherever possible. Budget allocations for the 'Historic and Archaeological Feature Protection (HE1)' capital item are especially limited and advisers should take particular care to use this code as efficiently as possible.

Advisers should also note that all plans, including both 'short' and 'full' PMPs, should be funded using the 'Feasibility Study (PA2)' code.

Glossary

Term or Abbreviation	Explanation
CS	Countryside Stewardship
EOI	Expression of Interest (for entry into CS)
Grade I listed	RPG, of national significance, and considered to be of <i>exceptional</i> interest
Grade II listed	RPG, of national significance, and considered to be of <i>special</i> interest
Grade II* listed	RPG, of national significance, and considered to be of <i>more than special</i> interest
HEDS	Historic Environment Delivery Support Network (internal, NE network)
HEng	Historic England (previously English Heritage)
HER	Historic Environment Record (repository of historic environment data, typically held by the local planning authority)
HMP	Heritage Management Plan (specific type of conservation management plan undertaken by an estate as they enter into an ITE agreement)
ITE	Inheritance Tax Exemption scheme/agreement
PA2	Feasibility Study option (capital only CS agreement)
PMP	Parkland Management Plan
RPG	Registered Park and Garden (i.e. a site included on Historic England's Register of Parks and Gardens), of national significance
WPP	Wood Pasture and Parkland

Useful Links

The National Heritage List for England, which contains details on all designated heritage assets within England:

<http://historicengland.org.uk/listing/the-list/>

Further guidance on RPGs:

<http://historicengland.org.uk/listing/what-is-designation/registered-parks-and-gardens/pag-faqs/>

Historic England's guidance on RPGs within rural landscapes (as opposed to the other three categories of RPG, which are urban parks, memorial landscapes and institutional landscapes):

https://content.historicengland.org.uk/images-books/publications/drpgsg-rural-landscapes/130206_Rural_Landscapes_final.pdf/

National online resource for parks and gardens, containing guidance, best practice examples and a database containing information on individual parkland sites:

<http://www.parksandgardens.org/>

Historic England's guidance on the treatment of deadwood in historic designed landscapes:

<http://content.historicengland.org.uk/images-books/publications/lan-dead-wood/lan-deadwood.pdf/>

Defra-funded Cookson & Tickner ES Parkland Report:

<http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=18839&FromSearch=Y&Publisher=1&SearchText=environmental%20stewardship&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description>

Appendix 1 – Historic Parkland: Historical Development & Scoring Assessment

Historic Parkland.

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COOKSON & TICKNER

LANDSCAPE ARCHITECTURE

Introduction

This short handbook provides an accompaniment to Natural England’s Historic Parkland Handbook.

The information is condensed from the Cookson & Tickner report ‘ES & Historic Parklands’, 2012, where more detailed information upon all of the topics covered here can be found. This handbook is intended to provide a rapid overview only and is not a comprehensive guide to historic parklands or their evolution.

This section of the handbook is structured as follows:

- Summary of Parkland Development.....2
- Key Features that Define Historic Parklands.....4
 - Open Parkland.....5
 - Woodland.....6
 - Access & views.....7
 - Waterbodies.....8
 - Boundaries.....9
 - Park-related archaeology.....10
 - Parkland architecture.....11
- Identifying Historic Parklands.....13

Summary of Parkland Development

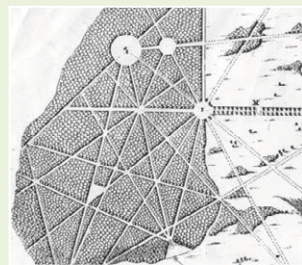
Five broad phases of parkland development within England can be identified, and many of the larger parklands surviving today will have developed through each of these five phases:

Medieval / post-Medieval Deer Parks (1066 – c.1660)



The word park originally meant no more than a piece of ground, often woodland or wood-pasture, enclosed for the keeping of ‘beasts of the chase’, typically deer, and many familiar parkland sites started this way. Medieval deer parks were often fenced around with a deer-proof boundary known as a ‘pale’. The remnants of medieval deer parks can still often be seen in later designed parklands, with the earthen boundaries of the former park pale often either incorporated into the current boundary or running through the park along field boundaries.

Formal Parks (c.1660 – 1750)



From 1660-1750 the formal Baroque movement becomes evident in garden and landscape design, influenced by Royal French gardener Le Notre (Versailles). Parks grew larger and started to enclose greater areas of land. Typical features included avenues, formal lakes or canals, pavilions, entrance lodges and woodland with formal patterns of rides and channelled vistas. Many formal parks were created but today very few complete formal parks survive unaltered, although key features were often retained in later designs.

Notable designers: George London (c. 1640 - 1714), Henry Wise (1653-1738), Charles Bridgeman (1690 - 1738), Stephen Switzer (c. 1697 - 1745), Alexander Pope (1688 - 1744), William Kent (1685 - 1748)

The Landscape Park (1750 – 1820)



This period saw the rise of the ‘naturalistic landscape’ or ‘English style’ of parkland design, of which Lancelot ‘Capability’ Brown is the key figure, and is probably what most people think of as ‘historic parkland’. Brown and his contemporaries stripped an estate back to its basic forms: serpentine lakes and informal clumps of trees over grazed pasture, although in reality features from the earlier formal designs were often retained. The later Picturesque movement updated this approach and influenced some parks in the late 18th / early 19th century.

Notable designers: Lancelot ‘Capability’ Brown (1716 - 1783), William Emes (c.1729 - 1803), Richard Woods (1716 - 1793), Nathaniel Richmond (1724 - 1784), Humphry Repton (1752 - 1818)

Victorian parkland – Early 20th Century (1820 – WWI)



This period saw the introduction of a multitude of horticultural periodicals and a renewed interest in plants and plant collecting. Arboreta sprang up and exotic coniferous trees found their way into planting schemes. Unlike the mid-18th century transformation of the formal parks, however, the structure of the existing Landscape Parks remained largely intact – it was the planting palette diversity and density that changed. The Victorian high farming era also saw the building of high quality traditional farm buildings.

Notable designers: John Claudius Loudon (1783 - 1843), Sir Charles Barry (1795 - 1860), Sir Joseph Paxton (1803 - 1865), William Nesfield (1793 -1881), Edward Milner (1819 - 1884) & Edward Kemp (1817 - 1891)

20th Century Influences

Agricultural depression in the late 19th century, taxes, death duties and the loss of so many heirs in WWI led to the break-up of many great estates. During WWII many country houses and parklands were requisitioned for military use, whilst swathes of parkland were ploughed up in the drive to “dig for victory”. More recently, intensive farming practices have led to further loss of parkland features, notably in-field trees, whilst many intrusive conifer plantations were established. Neglect and development has also impacted upon parklands, such as through growth of self-sown trees or addition of modern housing and other uses. Today positive effects are being taken to restore parklands and reverse decline, including through funding from agi-environment schemes.

Key Features that Define Historic Parklands

Parkland is made up of a series of features which contribute to its character, including the pattern of woodlands and trees, avenues, main drives, water features, buildings and structures. The presence and relationship between these features combine to form parkland; they all contribute to the unique character of individual sites, whilst also forming a landscape that is instantly recognizable as a park.

For the purposes of this study, key parkland features have been organised into seven feature categories as follows:

Feature category	Parkland features
1. Open Parkland	Parkland trees, tree clump, avenue, sward
2. Woodland	Designed woodland, woodland perimeter belt
3. Access & views	Approaches, wider circulation, designed views & vistas
4. Waterbodies	Canals, lakes, streams, fish ponds, duck decoys, water management structures
5. Boundaries	Wall, timber park pale, ha-ha, iron railing, hedge
6. Park-related archaeology	Former park boundaries & features, false antiquities, land use archaeology, pre-park funerary & settlement features, 20 th century archaeology
7. Parkland architecture	Lodges & entrance lodges, stables & kennels, bridges, ornamental parkland buildings, obelisks/columns, farm buildings, cottage orneé, ice houses, churches, boat houses, ruins/follies/grottos, dovecotes, walled kitchen gardens

These parkland feature categories and their relevant features are summarised on the following pages.

