

To get started, search on the web for Missing Pieces Project and the home page should come up. Near the top is a button 'Join', which you will need to do the first occasion, by giving your name, email address and creating a password. After clicking the confirmation link in the email, they send you, you come back to the same page and have to scroll down a bit further to this 'Sign In' button. You will be asked for your email and Missing Pieces password.



Before you start uploading your images or information you might like to manage your profile and what appears on the screen alongside your contribution. This can be done using the My account option at the top of the page.

My Public Profile Change Password	Your public profile details have been updated.	Missing Pieces Project
Change Password		Add your photos of listed places
Change Password Newsletter	Your profile appears next to contributions you make to the <u>Missing</u> Pieces Project.	Share your insights and images of places on the National Heritage List for England
	Adding a profile acknowledges you as the author of photos and text that you've contributed to Heritage List entries.	Make a contribution
	Full name: Karina Flynn	Apply for listing
	Nour me: ropromain Volunteer Support Officer with the Gardens Trust. Leading the Suffolk's Unforgettable Gardens Project, to research and record the county's garden and park heritage.	<ul> <li>Apply to have an historic place protected via listing</li> <li>Request a change to an existing list entry</li> <li>Apply for a Certificate of Immunity</li> </ul>
	Profile image (optional)	<ul> <li>Tell us about a Business</li> <li>Preservation Notoce (BPN)-for local authorities and national park, authorities only.</li> <li>Request delisting</li> </ul>
	contribution and on your profile page. The image updates when you click on 'Save changes' below. Remove profile image.	Apply for listing
	Organisation (optional)	

These are the options available to you. You can add some information about yourself or the organisation you represent. You can also upload a picture of yourself, or something else such as an organisation logo – which is great, if you want more people to know about you. At the bottom is an opportunity to have an alternative name to appear beside your contributions. If you are a blogger, writing under a pseudonym for example, or you want to contribute using a nickname, or the name of your organisation. The HE moderators have to approve it so choose wisely!



If you know the exact name of the park or garden, listed building or a scheduled site, you can use the search the list button. If you put in a parish name e.g., Felixstowe and lots of entries come up, any registered parks and gardens will come up at the very end of the list. However, to search your particular site, you have to know the name HE uses, and, like racehorses, no two sites or buildings have the same name. I find it easier to use the 'search the map button' and zoom in to the area you are interested in and look for the green shaded areas (parks and gardens), listed buildings (blue triangles) or scheduled sites (shaded red). If you have already been researching your park or garden, finding it on a map should be very familiar.



Left click onto a green shaded area (or triangle or red shaded area) and the listing details come up. To see the whole entry left click on the View this List Entry link.

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() Overview	Official List Entry Photos	
Overview		
Heritage Category:	Park and Garden	-
Grade:	н	4
List Entry Number:	1001220	
Date first listed:	06-Feb-2003	

The middle button will show you the full listing information for the entry, but hopefully you will have already come across this in your research. To see the current extra contributions, click on the Comments and Photos button. Try to avoid duplication and plan to add new images or information. Your research might contradict someone else's contribution, in which case quote where you found your information. The image shown bottom right is a Nigel Temple postcard from his collection, now curated by Historic England. You can find all the postcards in this collection by Googling 'Nigel Temple, Historic England' in a dedicated webpage that will tell you all about it and includes an interactive map on which you can search to see which postcards HE has. To mark the 40th anniversary of the Heritage Act and the setting up of the Parks and Gardens Register, HE is keen for people to add current views from the same spot. I'll now go through how I did this for this postcard of the Cliff Gardens at Felixstowe.

Overview Official List Entry		
Comments and photos		0
Logged in as Gardens Trust <u>View your profile</u> There are 10 comments Add your comments, photos or videos now		Viser contributions are not fact checked and do not represent ti official position of Historic England. Request a correction of the list entry
<ul> <li>Pinned by Historic England</li> </ul>	Sort by Newest to oldest	Read the Missing Pieces Project Terms and Conditions For any other issue or if you nee help. please email:
Suffolk's Unforgettable Gardens Project     August 02, 2023 at 5:17 PM	Options 1	MissingPieces@Historic England.org.uk

If you have followed the steps above and signed into Missing Pieces Project first, your Comments and Photos page should look like this, with a yellow box for you to add new material. You will notice that the Suffolk's Unforgettable Gardens logo is shown as well as the name of the project.

