

*"Knebworth aims to be a vibrant and inclusive village community, a great place to live that is distinct and separate from its neighbouring communities. A place that aspires to good design and improved environmental performance where everybody has access to green spaces. A community that will accommodate sustainable growth and development in its population, services and infrastructure that embraces our values, has the minimum impact on local nature and wildlife and that ensures Knebworth's fundamental rural character is maintained."*

**Minutes of Knebworth NP Steering Committee meeting  
held on 6<sup>th</sup> June 2018, 8pm in the Village Hall**

**Present:** Clint Bull (CB, chair) Roy Oostwouder (RO)  
Graham Dormer (GD, vice chair) Paul Ward (PW, KPC)  
Claire Graham (CG, KPC) Jacqueline Veator (JV)  
Robert Sprigge (RS) Penny Berry (PB) - Note taker

**Apologies:** Bob Hall (BH) Andy Nation (AN)

There was a query on whether Steve Hemingway will be continuing as a member of the Steering Committee and KPC, his role had been a link to NHDC. PW is to contact him to find out if he wants to continue. If not, PW will then ask one of the new parish councillors if they are interested in being on the SC, following on from that PW will ask Lisa Nash. **Action: PW**

### 1. Minutes of previous meeting

RS asked for updates of actions from the previous meeting:

- Contacting those who had offered to be involved - this had not been done.
  - **Post Meeting Note:** this was actually done on 16/04/2018 but no replies had been received.
- Grant application - this was completed by JV and CG.
- 2017 survey forms. These and the HNS forms had been passed to CG and are now locked in the Parish Office.
- Retailer survey - AN's PC failure had meant that this had not been done.
- Online documentation storage - a shared Dropbox folder now exists.

### 2. Transport and Local Economy Groups

- TT&P - GD had done some work towards setting draft objectives. He had been approached by Graham Fothergill (GF) who had offered to help, although does not want to lead the group. GF was previously on the Parking Initiative formed as a consequence of the Parish Plan.
- GD's previous offer of perhaps passing on the environmental part of E&F had proved more difficult than originally thought and therefore taking a lead with TT&P was not possible. PW will post a message on the Knebworth Rail Users Forum stating that there is a need for a lead for the TT&P group. The forum is a very large group of people and hopefully there might be some interest.  
**Action: PW**
- JV said that road layouts within new developments and street scenes can be part of the NP. She recommended lobbying county councillors as HCC is pro local community groups and it would be helpful for them (HCC) to agree with the requirements within the NP.
- Local Economy - using Paul Ambrose's slides as a starting point, AN had shown an interest in this group, had offered to devise a retail survey and speak to Ricky Stokes (RSt) of Putterills. AN's PC failure had prevented most of this. JV had sent him some examples of business surveys, now circulated to all via email. PB had independently devised a survey and will circulate to all for comment/revision. Steve Deakin-Davies (SDD) has said that he is doing a business survey, although this is not officially SC endorsed. **Action: PB**
- Although TT&P and Local Economy groups are very behind schedule, JV thought they could catch up quite quickly.

### 3. Status of Vision and Objectives for each subject group

- Wellbeing, E&F and H&C have current versions of V&Os for their groups, although in different formats. JV asked for an alternative word for Vision within the sub-groups so as not to be confused with the overall Vision and also gave some advice about wording. RS suggested a common format, but no official agreement was made.

- It wasn't known if BH had written V&Os, although it was recognised that he had attended a lot of meetings and been doing a lot of background work for the Schools group. JV was due to meet BH at Knebworth School on 7<sup>th</sup> June to liaise with the organiser of their Pupil Parliament, with a view to the children's participation in the development of the NP.
- General feedback from Wellbeing highlighted input from the Knebworth Football Club, detailed information had been put forward with reasons for requesting facilities such as an indoor sports hall, all weather pitch and sports and social club. The scout hut was said to be in an ideal location, but the building is deteriorating quickly. It was flooded again after recent heavy rain. The Pavilion is also in a good location, but rather small for current needs.
- CG said that KYP would like to do their own survey, however SDD has been talking to local young people and will produce a report shortly. Colin Stringer is the KPC with an interest in young people and would maybe work with the NP to formulate a relevant survey. CG and JV both had example surveys and will put them on Dropbox for review. **Action: CG and JV**
- RS said that H&C has two new members, but unfortunately diary clashes mean they will not meet until the end of June. Also, the Centre for Sustainable Energy provides free assistance with planning. More detail is needed regarding height, width and design materials for the new developments.
- JV and CG had worked together to put in bids for Technical Assistance, for both a Master Plan for some sites and Design Codes for all developments.

