



## HCA Project Team

### Minutes of Project Team Meeting – 11 August 2023 Wheelers Farm

**Those Present** – Andy Grimshaw (AG), Geoff Geaves (GG), Pauline de Marco (PdM), Ian Whittle (IW),  
Jane Armitage (JA)

**Apologies:** - Joy Sachak (JS)

**Objective:** - Progress work on finalising the LDA and Headland reports and plan conservation area assessments.

#### 1. Welcome

GG welcomed all those present and introduced Jane Armitage to the project team.

#### 2. Minutes of the Last Meeting – 6 July 2023

**2.1. Acceptance of Minutes** – the minutes were accepted as a fair and complete record of the meeting on 6 July.

**2.2. Matters Arising** – AG reported he had been in contact with the new RA committee for Blackdown Avenue and they could not agree on whether they thought Conservation Area status for the area was desirable. After discussion the project team agreed that we proceed without assessing Blackdown Avenue as a new conservation area and that AG explain a quick decision was not required and that if and when they decided it would be helpful to be designated a conservation area an exercise independent of the current Heritage Conservation Assessment project could be started and we would be pleased to help in whatever we could.

#### 3. Interview with Ernie Elliott

JA reported that:

**3.1.** The interview went well, lasted over 2 hours, was fascinating and generated a 15 page transcript of local memories and recollections.

**3.2.** JA is currently looking for a sign-off from Ernie and his wife and will then circulate copies to the project team.

**3.3.** The project team agreed that this was important work and that we should document as much of the memory of older residents as was possible before their experience was lost.

**3.4.** JA reported that she had several ideas for subsequent interviews if things went well with this first interview.

#### 4. Progress – Review of Actions.

The actions are recorded in the table attached to these minutes where those coloured green are completed. Decisions concerning the actions are recorded below:

##### 4.1. Newsletters

4.1.1. AG and IW have completed 3 newsletter articles and the August update will be circulated before the end of the month.

##### 4.2. Conservation Area Assessments (CAAs)

4.2.1. With reference to section 2.2 the action to lead a CAA team for Blackdown Avenue should be deleted until such time as their local residents association could decide whether they were for or against the idea that Blackdown Avenue might become a new conservation area.



The CAA process and the Oxford Toolkit were discussed in further detail, and it was agreed that:

- 4.2.2. The St Nicholas CAA would be the first assessment undertaken.
- 4.2.3. It was reiterated that the Oxford Toolkit was the de facto standard process for assessing conservation areas recognised by both Heritage England and English Heritage and not simply the method used by Oxford City Council. Both rural and urban assessment examples are available on the internet, and most are based on variants of the Oxford Toolkit.
- 4.2.4. GG will re-circulate information on the Oxford Toolkit for greater consideration.
- 4.2.5. AG will search out real life examples of the Oxford assessment form.
- 4.2.6. The use of the letter-drop to announce the exercise within the CA was discussed and some improvements on the first draft were suggested.
- 4.2.7. Given the number of residents within the St Nicholas' CA, personal discussions with each householder about CAA plans was thought to be more appropriate.
- 4.2.8. JA agreed to join IW and consider how best to launch the CAA and get local involvement when the assessment is done.
- 4.2.9. It was agreed that once assessment details were agreed there would be a dry run for team members, in private, before any public assessment was undertaken. Date to be decided when Tom Simpson can join the team.
- 4.2.10. Dates were discussed for a St Nicholas CAA. subject to confirmation by IW and JA at a later date when Tom Simpson can also join the assessment.

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

- 4.3.1. GG has contacted Neighbourhood Watch to be aware that the Forum needed additional photos of some areas and would be assessing some areas as part of the HCA being conducted in conjunction with WBC. A notice will be posted on their Neighbourhood Watch Facebook account.
- 4.3.2. GG reported leaving multiple emails and voice messages for Jennifer Richards but not getting any feedback at this time.

#### **4.4. Complete Landscape and Townscape Assessment (LDA Design).**

- 4.4.1. Good progress has been made taking additional photos for more relevant illustrations – see overleaf.

#### **4.5. Publish LDA and Headland Reports**

- 4.5.1. Nothing further to report at this time.