1. OPEN PARKLAND

One of the defining features of parkland is its wood pasture character, which is pasture with scattered or grouped individual trees, woods and clumps of trees. The distinctive browsing line that appears on the underside of tree canopies in grazed pasture allows open views through the parkland and adds to the aesthetic value of the landscape. Tree planting was not only an essential visual component in the idealised parkland landscape, but also provided cover for foxes and other game and, in time, would provide a profitable source of timber.

In ecological terms, parklands in the UK provide habitat structures like wood pasture which is rich in wildlife and may be outstanding at a European level. One of the more important components of parkland is the ancient and/or veteran trees. They are of value for the very long-term ecological continuity they represent. Some of the highest concentrations of veteran trees in the UK are found in current and former parkland, having often escaped the intensification of land use practices in farming and forestry in the 20th century.

Parkland Trees



Individual parkland trees may derive from a number of sources: pre-existing trees, trees retained from a previous design phase or free standing trees contemporary with a later design phase. Common species include oak, lime, sweet chestnut, sycamore, elm, beech, hornbeam, and horse chestnut.

Tree clump



A number of trees planted together to form a distinct group, smooth, although not necessarily circular in plan. The form of clumps varied throughout the phases of parkland development, from formal square clumps to more rounded clumps in landscape parks.

Avenue



A tree-lined way, often long and broad with regularly spaced and usually parallel and straight planting which focused views, framed vistas and enhanced main drives and approaches. Avenues were a major feature of geometrical layouts of the pre-1750 formal park period.

Sward (grassland)



An area of pasture historically maintained by grazing animals that provides the green foil for parkland planting. The species make-up of grassland varies immensely and may be ancient and diverse in deer parks but may also be semi-improved and species-rich in many parklands.

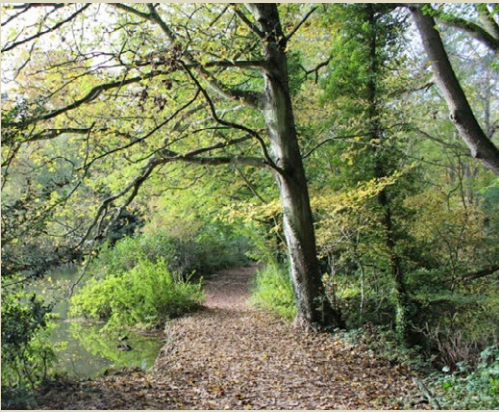
2. WOODLAND

Woodland would have historically been the estate's main source of timber and was usually fenced to exclude grazing animals. It would have provided cover for game and may have been managed under a coppice-with-standards regime – essentially cutting back underwood on a 7-12 year rotation whilst managing the larger trees for timber over a longer period. Equally woodland may have been managed as 'High Forest' (i.e. dominated by large, tall mature trees with a closed canopy) or coppice only.

Many woodlands pre-date the creation of parkland and ancient wood banks can often be found along their boundaries. Woodland stands often comprise former open parkland that has been in-filled at some time in the past either through natural colonisation following cessation or reduction in grazing levels, or through tree planting. Woodland with more regular or geometric outline is often more recent in origin and may have been established for game cover or timber.

Stands and clumps of woodland are typical features of parkland habitats and are distinct from scattered trees due to the relatively closed canopy conditions that prevent the development of grassland or heathland ground layers, and also the lack of grazing animals. Woodlands originating from wood-pasture often possess ancient trees which may support a similar range of notable species to ancient trees in more open conditions.

Designed Woodland



'Designed' woodland often incorporates pre-existing woodland that has been adapted and enhanced to form part of the designed landscape. During the formal parkland period designed woodland often included a star-shaped arrangement of rides, which may have been enhanced with avenue planting.

Woodland Belt



Trees planted around the perimeter of a park, with or without a drive. Perimeter belts might enclose the whole park, but were often planted as discrete sections to screen visual intrusions such as roads, towns or more functional agricultural land. Equally, the belts may frame selected views into the wider landscape and would provide a backdrop to parkland planting or provide the setting to lodges and other built features. Perimeter belts were often sinuous in plan.

3. ACCESS & VIEWS

Approaches and views are considered together as they work very closely in tandem. Driveways within formal landscape parks were characterised by straight driveways often aligned on the main house and accompanied by avenue planting to emphasise formality. Similarly views were framed and emphasised by formal planting, particularly avenues throughout this period. By the time of the Landscape Park, drives had become more sinuous and artfully composed planting, combined with manipulation of topography, framed views and emphasised features along its circuitous course. Access would be carefully contrived so as to provide a variety of views and contrasting experiences: light and shade, sheltered views from woodland providing protection and prospect, and exposed and open spaces providing wide and expansive views. Drives would have been largely experienced from a carriage as well as horseback, so views out to the side were emphasised over front-on views.

Circulation within the parkland would be laid out to take visitors past key designed features such as architectural highlights and expanses of open water in the form of lakes that may be embellished with a cascade; routes may also have taken the visitor to particular viewpoints or to a point of leisure e.g. a fishing pavilion or a boat house. Internal parkland circulation may incorporate the former routes of public roads where they have been emparked and brought into the designed landscape.

Approaches



The drive leading from an estate entrance, which would lead through the designed landscape and take in views and perhaps pass along avenues. Careful planting design along the length of the approach, in association with changes in route alignment, could direct the eyes of visitors to focal points which culminate with the grand reveal of the house, palace or mansion.

Wider Circulation



Several different types of wider circulation can be found within parkland including designed carriage routes or footpaths which were often in a circuit taking in key designed views and features, rides that are perhaps unsuitable for carriages, service routes, and those for management.

Designed Views & Vistas



There are a variety of types of views to be found within designed parkland including:

- Static or set views from the house or a building within the park to a particular point in the landscape or an eye-catcher such as a temple or folly.
- Kinetic views which relate to the changing and unfolding sequence of views along a drive or path.
- Broad or panoramic views which relate to the wider setting of the designed parkland.

4. WATERBODIES

Water has formed a key element in parkland design throughout its history, with features ranging from medieval and later fishponds through to formal canals, and most spectacularly to the great sinuous lakes created by Lancelot ‘Capability’ Brown and others at so many of the great parkland landscapes. Canals and formal ponds featured in 17th and early 18th century parks and gardens and were often conceived in tandem with avenues and cascades and created a variety of moods - still water providing calm, cascades adding drama and fountains creating splendour. From the 1750s onwards the trend was towards the informal, as sinuous lakes with closely-cropped grass and carefully disposed planting became a feature of the Landscape Park. Artificially widened rivers are a markedly different design device but from the same era as they were relatively narrow and involved flowing, moving water, as opposed to the still, flat waters of a lake.

Canals



An artificial sheet of water, usually rectangular.

Lakes



Artificially created or adapted waterbodies, often providing a centrepiece to the Landscape Park.

Streams



Small courses of naturally flowing water often appear within parkland, sometimes adapted.

Fishponds (aka Stewponds)



Associated with the medieval landscape when they would have produced fish for consumption.

Duck Decoys



A pond system that is designed to enable the capture of ducks or other wildfowl.

Water Management Structures



Various structures likely to accompany water bodies, e.g. sluice gates, weirs etc.

5. BOUNDARIES

Boundaries to parkland are well defined and may be formed of woodland, hedges, park pales, walls and fencing. However, when hedgerows are found within a park as an internal boundary, they are more often than not a modern incursion into the historic landscape and thus considered to be a negative influence.

Medieval deer parks were enclosed by a bank and ditch accompanied by a park pale which was designed to keep deer within the parkland. Formal landscape parks were sometimes enclosed by stone walls, often using dry stone walling techniques and built of readily available local stone. During the development of the landscape park, walls continued to be used, whilst iron railings were extensively used during the 19th century.

Walls



An enclosing structure of bricks, stones or similar materials, laid in courses.

Timber Park Pale



A wooden stake fence often associated with the enclosure of a deer park and associated ditch/bank.

Ha-ha



A sunk ditch with retaining wall dividing garden and park, whilst allowing unimpeded views.

Iron Railings



A fence made of metal rails, often in iron, to exclude stock without impacting upon views.

Hedge



A line of tightly growing trees or shrubs to delineate a boundary or act as a screen. Hedges were frequently removed to create open parkland, but may appear as part of a park boundary. Where hedges occur within open parkland they do not form part of the historic design intention.

