

*"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><b>Minutes of Knebworth NP Steering Committee meeting</b> <b>held on 17<sup>th</sup> January 2019, 8pm in the Village Hall</b></p>
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**Present:**      Graham Dormer (GD, vice chair)      Jacqueline Veator (JV)  
                      Claire Graham (CG, KPC)                Roy Oostwouder (RO)  
                      Andy Nation (AN)                                Robert Sprigge (RS)  
                      Phil Skinner (PS)                                Penny Berry (PB) (Note taker)

**Apologies:**    Clint Bull (CB, chair)                            Lisa Nash (LN)

**1. Minutes of previous meeting**

- JV has written a draft statement, it can be found in the Dropbox general area, not within a folder.
- JV had not drafted the policies for the Education group - now see item 2, point 5.2.
- New funding required for a transport report. New funding applications have to be put in before 31<sup>st</sup> January and finalised by 31<sup>st</sup> March. CG to clarify ambiguity around criteria, dates and when AECOM report might be finalised.
- TT&P policies almost complete, citation references are still to be added to the justification.
- CG referred to the NHDC Parking Strategy which covers parking on local roads. AN referred to minimum parking requirements. Which will be most impacting?
- GD to make alterations to the minutes on Dropbox.
- AN had completed the estate agents' survey and passed this to CG. JV has put this into one document.

**2. Progress and Next Steps**

- JV pointed out differences in styles of presentation of the objectives and policies by each group. BE has six policies, each with a lot of criteria. This is one way to write policies, but it is different from the others. It was agreed that the committee needs to review the objectives and policies of all the groups together to see where there are overlaps or whether some can be combined.
- **Action: GD will review the latest version (32) of the BE group on Dropbox and send comments to RS. PS also offered to review and send comments.** All revisions need to be completed by 6<sup>th</sup> February for CG to circulate to Parish Councillors for consideration before their meeting on 13<sup>th</sup> February.
- **TT&P** - JV had mistakenly used an early version of the TT&P objectives and policies. **Action: JV will now make amendments to the latest version and put it on Dropbox.**
- **Wellbeing** - PB is to finalise the spreadsheets of local green spaces and important and local heritage buildings on Dropbox and add associated photos. Wellbeing objectives and policies are to be amended to show a list of the agreed local green spaces, local recreational spaces and important heritage buildings. The other areas and buildings will be in an appendix.

- **Schools** - There was a discussion on schools' location, facilities and potential for using facilities for sports and other activities out of school hours. A primary school would need to make provision for a nursery school. KB4 north of Watton Road has been offered as a potential secondary school site, but no final decision has been made.
  - It was suggested that the A1(M) corridor adjoining KB2 should be designated as an Air Quality Management Area (AQMA) in order to ensure that a school is not built in that area. It was agreed that both potential school sites - primary and secondary - should be ring fenced as school sites and not built on unless it is as a school. Both schools/sites/landowners should be treated equally. JV suggested that CG ask the Parish Council to approach NHDC with this proposal. On the NHDC Main Mods list site BK3 at Barkway already has this proposition.
  - JVB drafted two policies for the Schools group at the meeting and will finalise before the next meeting. **Action: JV to finalise Schools policies.**

### 3. Landowners' Meeting

Unfortunately Paul Ward (PW) was not at the meeting to explain the current situation. PW is to arrange a meeting with the T-W family to discuss their position further regarding diversification and a further meeting with both landowners is to be arranged for February. **Action: GD is to contact PW to find out the current position.**

### 4. Open Day 2<sup>nd</sup> March 2019

- Will we be able to make it happen? - It was agreed that we are on course to have necessary documents ready for the Open Day on 2<sup>nd</sup> March. The Village Hall main room has been booked for the day. Set up will be from 9am and the exhibition will run from 10am to 4pm.
- What format will it take? - It was agreed that the format would be similar to the Open Day in April 2018 with display boards for each topic group. RO had produced a series of templates to be used and these were generally agreed to be excellent, especially as they will ensure that there is a standard format. Objectives and policies (once all agreed - see next meeting date) will be the main items on display, with additional documentation such as justification in paper copy. There will also be pre-printed tick sheet for comments by the public. In addition, it is planned to have a short (five minute) presentation on the hour followed by the opportunity to look round the displays for as long as required.
- CG is to liaise with the Parish Council regarding a paper copy of objectives, policies and Open Day information being delivered with the Annual Parish Update in February.
- Displays should include photos, maps and spreadsheets. CG will arrange A2 printing where necessary once documents are finalised.

### 5. Overview 'Scene setting' document

- What format should it take? - In the draft KNP document circulated by JV, section 1 Introduction, it was thought that PW's initial presentation displayed at the Open Day in April 2018 could be the basis of this section
- Who will write it - CB is in the process of writing the Consultation Statement, the overall view. However feedback on the policies is needed before a full overview can be written. This will not be needed for the Open Day.

### 6. Consultation List (CG)

- CG had made a lot of progress with developing a table of consultees and it was agreed that names can be added to it as necessary.
- However, there is a problem with data protection in that a lot of the local organisations use personal email addresses or phone numbers as contact details and these could be visible on a public document. Data protection rules allow for people to be contacted to determine whether they can be contacted for a different reason, ie for the purposes of the consultation. JV said

that if contact details aren't disclosed then they would not be allowed to appear on the list of consultees.

## 7. **A.O.B**

- RS drew attention to the HCC Design Review Service. JV advised that it more appropriate for council use rather than a NP committee.
- Items to be put on the website were discussed. The AECOM report can go on once it's finalised. Also the policies and objectives, plus the spreadsheets could all go on a few days before the Open Day.

## 8. **Date of next meeting**

In order to be ready and well prepared for the Open Day, GD suggested two meetings as follows:

- **Thursday 31<sup>st</sup> January 2019, 7.30pm** in the Village Hall main room - to compare objectives and policies for every group in order to remove overlaps and finalise agreement. This will then be ready for scrutiny by the Parish Council.
- **Wednesday 20<sup>th</sup> February 2019, 8pm** in the Village Hall, room not yet known - final preparations for the Open Day.