

Green Futures - Missing Pieces-20260709_120200-Meeting Recording

9 July 2026, 11:02am

31m 8s

● **Frankie Taylor** started transcription

TM Tamsin McMillan 0:05

So yeah, the recording is just started.

So yes, thank you so much for coming. You may know us already, but so presenting today are me, I'm Tamsin McMillan. I'm the volunteer support officer at the Gardens Trust and Frankie Taylor, who's the engagement officer.

There's a little bit of feedback. If anybody's got their microphone on, would you be able to just mute it? Otherwise, maybe it's just a problem on my end. I hope it's not too annoying. So this session is going to cover what the missing pieces project is and why it's so important to share research in this way. And then we'll give a couple of examples of pieces of research that have already been shared by Guardance Trust projects.

And then we'll do a quick live walkthrough, just showing you the step by step of how to add some snippets of research to the Missing Pieces digital platform. There'll be time for question and answers at the end, but please do type questions into the chat as you think of them and we'll read them out at the appropriate time.

Yeah.

So although primarily aimed at volunteers on our Green Futures project, this session is suitable for anyone interested in finding out how they can share their memories, stories, photos and snippets of their historic research more widely.

So with funding from Historic England, our Green Futures volunteers have been researching non-registered historic designed landscapes in the east of England. They're currently adding their finished research reports to the historic environment records.

It's so important to share your research in as many ways as possible so that others can see it and that so that the landscape can be better understood and protected. So we're asking the volunteers to share even further by adding to the national heritage list for England. And we'd like each volunteer, not just the lead volunteer in each county, to add something to missing pieces.

However, there is a caveat that not every site may have a listed building or scheduled monument or other designation attached to it, so it may not be possible for all sites to share via missing pieces.

We're encouraging the volunteers themselves who wrote the reports to share their own research in this way, as this will be really good practice for continuing to do so after Green Futures has finished. But for those not involved in Green Futures, it's really easy to set up a Missing Pieces account for your County Gardens Trust or your other group.

or as an individual if you prefer. And we'll show you how to do that in a moment.

So Historic England's National Heritage List includes over 400,000 listed, registered or scheduled sites. And these can include parks and gardens, battlefields, shipwrecks and buildings of all shapes, sizes and ages.

The Missing Pieces Project, which was formerly called Enriching the List, was started in 2016 so that anybody could add their own images and stories to entries on the list, helping to build the historic record and helping councils and managers to understand how these sites are special to the people who visit them and how better to protect their significances in planning.

So you can add information about what you love about a building or a site, the memories it holds, what it means to the community, and you can add photos or share any additional information that you like. And it's quite casual, it's not an academic platform at all.

The good news is that of the 1700 plus registered parks and gardens on the list, around 1400 already have a contribution from missing pieces, which is really good. But landscapes that aren't registered won't be included on the National Heritage List, but you can still give them a presence on the list by adding information about them to associated records. So for example, if the landscape you're researching surrounds a listed building or has a listed garden structure within it, you can add some of your research and images of the landscape

to these records. And it's also a really good way to promote your County Gardens Trust or other research group because you can register on behalf of your group rather than as an individual if you prefer.

So to contribute to the project, all you need to do is go to the missing pieces homepage and join. And just by giving your name or the name of your organization, an e-mail address and creating a password. And after your account setup is confirmed, you can add a logo or a picture. And there's room for a description as

well. So that's all useful if you want more people to find out.

about you or your organization.

Then if you know the exact name of the park or garden, listed building or scheduled site you want to add information to, you can search the list. You can search using the search the list button.

or you can use the map view and just zoom into the area you're interested in and look for the most appropriate record.

Then you select your site or building and the listing details come up. So this image here on the right shows an example from Suffolk. This is what you click, what you get when you've clicked on one of the entries. The middle button here shows you the full information for the full listing information for the entry.

But to see the current missing pieces contributions, you just click on this comments and photos button here.

And when you're logged into Missing Pieces, a box will come up at this point for you to add new materials. This box here will pop up.

And all you need to do is just write your text into the box, remembering to add references to where the information comes from and also any image details about the photographer, the owner of the image, etc.

And you can add up to four photos and you can also include links to websites or YouTube videos or pretty much anything else you fancy. Do, however, try to avoid duplicating any information that's already been added. Your research might well contradict somebody else's contribution, in which case it's really important to quote exactly where you found your information so people can judge for themselves which one is the most accurate.

Do you remember to include your name in the text? So underneath the text that you enter about the site, just write something like research undertaken by Joe Bloggs if you've registered as a group rather than as an individual, but would still, very rightly so, like some recognition for your hard work. So please do put your name in.

And then once you're entirely happy with your text and photos and descriptions, you simply press submit and you'll get a message telling you that your contribution is awaiting a review by Historic England. And that can take up to two days.