#### 4. Plan of Consultations to be held

CB had started two documents, a Consultation Strategy and a Consultation Statement.

- The Consultation Strategy is fairly generic and around six pages long. JV recommended including a table of consultees.
- The Consultation Statement shows what has been done so far, it is concise although the appendix will be long.

#### 5. Housing Needs Survey (HNS)

- Unfortunately there had not been enough responses.
- GD suggested that the new website, currently under development, could include a link to an online HNS.
- CG offered to put the HNS as a 'News' item on the KPC website to initiate more responses. RO said the survey is still live and will record responses. **Action: CG**
- GD asked if this could be considered as a communication event.

#### 6. Business Survey

As mentioned above, AN's PC failure had meant this had not been progressed as wanted.

#### 7. Grant application update

- CG confirmed that £5,000 had been transferred to the KPC account as a result of the grant application.
- A grant for both the Master Plan and Design Codes had been approved, although there are lots of conditions. A lot of information will be asked for, with a very quick turn round required.
- CB asked to record the Steering Committee's thanks, appreciation and 'well done' to CG and JV on the work done to obtain this.
- JV will submit her first invoice now.
- JV said that the SC should engage with the landowners. PW had concerns regarding how this was done, ie not direct, but through the SC.

- PW had been told by Mike Moulton that there is only a small window to influence what is done.
- PW, CG, CB, JV could meet to decide. RS suggested that it needs to be managed together. RO said that a meeting could be quickly arranged to discuss if necessary.
- JV said that CB's photo slide show will be very useful in demonstrating the area to those who don't know it.

## 8. Website and Logo

- CB expressed thanks from the whole group for all RO's hard work and input in setting up the website and creating so many logo options to choose from.
- CG and RO had registered the url with hosting for two years, it can then be archived/maintained at the end of the process.
- RS suggested the website should show all the proposed KB sites and the map showing the wider area with all their proposed developments. CG has access to Parish Online mapping facility
- RO said the display on the website landing page was temporary while the site is being developed. Everyone agreed that this looked very good. Eventually the website will have a NP explanation, minutes of meetings, live surveys and results, draft objectives and policies. PW suggested the landing page should have current news, eg needing a Lead for TT&P plus blogging tools. The official email could be included, eg info@..... or committee@.....
- CB suggested a NP newsletter and CG said she could include NP news into the KPC website news feed, which would then automatically go to Facebook and Twitter.
- Steve Hemingway (SH) had previously set up a Facebook account, but PW said he preferred not to have a NP Facebook page, but post instead. JV said Twitter could provide a link to the website, this can currently be covered by using the KPC one. RO said he could create a dedicated NP Twitter account and asked if it's possible to get SH to remove his version.
- There was a discussion on logo preferences, GD had taken a couple of RO's designs and developed them. RO will work with the feedback from the group to refine the design. **Action: RO**
- Please send any local Knebworth photos to RO for possible use on the website. **Action: All**
- PW suggested some historical information about Knebworth on the website.

## 9. Lisa Nash surgery

- As a new NHDC councillor, Lisa Nash (LN) has planned a series of surgeries to be held approximately once a month in the Village Hall early on a Saturday afternoon. In addition, at each one, she is inviting one or two local groups to have some sort of stall to showcase their cause. It would be an opportunity to have a small display and talk to people. CB is to contact LN to see if we could be there on 14th July, the same time as the WI. **Action: CB**

## 10. Date of next meeting

Wednesday 4th July 2018, 8pm in the Village Hall.

## 11. AOB

- 1) PB had drafted a Register of Assets as suggested by JV at a previous meeting. PB to circulate for comments/additions. **Action: PB**
- 2) PB had drafted an email to be sent to people who had asked to be kept informed following the initial survey. PB to circulate for comments. **Action: PB**
- 3) PB had been informed that a formula for determining the quantity of play space per hectare of development should exist. CG has this information and will forward to PB. **Action: CG**