6. PARK-RELATED ARCHAEOLOGY

Visible and below-ground earthworks and remains greatly add to the time depth value and interest of parkland. The type of archaeology that you might find in parkland is highly varied: common features might include the archaeology of former parkland features relating to earlier phases of the park's design such as boundaries, driveways or the remains of designed features; 'false antiquities'; archaeology relating to land use such as ridge and furrow and quarrying; pre-park funerary/settlement archaeology such as prehistoric burial mounds, Iron Age hillfort, routeways and medieval features which have been displaced or fallen out of use due to emparkment; and 20th century archaeology most notably relating to WWII.

Former park boundaries & features



Some parkland archaeology survives as earthworks (e.g. banks, platforms, drives and ditches) and can relate to earlier phases of the park's design history.

False antiquities



False antiquities began to appear in some parks from the later 18th century and into the 19th century.

Land use archaeology



Archaeology relating to former land use is often a distinctive feature, notably ridge and furrow.

Pre-park funerary & settlement features



Pre-park archaeological features include prehistoric burial mounds, Iron Age hillforts, and medieval features such as motte-and-bailey earthworks.

20th century archaeology



The most common 20th century archaeological features relate to WWII, a time when parklands and their houses were requisitioned by the military. Common features of interest include tank platforms and pillboxes.

7. PARKLAND ARCHITECTURE

Garden architecture, like archaeology, is a vast area of study and interest. The importance of intervisibility between park and garden is often of particular interest. Buildings and follies in the garden were often designed to be seen from the parkland or were sited to enable spectacular views out to the park from the garden. The range of parkland buildings is substantial – obelisk, conduit house, lodges, deer houses, boat houses, ice houses and more. They often reflected the architectural fashions of the time and complemented the grandeur and style of the main house.

Lodges & Entrance Lodges



A dwelling at the entrance of a park, providing security & establishing a sense of arrival.

Stables/Kennels



The stables were the building(s) in which horses were accommodated, often enclosing a courtyard.

Bridges



Bridges became progressively more ornamental in the 17th and 18th centuries, the most elaborate and recognisable being the Palladian bridge (above).

Ornamental Parkland Buildings



Larger parklands often contain ornamental buildings serving a dual purpose as an eyecatcher in views and as a destination along designed circulation.

Obelisks / Columns



A tall pillar that usually tapers as it rises, usually placed as a focal points in views.

Farm Buildings



A 'home farm' might have been located close to the edge of the park as a functional part of the estate.

Cottage orneé



A consciously contrived rustic cottage for decoration (as well as habitation) within a park, usually dating to the Picturesque period.

Icehouses



Typical icehouses were often recessed into the side of hill with a shaft or well below ground to supply ice to the kitchens.

Churches



Churches sometimes became isolated but retained features in the process of laying out a park when a village may have been removed.

Boat Houses



A shelter for boats beside a lake or river, often highly ornamental structures. Boathouses often accompanied the newly created lakes in Landscape Parks and many more were created during the 19th century.

Ruins / Follies / Grottos



Ruins, follies & grottos are a particular features of the Picturesque period of the Landscape Park, and are often associated with water.

Dovecotes



Dovecotes (or pigeon houses) were built from the Middle Ages to the 19th century to supply highly prized meat from spring to autumn.

Kitchen Gardens



Early walled gardens were often in close proximity to the main house and contained a number of enclosures that related to domestic and estate management. From the early to mid 18th century there was a growing trend to move the walled garden away from the main house and set it within the parkland

Identifying Historic Parklands

The use of different datasets are crucial for the accurate identification of parkland and is to be encouraged ahead of any site visit to maximise understanding, to clearly recognise vulnerabilities and to identify conflicting interests in order target and prioritise action, to ensure good conservation gain and maximum public benefit. Much of the information identified in the table below is readily available on the Natural England data system. Some of this information is more usually collated by specialist consultants especially if a conservation plan has been or is being prepared for the site but should still be considered as background information for the Natural England advisor if the site is particularly significant or complicated.

Data Type	Sources of Information
Accurate historic mapping	1 st & 2 nd Edition Ordnance Survey. Original Ordnance Survey 1:25,000 can also be used
Other historic mapping	County series, Tithe maps, estate maps and surveys
Summary historic information on parks	English Heritage Register of Parks & Gardens of Special Historic Interest County Historic Environment Record UK Parks & Gardens Database
Summary information on specific heritage assets	English Heritage National Heritage List for England English Heritage Heritage at Risk register SHINE
Other landscape designations	National Park, AONB, NCA, local planning authority information on Conservation Areas and public access for example
Ecology	SAC, SPA, Ramsar, SSSI, County Wildlife Sites, Local Nature Reserves, local specialist records

The purpose of using different datasets is to identify how the historic evolution of the parkland has influenced the landscape character and ecology and visa versa. It also encourages a more holistic approach to the care of specific features within parkland including archaeological earthworks, built structures, metal work, water bodies, grassland and trees.

Appendix 2 – Historic Parkland Scoring Assessment: Table 1

TABLE 1: Parkland Scoring Assessment

A) SIGNIFICANCE		Score
(i) Historic parkland designation	Grade I	8
	Grade II*	6
	Grade II	4
	Undesignated (priority)	2
	Undesignated (not priority)	0
(ii) Predominant parkland phase - if several phases, score as 'multi-phased' *	Medieval/post medieval deer park (1066 – c.1660)	8
	Formal park (c.1660 – 1750)	6
	The Landscape Park (1750 – 1820)	4
	Victorian and later (1820 – 1918)	2
	Multi-phased	4
(iii) Archaeological designations	Scheduled Monument	6
	SHINE sites:	
	High significance	3
	Medium significance	2
(iv) Architectural designations	Low significance	1
	<i>How many listed buildings are present within the park?</i>	
	>10 buildings	6
(v) Ecological designation (score National Designations only once if multiple designations)	1-9 buildings	3
	International/National designations:	
	Special Area of Conservation (SAC)	6
	Special Protection Area (SPA)	6
	Ramsar Site	6
	Site of Special Scientific Interest (SSSI)	6
	National Nature Reserve (NNR)	6
	Local designations:	
	Local Nature Reserver (LNR)	2
(vi) Landscape and amenity designations	County Wildlife Site	2
	Local Wildlife Site	2
	Within a National Park	3
	Within an Area of Outstanding Natural Beauty (AONB)	3

(vii) Public access	>4km Public Rights of Way (PRoW)	6
	Presence of open access	6
	1km-4km Public Rights of Way	4
	Permissive rights of way	3
(viii) Contribution of parkland features to Ecosystems Services (<i>see Table 2 for details</i>)	High (>60)	6
	Medium (31-59)	3
	Low (<30)	0
(ix) Contribution to landscape character	Parkland makes significant contribution	2

B) VULNERABILITY		Score
Status on the Historic England 'Heritage at Risk Register':		
(i) Registered Parks & Gardens *	Included at HIGH risk	10
	Included at LOW/Not at risk	3
(ii) Scheduled Monuments	Included at HIGH risk (<i>also referred to as 'At Risk'</i>)	4
	Included at MEDIUM risk (<i>also referred to as 'Vulnerable'</i>)	2
	Included at LOW risk (<i>also referred to as 'Low Risk/Not at Risk'</i>)	1
(iii) Listed Buildings	Included at HIGH risk	4
	Included at MEDIUM risk	2
	Included at LOW risk	1
	Not at risk	0
Completeness of parkland features in comparison with 1st Edition Ordnance Survey Map:		
(iv) Completeness of coverage of scattered parkland trees	Highly fragmented	4
	Partially intact	2
	Intact	0
(v) Completeness of tree clumps	Highly fragmented	4
	Partially intact	2
	Intact	0
(vi) Completeness of tree avenues	Highly fragmented	4
	Partially intact	2
	Intact	0

(vii) Completeness of sward (grassland)	Highly fragmented	4
	Partially intact	2
	Intact	0
(viii) Completeness of designed woodland	Highly fragmented	4
	Partially intact	2
	Intact	0
(ix) Completeness of waterbodies	Highly fragmented	4
	Partially intact	2
	Intact	0
(x) Completeness of parkland architecture	Highly fragmented	4
	Partially intact	2
	Intact	0
(xi) SSSI condition	In unfavourable declining condition	6
	In unfavourable no change condition	3
	In unfavourable recovering condition	1
	In favourable condition	0
(xii) Multiple ownership & tenancies	More than one landowner	4
	Multiple tenancies	3
	One landowner / tenancy	0

Significance Score	
Vulnerability Score	
TOTAL SCORE	

C) MINIMUM REQUIREMENTS

(i) Is there NE officer availability?	Yes
	No
(ii) Is there sufficient interest from the Landowner and the likelihood of a good level of commitment?	Yes
	No
(iii) Is there sufficient budget available?	Yes
	No

If the answer is 'No' to any of these questions, then there must be a strong justification for proceeding with a CS scheme.