So we really do recommend having a go at enhancing the list entries in this way.

Please do let us know in the comments if you've tried it already. And here is an example from our recent Suffolk Unforgettable Gardens project with text here and an historic and

matching modern image, giving information on the dripping well at Cliff Gardens and Felixstone.

So for Green Futures, we'd like all of the missing pieces entries to be submitted under the project name. So we've created an account for this and we'll send login details to the volunteers after this webinar.

I'm now quickly going to run through exactly how to add a piece of information to a couple of Green Futures sites, so just bear with me while I just change the screens. Just one second.

No, where's my his name is straight boy?

Mm.

Frankie and I just practiced this and it was absolutely seamless. Of course, it's never the same when you're doing it live.

Just on my window.



Frankie Taylor 9:02

Oh, you're muted, Tamsin.



Tamsin McMillan 9:09

On my back.

Okay, great. So I'm hoping you can all see the screen that just shows that I've typed in NHLE for the National Heritage List for England. Frankie, can you give me a thumbs up if you can see that screen? Great. So I'm just going to click on the first one that comes up, which is search the list.

So this takes you to the homepage for the National Heritage List for England on Historic England's website. And then the very first thing that you need to do is go up to this sign in area here.

and click sign in. So I already put in the details for our Green Futures project, which the volunteer is going to be receiving.

So we've created an e-mail address just for this project. So Frankie and I will be able to see when things have been submitted, which will be really useful.

So you sign in. Yeah.

And now the next thing that I'd like to do is I'm going to be, I don't know whether the volunteers are here, but I'm going to be adding some information for one of our Green Futures sites, which was Egerton in Cambridgeshire. And that was researched by Rachel Jordan. So I'm going to search for

Egerton. So I clicked search. I'm just literally going to type in Egerton. But to narrow it down, I'm going to just go to the location button, click on that. and look for the county. I know it's in Cambridgeshire, so selecting Cambridgeshire. And here they are.

Right at the top, which is very convenient, not always the way.

So we've got, so the piece of the information that I want to submit is about the stable block. There's an image of the stable block. So we have here the lodge, we have stud farm buildings, we have the stable block and we have the house and the nearby church. So it's obvious to me that the most appropriate one would be the stable block. So I'm going to select that entry as a grade 2 listed building. And here's the record.

So if we wanted to look at the official list entry, we click on there.

and I'm sure you're all familiar with listed building entries and registered landscape entries, but we want to add information. So we're going to go to this comments and photos box. It's telling me that nobody has yet submitted anything. I'm clicking on that.

And here we go. It's reminding me that I'm logged in as Frankie because she created this account. There's our Gardens Trust logo. If you create your own account as a different group, you can put your own logo or you can put a photo of yourself or whatever you like in there. Now I want to add comments and photos, so I'm clicking in this box.

And up it comes, as you've seen before. So I've just pre-prepared some text, which I'm just going to copy now.

Just a little summary.

And I'm going to paste that in and just show you.
what we've got.

So this is just a very quick summary of the site. So built in 1891 as a racecourse training centre used by royalty, Egerton Stud included designed features such as paddocks, stables and training areas. Now we are interested in the landscape, so we're mentioning it here. It's wooded boundaries and refined architecture reflect its role as a place for the wealthy.

but also offered protection from touts seeking insider information at a time when horse racing gambling was gaining popularity.

And we've said here the site was researched by Green Futures volunteer Rachel Jordan. I've also got a link to the Gardens Trust website on the page about Green

Futures, which we'd like all the volunteers to please include.

And then a little bit of information about the image that I'm going to be adding.

I'm just going to go down here to add your photos.

and choose a photo.

And let me just drag in a photo that we have ready.

So, here it is.

It's a really nice cigarette card image of the stables and it's interesting to us because it shows a bit of the formal landscape around the stables and a little bit of the tree planting.

So, we're going to add that in.

And Rachel was given permission by the owner of this image to use it. So we've written in here, consent for the image below has been given by John Slusar, who owns this website. But if they, if Missing Pieces wants any further information, that can be forwarded to them.

And I'm also belt and braces.

putting further information into the description box. So just a photo of a cigarette card issued by E&W Anstey showing the lads' quarters at Egerton House on a web page by John Slusa. So do, it might feel like going overboard, but do give quite a bit of information about where you found the image.

the date of it, if possible, any website link to it, and please do put that permission image information in. If you don't include information about permissions, they may reject your post.

And the last bit, it says, add text to describe your photo to someone who is blind or has a visual impairment. So obviously we want this information to be open to all as much as possible.

Sue.

You can just say something like this. It's a colour image of a large ornate stable block with red, brick and black and white timbering with trees and hedging. So that gives a pretty good idea of what it's all about.

And we're done. It's that simple.

So all I need to do next is press submit.

