



HCA Project Team

Minutes of Meeting - 14 December 2023 at Wheeler's Farm + CAA Training Session with WBC – 19 December at The Old House

Those Present – For PNF: Andy Grimshaw (AG), Geoff Geaves (GG), Ian Whittle (IW), Jane Armitage (JA), Joy Sachak (JS), Pauline de Marco (PdM).

For WBC: Tom Simpson (TS) – For training session only

Apologies: -

Objective: - Review the HCA action list and kick start the finalisation of the LDA Landscape and Townscape Character Assessment (LTCA). These minutes will also be used to record the outcome of the Conservation Area Assessment (CAA) training session with TS of WBC.

1. Welcome

All were welcomed.

2. Objective

GG reported that Jennifer Richards had been in touch to say she was working to complete the review of her first draft of the Map Regression and Heritage Baseline Assessment reports before Christmas.

However, the main purpose of the meeting on 14 Dec was to review the action list and kick start work to finalise the LTCA report from LDA Design Ltd.

3. Newsletter Communications

GG reported that the Newsletter on HCA priorities went out on 23 November. Work had yet to start on the Map Regression edition of the Newsletter. GG will re-schedule newsletter editions.

4. Pyrford Village CAA Update – IW, JA

4.1. **Readiness** – IW and JA reported that everyone in the CAA knows what is intended through a letter drop. In addition, most residents have been met and the purpose and objectives of the CAA have been discussed.

4.2. **Community Participants** - Discussion revealed the following list of residents willing to participate in the CAA:

- Nick Aiken
- Andy Pearce
- Joan Wilson
- Julian Walker
- Jimmy Walker
- Liza Topsy
- Ronnie Colvin
- Bob Holmes



- 4.3. **CAA Training – 19 December** - After a pre-meeting with TS, of WBC, over Zoom the planned CAA training session was confirmed for 19 Dec at The Old House. These minutes will include a record of the key outcomes of that session.
- 4.4. **Date of Pyrford Village Live CAA** – It was agreed that this was likely to be in February and the date would be announced after the CAA training session.

5. Other CAA Update

It was agreed that planning for a CAA of Aviary Road and The Old House would start after CAA training.

6. Heritage Baseline Assessment & Map Regression

JR was working to revise her reports before Christmas and since the meetings referred to here, they were delivered and distributed for comment. Therefore, new actions, as a consequence of the second draft, need to be formulated.

7. LTCA

- 7.1. PdM passed over new photo illustrations and GG reported he is populating a new library of photo illustrations for the LTCA as a result of new Townscape area definitions.
- 7.2. The townscape areas defined in LDA's latest LTCA were discussed and PdM was asked to confirm the definitions and labelling used on the map in Figure 10 of the LTCA.

8. **Document Formats** - The meeting closed without further discussion as it was agreed these action list items were not critical.

9. CAA Training Outcomes.

- 9.1. Twenty minutes were spent reviewing the process before deciding that the Aviary Road CA was a better site on which to do the training because it had more architectural features that could be easily seen.
- 9.2. As it was raining heavily it was decided to conduct the training using Google Maps Streetview.
- 9.3. In conclusion all members of the team agreed that it had been a very valuable exercise.
- 9.4. It was agreed that it would be better to start with the Aviary Road CAA rather than Pyrford Village.
- 9.5. GG and PdM will meet to plan the actions necessary to complete the Aviary Road CAA.

10. Close

The meeting closed at approximately 12:15 with GG thanking Ian and Hilary for their hospitality.

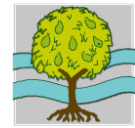


TABLE 1 – HCA Action List – 10/01/24

Subject Area	Item		Owner	Del'y Date	Comment	
HCA Newsletter	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 12/09/2023		
	1.4	Heritage Priorities	GG	Done 23/11/2023		
	1.5	Maps	GG	15/01/2024		
	1.6	St Nichs	IW	Written 15/02/2024		Update provided
	1.7	Aviary Road	PdM	15/03/2024		Photo record complete
	1.8	The Old House	JS	15/04/2024		Could use the Addendum for JR
	1.9	Wheeler's Farm	IW	Written 15/05/2024		
	1.10	LDA work	GG	15/06/2024		
	1.11	Headland work	GG	15/07/2024		
	1.12	The Old House CA	JS	15/08/2024		
1.13	WG Tarrant history and Blackdown Avenue	AG	15/09/2024			
Conservation Area Assessments (CAAs)	2.1	Lead a St Nicholas CAA	IW	Done 11/08/2023		
	2.2	Lead an Aviary Road CAA	PdM	Done 11/08/2023		
	2.3	Lead an Old House CAA	JS	Done 11/08/2023		
	2.4	What methodology will we use	ALL	Done 6/7/23		
	2.5	Format of deliverable for each CAA	ALL	Done 6/7/23		
	2.6	Leadership and teams for each assessment		Done 6/7/23		
	2.7	Devise a scoring system for assessment sheets	AG	Done 07/08/2023		
	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		

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	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 19/082023
	2.13	Circulate sample assessment reports	GG	Done 20/08/2023
	2.14	Arrange CAA training with Tom Simpson	GG	Done 04/12/2023
	2.15	Plan training	GG/TS	Done 13/12/2023
	2.16	Give training at Old House	ALL	Done 19/12/2023
	2.17	Identify St Nichs residents willing to help c CAA	IW/JA	TBA
	2.18	Set date for St Nichs CAA	IW/JA	TBA
	2.19	Meet and plan launch of Aviary Road CAA	PdM/GG	22/01/2024
	2.20	Set date for Aviary Road CAA	PdM/GG	TBA
Heritage Baseline Assessment	3.1	Review Headland Baseline comments	GG	Done 03/10/2023
	3.2	Chase feedback on comments with JR	GG	Done 21/12/2023
	3.3	Confirm whether Pyrford is correctly referred to as a dispersed village	GG	Done 21/12/2023
	3.4	The Old House as a CA	GG	Done 21/12/2023
	3.5	Include Pyrford Escarpment in Heritage assessment	GG	Done 21/12/2023
	3.6	Review Second draft of Task 2 and Task 5 rec'd 21/12/23	ALL	TBA
LTCA Doc - LDA		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
		Get additional photographs:		
	4.4	3*Lees Farm/Old House	JS	Done 12/07/2023
	4.5	3/4*Redcourt & Dorin Court	AG	TBA

Doc sent still stands

Pending JR Response

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	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	Done 14/12/2023
Subject Area	Item		Owner	Del'y Date
	4.10	4*Pyrford Green	GG	TBA
	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
	4.13	TCA 2L a large area and more representative illustrations req'd	PdM	TBA
Publish LDA & Headland Reports		Cross check changes for impact of changes on other docs.	GG	
	5.1	Where documents be published	ALL	Done 6/7/23
	5.2	Draft early release of doc to WBC	GG/AG	TBA
Final Reports	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

Yes

Website & WBC

As per TS/WBC outline