Appendix 3 – Historic Parkland Scoring Assessment: Table 2

TABLE 2: Guidance Notes (for Table 1)

Defining the parkland boundary

For parks on the Historic England Register of Parks and Gardens, make use of the boundary digitised on this dataset (by using WebMap).

For unregistered parks, you may use the 'historic parkland' layer on WebMap as a guide OR you may draw a boundary based upon a combined analysis of the 1st Edition Ordnance Survey mapping and modern day aerial photography.

Typical parkland features that can be identified from the 1st Edition Ordnance Survey mapping should be used as a means to identify the extent of the park (see B (iv) below for notes on how to do this); the aerial photography can also be used to confirm the area, although the modern day extent is likely to be less than the historical extent, and it is preferable to use the historic boundary as the park boundary, unless changes have been dramatic and irreversible.

General principles when using this scoring assessment:

1. Unless otherwise stated, scores within each category should not be conflated. Advisers should score each category ONCE only, using the highest scoring applicable criteria e.g. if a park has a scheduled monument as well as a high significance SHINE site, the park should only score 6 for the scheduled monument.
2. If the parkland doesn't meet any criteria within a given category, it should score zero and a "N/A" note should be made.

A) SIGNIFICANCE - Sources of information

Location of data

(i) Historic parkland designation

WebMap, Historic
England Register Review

Identify from the national datasets or Register Review (held by Historic England). Priority undesignated parkland includes sites recorded on the Historic Parkland layer of Webmap.

(ii) Predominant parkland phase - if several phases, score as 'multi-phased'

[Historic England National
Heritage List for England](#)

Historic Parkland
Handbook

For Registered Parks and Gardens, use the listing description to identify and score main parkland phases. The SHINE dataset contains *some* information about Medieval Deer Parks, although it is not a comprehensive list. Also please use the 'Summary of Parkland Development' section of the Historic Parkland Handbook (pages 2 and 3) to inform this score. Advisers should score the **predominant** parkland phase, and score 'multi-phased' only where several phases of design are roughly equal in dominance (taking the park as a whole).

(iii) Archaeological designations

Historic England National
Heritage List for England,
WebMap

Identify from the Historic England National Heritage List for England, or from the datasets contained on WebMap.

(iv) Architectural designations

[Historic England National
Heritage List for England](#)

Use Historic England's National Heritage List for England to ascertain the number of listed buildings within your site.

(v) Ecological designation

WebMap

Identify these sites by using the datasets included on WebMap, or by contacting your local Biological Records Centre for local designations not included on WebMap. score National Designations only once if multiple designations

(vi) Landscape and amenity designations

WebMap

Identify these sites by using the datasets included on WebMap.

(vii) Public access

WebMap, Ordnance Survey base mapping.

Approximate the length of PRowWs, presence of permissive paths, open area access by using datasets included on WebMap.

(viii) Contribution of parkland features to Ecosystems

Add up scores using table below for all parkland features present within the park, then score as follows:
Low = <30, Medium = 31-59, High=60+

Open parkland

Parkland trees	5
Tree clump	5
Tree avenue	5
Sward (grassland)	8

Woodland

Designed woodland	8
Woodland belt	8

Waterbodies

Canals	8
Lakes	9
Streams	8
Fish ponds	9
Duck decoys	8
Water management structures	5

Boundaries

Wall	3
Timber Park Pale	1
Ha-ha	3
Iron railings	2
Hedge	4

Access & Views

Approaches / Wider circulation	2
Designed views & vistas	1

Park-related archaeology

Former park boundaries & features	2
False antiquities	2
Land use archaeology	2
Pre-park funerary / settlement archaeology	2
20th century archaeology	2

Parkland architecture

Lodges & entrance lodges	4
Stables &/or Kennels	4
Bridge	4
Ornamental parkland building	4
Obelisk / Column	4
Farm Buildings	4
Cottage Orneé	4
Ice House	4
Church	4
Boat House	4
Ruins / Follies	4
Grotto	4
Dovecote	4
Walled kitchen garden	6

(ix) Contribution to landscape character

NCA Statement

Review relevant NCA summary or statement, and record as 'Significant contribution' if historic parklands are noted as a key feature of the area

B) VULNERABILITY - Sources of Information

Location of Data

(i) Registered Parks & Gardens

WebMap

Identify from Historic England's 'Heritage at Risk Register : Registered Parks & Gardens' - contact your Historic England HAR team. * NB: **ALL** RPGs require a suitable PMP before entering into a 5yr CS.

(ii) Scheduled Monuments

WebMap

Identify from Historic England's 'Heritage at Risk Register : Scheduled Monuments' - contact your Historic England HAR team.

(iii) Listed Buildings

[Historic England National Heritage List for England](#)

For Grade I and II*, identify from Historic England's 'Heritage at Risk Register: Listed Buildings' or contact your Historic England HAR team. For Grade II, contact your LPA Conservation Officer. If unknown, score as '0' and make a note to that effect.

Completeness of parkland features in comparison with 1st Edition Ordnance Survey Map:

(iv) - (x) Completeness of park sections

This part of the assessment should be completed by comparing the 1st Edition Ordnance Survey mapping with modern day aerial photography and current OS mapping, in order to assess the approximate extent to which the stated parkland features or feature categories survive within the park today.

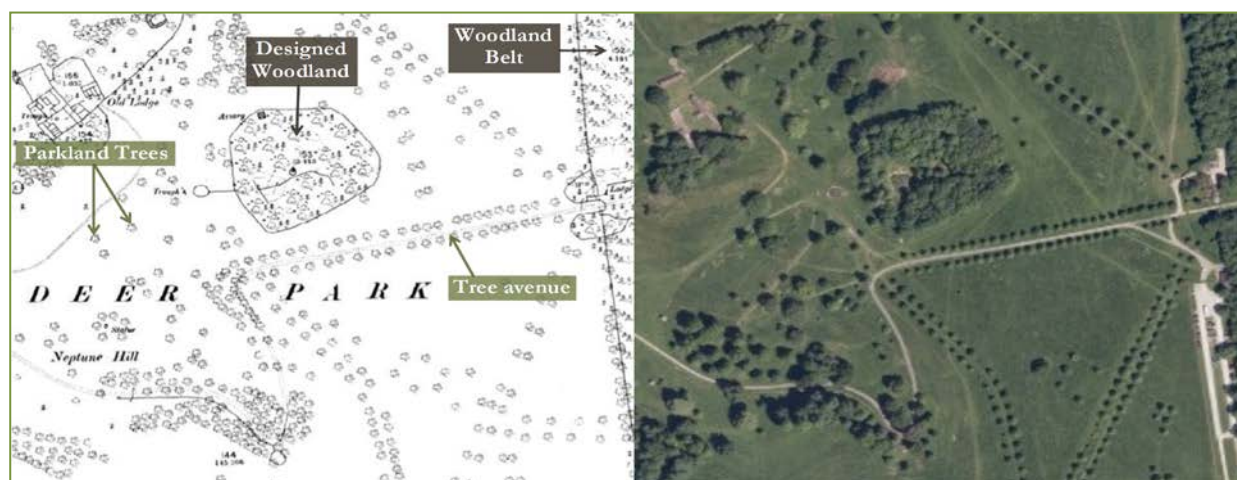
The examples overleaf demonstrate how historic completeness can be recorded using this method, as well as how to identify parkland features from maps.

Data can be found at www.old-maps.co.uk OR Landmark maps via ArcGIS - the Historic Mapping workspace can be found here:

M:\Geo-Data\Mapping_Imagery\Imagery_Raster\Historic_and_County_Series_LM

Follow instructions in the 'Read Me' file at this location. Also, WebMap for modern aerial photography and OS mapping may be useful sources.