I hope it goes through. There we go. Thank you so much for contribution. Well, aim to review your contribution within two working days. Because you're using an e-mail address that's been set up by us for this, if there is any correspondence, if they have any queries,

we would receive that e-mail and then we'd have to get back to you with that information, but that's no problem at all. So that's one done and it was that easy. I'm just going to do another one.

So I'm going to go back to search the list.

Because the next one that I want to add.

is for a site called...

Bressingham in Norfolk.

So typing in Bressingham and to search the list, go back to your location button, make sure you're in the right county.

Oops.

Norfolk.

And I know that this is the landscape around Bressingham Hall. So I think in this case, the most appropriate entry to add to is Bressingham Hall itself. So here it is,

Bressingham Hall, listed grade 2. Again, click on the entry.

There's an overview. Somebody has added an image, which is great.

But we're going to add some more information.

So, that's the previous edition, and then all they just put is...

The date it was taken.

Sue.

I'm just going to paste in.

A little more information.

Oh, and I also want to put in there.

Green futures.

Website address.

So I'm going to say taken by.

Green Futures volunteers.

So, we've got here, Bressingham is a pioneering post-war garden created by horticulturalist Alan Bloom. Its innovative island beds transformed garden design by allowing plants to be viewed from all sides. Developed from the 1950s, the gardens showcase thousands of plant varieties and highlight the significance of more recently designed landscapes.

Now, this is just a tiny summary of a really big report that Lizzie and Casella researched and put together. But I think this is the sort of information that is wanted for missing pieces. It's little snippets and images. If anybody's interested and they want to find out more, they can go to the Green Futures website and then they can

source the report if they wanted to.

So, we've said the Cyprus reception photograph by Lizzie Billet and Silla Latham.

And...

I'm just going to remove that.

I'm going to go down to add a photo.

Choose my photo that I've already selected and just saved in a folder.

We'll just wait for a second.

So you've got a lovely image of the gardens, really colourful and beautiful.

Add that image.

And then...

I'm just going to paste in the description.

Resumes Island beds and who the image is buying.

And again.

Let's put in a description for somebody who might have a visual impairment.

So let's say it's a lush green garden backdrop by blue skies with pink and red plants and a path leading to the garden in the foreground.

So it's pretty simple, pretty straightforward, but it gives a really good understanding of what that landscape's like.

And we're just going to submit that.

And there we go.

Nice and straightforward.

I'm just going to stop sharing this window and just reopen the PowerPoint.

And let's just get back to where we were.

So I mentioned image permissions, but I just want to stress how important it is to get permission to use images.

In a report, it's particularly important. You don't want to get into any kind of trouble for using an image that you just don't have permission for. And you don't want to have them try and submit something to Mrs. Pieces and then have it turned down.

So state where your images are from. Use any particular wording that you've been asked to use by the owner. If they've described the image in a certain way, please just use that.

If in any doubt at all about whether you can use an image, just don't post it. It may be rejected. If you've taken an image on site, you have ownership of it, but you must also ask permission or consent from the landowner to use that image in a report or on something like missing pieces.

because you went onto private land in order to get that image. If, however, you took a photo of a site from a public right of way, then you're absolutely fine and you can use that without permission from the landowner because it's somewhere that's visually accessible to all.

So on this slide is the advice that missing pieces give about images and I'll just quickly run through this. Sorry, not just about images, it's their general information. So if you spot a list entry that you think might be incorrect, do let them know, don't keep quiet about it and they will make minor amendments.

And I imagine that the same applies to missing pieces entries as well. If you think something is incorrect, do let them know.

Please don't contribute any information that can be used to identify people. So if you have, I don't know, a nice picture of a visit to a lovely garden, but there are people having a picnic in the front of it and you can actually identify them because their faces are clear. Please don't

use that image or please do blur out the people so they can't be identified. It also asks you to blur out any car registration plates. So any, if there's a car in the distance and you can't read it, don't worry. But please, if there's something right in the foreground and it's really obvious, if you could blur that out too.

or just crop your image to avoid that.

It's asking you not to add any contributions that have adverts in them or commercial activity. Well, I don't think that applies to any of us here. It certainly doesn't apply to our projects. But I guess you might get people trying to advertise things via missing pieces. And it also says your contribution may be rejected if it's not historically relevant to the list entry. So

Please do bear that in mind too. And then another point about the imagery.

Photographs must be yours. If you're contributing A historical image, you must have the rights to upload it. So I don't think it's particularly worth trying to upload historical ordinance survey maps that anyone can get a hold of via the National Library of Scotland. But if you're in an archive and you come across an old image or an old map that shows some really interesting information about that site and you think that would be good to share, that's exactly the sort of thing which I think would be really useful to put on missing pieces.

but you must get permission from the archive to use it in this way. And also state really clearly on your entry exactly where you got it from, where the archive is and what permission you've got. Because yes, they're very strict and rightly so.

