



PNF Heritage Conservation Project

MEETING NOTES

7th March 2019 – Civic Offices, Woking

1. Present

Ernest Amoako (EA) - WBC
Geoff Geaves (GG) - PNF
Ian Whittle (IW) - PNF

2. Objective

- 2.1. Liaise with WBC and update EA on status of Heritage Conservation Assessment (HCA) project discussed earlier.
- 2.2. Check previous understandings of partnership:
 - Forum/LDA support/WBC acceptable structure
 - Community involvement in the Assessment tasks proposed by LDA
 - The Adoption phase will only start when the SADPD process is fully completeNB See letter dated 25 Feb 2018 attached at Appendix 1 for full details.
- 2.3. Determine the process for making an official start to the work.

3. Background Update

- 3.1. LDA Design has scoped the work required to complete an HCA with appropriate professional support for the Forum to undertake the bulk of the assessment work and the report preparation.
- 3.2. Results of the above work above were made available for review.
- 3.3. Project costs have been estimated and the committee have decided to start a fundraising campaign to fund the work recommended.
- 3.4. Currently we have raised £2350 and have cheques for a further £1250 = A total of £3600
- 3.5. The fundraising programme is currently being developed around a Community Night Out, English Wine Tasting, a Programme of talks and a Lottery
- 3.6. Fundraising will continue with a view to actively starting work in mid-June

4. Feedback

- 4.1. The project structure was confirmed as acceptable with LDA Design providing professional support to the Forum.
- 4.2. The LDA Scoping report was briefly reviewed and it was confirmed that the LDA task schedule was what WBC would expect.
- 4.3. The coverage of Assessment work was confirmed as the whole Pyrford Neighbourhood Forum area. It was pointed out that:
 - a comprehensive character assessment will form an important part of the assessment and work already done for the Neighbourhood Plan will provide a good basis for that work;
 - photographs can be an important aid to assessment
 - duties of cooperation mean the impact on neighbouring areas outside the Forum must also be assessed and will form part of the final assessment
 - all stakeholders in the community should be consulted during the assessment. E.g. West Byfleet NF, Ripley Forums, BWB&PRA, Historic England etc.
- 4.4. WBC Adoption work, once the assessment is submitted, will include:

Pyrford Neighbourhood Forum



- Consulting with the statutory stakeholders on the content of the assessment.
 - Running a public consultation, across the PNF Area, to determine public acceptance of the Assessment.
 - Submission to the LDWG with appropriate recommendations
 - Submission to the Full Council for Adoption and implementation.
- NB – No referendum is required unless the Heritage Conservation Assessment (HCA) is driving a change to the Neighbourhood Plan.

- 4.5. It was confirmed that the Neighbourhood Plan and the HCA are two distinct issues that follow a similar process but do not need to be tied together. Only changes to the neighbourhood Plan need to go through a final referendum in a process replicating the process followed by the initial Plan.
- 4.6. If the HCA suggests changes to the Plan, then the Plan must proceed through the full adoption process. The only short cut that can be taken is if the HCA introduces new policies whilst leaving all other policies unchanged. In which case the work involved in following the Plan process will likely be much reduced.
- 4.7. GG reported that the current expectation was that PNF would change the Plan on the same cycle as the WBC Strategic Plan and the HCA was unlikely to lead to an interim change to the Plan but be incorporated in the next revision.

5. Getting Started

GG explained that the Forum has made its' commitment to start and is beginning a full project plan with estimated timescales. In this context the Forum is keen to understand how we should kick the project off. EA advised that:

- 5.1. The Forum should let him know when the Forum expects to start work in the community and he would ensure that a contact point with WBC was confirmed and that key stakeholders among the council executives and councillors were appropriately advised.
- 5.2. A copy of the scoping report from LDA Design was provided and EA confirmed he would review and feedback any further thoughts on scope and content of the work planned.
- 5.3. It was confirmed that WBC Planning Dept would be available for help and support on the occasional basis experienced during the preparation of the Neighbourhood Plan and that the objective of any joint review with WBC and any other stakeholder should be that there are no surprises in the final report.

6. Actions

During the course of the meeting the following actions were accepted:

- 6.1. EA will copy the stakeholder list that WBC would be keen to consult in this situation.
- 6.2. If appropriate, EA will provide further feedback on the content of LDA report.
- 6.3. GG will notify WBC through EA as soon as the Forum sets an official start date for the Heritage Conservation Assessment project.