Example A:



(iv) & (vi) Historic completeness of parkland trees and tree avenues: in this example, these would be scored as 'intact', as the parkland trees and tree avenues remain mostly complete in their historical layout.

(vii) Historic completeness of sward (grassland): although grassland cannot be 'seen' on the 1st Edition Ordnance Survey, in most cases it is reasonable to assume that the main landcover within a park (where not woodland or water) would have comprised grassland; thus where grass remains the predominant landcover, as in this example, the sward can be scored 'intact'.

(viii) Historic completeness of designed woodland: where the historic footprint of designed woodland remains the same, as in this example, it should be scored as 'intact'.

Example B:



(iv) & (v) Historic completeness of parkland trees & tree clumps: in this example the parkland clumps and trees remain in part, and thus these would be scored as 'partially intact'.

(vii) Historic completeness of sward (grassland): grass remains the predominant landcover, and is thus 'intact'.

Example C:



(iv) Historic completeness of parkland trees remains only 'partially intact' in this example.

(vii) Historic completeness of sward (grassland) is 'highly fragmented' due to the large area of arable fields.

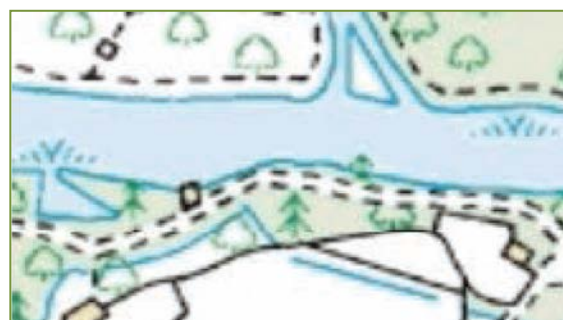
Example D:



(ix) Historic completeness of waterbodies: waterbodies such as lakes, ponds and rivers can usually be identified from aerial photography, and their footprint can be compared with the 1st Edition OS to assess historic completeness. In this example, the river is only 'Partially intact', since it has reduced in size between the 1st Ed OS and the aerial.

(x) Historic completeness of parkland architecture: parkland buildings or structures of note are usually named on the 1st Edition OS, and these can then be compared with the aerial photograph or a modern OS map which, although does not show names, will show the footprint of buildings that survive.

Although only a rough guide, this will highlight key buildings that have been lost or had their



footprint altered significantly. In this example we see that the Boat House footprint remains, although the Dairy has been lost, thus a score of 'Partially intact' would be appropriate.

Example E:



The features above can be identified from 1st edition Ordnance Survey map, but it is difficult to assess their historic completeness without a site visit, so these features should be ticked under 'Historic Presence' in Table 7.4 but assessment of completeness is not required.

(xi) SSSI status

WebMap

Identify from the SSSI site unit condition dataset (Natural England data).

(xii) Multiple Ownership

Land Registry, WebMap

Identify ownership of parkland by more than one owner.

C) MINIMUM REQUIREMENTS

(i) Is there NE officer availability

(ii) Is there sufficient interest from the Landowner and the likelihood of a good level of commitment?

(iii) Is there sufficient budget available?

Please consider the *actual* needs of your site, and make a judgement on whether Natural England can realistically achieve the primary objectives of any agreement.

Remember to take into account the need for 'principle vulnerabilities' of all heritage assets that appear on the Historic England 'Heritage at Risk Register', which need to be addressed in full - without addressing these key objectives, it may not be practicable to move forward with an agreement. Please seek input from your Historic England Heritage at Risk team, and if necessary contact the Natural England Historic Environment Delivery Service for additional specialist advice.

You may also need to seek specialist advice if you require help in judging the scale your site's financial need. Remember to include **realistic** costs for any necessary capital works, leaving sufficient time to undertake Feasibility Studies (PA2) in advance of a CS Higher Tier agreement.

Appendix 4 – Parkland Management Plan Process Map

Full Parkland Management Plan Process - A Guide



Appendix 5 – Hints and Tips - Key messages and ‘lessons learnt’ from delivering parkland agri-environment agreements

Natural England, in partnership with agreement holders, has delivered a considerable number of agri-environment agreements within parkland sites over the years. The following list is intended to support advisers who need to negotiate a CS agreement on this type of site. It is an attempt to share some of the practical lessons we've learnt, as well as touch on the results of [Defra-funded research](#) that evaluated our collective performance in relation to WPP sites.

- Agri-environment schemes are the only source of funding of its type for historic parkland, encompassing both maintenance and restoration of all parkland features, and without it those managing historic parkland would struggle to conserve and restore parklands successfully.
- In HLS, *some* form of Parkland Management Plan was used to guide almost all parkland agreements. Research shows that those cases without Plans almost always resulted in poorly-evidence approaches to single elements of the parkland at the expense of others.
- While everyday contact may be with an Agent, the key to properly scoping a potential 5 year Agreement is with an owner. Many estate owners have more cultural interest in their parkland than those working for them may communicate, both financially and in terms of commitment, and an engaged NE officer is invaluable in helping to drive the success of the scheme. In most cases the restoration of the complete park is reliant upon supplementary funding from the owner, and ultimately the involvement and agreement of the owner is crucial.
- All parties must be prepared to compromise; the restoration of a landscape, historic and ecological asset as rare and complex as a parkland is a long-term commitment, and is unlikely to be delivered quickly. Parkland restorations tend to work best where all parties recognise this fact, and take a pragmatic and *integrated* approach to the project.
- Ongoing communication between all parties is important in helping to drive the project forward and
- resolve conflicts as they may arise. This includes communication with key partners and stakeholders, such as Historic England or your County Garden's Trust, whose involvement is crucial if the scheme is to be fully effective. In addition, involving NE's Historic Environment specialists (by contacting the [HEDS network](#)) is likely to help maximise outcomes, as well as value for money.
- Bespoke capital projects, such as the restoration of a built parkland feature, tend to cost significant sums. Sometimes, this investment is precisely what is needed, but advisers should keep in mind that standard capital items (where appropriate) and the right choice of annual revenue options are likely to have a much larger overall impact on the character of the park as a whole, than a single, bespoke capital project linked to an individual parkland feature
- Fragmented ownership makes it difficult to provide a cohesive management approach to a park. Split tenancies under a single ownership are more likely to be effective where considered in tandem, although can also result in uneven management where they are not 'synced', which tends to result in a far lower quality of historic landscape character.
- Ongoing management of implemented Options is very important in ensuring long-term success (as is correct implementation of Options in the first place).

- Long-term success in parklands is frequently dependent upon effective and efficient monitoring of the implementation of the PMP. CS agreement will be focussed on priority components and measured against the BEHTA. Advisers are encouraged to consider the need to regularly check-in with the agreement holder, perhaps at agreed milestones, and to ensure that all parties understand where the responsibility for the next decision lies. In order to ensure that communication is effective, and adviser might commit to undertake a set number of aftercare visits (where appropriate) and to plan and review budget allocations/progress towards key projects and priorities at regular intervals (particularly where those projects are at risk of failure due to complexities, time constraints, limited specialist provision, etc).
- Value for money and cost-effectiveness within parklands is a complex area of consideration for an adviser drawing up an agreement. Some things an adviser might keep in mind are:
 - Whether the agreement holder has access to staff, particularly those with heritage, ecological or arboricultural specialist skills, in-house?
 - Is the agreement holder in a position to act as project manager, keeping on top of delivery to tight deadlines, submission of regular claims, etc?
 - Does the agreement holder have access to commercial funding which may bolster any grant funding that we might be able to offer?
 - High priority, single-objective responses to parklands may be easier to implement but are unlikely to achieve the value for money we are expected to deliver.
 - Advisers might like to consider building in time within priority projects to 'stand back' and take a moment to reassess progress, direction of travel, whether priorities have changed, etc and to generally check expectations are being met by all parties. Advisers might consider building in a 'STOP' measure at an appropriate juncture within a project timetable, thus giving all parties a formal point at which progress is assessed and, where necessary, changes are made to ensure a quality outcome ... even when that might mean choosing to alter the scope of a project or perhaps not to proceed any further, should resources no longer fully support the scope of the original intended project.
- Whilst CS will have extremely limited scope for amendment, there remain a number of actions that an adviser can take to 'fine-tune' an agreement in an effort to ensure maximum value for money and delivery on our key priorities within the park.

