

## **Notes of Neighbourhood Plan Steering Committee**

**2<sup>nd</sup> November 2016**

**Village Hall at 8.00pm**

### **Present:**

**Clint Bull (CB) - Chair**  
**Robert Sprigge (RS) – Vice Chair**  
**Graham Dormer (GD) – Note taker**  
**Paul Ward (KPC, PW)**  
**Steve Hemingway (SH)**  
**Bob Hall (BH)**  
**Paul Ambrose (PA)**  
**Gareth Hawkins (GH)**  
**Jeremy Thornton (JT)**

### **Apologies:**

**Jenny Harrison (JH)**  
**Claire Graham (KPC, CG)**  
**Penny Berry (PB)**

1. Minutes from previous meeting were agreed.
2. Local Plan update
  - The consultation response phase for the NHDCLP has now started. A leaflet has been printed and is being distributed. This was produced with the help of a planning consultant.
  - There is to be a public meeting, on 23rd Nov.2016, in the Village Hall, to mainly be a Q&A session to assist in presenting responses to NHDCLP.
  - There was some discussion on the need for more publicity, perhaps banners, to encourage more responses.
  - PW had met with Codicote Parish Council about common response issues, but this is to be reported first to Knebworth Parish Council (KPC).
  - KPC are developing their own collective opinion / response. This will be made available before the end of the response period.
3. Knebworth Community
  - A view expressed by Geoff Lawrence (now resigned from the KNPSC), that Knebworth has 'no obvious single community', was debated.
  - Collective view: Knebworth has many communities: churches, societies, sporting clubs, etc., based around a wide variety of interests. It will be necessary to ensure all of these are also engaged as stakeholders in the KNP survey(s).
  - PW and CB had recently attended a 'rail users' meeting: This comprised many younger residents and other users who appeared to have a wider interest in the village. If some could be encouraged onto the KNPSC at some stage, it would help to counter the criticism that 'everything is run by 'white-haired elderly people'.

4. Membership of the KNP Steering Committee
  - Is committee big enough? It will certainly need to expand when we have defined subject headings / data-gathering targets sub-committees. We should be able to define the scope of the KNP at a meeting in Jan 2017, following analysis of the Survey.
  - At the meeting on 23rd Nov. 2016, it would be useful to show the relationship between the NHDCLP and the KNP, and ask for further volunteers to assist with KNP, the purpose being to create a NP that shapes development in the village, not an action group to oppose the NHDCLP. For example, the KNP could be used to define developer contributions to local resources (schools, village trust, etc)
  
5. Project Plan (PA)
  - Draft Gantt Chart presented by PA. Discussion ensued:
  - At 23rd Nov meeting, declare a string of future public meetings regarding the KNP, say, 3-monthly, to present progress on KNP and to show the staging of input to the KNP sub-headings. This will create a series of consultation events, achieving almost continuous consultation and data-gathering and ably meeting the government requirement for consultation during the process.
  - In Jun/July (e.g. at Knebworth Fete?) effectively near the end of the consultation period, get all Knebworth societies, sports clubs, churches, schools, to an 'open day' of 'things going on in Knebworth' together with a presentation of the KNP draft 'so far' demonstrating community strength and the inclusion of all these in the 'community input' to the KNP process.
  - The Steering Committee agreed to set themselves a challenging target of **Submission of the KNP to Inspector by March 2018.**
  - Although there were some changes to PA's original plan, it was generally considered to be a very useful document and the Committee members expressed their appreciation
  
6. Draft Survey (GH) - Preface Introduction and Background Statement, see next agenda item
  - Draft Survey presented by GH. Discussion ensued:
  - It was agreed that the draft survey was an excellent piece of work, and appreciation was expressed to GH for the time and effort he had put into it.
  - The survey will:
    - Identify stakeholders views with appropriate subject headings
    - Generate numeric, comparative data that was quantifiable
    - Cover respondents' views of current status and future needs
    - Allow respondents to add topics not covered, or to amplify on any topic
  - This needs to be completed to be inserted into Parish News by 6 Dec 2016 for the January 2017 edition
  - It was agreed that by the time the survey appears in the Parish News we need to have 'ballot boxes' in place and the on-line survey up and running
  - In January to then organise distribution throughout Knebworth (House drop) also to all other stakeholders (Local businesses, attendees of schools, churches, sports and societies)
  - After the meeting it was agreed that, once finalised, the survey needs to be trialled on some friends and family

7. Introduction and Background Text (BH)

- Draft text presented by BH. Discussion ensued:
- It was generally agreed that the text addressed the main points as required and BH was thanked for his contribution
- Para 4 to state that KNP is to provide the detail and requirements defined by the residents and other stakeholders, so that any development meets Knebworth needs.
- Ideally to kept to one side of one page, so that the survey can be reproduced on the other side.
- At 28th Nov meeting of KNPSC, Intro and survey to be finalised, prior to submission for Parish News by 6th Dec.

8. Govia Thameslink Railway (GTR) 2018 Timetable Consultation

- Although not directly relevant to the KNP, the outcome will be relevant to the future of Knebworth
- There are significant changes planned to train services serving Knebworth, therefore it was considered important that as many people as possible from Knebworth should respond to the consultation
- Notably, anybody who considers the current peak time 'fast' trains to and from London to be important should ensure that GTR are made aware of that

9. Post meeting note from CB

- After the meeting PW circulated some important documents relating to Neighbourhood Plans, their makeup, Steering Committee responsibilities etc.
- There was a very important section on Stakeholder Engagement, which we would do well to consider before going much further
- It particularly suggested that too much use of jargon, official terms and even the name 'Neighbourhood Plan' itself could be counter-productive to public engagement
- It also recommends actively engaging with school children, local groups or societies and local businesses and making them part of the Plan process
- I suggest that early in the New Year, once the Survey is completed, we have a meeting to discuss only this topic and agree an overall strategy

10. Post meeting actions

- A list of actions that need to be completed by the time the Parish News is published
- Owners required

Ballot boxes sourced	CG
Locations for boxes agreed	
Boxes in place	
Mechanism for emptying in place	
On-line survey live	JT
Hard copy questionnaires ready	
Volunteers to deliver/hand out	