7. References

The following references were recommended as potentially useful for advice and procedure at various points throughout the project:

- 7.1. Ministry of Housing web site for process help
- 7.2. Heritage of Woking – document on WBC website
- 7.3. County Archives - directly
- 7.4. Surrey History Centre – subsidiary to the County Archives
- 7.5. Woking Character Assessment – WBC website – includes useful process information that will be relevant.



APPENDIX 1

Chairman
Pyrford Neighbourhood Forum
C/o 135 Lovelace Drive
Pyrford
Woking
Surrey, GU22 8 RZ

25 February 2018
Mr Ernest Amoako
Planning Policy Manager
Woking Borough Council
Civic Offices
Gloucester Square
Woking
Surrey,

Dear Ernest,

Re: Heritage Assessment of Pyrford

Many thanks for seeing me and Ian Mills on 31st January and discussing the mechanics of assessing heritage and the need for change or addition to designated Conservation Areas.

We felt the meeting was very encouraging in pointing to how the community could play a part in the process and it was good to hear that, although other priorities have delayed such a review, WBC plan to carry out such a review once the SADPD process is fully completed.

In more detail please find a copy of our notes of the meeting, attached to this letter as Appendix 1, with the hope that you can agree them as a record of the main points made.

Principally we conclude from our meeting that:

- The review process comprises two phases: an initial Assessment Phase of evidence gathering where extensive community involvement would be very welcome and an Adoption Phase that can only be completed by the Council.
- WBC would welcome a community project to undertake the assessment phase and that advice and guidance would be available from officers in much the same way assistance was provided whilst preparing the Neighbourhood Plan.
- Such a project could start as soon as agreement was reached on suitable terms of reference.
- Resources have not been identified to undertake Conservation Area Appraisals prior to the completion of the Site Allocations DPD. Any such work undertaken could not proceed to the Adoption Phase, if it involve significant WBC resources, before the SADPD process was fully completed unless the Council identifies that as priority.

You confirmed that no dates have been agreed for the subsequent stages of the Site Allocations DPD. However, you indicated that the SADPD was unlikely to be completed before before the end of the year.

Pyrford Neighbourhood Forum



The Forum has considered your points carefully and would like to fast track a heritage assessment and review of the Pyrford Conservation Areas and writes now to propose:

1. Pyrford Neighbourhood Forum lead a community project to assess and review heritage assets in the Pyrford Forum Area.
2. The project will involve LDA Design Consulting, and additional specialist consultant input as required, for professional advice and guidance on methods and procedures and under whose direction Forum members will undertake to catalogue, review and assess heritage assets in the area.
3. Broadly speaking the Forum would involve and consult the community in the work undertaken and feed back conclusions through a local consultation exercise in a manner very similar to that used to design and adopt the Pyrford Neighbourhood Plan.
4. The Planning Policy Group would be involved at all stages for advice, guidance and feedback on progress to ensure that all works are completed to the required standard for progress to the Adoption Phase. It is understood that regardless of completing the Assessment Phase in advance of completing the SADPD process any heritage assessment will not be taken forward into the Adoption Phase until the SADPD process is complete.

As this work will necessarily incur significant costs for the Forum in consultancy fees, element 4 of the proposition is of real importance to ensure we do not arrive at the start of the Adoption Phase only to be told that the work is not satisfactory and will need to be re-worked as part of the borough wide heritage review, whenever it might start.

Therefore, whilst happy to do the work, we will need particular assurances from the Planning Policy Group that the degree of team work, implied above, between the Forum, WBC and our consultants will lead to the desired result - that the final recommendations of the Assessment Phase move smoothly forward to the Adoption Phase, once the SADPD is complete.

In addition, we ask that you confirm such a project has WBC backing to proceed at this stage.

Finally, we'd like to point out that the first deliverable from the project will be a "road map" of the work the Forum will undertake incorporating a definition of the methods and procedures to be used. This of course would represent a significant first milestone and require agreement before serious work starts on heritage survey work.

I hope you find this approach acceptable and look forward to your response in due course. Once again, many thanks for your time on 31st January.