Appendix 6 – Model brief for Full Parkland Management Plan

Brief for a Parkland Management Plan

[Site Name]

[Month/Year]

[Agreement Holder Name]

[Agreement Holder Address]

[Agreement Holder Phone Number]

[Agreement Holder Email]

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INTRODUCTION

[Enter a brief description of the site here, including agreement reference, size, habitat type, designations, etc].

Aim of the Parkland Management Plan

In order to fully enable a proper understanding of the park the consultant should undertake or commission research and survey work (as described in this brief) and draw together relevant information about the site, specifically to inform future land management options, capital works and special projects that may be forthcoming in a Countryside Stewardship agreement. The consultant should work with [insert Agreement Holder's Name] and other sources of expertise in order to assess the archives relating to the history of the site.

The consultant shall identify gaps in knowledge and of the need for any specific and additional survey information required to inform the analysis of the site and the development of management policies. The information assembled in the evaluation should be included in the final Parkland Management Plan either as part of the main document text or in appendices attached to it. If proposed works directly affect a feature identified as having special significance, then Natural England would need to be made aware that further analysis to inform specific design briefs for capital works are needed.

EVALUATION

1. In order to fully enable a proper understanding of the park the consultant should undertake or commission research and survey work (as described in this brief) and draw together relevant information about the site, specifically to inform future land management options, capital works and special projects that may be forthcoming in a Countryside Stewardship agreement. The consultant should work with **[insert Agreement Holder's Name]** and other sources of expertise in order to assess the archives relating to the history of the site.
2. The consultant shall identify gaps in knowledge and of the need for any specific and additional survey information required to inform the analysis of the site and the development of management policies. The information assembled in the evaluation should be included in the final Parkland Management Plan either as part of the main document text or in appendices attached to it. If proposed works directly affect a feature identified as having special significance, then Natural England would need to be made aware that further analysis to inform specific design briefs for capital works are needed.

Identification of land ownership, physical character and usage of the park

3. In relation to the agreed area of the Parkland Management Plan, the consultant will:
 - Describe and map current ownership and occupancy details including leases, land managed under licence, trusts, acquisitions etc;
 - Describe the current use and management of the land including land management agreements, farming and forestry types, other business interests, etc;
 - Identify and map any national or local designations, such as registration, Scheduled Monuments, sites found on the local Historic Environment Record (HER) or wildlife designations;
 - Identify other obligations, such as those required for Inheritance Tax exemption, charitable purposes, covenants, 'live' planning conditions, etc.
 - Identify and map the wider landscape (including brief description of landscape setting, with reference to the National Character Area description and any other landscape assessments e.g. Historic Landscape Characterisation data held by the HER);
 - Identify and map/record the site geology, soils, topography, drainage, climate, landscape designation if relevant;
 - Identify and map public rights of way or other access arrangements;
 - Identify and map services, wayleaves etc;
 - Identify and map any Resource Protection issues.

History of the park

Documentary research

4. The purpose of historic research is to identify what is significant about the respective layers, priorities for conservation or repair, as well as to identify where there are gaps in knowledge/evidence.
5. Archival and desktop research shall be carried out. All relevant archival information shall be investigated and drawn together to provide a description of the park's historic development together with a simple chronology and a gazetteer of the park's character areas with their features as appropriate. Include a simple map regression exercise with this information
6. Historical research should follow guidance set out in „Researching a Garden's History: A Guide to Documentary and Published Sources“ by Lambert, D, Goodchild, P and Roberts, J (1995). Consultants should also refer to Historic England's publication “Informed Conservation” and “The Conservation Plan” by James Semple Kerr (available from ICOMOS) as additional guidance on the approach to and format of this section of the plan.
7. Consultation will be required with (at least) the following:
 - Historic England, if Grade I or II* RPG;
 - the local County Garden Trust if Grade II RPG;
 - the County Archaeologist and local Historic Environment Record (HER);
 - the Centre for the Conservation of Historic Parks and Gardens at York;
 - the County Records Office, national archival holdings such as the National Monuments Record, the British Library and other relevant archives for both primary and secondary source material, maps, pictorial records, (paintings, photographs, aerial photographs etc) as appropriate.
8. Written and illustrated information about the historical development of the site should include (but is not restricted to):
 - History of ownership, highlighting the main changes in enough detail to be relevant and including a chronology of significant changes;
 - The development of the parkland landscape and its design over time, highlighting specific phases and/or work by particular designers, including the arrival and loss of specific features. This will require illustrations of maps from each historic period (i.e. map regression illustrations and overlays) to show the evolution of the historic landscape design;

- History of land management regimes (agriculture, forestry, horticulture, etc), using air photography and other records as appropriate;
 - For public parks, a record how the site came into local authority/charitable trust ownership or management and its subsequent development and maintenance as a public space;
 - A description of the archaeological features within the park;
 - History of significant events or activities, visitor provision and development of visitor attractions e.g. 18th century carriage drives, contemporary play areas for children;
 - Broader historical context for main phases of the site's development e.g. aesthetics, fashion, politics, technology, key landscape designers, etc.
9. A bibliography of all primary and secondary sources consulted must be included in the appendices, even if the source proved unhelpful. The text should be referenced to sources where appropriate.
10. All relevant maps/estate plans and illustrations showing the parkland and its development through time should be cross-referenced to the text. Tracings or digital scans of historic maps/estate plans, at the same scale as the modern Ordnance Survey base map should be produced as overlays where relevant, to illustrate and demonstrate the evolution of the landscape. However, good photographic/digital copies of originals shall be provided wherever possible.
11. In order to inform the evidence base in relation to more recent changes and management regimes within the park, the consultant may find it useful to record the personal recollections of current and former estate workers about the park's recent history, particularly in regard to land use practice and utility service information as required.

Field survey

12. The consultant shall review all existing survey information available for the site, to identify where new surveys must be commissioned if existing survey information is inadequate or out of date. Survey should not be attempted beyond the expertise of the contractor, and specialist survey work should be sub-contracted to relevant expertise where needed.
13. Undertake field survey to identify and describe any existing remains of, or within, the parkland (both designed and natural features including built features of the site, archaeology, landform and current character, design and scenic qualities of the site). Survey should include a description of the condition and, where possible, the age of features.
14. Field survey provides valuable baseline information and should include:
- Survey and (digital) mapping of surviving archaeological features, and their condition, including the historic boundary of the site. Identification of the threats and risk factors associated with each site should be included;
 - Survey of the built historic resource (built parkland features), and their

condition, including the identification of the threats and risk factors associated with each feature; this section should be presented in the form of a gazetteer;

- A comprehensive tree survey to include areas of woodland (but not individual mapping of trees within woodland), copses and hedge lines, all scattered trees, veteran and historic trees (their location, number, species, estimated age, wildlife and landscape value, health/need for tree surgery, need for further survey etc.). The tree survey may be a separate section but results must be utilised and cross referenced in subsequent analysis;
- Survey and (digital) mapping of wildlife habitats including designated areas such as SSSIs. Any new surveys of wildlife habitats and species should seek to update existing information and survey, where it already exists.

15. In addition there may be a need for other surveys such as:

- Hydrology e.g. where there are opportunities for wetland restoration;
- Topography in certain defined areas e.g. where significant earthworks are identified, or for pond recreation;
- Geophysical e.g. to develop a further understanding of archaeological sites for their interpretation and management;
- Opportunities to address identified risk factors, perhaps through restoration or maintenance, to high priority historic built features and buildings.
- Particular species/types of wildlife – for instance invertebrates;
- Access – if the parkland is a public open space or significant new access is proposed by the applicant.

16. Consultants should flag up any further, specialist surveys which they consider will be required in their tender and cost them separately.

17. All field survey data shall be fully cross-referenced to verify, or otherwise clarify, desk-top and documentary/archival data.

18. Special projects should be prioritised and indicative costs provided wherever possible.

Landscape design evaluation

19. Carry out a visual survey and analysis of the current landscape of the Parkland Management Plan area to explain if and how it relates to previous historic design phases including specific views and vistas (current and historic) such as framed views, vantage points, borrowed views (e.g. to and from eye-catchers or ornamental features within or beyond the park in the wider estate and/or countryside) and views from public roads. The role of views and vistas should be explored in relation to past and present principal dwelling houses and to the local community/settlement.

