

"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 4th July 2018, 8pm in the Village Hall**

Present: Clint Bull (CB, chair) Penny Berry (PB)
Graham Dormer (GD, vice chair) Paul Ward (PW, KPC)
Robert Sprigge (RS) Bob Hall (BH)
Claire Graham (CG, KPC) Roy Oostwouder (RO)
Lisa Nash (LN) Alena Evans (AE)

Apologies: Jacqueline Veator (JV) Andy Nation (AN)

We welcomed Alena Evans, who is hoping to contribute to one of the sub-groups after hearing some of what we are engaged in. (Post-meeting, Alena expressed an interest in the Environment and Flooding group)

1. Minutes of previous meeting

- PW clarified that Steve Hemingway (SH) has handed over his position on the committee to LN.
- Requests for people to fill, lead, the Transport and Local Economy groups have been posted, but there has been no response, so far.
- Childrens' involvement in the Neighbourhood Plan: BH and JV have met with the school parliament at Knebworth Junior School. Very good response. CB and JV have discussed the involvement of the school, Knebworth Youth Project, Scouts and Guides.
- Housing Needs Survey: CG/RO to put onto a Google Survey.
- SH is to be approached regarding the continued availability/use of his KNP Twitter account.
- CG has sent a formula for the calculation of play space to PB.

2. AECOM Walkabout (Earlier on 4.7.2018)

- CB, GD, AN, CG and PB accompanied Ben Cassel and two AECOM colleagues around the village.
- Two task grants have been awarded – for 'Design Codes' and for 'Master Planning'
- Design Codes will cover such things as styles, finishes, distances apart across roadways, front garden and parking provision.
- Master Planning: To make a start on this AECOM need to know what we have already done and documented. They will send a summary of proposals following further walkabouts, but require copies of surveys, previous plans, open day content and results, etc. **Action: All.**
- PW will ask Jeremy Thornton for access to, or copy of the data file and graphs created following the 2016/17 survey. (Post meeting note: PW has obtained this file.) **Action: PW - Done.**
- Do AECOM propose to talk to the landowners? CG will include this question in future discussions. **Action: CG.**

3. Revised Objectives (from JV):

- There was discussion around the revised, re-styled objectives from JV, circulated by CG at this meeting.
- BH wished to add some under the heading of 'Education'. **Action: BH.**
- All are asked to contribute to objectives for the Traffic, Transport and Parking sub-group.
- All comments by 9th July please. **Action: All**

4. Business Survey

- JV has made some comments. CB has amended these.
- There was some discussion on JV's proposed revisions.
- AN wants help conducting this survey (Viv Perry?) **Action: All.**

5. Asset Register:

- Add HCC half of Recreation Ground as Asset of Community Value (ACV) – this would require a community group to initiate.
- CG will attempt to structure the list into categories, including listed buildings, SSSI, and list of e.g. gravestones, etc. **Action: CG**
- All to be plotted on a map (Google Maps? – possibly AECOM – Action carried forward.

7. Website and Logo:

- RO has set up the website 'Landing Page'.
- RO is looking for a suitable template but needs more guidance from members on what structure is required, what audience(s), e.g. to Residents for Info, News, copies of Inspection and Communication reports, links to selected documents. Action: All.
- RO asked how the website is to be publicised? Local Social Media sites, propose to have ongoing reference to website in Parish News.
- What are the Key Messages? - 'Need more people for Retail, Traffic and for secretarial support (taking/producing minutes, administering documents to storage (e.g. Dropbox, or equivalent) and managing documents access through website.
- LOGO: Debate about usage of Village Hall outline, but design finally agreed. DECIDED.

8. Built Environment sub-group:

- Name change from 'Housing and Character' group. All agreed.
- Discussion over objective related to domestic parking provision.

9. Lisa Nash surgery

- Saturday, 14th July. KNPSC will contribute if possible, or in future surgery sessions. RS may be able to attend 14th July, but CB, GD, BH cannot.
- List of future surgery dates:

10. Date of next meeting

- Wednesday 22nd August 2018, 8pm in the Village Hall.

11. AOB

- CB will be out of circulation for ALL of September. We need to arrange cover.
- BH presented the 'Gladman' maps for KB3/4 (Eastern side of Village):
 - Re. 'school' access and 'distribution road' that funnels traffic from Watton Road into Swangleys Lane (past the Junior School) and thence into London Road. It was noted that, by extending this road southward into adjacent Woolmer Green and then onto the B197, it would take a significant proportion of traffic out of the 'High Street'. Action: CG to Flag to AECOM.

- Second Primary school: suggested that it could be sited in KB3, adjoining the existing Primary school.
- BH to put points together, so that CG can get AECOM opinion. **Action: BH.**
- CG/PW to have conversation with the landowners, re road extension to the South, to avoid directing traffic down the narrow Swangleys Lane, past the school. **Action: CG/PW.**
- RS Requested that an item be placed in Parish News, asking for new members. **Action: PB to draft.**
- PW is to arrange a separate meeting with Steve Deakin-Davies (NHDC councillor) re his work on 'youth' issues – does anyone wish to attend? **(CB, PB, BH)**