

"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 style="text-align: center;">Minutes of Knebworth NP Steering Committee meeting held on 28th November 2018, 8pm in the Village Hall</p>

Present:	Clint Bull (CB, chair) Graham Dormer (GD, vice chair) Roy Oostwouder (RO) Penny Berry (PB)	Andy Nation (AN) Claire Graham (CG, KPC) Robert Sprigge (RS)
Apologies:	Lisa Nash (LN) Paul Ward (PW, KPC)	Bob Hall (BH) Jacqueline Veator (JV)

1. Minutes of previous meeting

- Minute taker - PB
- One correction to the minutes - GD was the note taker on 24th October, not PB.
- RS reminded us that it was agreed that future documents would also show our website address near the logo. See above.
- BH has had to step down from the committee due to family and school governor commitments. Hopefully this will be a temporary absence, although it will be for at least two months. CB will ask BH for the names of the School group members with the aim of keeping them involved. JV will be asked if she could draft the policies for this group as she has been involved with a lot of the consultations.

2. Landowners Meeting

- CB, BH, PW and Roger Willcocks had attended a meeting with Henry Cobbold plus Phil and Cathy Tubb-Wallace with their Gladman representative. The meeting had gone very well.
- The landowners are keen to have good design standards, giving a good legacy to the village.
- Regarding timescales, CG said that the proposed main modifications to the Local Plan are now available to view online. There will be a six week consultation starting in December. Within a Local Plan, some weight is given to an emerging NP.
- AN queried whether roads had been discussed, particularly any that would bypass the village centre and alleviate traffic flow. CG pointed out that the NP must align with strategic policies. If proper distributor roads are built, they can be further developed at a later date.
- There will be another meeting in February, date to be agreed.

3. AECOM draft report

- There has been no response at all from AECOM, we are still waiting for comments back following our feedback. CG will chase again if we have not heard by the end of next week.
- Both Master Planning and Design Codes have been done, but the suggestion of a transport report is not guaranteed.
- It is unusual to have two topics done at the same time, but they were considered to be interrelated. However AECOM need to produce two separate reports to demonstrate their work on two topics. The work needs to be completed and the funds signed off before any further funding applications can be made.

4. Progress and Next Steps

CG circulated printed copies of the relevant areas of the Local Plan along with current draft topic group policies as received.

Built Environment

- AN had produced a draft estate agent survey for review. It was agreed to add number of bedrooms required to the form.
- RS said the group had a lot about sustainability which needs a lot of explanation.
- GD suggested a meeting to review the list of policies to determine overlapping areas and combine policies where necessary, plus a section on sustainability with leads to relevant parts in various places.
- This would be an easy way to show co-operation and joint working.

Next steps: Estate agents' survey.

Traffic, Transport and Parking

- Objectives, policies and justification have been completed.
- References to support documents and evidence already referred to need adding.
- Further parking surveys may be carried out, plus direction to video evidence on the website.

Next steps: Aim to talk to retailers very shortly regarding the current/recent high street road works/signals. It was reported that some shops were going to try and claim compensation for loss of business. Consequently, there should be accurate information readily available.

Environment and Flooding

- Objectives had been agreed by the time of the Open Day in April.
- Plenty of justification exists, eg Gipsy Lane flooding. A lot of the drains have collapsed and need rebuilding instead of being cleared annually due to not being able to drain water away.
- CG offered the report on the recent storm water drain survey.

Next steps: GD to reconvene the group to develop policies.

Local Economy

- Following on from his contribution to the TT&P group, Phil Skinner (PS) had expressed an interest in helping with developing Local Economy objectives and policies.
- Some evidence already exists from AN's business survey.
- Business owners often live outside the village, so have different views.
- CG has put a list of businesses in Dropbox under LE.

Next steps: GD to contact PS.

Wellbeing

- PB had revised the objectives and policies again and submitted them to JV for additional comment. These are not the ones circulated at the meeting.
- PB had requested JV's spreadsheet to use as a basis for a local green space assessment.
- CG had carried out a green infrastructure audit to assist with this assessment. Who owns each green space might be required in order to assess danger of development. A lot of these areas are owned by North Hertfordshire Homes. Action by Meadway residents stopped redevelopment in the past.
- CG had also produced a map showing the locations of the local green spaces.
- CG to direct PB to NHDC green space policy.

Next steps: PB to review and revise a list of local green spaces for evaluation at a Wellbeing/JV meeting.

Schools and Education

- Schools and school parking has a large impact on the rest of the village.
- It was suggested that facilities should be provided for residents to encourage them not to use cars, eg covered waiting areas.

Next steps: CB to contact JV to produce policies using BH's work.

5. Consultation plan

- CB had produced a draft consultation statement (now on Dropbox) which he intends to update.
- RS would like a public meeting, a standard consultation exercise.
- GD said that all the work done on TT&P had resulted from other people's ideas, eg residents, friends, families.
- CG said that every household in the village would have a paper copy through their letterbox, possibly with the Annual Parish Update, plus being put on the website and directed via the Parish Council website.
- CG to determine at what stage this type of document can be referred to as an emerging NP.
- Timings are that everything needs to be prepared by the end of January ready for the Parish Council meeting on 14th February. This would enable printing of the documents in time for distribution before the proposed Open Day on 2nd March.
- GD is keen to keep this initial draft short in order to encourage people to read it. Residents could be asked to comment on the subjects via the website.
- A table of consultees is needed, eg landowners, neighbouring parishes, residents. All parties should be informed at the same time. CG produced a copy of JV's plan for Walkern as an example of what is required (Appendix 18). The Knebworth Directory could be helpful for contact information.
- RS suggested the Open Day format could be different this time by having open sessions with short talks on plan progress.

6. Website, Social media and Administration update

- RO reported that he had uploaded all NP minutes and updates (as submitted to the Parish News) on to the website.
- RO was asked to check the number of hits on the website and to upload all survey results.
- GD suggested posting on to the "We are from Knebworth" Facebook group (currently 993 members) for some of the survey work. Also, the Knebworth Rail Users' Forum.
- AN asked RO to strengthen the colours on the logo if possible as they were sometimes indistinct when printed (Now done, see top of Page 1.)

7. Communication

- PB had submitted NP updates for publication in the Welwyn parish magazine and to the Codicote NP Forum, having not been able to find a Codicote parish newsletter. PB will do some more work on this.
- The Village Hall has been provisionally booked for Saturday 2nd March for the next Open Day. To give enough notice, this should be advertised in the Parish News February edition, deadline for submission 16th January.

8. A.O.B.

If the Open Day happens on 2nd March, AN is unavailable.

9. Date of next meeting

Wednesday 19th December 2018 in the Village Hall.