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CLIFF	SARDENS AND TOWN HALL GARDEN		
	nter your contribution		
Official List E	your contribution		
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omments, photos or	Add a YouTube Video		a correction
	Submit for app	oroval Cancel	Missing Piec ad Conditions

Write your text in the box above, remember to add references to where the information comes from, also any image details – photographer, owner etc. You have the option to upload photos or a link to a YouTube video. Clicking on the Add your Photos bar will bring up spaces to add up to 4 photos.



## Slide 10

I have added a piece about the photograph taken from the same spot as the Nigel Temple postcard. I have also included the date of the photo and could have added any significant changes between the two images, but there isn't a lot of different here. I have commented that in 2023 it is 20 years since Cliff Gardens and Town Hall Gardens were added to the Register of Parks and Gardens. I have clicked the first photo bar and dragged (or you can cut and paste) my jpg file into the first photo box.



A preview panel will come up and your photo should appear. You are given the option to skip the preview whilst it is uploading but I would see this appear first to make sure I have chosen the correct image!

Comments and phot	Add Comment	×
Control Barry Canada Barry Canada Barry Canada Barry Add	Add Alt Text Add alt text to describe your photo to a who is blind or has a visual impairmen Stoep, terraced garden, with pathwa; store steps, leads or prom the sea from large brick and red-tiled house	isomeone t. ys and ont to a a correction of the l
	Remove	A Missing Pieces Proj nd Conditions
Historic England Communica	Add a photo (2 of 4)	other issue or if you tase email:
May 16, 2023 at 10:48 AM	Add a photo (3 of 4)	
Cliff and Town Hall Gardens are a Grade decided to develop a public garden alor attraction. Although they ran a competit	Add a photo (4 of 4)	
designs were not realised. In 1902, the Fe along it and at the same time laid out a :	or	
artificial rockwork used in the creation o was erected at the Spa by the council an	🔗 Add a YouTube Video instead	
on top of the clift to the north-east of the the area around the nearby Spa were re Woodbridge firm of Notcutts Nurseries v plants. The result was an intricate series 1919 onwards a series of changes were r	Submit for approval	Cancel

The first photo is uploaded successfully and then you can add up to three more images in the same way. Add descriptions of the photos is optional but using the 120 characters (including spaces) will tell a visually impaired person what is shown in the picture – keep it literal, this is not an opportunity to add more information!

Once you are entirely happy with text, photos and descriptions – press submit, and you will get a message come up telling you your contribution is awaiting a review by Historic England and this can take up to 2 days. I found that my first submissions were being approved and appearing on the Cliff Gardens page before I had finished uploading my last submission – so the moderators were viewing my material as it came in.

![](_page_6_Picture_0.jpeg)

As I have a collection of early Cliff Gardens postcards I decided to try and take photos of the same views they show. This was surprisingly more difficult that it sounds, with mature trees and changes in the path level/steps etc. happening over the intervening years!

![](_page_6_Picture_2.jpeg)

Slide 14

The Rock Cascade on a 1930s postcard and the same view in 2023, with a bit of information about Pulhamite artificial rocks. Viewers will be able to see the whole images, when they click on them.

![](_page_7_Picture_0.jpeg)

Edwardian postcard with a painting by A.R Quinton with the very same, but very much restricted, view today. I added 2023 photos of the new octagon shelter and the view from inside it, for comparison.

![](_page_7_Picture_2.jpeg)

As I was uploading information in the late afternoon, the HE moderator was finishing up work for the day which meant the last two submissions were left pending overnight. While they are still pending you can see them on your screen but not anyone else viewing this entry on the HE webpage. While they are pending you can go in an edit them if you see a typo or want to add something. In the future, I think I would send in submissions on a Friday evening or over the weekend, safe in the knowledge I could make changes before the Moderators log in again on Monday morning.

![](_page_8_Picture_0.jpeg)

My last submission included these 4 photos of views in taken in July 2023 with a short description of where each one was taken and what they show. They nicely illustrate areas described in the listing entry and are a record for the future. Using you own photos is the easiest way to contribute - along with out of copyright old postcards and images. HE might not approve a submission if they are concerned about copyright, but they'll get in touch to ask about it.

![](_page_8_Picture_2.jpeg)

Lastly, you can add your missing pieces research to any entry on the National Heritage List for England! I was struck by how little these front gardens in Old Catton in Norwich had changed since the 1906 postcard I have. They are in a conservation area but are not in the nearby Registered Area of Grade II Catton Park. This smart terrace of houses is not a listed building BUT clicking on a blue triangle during the map search told me their cast iron gateposts and railings are! I have attached my two images to these listed structures entry.

![](_page_9_Picture_0.jpeg)