20. Provide a landscape design evaluation map showing significant vistas and views to describe how the design works now, and how it worked over time.

The landscape design evaluation should demonstrate any sequential changes in parkland layout or extent and identify existing features that either impact on the historic parkland or change its context. Use of historical illustrations, plans and aerial/eye level photographs can be helpful.

ANALYSIS

21. The information gathered during the evaluation (identification of land ownership, physical character, usage of the park and history of the park) shall be drawn together and analysed to develop a clear understanding of the development of the whole park, its historical context, environmental interests, what has been lost, what survives, threats, issues, constraints and the significance of the parkland. In all cases, overlay maps should be used to illustrate relevant information where relevant.

Overview of the development and survival of the parkland

22. A full understanding of the site will include:

- A summary of the relevant chronological development of the historic park up to present day with key dates and events highlighted. This should detail the nature of the design (i.e. how it works on the ground), the phases of design and new designs overlaid on previous ones, changes in the site's boundary, extent, character and condition, and any changes resulting from natural causes such as storm damage;
- A summary of gaps in knowledge, historic information not available, and features which have been lost;
- If appropriate to the complexity of the site, the establishment of distinct character areas based on survey assessment and mapping of features;
- A summary of the park's role in the context of its wider landscape setting, and;
- Comparison of the park's landscape design with other similar historic parks and gardens, both within the UK and, if appropriate, from Europe.
- Analysis of the known archaeological resource, including consideration of the issues and constraints that exist including the impact that activities such as continued cultivation, events, *etc* will have; and,
- Analysis of the built historic resource (built parkland features), including consideration of the impact that activities such as continued cultivation, events, *etc* will have.

23. The overview of the development and survival of the parkland shall be presented as an illustrated text incorporating (either integral or bound separately) overlays of maps and plans, aerial survey and current photographs, a chronology and an illustrated gazetteer or 'inventory' of the site's various distinct character areas and their features.

Vulnerability

24. Using the survey information collated in 'Evaluation' assess the overall condition of the historic parkland and identify threats to the historic value of the land.

Statement of significance

25. A statement of significance is required for the area included in the Parkland

Management Plan study as a whole and of its distinct character areas or features (as defined in the analysis), using the framework laid out in Historic England's 'Conservation Principles'. The main house and any ancillary buildings should be referred to in this assessment.

26. The statement should be no longer than two pages, but should include consideration of:

- How the site demonstrates: a design of a particular period; a design or features that is/are rare; a site that is particularly fragile or vulnerable; particularly good documentation of site history; a high level of survival - of an entire phase or elements from several phases; one of a group of similar sites in the area contributing a particular landscape character; a high level biodiversity; a high level of potential for restoration;
- If there are associative links such as an association with an event or person or a sense of place or ownership;
- What aesthetic qualities the site has;
- The overall significance of the site, its condition and why this site merits restoration.

Issues and constraints

27. The Parkland Management Plan must identify all issues and constraints that may affect the significance of the site as a whole and/or its significant character areas and features in terms of future management. Issues and constraints to consider include:

- Policy framework for the area including relevant local planning authority policies;
- Other policy documents such as the UK biodiversity habitat action plan for wood pasture and parkland;
- Public access, common rights, other rights of access and wayleaves etc;
- Field sports, licences and rights;
- Management principles, such as deer management (where appropriate), environmentally sensitive farming and sustainability;
- Event management, where it is an important part of the estate's activities. Where appropriate, the plan should include an annual timetable of significant events (where known) and how these activities can be best managed to allow public access, whilst maintaining the special interests of the site and minimising any negative impacts;
- Identify the ideal management for every significant feature of the parkland and highlight potential issues raised by these management proposals;
- Impact of present and possible future uses and management on historical, archaeological, ecological and resource protection interest;
- Any conflicts created by the present, principal land-uses and the most significant phases of design;
- Obligations/limitations imposed by designations such as Tree Preservation Orders, Sites of Special Scientific Interest, Conservation Areas, Scheduled Monuments, Listed Buildings, the presence of archaeological sites, grant conditions, 'live' planning conditions,

- covenants, etc;
- The main opportunities and most appropriate phases for restoration across the estate;
- Other – location, size, landscape setting, intactness, risks, legal etc, lack of protective status, gaps in information or need for particular surveys, changes in land use, changes in landscape management, loss of skilled personnel, planning background including any proposed new developments or intrusive developments, split ownership, public access, visitor experience, rights of way, security, finance etc.

28. On completion of the Evaluation and Analysis, an illustrated draft of the report should be sent out for consultation and comment by the consultant to the client, Natural England and other key partners and stakeholders (such as Historic England) where necessary, including an agreed period for submission of comments. If there are significant comments, it may be necessary for a meeting with Natural England and the consultant, who should include a price for this in the tender. The draft report will require agreement by all parties before the consultant proceeds to develop management policies.

DEVELOPING MANAGEMENT POLICIES

29. With an evaluation and analysis completed, the Parkland Management Plan should then identify an overall integrated vision together with policies for restoration, repair, conservation, management and access (both physical and intellectual, as appropriate to the site). The policies should refer to, and cross-reference extensively with, the previous evaluation and analysis. Therefore, the policies should arise clearly and logically from the understanding of the significances of the site and the issues surrounding the conservation of those significances and values. This part of the Parkland Management Plan should include:

Vision and policies

30. The policies establish guidelines for determining what is appropriate for the park and provide a framework for making decisions. Policies are likely to be needed for all environmental objectives such as:

- Archaeological features and sites;
- Historic built features;
- Wildlife conservation, identifying further surveys/research needs (e.g. ancient/veteran tree survey, fungi survey, etc);
- Landscape repair and restoration – determination of the appropriate extent of restoration, historic period(s), designer or palimpsest, design principles where restoring or reinstating features e.g. fencing, planting, identifying further surveys/research needs (e.g. archaeological, building survey, etc);
- Appropriate future land use – deer park, forestry, wood pasture and veteran trees;
- Sustainability and environmentally friendly management – use of fossil fuels, peat alternatives, recycling, reduced use of herbicides and pesticides, integrated crop management regimes, etc;
- Standards for restoration, repair and management work;
- Visitor access and enjoyment of the historic park – publicity and promotion, education initiatives, interpretation and information, visitor facilities, access by public transport, disabled access, intellectual access, public rights of way, permissive public access;
- Longer term consultation procedures, and in the case of public spaces community involvement;
- Maintaining the archive for the historic park, and its further development e.g. maintaining a record of the restoration and management work;
- Promotion of supporting policy framework in other strategic guidance e.g. the statutory Local Development Framework (Local Plan).

31. Once the detailed policies for each interest have been prepared, it will be necessary for the Parkland Management Plan to identify any potential conflicts between policies to ensure that they are fully integrated. This may require a reassessment of priorities or techniques proposed, as well as identifying a need for additional detailed survey, feasibility assessment or resources.

Management Overview

32. The Parkland Management Plan must set out how to implement the policies by defining and programming the work needed. The programme should be realistic but not limited to the demands of any one source of funding at this stage. Again this must refer and cross-reference extensively with previous sections.
33. Based on the previous Evaluation and Analysis stages, and taking into account the issues and policies - identify and describe the following:
- Detailed management guidelines (prescriptions) required to achieve each policy;
 - Work needed to repair or, if appropriate, restore, and then conserve the highest priority features and historic value of the area, in the next 10 years (with a possible 20 year vision). Comments should be made on the feasibility of repair or restoration. The survey should prioritise work into areas into immediate (1-2 years), necessary (2-5 years) and desirable (5-10 years);
 - Patterns of regular management needed to secure this environmental value for the future, including any specific measures needed to conserve a significant feature, design and/or habitat;
 - A master plan showing character areas and restoration proposals.
34. Consideration should be given to the most appropriate way to present this information: in most cases maps with overlays, cross referenced to matrices, should be used.

DRAFT SUBMISSION OF PARKLAND MANAGEMENT PLAN

35. On completion of this stage of the work, an illustrated draft of the Parkland Management Plan should be sent out for consultation with the client, NE, and other key partners and stakeholders (such as Historic England), inviting comments by an agreed deadline.
36. The draft Parkland Management Plan should present all the information gathered in the evaluation, analysis and developing management policies steps.
37. The consultant and the client, NE and other key partners and stakeholders should then meet to discuss and agree the content of the draft Parkland Management Plan and to agree the type and extent of works to be specified in a Schedule of Works. The draft Parkland Management Plan will require agreement by all parties before the consultant proceeds to draw up detailed management proposals.

