

"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 13th June 2019, 9.00pm in the Village Hall**

Attendees:

Clint Bull (CB, chair)

Phil Skinner (PS)

Claire Graham (CG, KPC)

Roy Oostwouder (RO)

Penny Berry (PB) (Note taker)

Jacqueline Veater (JV)

Lorna Allen (LA)

Robert Sprigge (RS)

Andy Nation (AN)

Apologies:

Graham Dormer (GD, vice chair)

Lisa Nash (LN)

1. Minutes from previous meeting

- Agreed

2. Feedback from Parish Council Meeting

- CB and GD attended the meeting of the Parish Council on 12th June 2019. All Councillors were present and had been circulated with the revised KNP policies in advance of the meeting.
- Some queries were raised, including but not exclusively:
 - **Q.** If the KNP had been in place in advance of the latest McCarthy & Stone development, could it have been prevented? **A.** No, but it would have had influence on improving the outcome, eg density, set-back from the road, etc.
 - **Q.** The village centre is currently defined in the NHDC Local Plan as London Road retail area and Station Road, can this be extended further up London Road? **A.** This may be possible within the KNP.
 - **Q.** The allotments are privately owned, should these be included? **A.** Yes.
 - **Q.** A query on cemetery provision. **A.** Current and future cemetery provision is explained fully in the wider KNP document.
- After further discussion, PW proposed acceptance of the revised KNP policies document and it was carried without objections. There was a vote of thanks for the Steering Committee.

3. Funding

CG gave some feedback on the recent request for funding to Locality.

- She had been advised that there would be approximately a three-week wait to hear the outcome of the request for a transport study as 'Locality has to speak to others'. CG has a questionnaire on the NP to complete.
- The Government do not allocate money for transport although AECOM had suggested that more work is required in that area.
- JV suggested it is worth waiting to see as most grants are notified within a week. CG said that decisions on requests for Technical Support seem to take longer.
- Funds are not given directly to Parish Councils, but funding is provided to an appropriate consultant by Locality for use by those applying for funding.

- There is a HCC traffic counter in London Road for one week, on a rotation with Pondcroft Road and Park Lane. CG will ask HCC for the outcomes from these counters, although historically information has been slow to come out. JV suggested asking HCC to provide the data and interpretation of data.

4. Programme

- The deadline date of 12th June to present revised policies to the Parish Council had been met.
- The KNP revised programme was reviewed. It was agreed that, with a lot of effort, it will be possible to meet the 10th July deadline of presenting the Parish Council with the pre-submission consultation document. We are currently working to the timetable.
- JV suggested that NHDC should be contacted early with requests for a Strategic Environmental Assessment as they need to contact the Environment Agency, Heritage England and Historic England. NHDC have a history of being very slow to request and provide this information which can cause unnecessary delays. We need to see how it legally meets the requirements of the NP
- Immediate requirements:
 - Introduction - why we are doing the Neighbourhood Plan
 - History - a brief (3-4 pages and to include photos) history of the background and development of Knebworth village and surrounding area including but not inclusively: land use, design, planning, conservation. **CB is to ask Ann Judge**, who has done a lot of research on the history of Knebworth, whether she would be prepared to produce this for us. If Ann Judge agrees, JV suggested that she should be sent our policies in order to correlate them with her contribution.
 - CG asked JV if she could recommend some examples of other Neighbourhood Plans that would show the type of introduction that is required. **PS offered to send some examples** that he had found.
 - PS and LA had met on 12th June to work on enhancing and strengthening the narrative within the topic groups led by GD, ie Local Economy, Environment and Transport.
 - Current position:
 - ≡ **Local Economy** - currently in hand by PS and LA. JV advised that the policies and justification for each objective need enhancing with the addition of some background narrative.
 - ≡ **Environment** - also currently being dealt with by PS and LA. This topic has a lot of background information but work needs to be done on Views and Vistas. This was a late addition to the Environment brief. GD produced photos, but more background is needed such as why we want to protect it and what we want to protect it from. JV suggested that the Walkern NP might be a good source of information. A lot of information is available from the Wildlife Trust. RS said that the BE group had produced something on the environment that would sit better in the Environment group. **RS to pass on**. AN offered some detailed local wildlife records which he will take from his security cameras and pass on in the form of a spreadsheet.
 - ≡ **Transport** - this topic has plenty of information. RS and AN had discussed a distributor road as part of the BE proposals, their favoured route being via Bridge Road in Woolmer Green into Gypsy Lane, round KB 2 and across to KB1. This would distance housing and the proposed school site from the effects of the A1(M). This option has been discussed with the landowners, but not consulted on. JV suggested that, although we can't state a preferred option, it might be possible to incorporate it into a traffic study, further AECOM report or as a general introduction to the Transport section.
 - ≡ **Schools** - **JV will contact BH** to ask if he will prepare the background information for the Schools section as he did so much work on it and therefore has all the information required. Failing this, JV will cover this section.
 - ≡ **Built Environment** - RS has enhanced the policies with the relevant justification and will now write a background story which will be an account of the processes and strategies that he and his group followed to reach the conclusions that produced the BE objectives and policies.
 - ≡ **Wellbeing** - this is complete, although PB will try to take additional photos to supplement the text.
 - The final chapter will be written by JV.
 - **Drafts for all the above to JV before 10th July if possible.**

- The Consultation Document produced by CB was discussed. LA had provided help with using the template. It was generally agreed to be a good document.
- The graphs produced by RO from the results of the Housing Needs Survey are now on Dropbox (Surveys - Graphs). CB is to add a copy of the initial survey document.
- PB will send CB some minor corrections to the text.
- JV suggested the idea of Acknowledgements and Glossary of Terms as additional chapters if required.

5. Document Template

- RO had produced the template to be used for the KNP document, with some enhancements by LA.
- CB had tried it several times and is happy with the final version.
- PB commented on the Index page as not being clear. CB will either reduce the length of the headings, alternatively RO will reduce the size of the font used.
- PB had encountered problems using the template, but this was mainly due to it not being compatible with her version of Windows.
- The final document will be composed of several documents sent to JV for compilation. This will then be put into the template.

6. A.O.B

1. CG, JV and CB had met with the NHDC Planning Officer, who had given some excellent pointers and areas for improvement. The results of this advice are shown in red in the final version of the policies document circulated to the Parish Council.
2. The Local Plan has been sent back to the Inspector and they are waiting for a response. At best, this could be three months. If we end up being ahead of the Local Plan, JV may have to produce two tables showing how we are complying with the current LP and how we will comply with the revised LP.
3. RS asked if another landowners' meeting had been arranged. There is nothing currently arranged.
4. LA asked if the City Plan 2036 is relevant to our NP. It is a new Partnership Programme to help cities deal with the future and therefore not relevant.
5. **AN** asked for the best format for his wildlife information. He **will produce a spreadsheet** to be used as an appendix.
6. CG outlined some amendments that are being made to the Odyssey development, increasing from 70 to 84 dwellings and asked if we could protect an area that has been designated to be a local green space. Unfortunately this is not possible as the area does not yet exist.

7. Date of next meeting

- Wednesday 3rd July, 8pm in the Village Hall committee room