

"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."

<p>Minutes of Knebworth NP Steering Committee meeting held on 19th September 2018, 8pm in the Pavilion</p>
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Present: Graham Dormer (GD, vice chair) Andy Nation (AN)
 Bob Hall (BH) Claire Graham (CG, KPC)
 Roy Oostwouder (RO) Paul Ward (PW, KPC)
 Robert Sprigge (RS) Penny Berry (PB) - Note taker

Apologies: Clint Bull (CB, chair) Lisa Nash (LN)
 Jacqueline Veator (JV)

1. Minutes of previous meeting

- Minute taker - PB

Clarifications and corrections:

- Item 1 Minutes of previous meeting, point 4 ... provide, should read provided
- Item 5 Update from Business Survey - typo on last line - AW should read AN
- Item 6 Group Updates, Housing and Character (now Built Environment) para.3 - HLC is an abbreviation for Henry Lytton Cobbold.

Matters arising and actions:

- AN had produced a short report of his findings on the business survey consultation exercise, the main areas to highlight were:
 - a) poor Internet speed,
 - b) a desire for increased traffic flow through village, but retailers wanted to retain parking on both sides of the high street,
 - c) it wasn't thought that electric car charging points would increase trade.
- CG pointed out that there would be four extra retail units as a result of the McCarthy & Stone development.
- GD to provide details of the flooding areas to CG. **Action carried forward - GD.**
- ALL - feedback to GD on TT&P mind map had been good and the mind maps updated. Phil Skinner is now working on them.
- AN to pass over a video of recent traffic congestion. Handed over at the end of the meeting.
- BH had passed on contact information of resident with traffic expertise to GD. **GD to contact carried forward.**
- Overlapping policy areas on local green spaces between Wellbeing and E&F groups clarified as green spaces for leisure purposes fitting best into Wellbeing and green environmental spaces being a better fit to E&F.
- PW will create a new Dropbox folder for maps so this can be accessed by all. Now done.
- Regarding the evidence and referencing of policies - every document should contain the author's name, date of creation and path to Dropbox folder. If duplication of file names arises, these will be dealt with as and when.
- Youth Focus Group - due to short notice, this wasn't possible. A structured session is now scheduled for approximately one hour on Thursday 18th October in the Pavilion, time tba. It is intended to be based during a Youth Project meeting with invitations to the Scouts & Guides and Football Club. Linda Brookes had led a short brainstorming session during the Guides meeting on 17th resulting in a "wish list". Sean Westcott is the Football Club contact relevant to

younger players. Jeremy Godfrey and Adrienne Charter would be the relevant Parish Council contacts as they have teenage children.

- BH was concerned that the landowners meeting hadn't yet taken place. PW had tried to arrange a meeting, but October is the first likely time due to previous diary clashes. Thursday 18th October at 8pm or on a Friday were suggested options. **All groups need to formulate some ideas of how to work with the landowners and what we want from them, such as the proposed "link road", other transport issues, community amenities required.**
- AN was thanked for his work on the KNP members contact list. **GD is to give AN more names to add to the list.**
- GD made some small written corrections to the minutes and signed them as a true copy of proceedings. The document will be scanned and put on Dropbox.

2. Welcome guests/new members

Non present.

3. AECOM draft report

- More and better photos required.
- **All** - please look through the report, catalogue comments by referring to section numbers of the report with page numbers of this edition in brackets as page numbers will change in subsequent editions. **Please send all comments to CG, copying GD into the emails, by 1st October. CG to then collate into tabular form and advise AECOM.**
- CG said that the housing shown on the plans exceeds what is required by the Local Plan, which states minimum numbers. If developers can get more units they will. It would be preferable to just denote relevant areas as housing rather than showing layouts.
- The report should be the basis of talking to the landowners. The report is for Master Planning and gives layout and community buildings, etc.
- AN suggested getting help from AECOM with off-road parking.
- The noise zone on the plan has no physical evidence of noise or pollution. The noise zone and some housing areas overlap but are shown on different maps. AN has employed a sound and pollution specialist in the past and could possibly get some information. CG said that Parish Online has some statistics, although it wasn't known how current the information is.
- AECOM had offered the assistance of a transport planner to focus on developing the area.

4. Readiness for workshop

- The aim of the workshop is to finalise objectives and policies.
- BE - RS to attend, possibly one group member
- Wellbeing - PB to attend with three group members - Many Preedy, Joy Hall and Stuart Biddle.
- TT&P - PS to represent TT&P for GD with the aim of getting ideas/inspiration for objectives for TT&P.
- Regarding TT&P, reforming the Knebworth Parking Initiative Group (KPIG) was discussed. BH said that NHDC don't want a consultation, they would prefer an agreed scheme and if we don't express a view shortly, we will lose out. **CG will put the business survey forms on Dropbox so that comments regarding parking can be easily accessed. GD is to contact LN regarding reforming KPIG in some form.**
- BH has sent JV some draft objectives and policies for the Schools group.

