

"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
22 August 2018, 8pm in the Village Hall**

Present:

Clint Bull (CB, chair)	Robert Sprigge (RS)
Graham Dormer (GD, vice chair)	Andy Nation (AN)
Paul Ward (PW, KPC)	Roy Oostwouder (RO)
Claire Graham (CG, KPC)	Bob Hall (BH)
Jacqueline Veater (JV)	Phil Skinner (PS)
Gunpreet (GP, Intern)	John Stainforth (JS)
Roger Willcocks (RW, KPC)	

Apologies: Penny Berry, Ricky Stokes, Lisa Nash

1. Minutes of previous meeting

- AECOM had revisited the village and had commenced preparation of the report. One of their transport planners had also attended.
- CG had produced and circulated maps and schedules of the community assets
- AECOM to be provide with a copy of the Housing Needs survey
- AECOM access to drop box and NP documents agreed
- Graham Dormer advised that he would be leading on the traffic, transportation and parking group, as well as the environment group. Any assistance would be gratefully received

2. Welcome

CB outlined the purpose of the Neighbourhood Plan Group and welcomed Phil Skinner and John Stainforth to the meeting. Phil Skinner advised of his background in Traffic and Transportation and was already on that working group.

3. AECOM draft report

Master Planning; AECOM to produce proposals by early September, in advance of the meeting with Landowners

4 Meeting with Landowners

4 main sites owned by 2 landowners. Meeting with landowners planned for late Sept/ early Oct Earlier pre meeting had not been decisive regarding agenda or approach. Further thought required when AECOM draft report available. Landowners' circumstances will differ and detailed info from Landowners on their proposals to be sought in advance of meeting. Phil Tubb Wallace likely to bring Gladman, developer, along to meeting. An understanding of their relationship and room for flexibility would be useful

5 Update from Business survey (AN) .

45 businesses surveyed in the village, on the High Street and Station Rd. Main issues raised were:

- Parking(for employees and customers)
- Widening of High Street (narrowing of pavement) to improve traffic flow and parking was one suggestion
- Retention of Pub in Station Rd and a decent restaurant facility were supported
- Regarding parking the question of where additional parking could be provided was discussed. To be picked up by Traffic and parking group
- **AW to provide short report on consultation exercise for records**

- The issue of lower business rates was not raised as a particular issue. Additional housing may increase footfall, which was seen as positive. However a couple of businesses were already looking elsewhere for suitable premises
- Andy's efforts with the business survey were appreciated by the meeting

6. Updates from the Groups

a, Housing and Character Group (RS)

There was a Design in Herts workshop costing £120. It was decided not to send a rep along from the group. However, there was a sustainability toolkit available. The group intended to use the toolkit and apply it to the output from the AECOM report.

The question of housing for different age groups: JV thought this should feed into the draft policies. Affordable housing was also raised as a query. JV thought this would be covered under NHDC policies within the Local Plan.

JS thought that HLC strategy was to have larger houses on the periphery of a development with denser housing towards the centre of developed areas. Knebworth Park Estates hoped this would be seen as a positive strategy

The Local Plan incorporated an indicative construction programme which showed construction commencing in approx. 20/21. It was thought that the landowners would each want to commence construction on a small scale initially on several sites. **NP policies would be required to be documented soon.**

b.Schools (BH)

Had not met during the school holidays. BH had met with HCC to exchange views about the siting of the new primary school and possible benefits of it being adjacent to the existing school rather than on KB4. The pupil parliament and 6 exhibitions had produced some good engagement and feedback.

C Environment (GD)

Also had not met since the last meeting. During recent stormy weather, flooding had been noted in a number of areas, particularly on the highway, and often due to blocked drains. GD to provide details of the flooding areas, to CG. CG reported that HCC's storm water survey of Knebworth may be soon available. GD reported that previous sites of flooding, in Orchard Way and Broom Grove had not been evident during the recent bout of flooding, possible due to the recent works carried out by HCC.

d. Traffic, Transportation and Parking (GD)

GD advised that he would lead this group. Any assistance would be gratefully received.

GD tabled a mind map of the issues and requested all at the meeting to feedback on the pros and cons on the issues, within the next week.

JS advised that Knebworth Park Estates wanted to improve the infrastructure and access to KB1 and KB2.

Previous List of objectives for group to be passed from JV to GD

AN to pass over a video of recent traffic congestion.

BH to provide contact details of local resident with Traffic experience

e. Overall Progress: Neighbourhood Plan Project Planner

Project Planner from AECOM bid tabled. JV advised that we should be firming up on our NP policies now. There was some concern about the lack of progress in many areas. Group sessions are to be arranged with JV to facilitate/ assist with finalising of objectives and drafting of policies. JV availability difficult over next month and generally not available Monday to Thursday evenings, **so group leads to liaise with JV on possible diary slots.**

7. Wellbeing Policies

PB complimented on 1st draft of policies, which she had circulated. Content good, but style needs a little attention. **JV happy to assist with this. Referencing of NP policies needs to be developed and agreed.**

There appears to be some overlap of policies on local green spaces between Wellbeing and Environment Group.

General observation: The evidence and referencing of policies from all groups needs to be consistent.

CG schedule and mapping of the community assets is essential.

JV and CG to develop skeleton framework for the NP.

8, Youth Survey

Discussed at length and will need further work. The questions need to be better designed to extract information which will more explicitly inform the Neighbourhood Plan policies. A youth focus group may be a better process of engagement. **JV offered to facilitate youth group session. CG to collate details and help to set up group. BH and PB to assist. CG to advise when new group can meet.**

9 The Web (RO)

RO thanked for his excellent work on developing an attractive website for the Neighbourhood Plan.

Additional content will be required to promote the website when using a search engine.

RO going on holiday for 2+ weeks. **Some guidance needs to be developed about rules and process for uploading information and articles onto the web.** A web editor would be ideal, but we don't have one just yet. A communication lead /group would be very useful. **Matter carried forward to next meeting**

Thanks again to Penny for the parish news article

10 Date of Next meeting

19 Sept.

24 Oct

CB (chair) away for most of September. Meeting to proceed. Likely Issues for agenda: Policy workshops; Landowners meeting; AECOM report.

11. AOB

- AN requested that a NP contact list be compiled for internal circulation only. Could be put in drop box **(AN to action)**