

Notes of Neighbourhood Plan Working Party meeting held on 26 July 2016 in the Village Hall at 8.00pm

Present: Paul Ward (chair), Clint Bull, Bob Hall, Jenny Harrison, Graham Dormer, Robert Sprigge, Stephen Hemingway, Jeremy Thornton, Claire

Apologies: Gareth Hawkins, Grahame Hill, Paul Ambrose, Andrew Smith, Penny Berry

1. Minutes and actions from previous meeting

- 1.1. Review Parish Plan to identify scope of NP. – Everyone – discussed in this meeting following contribution from Robert Sprigge and Gareth Hawkins. Closed.
- 1.2. List benefits of NP – P Ward – information in the material for 26 July meeting. Closed.
- 1.3. Find questionnaires produced by other NPs – B Hall & G Hawkins - Mr Hall produced a sample questionnaire from Watton at Stone. To be circulated. Closed.
- 1.4. Ask the admin assistant is she is able to minute meetings. – C Graham – Claire confirmed the admin assistant has no time. PW requested that the members take it in turn to take a note of decisions and actions at each meeting. Closed.
- 1.5. Provide flip chart / computer and projector next meeting. – C Graham. Open
- 1.6. Use of Google groups – S Hemingway is to set up a wiki to share information. Open.
- 1.7. Draft an outline plan to develop NP – P Ambrose – plan was distributed but due to time in the meeting and unavailability of MR Ambrose was not discussed. The view of the group was that we first needed to focus on scope. Open.
- 1.8. Act as temporary chair – P Ward. Closed.

2. Potential benefits – discussion

- PW summarised the document in the meeting materials and also highlighted the development of the Local Plan from NHDC meeting in Baldock in July. In particular that because Knebworth did not have any sites over 500 dwellings proposed then we are reliant upon application of policies in the Local Plan and also anything we develop as a Neighbourhood Plan to shape development in the parish to the extent we can, and to articulate the views of the residents and stakeholders.
- The conclusion remains that whilst the group does not expect to be able to override strategic policies in the Local Plan this is worth pursuing. The resulting plan needs to be something that developers can pick up and understand as positive statements about what the village wants. ACTION SH to summarise the main policies (not site list) from the Local Plan to educate the group.
- However there was concern expressed around articulating the purpose and benefits of this to the community. ACTION PW to draft a vision statement for use in initial consultation.
- It was noted that Woolmer Green do not appear to be pursuing a Neighbourhood Plan.

3. Scope of neighbourhood plan – discussion

- The group reviewed the questionnaire material from Watton at Stone provided by Mr Hall and discussed the questions arising. How big or small should we make the scope of the plan, and what is it trying to address?
- The conclusion and agreement in the meeting was that the starting point for development of the Neighbourhood Plan should be to assume that the development proposed in the Local Plan to 2031 takes place. Therefore we should be asking questions about what the parish wants and suitable policies to support the proposed growth of Knebworth on this basis.

- Concern was raised over the proposed expansion and how the infrastructure of the village can be improved alongside this. This is both related to constraints (e.g. railway bridges) and potential improvement works and funding from developers.
- The group wanted to review the Parish Plan in more detail to look at prior work. PW to circulate a web link. ACTION PW to circulate a link to Parish Plan.
- It was queried whether existing Neighbourhood Plans that have been developed have used a pro forma template for developing topics, questions, policies etc. ACTION PW to investigate.
- JT queried whether our local MP or neighbouring councils had been engaged on this topic and may provide support – ACTION JT to contact Stephen McPartland and Jane Gray.

- RS presented his initial analysis of potential plan topics from interrogating the Parish Plan and these were discussed, as well as the list from GH. The view was taken that this was a good starting point – ACTION BH to produce a structured list for potential consultation on scope.
- RS highlighted that as well as up to date data, trends will need analysing for the various topics to estimate likely requirement through to Local Plan timescales. Some data is available e.g. from education authorities on demand projections.
- Given the feedback to the draft Local Plan from Knebworth stakeholders was estimated at about 150 responses, RS took ACTION to review any themes arising from the consolidated consultation comments.
- Topics that were discussed for inclusion were:
 - Schools – supply versus demand
 - Transport – nature of the B197 “corridor”, A1(M) slip road possibility, railway bridges constraining
 - Parking solutions in particular regarding commuters
 - Flooding and sewerage, including use of front gardens for drives
 - Local character of the village and how this is maintained (reference design documents. E.g. Building For Life 2012).
 - Community spirit e.g. clubs, societies, directory
 - Business interests
 - Any specifics related to Old Knebworth versus the new village

4. Outline plan / next steps – discussion

- Plan from PA was distributed but due to time in the meeting and unavailability of Mr Ambrose was not discussed.
- The view of the group was that we first needed to focus on getting the scope right and then plan.
- JT queried how we planned to engage in consultation across the parish and highlighted relevant social networks e.g. StreetLife (<https://www.streetlife.com>) as one possibility, as well as traditional newsletters. ACTION JT to prepare proposals for an overall consultation approach for discussion.

Next Meeting is Wednesday 7th September 2016 at 8.00pm in the village hall committee room.

Summary of open actions and decisions:

No.	Action	Owner
1.3	Provide flip chart / computer and projector next meeting	C Graham
1.6	Use of Google groups - set up a wiki to share information	S Hemmingway
1.7	Draft an outline plan to develop NP – pending, the view was that we first needed to focus on scope	P Ambrose
2.1	Summarise the main policies (not site list) from the Local Plan to educate the group	S Hemmingway
2.2	Draft a vision statement for articulating the benefits of the plan for initial consultation	P Ward
2.3	Circulate a link to the prior Parish Plan for review	P Ward
2.4	Investigate any templates for use in policy development for the plan	P Ward
2.5	Contact Stephen McPartland and Jane Gray regarding view and support and co-ordination of developing a plan	J Thornton
2.6	Produce a structured list of potential topics for scope consultation (e.g. infrastructure related etc)	B Hall
2.7	Review the feedback from Knebworth stakeholders to the NHDC draft Local Plan for themes for inclusion in the Neighbourhood Plan scope consultation.	R Sprigge
2.8	Prepare proposals for an overall consultation approach for discussion	J Thornton

Decisions taken

Topic	Decision	Date
Scope	The starting point for development of the Neighbourhood Plan should be to assume that the development proposed in the Local Plan to 2031 takes place	26 July 2016

Closed actions

No.	Action	Owner
1.1	Review Parish Plan to identify scope of NP - contribution from Robert Sprigge and Gareth Hawkins reviewed	Everyone
1.2	List benefits of NP – information in 25 July meeting	P Ward
1.3	Find questionnaires produced by other NPs – Watton at Stone example shared	B Hall & G Hawkins
1.4	Ask admin assistant is she is able to minute meetings - this is not possible	C Graham
1.8	Act as temporary chair – continuing	P Ward