

THE TRUST

RESEARCH & RECORDING TEAM

Terms of Reference

Note on terminology:

- **'Team'** refers to the core group who manage the work of the Research Group.
- **'Group'** refers to our wider body of researchers (of which the Team are members).

Aims:

- to foster awareness of the significance of the parks, gardens, designed landscapes and other green places of Hampshire;
- to engender understanding among the public of the aesthetic, communal and educational value of these places;
- to contribute, by documenting their history, to the future conservation and development of these places.

Objectives:

To achieve these aims by:

- researching and recording the history, design, development and present condition of parks, gardens and designed landscapes throughout Hampshire and articulating the significance of each site;
- recruiting and training volunteer researchers to produce comprehensive Research Reports to a standard content and format;
- maintaining a Register of Historic Parks and Gardens in Hampshire that is freely accessible to all;
- making our research available to local government officers, planners, owners and those responsible for the management of historic parks, gardens and designed landscapes and other interested parties at the discretion of the Chairman;
- providing research to enable The Trust to carry out its role in monitoring and responding to developments which impact on historic parks, gardens or designed landscapes;
- delivering lectures and study days to educate and inform members of The Trust and the public.

Role of the Team:

- the chairman shall be appointed by the Team;
- shall consist of up to six members of the Hampshire Gardens Trust, together with external advisers if and when the Chairman and the Team might deem appropriate;
- shall meet to review the work of the Team, as required, but at least 4 times a year and in due time for the Chairman to report to The Trust's Executive Committee ;
- shall hold an Annual General Meeting to which all members of the Research Group will be invited and at which a Chairman will be elected.

Role of Chairman:

- to manage and lead the Team and the Group in delivering the objectives;
- to maintain, train and motivate an effective Group of researchers so that the public research database is as up-to-date and accurate as possible;
- to represent the Team within The Trust and ensure that the Executive Committee is fully aware of the Group's activities and achievements;
- to represent the Group to external bodies (such as HCC, Local Authorities, The Gardens Trust, Parks and Gardens UK) and interested individuals.

Chairman's Job Description:

- set dates for quarterly Team meetings, prepare and circulate Agendas and Minutes and maintain an Action List of Team tasks;
- prepare a quarterly report for, and attend, the Executive Committee;
- agree the Team budget with the Executive Committee and monitor expenditure;
- with the team, periodically review research procedures and documentation, and allocation of research sites/topics;
- with the Team, agree procedures and responsibilities for mentoring researchers and peer reviewing their research reports;
- ensure that completed research is uploaded to the HCC internal IT network (Hantsnet), that hard copies are archived according to Trust policy and that the summaries (Gazetteers) are entered on the public research website;
- maintain and develop the knowledge, skills and understanding of the researchers by delivering an annual training day and lecture series;
- enhance the ability of researchers to 'read' an historic park or garden through field trips, visits to archives and other learning opportunities, and delegate a team member to organise these events;
- maintain communication within the team and with researchers through face-to-face and electronic briefings and ensure access to a private website of news and resources;
- ensure that the Hampshire Register of Historic Parks and Gardens and the Historic Environment Record are updated on behalf of HCC, according to procedures agreed with HCC;
- liaise with Parks and Gardens UK and ensure that their database entries for Hampshire are updated as necessary;
- be a point of contact with The Gardens Trust, or delegate a team member to that role;
- ensure that an electronic and/or paper record of the team's activities, research completed etc. is maintained and that documents are provided as necessary to The Trust's archive.