



## **HCA Project Team**

### **Minutes of Project Team Meeting – 6 July 2023 Whealers Farm**

**Those Present** – Andy Grimshaw (AG), Geoff Geaves (GG), Joy Sachak (JS), Pauline de Marco (PdM), Ian Whittle (IW)

**Apologies:** - Jane Armitage (JA)

**Objective:** - Agree what decisions and actions must taken/completed to progress the remaining HCA work?

#### **1. Welcome**

- 1.1. GG welcomed those present and also Jane Armitage who unfortunately could not be with us but was interested to join the team. It was reported that Ruth Heywood had said she had not received the emails and therefore didn't think she was expected. GG to investigate.

GG circulated a draft ToDo and Decision list as a framework for discussing of what work remained. An updated list is attached with completion dates, where possible, and decisions are listed below under each heading.

#### **2. HCA Newsletter.**

- 2.1. No comments were received and the newsletter will therefore be released later in the next week.
- 2.2. Authors for subsequent newsletters were appointed and it was agreed to prepare the articles as soon as possible. Authors and target release dates are indicated in the ToDo list attached.

#### **3. Conservation Area Assessments (CAAs)**

- 3.1. The team decided to conduct a CAA for not only the existing areas around St Nicholas Church and Aviary Road but also the prospective new areas around The Old House and Blackdown Avenue. NB Action on AG to contact Blackdown Avenue RA and determine whether they want to be assessed as a conservation area.
- 3.2. The team decided to use the expanded 5 page Oxford assessment tool as WBC base their assessments on this tool.
- 3.3. It was decided that the output from each assessment would be a Supplementary Planning Document (SPD) to facilitate integration with WBC planning processes.
- 3.4. Leaders for each CAA were agreed – see over.
- 3.5. The initial CAA will be undertaken by all team members as part of a normalisation exercise for subsequent CAAs. do IH and NA took the team through the 19 questions embedded in the LTCA redline feedback indicating how the comments might be accommodated.
- 3.6. A letter drop to each house in the CAA will be prepared to explain what is being done and invite resident participation.

#### **4. Complete Headland Baseline Heritage Assessment. (Headland Archaeology)**

- 4.1. Decisions are pending responses from Jennifer Richards. GG is actioned to follow up queries – see over.
- 4.2. It was agreed that if money was an issue in completing the report and additional manday could be spent.



**5. Complete Landscape and Townscape Assessment.(LDA Design)**

5.1. Actions to finalise the LTCA were allocated – see over.

5.2. It was agreed that if money was an issue in completing the report and additional manday could be spent.

**6. Publish LDA and Headland Reports**

6.1. The team agreed that as soon as the reports were published they would be published on the PNF website and forwarded to WBHC Planning Policy group with a note they would form a key part of the evidence base for the Heritage Conservation Assessment project and our updated Neighbourhood Plan expected in 2027.

**7. Final Report Requirements.**

7.1. The following will be required as a minimum:

- a. Landscape and Townscape Character Assessment
- b. Heritage Baseline Assessment
- c. Pyrford area heritage assessment.
- d. St Nicholas CA SPD
- e. Aviary Road CA SPD
- f. The Old House CA SPD – assuming this goes ahead after discussion with Jennifer Richards
- g. Blackdown Avenue CA SPD??????

The meeting concluded with agreement to meet again on the 7/8 August – GG to arrange.



**HCA To Do List - 6 July 2023**

<b>Subject Area</b>	<b>Item</b>		<b>Owner</b>	<b>Del'y Date</b>	Comment
<b>HCA Newsletter</b>	1.1	Sign-off/edit July Draft	GG	06/07/2023	
	1.2	Publish July Newsletter	GG	08/07/2023	
	1.3	Assign authors for future newsletters:			
	1.4	Listed buildings in Pyrford	AG	15/08/2023	
	1.5	Heritage Priorities	GG	15/09/2023	
	1.6	Maps	GG	15/10/2023	
	1.7	St Nichs	IW	15/11/2023	
	1.8	Aviary Road	PdM	15/12/2023	
	1.9	The Old House	JS	15/01/2024	
	1.1	Wheelers Farm	IW	15/02/2024	
	1.11	LDA work	GG	15/03/2024	
	1.12	Headland work	GG	15/04/2024	
	1.13	The Old House CA	JS	15/05/2024	
	1.14	WG Tarrant history and Blackdown Avenue	AG	15/06/2024	
<b>Conservation Area</b>	2.1	Lead a St Nicholas CAA	IW	?	
<b>Assessments (CAAs)</b>	2.2	Lead an Aviary Road CAA	PdM	?	
	2.3	Lead an Old House CAA	JS	?	
	2.4	Lead a Blackdown Avenue CAA	AG	?	Need RA agreement.
	2.5	What methodology will we use	ALL	Done 6/7/23	5 page Oxford template
	2.6	Format of deliverable for each CAA	ALL	Done 6/7/23	SPD a la Tom Simpson
	2.7	Leadership and teams for each assessment		Done 6/7/23	See minutes of meeting
	2.8	Devise a scoring system for assessment sheets	AG	07/08/2023	
	2.9	Draft a letter drop to CA residents	GG	07/08/2023	



Subject Area	Item		Owner	Del'y Date	Comment
	2.10	Get Planning Histories for St Nicholas CA	AG	Done 24/7/23	
	2.11	Get Planning Histories for Aviary Road CA	AG	07/08/2023	
<b>Heritage Baseline</b>	3.1	Review Headland Baseline comments	GG	07/08/2023	Doc sent still stands
<b>Assessment</b>	3.2	Chase feedback on comments with JR	GG	07/08/2023	
	3.3	Confirm whether Pyrford is correctly referred to as a dispersed village	GG		Pending JR Response
	3.4	The Old House as a CA	GG		Pending JR Response
	3.5	Include Pyrford Escarpment in Heritage assessment	GG		Pending JR Response
<b>LTCA Doc - LDA</b>		We changed LDA's original TCA areas and it seems they have not accurately reflected the changes proposed by Pauline therefore:			
	4.1	Check and confirm TCA areas and names	PdM	TBA	
	4.2	Check captions against existing TCA photos	AG	TBA	
	4.3	Build a new library of photo illustrations.	GG	TBA	
	4.4	Get additional photographs:		TBA	
	4.5	3*Lees Farm/Old House	JS	TBA	
	4.6	3/4*Redcut & Dorin Court	AG	TBA	
	4.7	3/4*Golf Close	AG	TBA	
	4.8	4*Hare Hill Close	PdM	TBA	
	4.9	2* Holmes Mead?	PdM	TBA	
	4.10	3*Coldharbour Lane	RH	TBA	
<b>Subject Area</b>	<b>Item</b>		<b>Owner</b>	<b>Del'y Date</b>	
	4.11	4*Pyrford Green	GG	TBA	
	4.12	Why TCA 2F Golf Close?	PdM	TBA	
	4.13	Should TCA 2K include Vic Cottages on Coldharbour Road?	PdM	Done 6/7/23	Yes
	4.14	TCA 2L a large area and more representative illustrations req'd	PdM	TBA	



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<b>Publish LDA &amp; Headland Reports</b>		Cross check changes for impact of changes on other docs.	GG		
	5.1	Where documents be published	ALL	Done 6/7/23	Website & WBC
	5.2	Draft early release of doc to WBC	GG/AG	TBA	
<b>Final Reports</b>	6.1	Agree documents to be produced		TBA	
	6.2	Agree a format for the overall Heritage assessment		TBA	
	6.3	Agree format of CAAs	ALL	Done 7/6/23	As per TS/WBC outline