Pyrford Neighbourhood Forum

MEETING NOTES

HCA Project Kick-Off Meeting

10th May 2019 – Pyrford Village War Memorial Hall – 12:30pm

Present: David Bell – LDA, Mike Kimber – Headland Archaeology

For PNF: Geoff Geaves, Ian Mills, Joy Sachak, Pauline DeMarco, Graham Chrystie, Tim Matthews, Ruth Heywood, Andy Grimshaw.

Apologies: Ian Whittle, Martin Doyle, Cliff Bolton

Objective: Having commissioned LDA to support the Forum in undertaking a heritage conservation assessment of the Forum area the meeting was planned to clarify the work to be done and launch the project.

NOTES ON MEETING

1. Welcome and Introductions
1.1.   GG started the meeting by thanking David Bell and Mark Kimber for travelling to Pyrford and asked everyone to introduce themselves.
1.2.   The agenda was discussed and 14:30 was agreed as the target finish time.

2. Background
GG outlined the background to the Heritage Conservation Assessment project:
2.1.   The Neighbourhood Plan was accepted in January 2017
2.2.   In parallel, the Forum had been fighting WBC Site Allocation proposals and through that started working with LDA. On completion of the Plan the committee resolved to continue and explore how the character of the village could be further protected.
2.3.   An early conclusion was that the weighting given to heritage in the site allocation process was unjustifiably. WBC had not reassessed heritage in over 20 years and hence the forum focused on a clear need for a heritage conservation assessment.
2.4.   Therefore, the objective of the forum is to conduct a Heritage Conservation Assessment for the whole of Pyrford and submit recommendations to WBC Council for approval.
2.5.   Discussions have been held with WBC and they are happy for PNF to fast track an HCA for Pyrford provided we keep them briefed and have qualified professional support from LDA and Headland to ensure a quality assessment.
2.6.   Hence, WBC has agreed the process we have discussed with LDA and will be happy to receive our recommendations once the SADPD process is finished. NB this is likely to be in the first half of 2020.

3. The Task Schedule and Plan
David Bell then went through the Task Schedule LDA proposed in their report dated August 2018. Key points made included the following:
3.1.   **Task 1 – Project Set Up**
The setup task is largely complete:

3.1.1. The Heritage Working Group will be PNF committee with volunteers drawn from the membership as required.

3.1.2. It is agreed with WBC that the study area will be the whole of the PNF area.

3.1.3. The LPA has reviewed and agreed the methodology set out in the Task schedule.

3.1.4. The contact for HE will be Robert Lloyd-Sweet and a briefing was arranged on 5 March 2019.

3.1.5. Consultation record template(s) need to be designed.   **ACTION – GG**

3.2.   Task 2 - Survey of Heritage Assets

In detailing the task, the following recommendations were made:

3.2.1. This is largely a research phase and to focus activities a research strategy was recommended.   It was recommended that searching database and information sources should result in a gazetteer of all sources.   This will enable what gaps exist so that these might be refocused upon.   A map regression will then allow an assessment of the archaeological potential.

3.2.2. In response to a question ancient woodland can be difficult to define requiring evidence of existence for +400 years.

3.2.3. The Working Group must be become familiar with the definition of GI and GII buildings.

3.2.4. Aviary Road origins need to be researched to defend the possibility that it be de-listed as a conservation area. Also reference the 1989 Community Design Act and Surrey History Society

3.2.5. Need to research and understand curtillige to more detail.   Curtillige Listing introduced in 1947/48.   Eg the gatehouse of the Bothy at Pyrford Court is protected as cutillige of the Bothy but it is unclear if this protection works in the reverse direction – is the Bothy protected by the status of the gatehouse as curtillige?

3.2.6. Victoria County Histories available from British Heritage Online web site can be a useful historical reference source.

3.2.7. Arial photos are important in defining character.   **ACTION – Headland**

3.2.8. An important element of the survey is to document how the area developed.

3.2.9. With regard to Asset Registers these are of critical importance and it is useful to maintain a worksheet for each class of asset.

3.2.10. Refer to the Pipeline Report for contents and layout of end report.

3.3.   Task 3 – Character Assessment

This task will be undertaken by LDA and DB pointed out that the activity could be done independently of tasks 1 and 2. This sparked some discussion

3.3.1. Given the success of the BIG Night Out we may have funds for this activity once all revenues and costs are accounted for.

3.3.2. This might take 3 months out of the overall timescale.

3.4.   Task 4 – Threats and Opportunities

Tasks 2 and 3 need to be complete for Task 4 to start:

3.4.1. This activity is about understanding the big picture

3.4.2. The information should come together to detail the threads of the assessment

3.4.3. Community consultation on the what is important will be necessary in this taskand will lead to:

- Local design guides
- Traffic changes to accommodate development

  3.5. Task 5 – Heritage Appraisal and Baseline Comparison
    3.5.1. Comparison between now and the last assessment 2000
    3.5.2. The task could run in parallel with 3 but needs information from Task 2

4. Conclusions

  4.1. DB will be the single point of contact in LDA/Headland
  4.2. GG will be the single point of contact in PNF
  4.3. PNF will send links to local information already available   **ACTION – GG**
  4.4. LDA to forward important references for the project   **ACTION - DB**