Yours sincerely

Geoff Geaves

Geoff Geaves
Chairman, Pyrford Neighbourhood Forum

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APPENDIX 1

NOTES ON WBC MEETING 31 Jan 2018

Present: Geoff Geaves
Ian Mills
Ernest Amoako (WBC)

1. Objective

Discuss the process for reviewing Conservation Areas, in our area, and understanding how the Forum might assist with this work

2. Introduction

2.1. The Forum explained the community commitment to conserving the character of the village by referencing the way in which the Neighbourhood Plan was put together and observed that although there had been no heritage review since 2000 there was none the less a great deal of commitment and money being spent on heritage conservation:

- Wheelers Farm
- Stone Farm
- Pyrford Court
- The Old House
- Lady Place Farm land restoration.

2.2. These initiatives have already reshaped the landscape in important respects extending from the Old House, over the escarpment to the Pyrford Court lakes and on to Woking Palace

2.3. Thus, the Forum believe that the conservation provisions should be reviewed and are prepared to lead community involvement in such activity. However, the Forum are unfamiliar of WBC processes and plans with regard to such activity. Hence the meeting.

3. The Process

EA explained that the process comprises two phases:

- Evidence gathering including a survey of the Heritage assets of the areas and any noticeable changes since it was designated as Conservation Area
- The Adoption process

4. Heritage Survey Process

Pyrford Neighbourhood Forum



This will be like the Neighbourhood Plan and could be undertaken by the community and its advisers:

- 4.1. Through a survey of the whole Forum area the key heritage assets should be identified and those already contained in Conservation Areas reviewed.
- 4.2. It is important that the community is involved in the survey and that as many residents are consulted as possible especially those with long standing knowledge of the area.
- 4.3. Once heritage assets are defined they should be compared with a baseline appraisal to identify change in the status of assets. In this regard 'Heritage Woking – An Historic Conservation Compendium', dated 2000, will be an important baseline for comparison.
- 4.4. The survey above will involve a Character Assessment as the setting of assets is as critical to identifying the heritage as the condition of the assets. The Character Assessment dated 2010 will provide a suitable baseline for this step.
- 4.5. Catalogue 'How the Area Was' and 'How the Area is' to identify changes. 'As is' photos will be very valuable in this exercise.
- 4.6. Draft the case for changes in an Assessment Report. This report may result in Conservation Areas being reduced or taken out as well as increased or created.
- 4.7. A decision to extend a Conservation Area or create a new one can only be based on changes and/or additional evidence since the last process in 2000
- 4.8. To demonstrate community involvement a local consultation, similar to the Reg 14 Plan consultation arranged by the Forum, will be a necessary step.
- 4.9. After considering representations issue the final Assessment Report to WBC for the Adoption process.

5. Adoption Process

This will be the standard Council adoption process for planning matters and is necessarily led by WBC:

- 5.1. Due diligence, extensive consultation in the local area, feedback and correction.
- 5.2. Consult national authorities on suitability of proposals (e.g. English Heritage/Historic England).
- 5.3. Submission to the Local Development Framework Working Group for approval.
- 5.4. On LDFWG approval the recommendation would be submitted to the Council Executive Meeting for acceptance.
- 5.5. On Executive acceptance the recommendation would go to Full Council for final adoption and implementation.



6. WBC Plans for Heritage Assessment

- 6.1. EA reported there have been long standing WBC plans to conduct Conservation Area Appraisals across the whole borough. However, these plans cannot start until the SADPD process is finished, because of Council resourcing constraints.
- 6.2. Any such reviews are unlikely to start before 2019 and will then proceed across the whole Borough, according to an assessment of priority in individual areas.
- 6.3. In answer to a question about whether the council could choose to discard our survey on the basis that they would do one of their own, EA's advice was that there was little chance of this if we follow the agreed procedures, apply a robust methodology, use reputable consultants and keep in touch with the planning department during the process.
- 6.4. EA endorsed that regardless of any on-going work on SADPD he and his staff would be available for advice on updates on progress (i.e. very much as with the Plan process).
- 6.5. In response to a request for access to basic working papers behind the 2000 report EA thought this would be difficult and may not be possible at all because much may still be in hard copy paper form and archived off site. He will try to find out if there are any available information.

7. Conclusions

- 7.1. EA confirmed that a community group project covering the Survey Process would be possible before the completion of the SADPD process and that EA and his department would be prepared to advice on process issues whilst the SADPD proceeds.
- 7.2. A community project led by the Forum, with advice from LDA Design, is perfectly possible if that is supported by local residents. The Adoption Process will not however start until after the SADPD process is complete and a Pyrford Project would not, of itself, raise the priority of Pyrford in their Heritage Review over any other areas.

Geoff Geaves & Ian Mills

1 February 2018