#### **4.6. Final Report Requirements.**

- 4.6.1. There was nothing further to report beyond projected requirements listed in the minutes for the meeting on 6 July 2023.

### **5. CAA Process**

Covered under the discussion of actions – see 4.2 above

### **6. Template Documents**

Covered under the discussion of actions – see 4.2.5 above and now circulated

The meeting concluded at about 1815. GG to arrange the next meeting.



**HCA To Do List - 20 August 2023**

Subject Area	Item		Owner	Del'y Date	Comment
<b>HCA Newsletter</b>	1.1	Sign-off/edit July Draft	GG	Done 06/07/2023	
	1.2	Publish July Newsletter	GG	Done 08/07/2023	
		Assigned authors for future newsletters:			
	1.3	Listed buildings in Pyrford	AG	Done 17/08/2023	
	1.4	Heritage Priorities	GG	15/09/2023	
	1.5	Maps	GG	15/10/2023	
	1.6	St Nichs	IW	Done 11/8/23	Update provided
	1.7	Aviary Road	PdM	15/12/2023	Photo record complete
	1.8	The Old House	JS	15/01/2024	Could use the Addendum for JR
	1.9	Whealers Farm	IW	Done 2/8/23	
	1.10	LDA work	GG	15/03/2024	
	1.11	Headland work	GG	15/04/2024	
	1.12	The Old House CA	JS	15/05/2024	
	1.13	WG Tarrant history and Blackdown Avenue	AG	15/06/2024	
<b>Conservation Area</b>	2.1	Lead a St Nicholas CAA	IW	Done 11/08/2023	
<b>Assessments (CAAs)</b>	2.2	Lead an Aviary Road CAA	PdM	?	
	2.3	Lead an Old House CAA	JS	?	
	2.4	What methodology will we use	ALL	Done 6/7/23	5 page Oxford template
	2.5	Format of deliverable for each CAA	ALL	Done 6/7/23	SPD a la Tom Simpson
	2.6	Leadership and teams for each assessment		Done 6/7/23	See minutes of meeting
	2.7	Devise a scoring system for assessment sheets	AG	Done 07/08/2023	Option A chosen
	2.8	Revise Draft letter drop to CA residents	GG	Done 19/08/2023	
	2.09	Get Planning Histories for St Nicholas CA	AG	Done 24/7/23	



	2.10	Get Planning Histories for Aviary Road CA	AG	Done 08/08/2023
	2.11	Circulate Oxford Toolkit documentation	GG	Done 20/08/2023
	2.12	Circulate examples of Oxford forms in use	AG	Done 19/08/2023
	2.13	Circulate sample assessment reports	GG	Done 20/08/2023
	2.14	Identify St Nichs residents willing to help c CAA	IW/JA	TBA
	2.15	Set date for team dry run of St Nichs assessment	IW/JA	TBA
	2.16	Set date for St Nichs CAA	IW/JA	TBA
<b>Heritage Baseline Assessment</b>	3.1	Review Headland Baseline comments	GG	07/08/2023
	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	
	3.4	The Old House as a CA	GG	
	3.5	Include Pyrford Escarpment in Heritage assessment	GG	
<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. Get additional photographs:	GG	TBA
	4.4	3*Lees Farm/Old House	JS	Done 12/07/2023
	4.5	3/4*Redcourt & Dorin Court	AG	TBA
	4.6	3/4*Golf Close	AG	Done 07/08/2023
	4.7	4*Hare Hill Close	PdM/RH	TBA
	4.8	2* Holmes Mead?	PdM/RH	TBA
	4.09	3*Coldharbour Lane	PdM/RH	TBA
<b>Subject Area</b>	<b>Item</b>		<b>Owner</b>	<b>Del'y Date</b>
	4.10	4*Pyrford Green	GG	TBA

Doc sent still stands

Pending JR Response

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	4.11	Why TCA 2F Golf Close?	PdM	TBA	
	4.12	Should TCA 2K include Vic Cottages on Coldharbour Road?	PdM	Done 6/7/23	Yes
	4.13	TCA 2L a large area and more representative illustrations req'd	PdM	TBA	
<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