



MINUTES OF MEETING

REF: HCA27Jan2020

SUBJECT: Pyrford Neighbourhood Forum – HCA Progress Meeting

DATE: 7.30pm Monday 27th January 2020

VENUE: Committee Room, Pyrford Village Hall

PRESENT: Andy Grimshaw (AG), Cliff Bolton (CB), Graham Chrystie (GC), Simon Ellender (SE), Geoff Geaves (GG), Pauline DeMarco (PdM), Ian Mills (IM), Joy Sachak (JS), Ian Whittle (IW)

Apologies: Pat Barnes (PB), Ruth Heywood (RH), Tim Matthews (TM),

Action	Ref	Minute
	1.0	<p>Welcome GG welcomed everyone to the meeting and suggested that after a break for the AGM, SADPD Public Examination and Christmas the meeting would focus on establishing the status of the project and key actions.</p>
	2.0	<p>Status Update Working from the last project plan showing the breakdown of tasks 1-3 the status of each was discussed:</p> <p>2.1 HCA Promotional Video CB gave an update on the Heritage Video. There were problems in producing multiple copies that worked on Blue Ray as well as DVD recorders. It was decided to have this done professionally for an initial print of 50 copies.</p> <p>2.2 Task 2 - Survey Heritage Assets</p> <ol style="list-style-type: none"> 1. Catalogue - GG reported that whilst we have a catalogue of assets it needs updating and further changes might be expected as the project proceeds. 2. Place Names - IW reported that there has not been much progress on place names and earlier references. IW and JS would visit the Surrey History Centre to progress this. 3. Archaeology - AG has looked at 3 sources on archaeology, Surrey Archaeology and Society, Explaining Surrey's Past, and SCC



	<p>2.3</p>	<p>Archaeology but has only found 3 or 4 items of interest. These include 2 formal reports on Woking Palace.</p> <ol style="list-style-type: none"> 4. Architecture – IW and PdM are identifying local styles of architecture and their positions on a local map. There is a slight difference in interpretation between their approach and the LDA categorisation. PdM and IW are taking photographs to illustrate each class. 5. Designated/Non-Designated Assets – We need to rationalise the 2 spreadsheets listing these assets and resolve conflicts with respect to current status. The WBC list may be poor but should still be treated as a baseline. It was noted that the Pyrford Stone is not listed. We should find out the source of LDA's list. 6. Parks and Gardens – GG & IW will draft a catalogue of these assets. 7. Interviews with Local Residents. – TM has made available the transcripts of Pyrford Portraits produced over the last 12 months and these will form a useful catalogue of local residents with interesting perceptions of the community and also provide valuable evidence for the Statement of Consultation Evidence that will be ultimately required for submission with the final Assessment Report. 8. Map Regression – CB and GG have produced a photographic Record of Ravenhill's '250 Years of Map Making in the County of Surrey. This has been forwarded to Jennifer Richards of Headland Archaeology and a copy was sent to S&R History Society in return for 22 period photographs of the Forum Area. Arrangements need to be made to add map evidence contained in 18 archives and 8 period OS maps dating back to 1872 and available in the Surrey History Centre. Permission to photograph material from the SHC costs from £15 to £20 per day. AG has a 2½ inch map of Pyrford from around 1951, a version based on an original OS map of 1945 but with the issue number unchanged. <p>GG will determine whether we are under pressure from LDA to produce more material for the Asset Catalogue.</p> <p>Task 3 – Character Assessment (L&TCA) LDA have produced a first draft of the Landscape and Townscape Character Assessment. This was offered to WBC as new evidence if it were required for the Public Examination in early December. An early review suggests we need to critically review the document with a view to meeting with LDA to discuss important aspects of the report.</p>
<p>3.0</p> <p>3.1</p>	<p>Upcoming Activities</p> <p>Task 3 - Landscape and Townscape Character Assessment</p>	<p>LDA need feedback on the draft and we need to challenge some aspects of the report if we disagree with matters of fact contained within the report. The character study that LDA have carried out represents a baseline from which we should summarise any changes. AG sees 3 areas, developed, not developed, and other that we might want to register as green or historic.</p>



	<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Task 4 – Opportunities and Threats This is a Forum activity, but we may need advice on this work from LDA. Initial thoughts suggest that this could be done via a brainstorming session led by Gary Elson. We need to identify conservation opportunities such as the work done by JS and IW and then identify threats to our heritage such as the decaying condition of the old Granary and Cart Shed adjacent to Lees Farm. IW said that PNF should take issue with any assets that are being allowed to fall into disrepair. Initial approach to be to WBC although the custodian may well be SCC.</p> <p>Task 5 – Baseline Assessment This will be undertaken by Headland Archaeology and is a comparison of how the area was at the last Heritage Assessment in 1999 and is now. Technical in nature we are advised that this is best done by our consultants.</p> <p>Task 6 – Assessment Report This is down to the Forum and will be the final submission with recommendations to WBC. We will likely need advice from our consultants and given our experience with the Neighbourhood Plan this is likely to be a lengthy task. IW suggested there should be a public meeting before we put forward any final proposals. It might be appropriate to do this at the AGM.</p>
<p>GG IW, JS AG PdM, IW AG GG, IW GG GG, CB</p> <p>GG SE ALL</p> <p>ALL</p>	<p>4.0</p>	<p>Actions and Timescales</p> <p>Update the Heritage Catalogue Visit SHC to review place names and earliest references Catalogue archaeology relevant to the Forum Area Review define and illustrate architectural styles Consolidate designated and non-designated assets and monuments Catalogue Parks and Gardens in the Area Log interviews with residents Arrange remaining photographic map details to complete the Map regression Update Consultation evidence log with TM interviews Generate a Word version of the L&TCA to facilitate editing it. All members were asked to review the LDA draft document and feed comments to GG next week. All members should also familiarise themselves with the descriptions for tasks 4 and 5 of the project so that we can agree to an approach to these tasks.</p>
	<p>5.0</p>	<p>Future Project Meetings</p> <p>16 March 2020 – PVH Green Room – 19:30 11 May 2020 – PVH Green Room – 19:30 27 July 2020 – PVH Green Room – 19:30 14 Sept 2020 – PVH Green Room – 19:30 30 Nov 2020 – PVH Green Room – 19:30</p>