5. Update on Business Survey

- AN had produced a short report on the results of his business survey (attached to the end of these minutes).
- AN had contacted Steve Deakin-Davis regarding his offer of help on this topic, but had received no response.

6. Updates from Subgroups

BE Currently no additional information.

Wellbeing Draft objectives and policies to be reviewed at the workshop on 20th September.

- E&F
 - GD had taken photos during the recent heavy rain
 - HCC have their own flooding map, as do the Environment Agency
 - **CG to contact Sandy Hollister to obtain draft report with maps to pass to AECOM**
 - CG - SuDS are in Local Plans, as are lagoons
 - AECOM are using old environmental maps.
- TT&P
 - BH has passed on contact details for Roger Flowerday (transport).
 - **GD to then contact RF, Graham Fothergill (parking) and Lisa Nash regarding KPIG.**
 - BH suggested deferring parking until the next meeting
 - Regarding a possible traffic census, data should be obtainable from the SID outside St Thomas More church. CG has asked previously but it was unavailable. It is due to be moved to Park Lane after which the current data may be available.
- Education
 - BH is due to attend a meeting at Knebworth School on Thursday 20th September with a request to use Year 6 pupil feedback on preferences around secondary schooling in the area. It will form part of the AECOM report.
- Retail & Business
 - **GD to speak to Ricky Strokes again about this group.** He had seemed quite interested previously. **AN offered to speak to John Ellis at Freidmans. GD and AN to then compare notes.**

7. Website, Social Media and Administration update

- The original Facebook account (via Steve Hemingway) has now been archived. It was agreed that posting occasionally on Twitter on relevant topics and directing people to the website would be preferable to having a dedicated Facebook page.
- Items for the website, initially bring to a Steering Committee meeting and perhaps develop rules from that.
- **RO to give PW access to Word Press site.**
- Word documents are preferred as they then go on the site as text.

8. A.O.B.

- PB queried whether to send short versions of the KNP Updates to be included in the parish newsletters of adjacent parishes, eg Woolmer Green and Datchworth. Residents of those parishes use Knebworth community facilities such as the GP Surgery and library and are therefore stakeholders. CG has some contact with Woolmer Green Parish Council and suggested **topics that we're working on could be sent through for consideration.**
- AN queried the number of dwellings for the former Lowes site. On the draft AECOM report there are 14 dwellings shown. In fact there will be 51 once those proposed for the old Lowe's sand yard are included. **This should be pointed out to AECOM.**
- AN requested that the minutes record that he has now passed to video to GD and this action is now complete.
- AN has been talking to two architects regarding designs of getting commuter parking by the station and over the railway.
- BH referred to the previous meeting where the NHDC Local Plan was discussed to consider improvement to walking and cycling. **It was noted that there had been an to NHDC's EIP to have a more holistic view.**
- BH pointed out the rules of engagement from a Residents Association point of view regarding the use of St Martin's Road as site access. This is a private road, paid for by the residents. Permission will not be given to use St Martin's Road. **PW will co-ordinate with the Residents Association when arranging a landowners' meeting.**
- PW had contacted Adam Pengelly for permission to use his photos on the website. He gave permission providing that they are referenced to him.
- **CG. Maps - please advise what is needed and CG will put on Dropbox.**

9. Date of next meeting

Wednesday 24th October, 8pm, Village Hall main hall.

Report Derived from Parking Survey

45 businesses were surveyed in June and, as has been widely acknowledged, the major 3 concerns were Parking, Parking and Parking, both for the present and more-so for the future.

They were concerned about;

- Parking for their staff.
- Parking for customers.
- Free parking periods. 2 hours of free parking for customers in all areas was most favoured. This would accommodate short term shoppers, diners and ladies needing hairdressing.
- Charges for parking in the public car park. Again, 2 hours free parking was most favoured.
- Not being allocated road parking permits because their businesses are not sited in the particular roads (J Jackson has particular issues with this policy due purely to his postal address and the nature of his business). North Herts District Council appears to have adopted 'one size fits all' and apparently will not listen to justified cases for variations from its standard rulebook.
- Width of carriageway in the High Street for customer parking. Many businesses want it increased by 0.3m to improve traffic flow. This is in conjunction with the majority of businesses wishing to maintain free parking on both sides of the High Street to facilitate 'drop-by' shoppers.
- The need for a multi-storey car park, but location was considered a problem. Businesses liked a suggestion of a multi-storey car park over the Station, particularly if it could be combined with other community facilities.
- Overall the businesses felt parking restrictions was the biggest barrier to trade, citing free parking at large retail parks drawing people away from shopping in the High Street.

Few businesses thought electric vehicle charging points would bring in increased trade.

Most businesses thought any increase in housing would bring increased trade. However, estate agents voiced the opinion that it would make Knebworth village less attractive as a place to live which could, in turn, reflect on reduced house prices.

Few businesses now advertise in the local papers. The favourite form of advertising is the internet, followed by the Parish Magazine.

Most businesses thought trade was good, with trade static or increasing.

Most businesses were one/two-man bands, with only about a third employing more than 4 people.