



MINUTES OF MEETING

REF: HCA06Dec2021

SUBJECT: Heritage Conservation Assessment (HCA) Meeting with WBC.

DATE: 1:00pm Monday 6 December 2021

VENUE: By Zoom videoconferencing

PRESENT: **For PNF:** Geoff Geaves (GG), Joy Sachak (JS)

For WBC: Gillian Bernadt (GB), Tom Simpson (TS)

MEETING OBJECTIVE: Review scope and terms of reference of the PNF Heritage Conservation Assessment (**HCA**) project that is currently underway.

ACTION	Ref	MINUTE
	1.0	<p>Introductions Introductions were taken as given as the meeting followed straight on from one concerning the proposed Conservation Area Appraisal (CAA) of Woking Centre by WBC. GG summarised the background to the specification of the PNF HCA project as it currently stands.</p>
GG	2.0 2.1	<p>Terms of Reference</p> <p>Scope</p> <ol style="list-style-type: none"> 1. GG pointed out that the conditions agreed with WBC for the PNF project in 2019 included that any work should cover all heritage in the Pyrford Neighbourhood Forum Area and not just the conservation areas within it. 2. GB and TS observed that the scope of PNF work was greater than that being started by WBC. 3. It was agreed that the broader scope of PNF work was valid and could stand as a supplementary document to the core plan if accepted by the council. 4. GG and JS recognised this but explained that support, funding appeals and all communications hitherto were based on the broader scope of heritage in the whole PNF area and not just the conservation areas within it. 5. In view of the PNF work restarting after, in effect, a 2-year delay due to Covid, GG proposed that the Terms of Reference be re-stated and agreed.



<p>GG</p> <p>GG/JS</p>	<p>2.2</p> <p>2.3</p>	<p>Organisation and Process</p> <ol style="list-style-type: none"> 1. In response to the opinion that the draft Landscape and Townscape Character Appraisal was more appropriate to the Pyrford Neighbourhood Plan than a conservation area appraisal GG replied that the HCA process being followed started with a discovery phase. This phase was designed to catalogue a wide range of assets in the area ranging from physical built assets through local historians, old maps available, as well as landscape and townscape types covered in the LTCA. 2. The discovery phase was followed by the identification of what we thought was of most value to the community and only then will the appraisal phase start. At the current time the Heritage appraisal phase is starting up. 3. GG to resend the LDA Design document setting out the plan and project tasks. 4. It became clear from the Woking Centre CAA discussion earlier and at this meeting that CAAs produced by WBC could also stand as supplementary documents to the core plan if accepted by the council. 5. It was further concluded that it would be helpful to all if conservation area appraisals in the PNF area were structured in a similar and free-standing manner. 6. TS confirmed that the recent SCC heritage initiative was aimed at integrating with existing locally listed building lists. By contrast TS confirmed that Grade 1 and 2 listed status was the business of Historic England (HE). Anyone can submit application for such a listing at any time subject to the process set out by HE. <p>Timing</p> <ol style="list-style-type: none"> 1. GB and TS confirmed that once WBC adopt heritage conservation recommendations, they can take effect immediately and independently of any core planning cycle. 2. Changes to the extent of conservation areas do not need to wait to become part of the Core Plan in say 2027 or require a formal modification of the current plan. 3. It is only the designated area of Pyrford Escarpment and Rising Land of Landscape Importance that is tied to the WBC core planning cycle.
<p>3.0</p> <p>3.1</p>	<p>3.0</p> <p>3.1</p>	<p>Pyrford Escarpment and Rising Ground of Landscape Importance</p> <p>Process Required</p> <ol style="list-style-type: none"> 1. The Escarpment designation was discussed, specifically regarding Randall's Field, and that it may merit further appraisal. Evidence such as the field being the highest point could be used, although the opinion of



<p>GB</p> <p>GG/JS</p>	<p>3.2</p> <p>3.3</p>	<p>GB and TS was that it would be unlikely that the Council would accept the recommendation to extend the Escarpment’.</p> <p>2. No formal process is available for reference, but GB and TS advised that extensive evidence would be required for changes to the designated area to be accepted.</p> <p>3. In response to a question from JS about whether wildlife conservation considerations constituted evidence to change the designated area, GB replied that she didn’t think so as conservation area appraisals did not generally include such considerations as evidence. This may be relevant to nature conservation evidence.</p> <p>4. CB and TS thought the PNF project was doing the right thing by focusing the appraisal on heritage settings in the area and reasons why changes may be required to conservation areas.</p> <p>5. GB suggested we look at Historic England’s guidance on designation of Conservation areas and reviewing boundaries. Subsequently GB provided the reference as para 76 of Historic England’s guidance which specifically makes reference to the Planning (Listed Buildings and Conservation Areas) Act 1990 under section 70(8)</p> <p>Preparation Deadlines</p> <p>1. There is no ultimate deadline but the case for change should be ready for the evidence gathering phase of the next core plan cycle. GB and TS explained that evidence gathering, and stakeholder engagement is normally the first phase. There is no date for this yet or any timetable yet for preparing the next plan. However, experience suggests 4 years is normally required overall. The next core plan is required in 2027 and working backwards would suggest any submission concerning the designated escarpment area should be available in 2023.</p> <p>2. GB said that PNF would be notified as a planning stakeholder given their Neighbourhood Plan and heritage interests.</p> <p>3. There was no information about any intermediate deadlines or milestones in the core plan preparation cycle.</p> <p>4. GB pointed out that the current white paper being discussed by the government could change both the process and timescales for preparing the core plan.</p> <p>Implementation Timing</p> <p>This was not discussed as time for the Zoom conference appointment was due to expire but the questions will be addressed separately by email.</p>



	<p>4.0</p>	<p>Other Related Issues</p> <ol style="list-style-type: none"> 1. The likely timescales for creating the new Woking Core Plan for 2027-2042 were addressed as part of 3.2 above. 2. The process for a new neighbourhood plan was not discussed as time for the conference ran out and the questions could be addressed by email.
<p>GG/JS</p>	<p>5.0</p>	<p>Key Conclusion.</p> <p>The key conclusion reached was that the PNF HCA had a broader scope than CAA work being undertaken by WBC but if PNF presented work on its conservation areas in a similar format to that being used by WBC then it could form part of the WBC CAA work planned for the whole borough.</p>
	<p>6.0</p>	<p>Meeting Close</p> <p>The meeting closed at approximately 1430h. with undertakings to liaise on the program for the next core plan cycle as it got underway.</p>