

Notes of Neighbourhood Plan Working Party meeting held on 7 September 2016 in the Village Hall at 8.00pm

Present: Paul Ward (chair), Jenny Harrison (KPC), Graham Dormer, Jeremy Thornton, Gareth Hawkins, Bob Hall, Geoff Lawrence

Apologies: Steve Hemingway, Robert Sprigge, Clint Bull, Penny Berry, Paul Ambrose

1. Minutes from previous meeting were agreed.
2. Local Plan update
 - PW explained that NHDC is expected to confirm the version of the Local Plan in late September, which will go into consultation and for inspection. A six week consultation is expected. JH explained that the Parish Council are planning to have a meeting and engage residents.
 - PW noted that Codicote PC were considering development a Neighbourhood Plan – it was noted there may be synergies. ACTION 3.1 PW to follow up.
3. Vision statement – discussion
 - The group discussed what context the policies of the Neighbourhood Plan would need to be developed within.
 - Anticipating what the needs of the parish are through to 2031, in line with the timescales in the Local Plan.
 - Base it on the assumption that the Local Plan will be implemented over the period and result in considerable expansion of Knebworth village.
 - Consider with the implications are of this for sustainable development of the parish and its infrastructure in the parish.
 - Consider what people value and would like to preserve about the parish.
 - Determine as part of this whether the proposed developments can be phased in some way to make the changes able to be absorbed better. A rough calculation suggests this is c. 80 dwellings per year over the remaining plan lifetime.
 - Take in the evidence available today, for example the existing feedback from residents on traffic problems, parking, safety issues. How this could be applied to planning and development was, for example, new access roads, safe pedestrian routes, transport congestion issues.
 - It was noted that the Neighbourhood Plan applies to the whole Parish and thus areas like Old Knebworth need to be considered.
 - GL noted that there is a map of existing Conservation Areas in the parish but he could not recollect the web site link.
ACTION 3.2 PW to circulate a link to the map.
 - The group then reviewed the initial draft of a vision statement in the meeting documentation drafted by PW. Comments were as follows:
 - Rather than ‘vibrant and inclusive’ the group thought the key characteristics included a safe and convenient location, not quaint but characterful given its history.
 - The concept of an independent large rural village was supported.
 - The vision needs to consider ensuring Knebworth is economically viable, supporting local businesses and employment opportunities created for local people.
 - It needs to reflect the needs of families as well as individuals.
 - Key is supporting the new developments in a sustainable manner.
 - It was agreed to focus on the proposal for consulting the parish, and the wording for this to communicate the objectives and purpose of a Neighbourhood Plan.

The vision statement will be developed based on consultation about priorities of stakeholders in the parish.

ACTION 3.3 PW to draft proposed communication for a consultation about the need for a Neighbourhood Plan in above context, and purpose of consultation.

4. Scope of potential Neighbourhood Plan

- The material submitted from Robert Sprigge and Bob Hall was discussed.
- The view of the group was that the list is a good starting point, however we first needed to focus on getting the priorities right via consultation and afterwards plan on policy development and evidence gathering using that via focused groups.
- Several members could not find the specific policies mentioned in the NHDC Local Plan material and the commentary from SH. SH was requested if he can provide further guidance / links on where to locate the relevant policies.
ACTION 3.4 SH to provide guidance on how to find the Local Plan policies mentioned in the prior analysis.

5. Consultation approach

- Potential questions to ask people across the parish were discussed.
 - What is good about the parish now?
 - What is worth protecting?
 - What would people like to see improved or changed?
 - What would we like people to contribute into the plan?
 - It could be used to gain some information on the population in the parish to help policy development.
- It was agreed that a potential list of topics would be drawn up could be used as a basis for a menu to prioritise from in the consultation rather than open ended questions. GH noted that it would be beneficial to get hard data from the consultation not just subjective narrative comments, and a way needed to be found to do this e.g. using scores.
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- Concern was raised about the timing of any consultation on the priorities for the Neighbourhood Plan versus the NHDC Local Plan consultation. It was noted this could be confusing.
- The group agreed that the timing of Neighbourhood Plan consultation on priorities should be after the Local Plan consultation, towards the end of 2016 e.g. November.
- The possible methods used to engage the parish were discussed.
 - Letters / paper forms for feedback
 - Door knocking – time intensive but tends to get good quality feedback
 - Online tools e.g. survey monkey
 - Publicise in high profile locations e.g. train station, near schools
 - Hold a public meeting and publish the date early
 - Hold a open surgery
 - Knebworth Parish News

6. Actions from previous meeting

- Closed: 1.3, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7.

Next Meeting is Wednesday 5th October 2016 at 8.00pm in the village hall committee room, subject to this being available – CG to confirm.

Summary of open actions and decisions:

No.	Action	Owner
1.7	Draft an outline plan to develop NP – pending, the view was that we first needed to focus on scope and consultation plan for 2016, PW to speak with PA (not present)	P Ambrose
2.8	Prepare proposals for an overall consultation approach – see item 5	J Thornton
3.1	Follow up with Codicote PC regarding possible NP plan development synergies	P Ward
3.2	Circulate a link to the parish conservation areas map	P Ward
3.3	Draft proposed communication for a parish consultation about the need for a Neighbourhood Plan and purpose of consultation	P Ward
3.4	Provide guidance / links on how to find the Local Plan policies mentioned in the prior analysis (not present)	S Hemmingway

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
Consultation	Consult the parish on the priorities for the NP policy development, timing in Q4 2016 likely November but after the Local Plan consultation to avoid confusion.	7 September 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
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
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