FINAL PARKLAND MANAGEMENT PLAN AND SCHEDULE OF WORKS

38. Once all changes have been made resulting from the outcome of the draft Parkland Management Plan comments and meeting, the final Parkland Management Plan should be submitted for NE approval.
39. The final Parkland Management Plan must include a Schedule of Works detailing individual operations required to deliver the agreed repair/restoration proposals and optimum management of the parkland, showing clear prioritisation of the work required. This schedule must be achievable under the CS agreement, based on the recommendations in the Parkland Management Plan and drawn up in conjunction with the client. This part of the work must be in a format that can be readily used in a CS Capital Works Plan. Full details of this are given in the [CS manual](#).
40. The items in the Schedule of Works must have been considered in the Parkland Management Plan and justified for management, repair and restoration in terms of their historic accuracy. Where appropriate, this section should include detailed designs, specifications and schedules for the restoration work achievable by using annual revenue options, based on the evaluation and analysis of the site (i.e. historic research and site surveys) highlighted earlier in the Parkland Management Plan. It would not normally be necessary for such detailed designs and specifications to be provided for specific capital items, such as HE1, where a separate Feasibility Study (PA2) would normally be required.
41. Where necessary, within the Schedule of Works it may also be appropriate to include some specialist guidance notes, appropriate to the site and period of restoration, on the historic types, layout, position, selection, and structure of planting and its management to assist an understanding of the

proposals, and for future planting and management.

42. The restoration scheme should be based on conservation repair and restoration principles and be justified by supporting explanatory text.

Annual Management Proposals

43. The Schedule must cover the following:

- proposed CS annual management options with suggested management prescriptions.
- the timing and method of grass establishment (including seed mix) of any land to be reverted from arable or forestry use to grassland;
- how grassland will be managed: grazing and cutting regime, use of fertilisers or pesticides, measures to increase species diversity etc;
- other annual management items as appropriate e.g. annual maintenance of built water feature

Standard Capital Item Proposals

44. Prepare a work programme giving details of techniques, location and timing of standard Capital Works Plan items such as:

- bracken management including a map and schedule of priority areas for management and appropriate methodologies to use;
- management of existing ancient and veteran trees (especially those which require tree surgery/pollarding);
- new tree and shrub planting including the composition and origin of the planting stock (including a planting plan at 1:500, or 1:250 scale for detailed areas);
- any rationalisation and maintenance of the existing sapling and semi-mature tree/shrub stock, which should be mapped at 1:500, or 1:250 scale for detailed areas;
- fencing/water supply etc for newly introduced stock;
- wall or hedgerow restoration/maintenance;
- pond maintenance/restoration
- wetland restoration
- any items to facilitate access such as:
 - new open access or linear routes (permissive footpaths or bridleways), including facilities for disabled people;
 - educational use of the land;
 - interpretation/information provision on or off site;
 - any restrictions to use (e.g. temporary closure for deer management) should also be identified.

Bespoke Capital Projects

45. Describe the need for any Bespoke Capital Projects. These projects are bespoke capital items outside the scope of standard CS capital payments. Examples of such items include restoration of a historical or archaeological

feature such as a lake or historic water feature, restoration of parkland railings or ha-ha and ornamental features (under CS code HE1). The restoration of historic agricultural buildings can be applied for under CS code HE2. Full justification of the need for such items must be given, as well as cross referencing back to the Parkland Management Plan. It is not necessary to include detailed specifications, tenders etc at this stage. However it would be helpful to submit indicative costs of each proposed HE1 or HE2 project.

46. Identify ideal timing of projects during the life of the CS agreement, and if necessary a critical path analysis.

Other works

47. The Schedule of Works should also give a **brief** description of any work which is beyond the scope of CS (e.g. garden structures, geological conservation, online interpretation, etc) but for which separate grant applications may be made.

GENERAL REQUIREMENTS

Timetable

48. A detailed timetable for producing the Parkland Management Plan will need to be set in light of the extent of work involved, after initial discussion at a site meeting.
49. The specialist consultant preparing the Parkland Management Plan should provide a work programme and method statement identifying how they will meet the requirements of the brief. This programme will include an indication of project milestones, such as the date for submission of the draft Evaluation and Analysis report and the date for submission of the draft Parkland Management Plan to the client and NE. The work programme to prepare the Parkland Management Plan should not normally be more than 12 months.
50. The draft Parkland Management Plan must be submitted by no later than [insert date here], closely followed by a meeting with the client and NE. Time must be allowed for the draft to be circulated and comments made before the meeting. Subject to comments by all agreed parties, the final Parkland Management Plan (including CS Schedule of Works) must be produced by no later than [insert date here].

Output requirements

51. Consultants shall follow good practice by ensuring:
- Draft and final versions of the Parkland Management Plan are clearly labelled with full explanatory title, their status and date;
 - All sections of all versions are adequately and sequentially numbered;
 - All people and organisations involved in developing the plan are acknowledged;
 - All facts (including dates) and texts properly referenced;
 - A full bibliography, reference and archive sources is provided;
 - Appendices with useful information e.g. SSSI notification documents, SSSI list of potentially damaging operations, species data including protected species, survey data, buildings gazetteer etc; are included;
 - Include useful contact names and addresses.

Plan format

52. Plans should be produced mainly in A4 format for ease of use. Where this is not possible, A3 format should be used.
53. Maps, plans, illustrations and photographs must be full colour where original material is in colour or where colour is essential to preparation of new, illustrative material.
54. Three paper copies of each stage of the Parkland Management Plan (draft and final versions) must be provided, alongside an electronic version in pdf format. The consultant should allow for a two copies to be lodged by them with the local HER and the GHS Hestercombe Archive respectively.

Digital data

55. The recording and presentation of historical and archaeological data in digital format will need to be discussed with NE prior to submission of tender documentation. For example, if GIS is used, please note that NE use ArcGIS.

Standards of work

56. Consultants should note that unsatisfactory work which does not follow the brief (or any variation agreed with the client and NE) or which is not submitted according to the above timetable and/or output requirement may compromise the client's eligibility for grant aid.
57. The client is responsible for monitoring the work of the consultant/s, in terms of time spent and costs incurred, to ensure that the plan is delivered on schedule and within budget. The contract is between the consultant and the applicant, not between the consultant and Natural England.
58. Natural England must be alerted as soon as unforeseen costs or delays are predicted.
59. A contract to commission works part funded with this grant must recognise:
- Copyright is exclusively owned by the author(s) of the work or their employing company, not with Natural England or the Agreement Holder,
 - To a certain degree, private and research study, copy or lending for educational or library purposes are permitted as 'fair dealing' under the Copyright, Designs and Patents Act 1988,
 - In addition, the owner of Copyright consents the Agreement Holder, Natural England and other relevant public bodies or their agents (see below) to unrestricted acts of copying or adapting the work, renting, lending or issuing copies of the work to the public or third parties under a non-commercial government license,
 - The author of the works retains the right to be identified as the author,

- Relevant public bodies or their agents may include government departments, Natural England, Historic England, Local Authority-held Historic Environment Records, and the Garden History Society.

Tender documents

60. To enable a full appraisal of the tenders, the following information is required from the consultant(s):

- Proposed methodology for preparing the plan in accordance with the requirements of the brief;
- Proposed programme and timetable for the work;
- Proposed time allocation for each stage of work;
- Time input by each member of the consultant's team;
- Range of professional skills offered;
- Names and CVs for individuals who will prepare the plan;
- Details of any subcontractors;
- Total cost + VAT which should be broken down to show:
 - Day rates for each member of the consultant's team;
 - Travel and related expenses;
 - A separate rate for additional meetings beyond those identified in the brief;
 - Other expenses;
 - Plan report production costs;
 - Professional indemnity insurance details.

Please note that day rates and expenses should be included in the total overall cost as there will be no allowance for adding in these costs later.

61. Tenders should be submitted to **[insert Agreement Holder details here]**.
The deadline for submission is 5pm on **[insert deadline date]**.