

"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
held on 20th February 2019, 8.00pm in the Village Hall**

Present: Clint Bull (CB, chair) Claire Graham (CG, KPC)
Graham Dormer (GD, vice chair) Roy Oostwouder (RO)
Andy Nation (AN) Robert Sprigge (RS)
Jacqueline Veator (JV) Penny Berry (PB) (Note taker)

Apologies: Lisa Nash (LN) Paul Ward (PW, KPC)

1. Matters Arising

- No date has yet been set for an additional landowners' meeting.
- The final AECOM report was sent through to CG on 20th February, having been through Locality. It was agreed that the TW family could now have sight of the report.
- RS queried whether we could now ask for additional funding for a transport survey. CG had been asked by the Technical Support Liaison Officer whether any further assistance was required and she had pointed out that the AECOM report itself had recommended looking at transport issues.
- CG gave AN several copies of a poster advertising the Open Day for distribution to local retailers, etc.

2. Review of Vision, Objectives and Policies Document

- CB thanked everyone for their efforts in producing each topic area objectives and policies in time for JV to collate into one document. The result was very good and feedback from the Parish Council very pleasing.
- JV pointed out that some objectives fitted more into the heading of "Action Plan". These objectives will be captured into a list under a new Action Plan objective under "Great place to live".
- For clearer communication purposes, PW asked if the long list of objectives could be broadly grouped into three sections, with objectives mapped into relevant themes:
 1. Promoting a vibrant, inclusive and distinct village community,
 2. Designed to maintain a rural character with green spaces and environmental performance,
 3. Accommodating sustainable growth to meet local needs.
- There was an exercise in allocating objectives to each theme. JV to write up and assign relevant policies to each theme.
- The Action Plan will become an agenda item for a future meeting and then submitted to the Parish Council. JV has a table for an Action Plan, this is not planning but covers community wishes.
- The Parish Council had suggested some amendments to the policies. GD will liaise with PS to make amendments to KBLE3
- Some policy reference numbers were too similar, consequently KBLE policies will cover Local Economy and KBEF will cover Environment and Flooding.

3. Final Preparations for Open Day on 2nd March

- The purpose of the Open Day is to show people the policies produced and get feedback before the Statutory Consultation.

- An invitation to the Open Day is in the Annual Parish Update, delivered to every household in February.
- Items for display to be sent to RO to put into pre-prepared templates for uniform presentation as soon as possible.
- CG and RO can print up to A3 size. If larger sizes are needed, information to be sent by Saturday 23rd February for RO to prepare and forward to CG by Tuesday 26th February at the latest.
- Vision, Objectives and Policies to be displayed. For Justification and other information there should be some copies available to view.
- CG will produce a total of two A3 copies of the AECOM report to be available for reference.
- Maps will show developments in other areas as well as around Knebworth to demonstrate the potential impact on amenities in the village.
- There is to be one A3 copy of the Local Plan with tracked main modifications, for reference if required.
- There will not be separate boards for each topic group.
- Feedback forms should be used for collecting comments, not sticky notes. JV to send template of form to CG, to produce around 150 copies with date of Open Day displayed.
- Sticky Velcro is also needed for the displays.
- Visitors on the day will be asked to sign in with name, optional email/address and given a form and pen to write any comments. A register of names will be produced from these forms.
- Particular reference is to be made to local green spaces, recreational green spaces, assets of community value and views, asking for comments. GD to produce some photos of views within the next few days.
- The presentation should be about five minutes long. CB to write. Suggestions for inclusion were:
 - Brief reference to NPPF, NHDC LP, then KNP with overview of development around Knebworth.
 - Doing our best to mitigate impact.
 - Things we want to protect.
 - Explain process and what happens after the open day, ie prepare draft which goes to the PC, six week Statutory Consultation, the NHDC, the Planning Inspector and finally a referendum.
 - Also, to point out the displays in the room and the ability to comment via the forms.
 - PW's original presentation is available on Dropbox for use if required, plus it was also suggested that CB's slideshow of Knebworth views could be on display.
- JV offered to do a couple of the presentations in the afternoon. Volunteers needed for other sessions.
- The PC display boards and projector will be needed.
- PB's laptop also required as it works with the PC projector.
- CB to collect the key and everyone meet at the Village Hall around 9am on Saturday 2nd March to set up.
- AN to contact The Comet newspaper and BOB fm radio station for a potential press release.

Actions - all as soon as possible:

GD - minor revisions to LE policies to JV.

GD - photos of views to protect to JV/RO.

PB - check spreadsheets for Historic Buildings and Local Green Spaces to ensure the colour keys are correct.

PB - send photos and potential layout of Local Green Spaces, Historic Buildings and Monuments, plus Assets of Community Value to RO.

CG - write to owners saying that these places are to be designated in the NP.

JV - to send a letter template regarding this to CG.

JV - to send template of form to CG, to produce around 150 copies with date of Open Day displayed.

All - Justification for each topic group to be sent to RO for putting into template.

All - printing requirements to be sent to RO/CG by Tuesday 26th February at the latest.

CB - to write presentation, should be about five minutes long.

4. Date of next meeting

- **Wednesday 20th March 2019, 8pm** in the Village Hall.

Apologies: AN, PB