

## Notes of Knebworth NP Steering Committee meeting held on 4<sup>th</sup> April 2018, 8pm in the Village Hall

**Present:** Clint Bull (CB, chair)  
Graham Dormer (GD, vice chair)  
Claire Graham (CG, KPC)  
Penny Berry (PB)  
Bob Hall (BH)  
Robert Sprigge (RS) - Note taker  
Roy Oostwouder (RO)  
Andy Nation (AN)  
Jacqueline Veator (JV)

### Apologies:

Gareth Hawkins (GH)  
Steve Hemmingway (SH, KPC)  
Paul Ward (PW, KPC)

### 1. Minutes from previous meeting

- The minutes of the previous meeting on 17<sup>th</sup> March 2018 were agreed.

### 2. Appointment of planning consultant

- The meeting welcomed Jacqueline Veator and members introduced themselves and described their roles in the team.
- JV asked about communications, i.e. websites, wikis, comms general, what to say, and when.
- It was recognised that we are now in need of a document management solution that will handle both internal team comms and anything we wish to be made available to the wider community.
- RO has web skills and may be able to propose a document handling solution.

#### • ACTION RO

- JV gave some updates on other NPs:
  - Pirton - Approved by examiner, awaiting referendum.
  - Preston - Awaiting examination.
- RS commented that many NPs lacked depth, which was a missed opportunity.
- Knebworth has a substantial community, as evidenced by the annual catalogue of activities, clubs, churches, sports, etc. (maintained for many years by Barry Hall, this was now to be maintained by the Parish News editorial team).
- In discussion on potential school sites (BH), JV commented that, if HCC were NOT supporting the secondary school proposal on KB4, then the justification for removing KB4 from Green Belt is no longer supportable. The KB2 area now has 2 hectares set aside for a 2-form entry primary school.

- AN asked if the Housing Survey should include a parking survey. JV responded that residents' parking fell more comfortably within housing design.
- Parking could be a 'hook' to retailers, but JV pointed out that the '10year Parking Group' only managed to get businesses to attend ONE meeting!
- There is no local business forum to speak to - this is something we hope to galvanise through the 'Local Economy' sub-group.

### 3. **KNP Open Day**

- Penny's poster was deemed excellent, by all.
- JV suggested having a logo for all KNP communications (Branding). RO offered to provide options for logos.

• **ACTION RO**

- Regarding the displays provided for the 'dry run', JV said that PW's set 'had impact'. It was agreed that all slide presentations would use a green bar at base, with 'Knebworth Neighbourhood Plan' in white, within the bar.

• **ACTION ALL**

- Problem of info/type size: if one person standing close to read it, another cannot see it. Need to increase type font size, reduce quantity of wording, display on A3 sheets if possible.

• **ACTION ALL**

- Need a slide of the overall Vision. Also pens, Post-its, dots.

• **ACTION CB**

- AN will contact the Herts Chamber of Commerce, to see if they wish to be involved on behalf of, or to galvanise, local businesses. AN will also talk to Ricky Stokes about this

• **ACTIONS AN**

- Posters: GD to print A4 and A3, laminate and distribute.

• **ACTION GD**

### 4. **Housing Needs survey**

- 65 responses (some only half-filled) so far. RO will do data entry

• **ACTION RO**

- JV said that housing surveys were notoriously poor for feedback.

### 5. **Application for Funding**

- CG going to do both technical (Traffic and Transport, Design codes - AECOM) and grant money (to cover JV input)

### 6. **Date of Next Meeting**

- 25th April 2018
- Workshop with JV - Thursday 10th May 2018

**7. A.O.B.**

- GD to email latest version of Env&Flooding Scope, Vision and Objectives to JV

• **ACTION GD**

## Action List

Date	Action	Who	Completed
21/02/2018	Write copy for updating the KNP page on the KPC web-site	CB	07/03/2018
21/02/2018	Approach PA for copies of his Retail presentation and any other pertinent documentation.	GD	07/03/2018
21/02/2018	Approach Gareth Hawkins for all documents and 'thoughts so far'	CB	07/03/2018
21/02/2018	Funding pre-application must be in by March - form to be completed	CB, PW	Deferred
21/02/2018	Confirm Hall or Committee Room availability for open day	GD	Dates moved
21/02/2018	Timings for Sat 21 to be agreed with Lisa Nash. Confirm	RO	
21/02/2018	Notice in Parish Update	PW, CB, CG	07/03/2018 by PB
21/02/2018	Ask CG about copies of Parking Questionnaire	AN	07/03/2018
07/03/2018	Circulate the options for funding for the next period	PW	
07/03/2018	Deliver collection boxes and	PB	08/03/2018
07/03/2018	Clarify the relationship with the Local Plan for Open Days	PW	
07/03/2018	Edit KPC website info to explain the purpose of the KNP and why other residents should get involved	CB	
07/03/2018	Produce a page for the Parish news to promote the Open Days	PB	08/03/2018
07/03/2018	Invite main land owners individually to the Open days	CB	