And the last little bit of information is that the website states that some customers have reported problems adding photos and information to missing pieces. So if this is the case for you, then there is an e-mail address to contact somebody to give you. A hand to help you through it.

And Frankie just posted that. Thanks, Frankie.

So.

This was always going to be a short and sweet webinar and we're nearly there.

Just leading on, we just like to go through the few next steps.

Our Missing Pieces project was a two-year project and it's ending in October, but that's the actual, the very final date when we'll have our project celebration. But it would be really helpful if you could submit your information to Missing Pieces before then. So we're asking you to stick to a deadline of Monday the 31st of August to Put any information that you can onto missing pieces and let us know that you've done so.

It would also be useful if you're one of those sites that doesn't have any designated site to attach information to, if you could just let us know that you haven't been able to put any information on for that reason, that would be helpful too.

Yes, and let us know when you put it on and please could you send us the link to show which site you've attached it to so we can have a look. And it would be great if you could also encourage your County Gardeners Trust if you're already a member or other volunteers or other groups to also submit material via Missing Pieces.

It's really useful, it's really accessible and it does really bring list entries to life because they can be a bit dry and a bit dull and having images and sort of less academic information on there really helps you to get a better understanding of them.

So I think that we are there. Thank you very much for listening. We're going to have a quick Q&A session. I've been aware that there have been things pinging into the chat, which is great. And when we've done that, Frankie is going to launch a very quick poll, just of three questions to ask you what you thought of. this webinar.

You're going to receive the recording in the next day or so and it's also going to be available via our resource hub on the Gardens Trust website. So thank you very much for listening. I hope you are inspired to go and have a go at Missing Pieces yourself and I will leave it there and I'm just going to stop sharing now.

Thank you.



Frankie Taylor 26:40

Thanks, Tamsin. Yeah, if anyone's got any questions, do pop them in the chat or just ask us now. You can unmute yourself now if you can figure out how to do it. Emma had a quick question, Tamsin, and she asked, would it be useful to have a template agreement for permissions that could be printed and signed or used in an e-mail? So I guess this is relating to if you want to share images on missing pieces of particular sites. I think that if you're a part of the Green Futures project and you've been doing research and you've been visiting sites already, you might have already been in touch with site owners and you might already have that agreement with them. But if you don't, get in touch with us because we can send you something. We can send you a template permissions form that you can send to them to get consent. But because we're sort of nearing the end of the project, now and we might not have as much time to sort out permissions because sometimes it can take a little bit longer than expected. I guess I should just reiterate that you don't have to share photos if you don't have any or you don't have the right permissions for them. You can just share text and snippets of your research on missing pieces. So I don't feel like it's mandatory to add photos. But yes, try and get permission wherever you can. And even if they haven't signed an agreement and you've just got a quick kind of sentence in an e-mail from somebody or you've got permission verbally from them that, you know, they're okay with images of their site being shared, that should be fine. I guess you'll just have to judge it and judge it based on the relationship that you've got with the Site owner, but yes, I hope that helps.



Tamsin McMillan 28:28

I think it does. I think for absolute clarity, I mean, the very best thing that you can do is have a written permission. So I'd say if your CGT or other groups going to set up a new recording project, research and recording project, We tend to state the ways in which material may be used and it's just worth adding missing pieces to that as well. So you've got that from the start. But yeah, that's a good question, Emma. Do we have any more?



Frankie Taylor 29:02

There are no more questions in the chat, but if anybody has any questions, now is your chance. Otherwise you can e-mail me and Tamsin at any point and we'll do our best to help.

No, I think we might be...



Tamsin McMillan 29:19

It is so straightforward. I'm not surprised there aren't any questions. If you just go and have a go and go and have a play around, you don't even have to press submit. You can just try it, try putting some information in and then you can just abandon it basically. So just so you sort of get comfortable with using it. But honestly, it's quick and it's easy.

And you can have a really nice presence on the heritage list. You can get carried away with posting all over the place. So enjoy.



Frankie Taylor 29:47

That's right. I'm just going to, just before we leave, I wouldn't mind if you could just complete the quick poll that's about to be launched. It's just three questions so that we can understand how useful these sessions are. So please do fill that in. And when you're done, I think you are free to leave. So thank you very much for coming, everybody.

And we'll see you soon.



Tamsin McMillan 30:10

Yeah, thanks so much for coming.



Frankie Taylor 30:12

Good, Stephen. Yeah, it is straightforward.

Thanks, Emma. See you soon. Good luck.



Tamsin McMillan 30:25

Thanks, Emma.

Thanks very much.



Frankie Taylor 30:52

Thank you.



Tamsin McMillan 30:53

Thanks for those of you who done the poll.

And stop recording.



Frankie Taylor 31:05

Yes.



Frankie Taylor stopped transcription