

"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 3rd July 2019 8:00pm in the Village Hall, Committee Room**

Attendees:

Clint Bull (CB, chair)

Andy Nation (AN)

Graham Dormer (GD, vice chair)

Penny Berry (PB) (Note taker)

Jacqueline Veater (JV)

Lorna Allen (LA)

Robert Sprigge (RS)

Apologies:

Claire Graham (CG, KPC)

Lisa Nash (LN)

Phil Skinner (PS)

Paul Ward (PW)

1. Minutes from previous meeting

Matters Arising from previous meeting:

- **Item 2, Feedback from Parish Council Meeting, Q.2.** regarding the definition of the "high street". "...can this be extended further up London Road?" Correction - This should read "...can this be extended further up **Stevenage Road?**"
 - Following discussion and JV checking the NHDCLP, including the Main Mods, it was agreed that it is beneficial to define the extent of the area regarded locally as the 'high street', but not officially named as such. It could help to prevent conversion of retail units to residential.
 - There is a recognised symbol that can be applied to the map to show the extent of the local centre shops.
 - The relevant NHDCLP policy is Policy ETC6 in the Main Modifications.
 - One relevant policy in the KNP Local Economy section is Policy KBLE3: Village Centre Existing businesses.
 - One relevant policy in the KNP Local Economy section is Policy KBLE2: Rural businesses.
- **Item 3, Funding** - No change since the previous meeting. CG had submitted a grant bid for funding for a transport study and was still waiting for the outcome.
- **Item 4, Programme, Schools** - JV had contacted BH who had agreed to prepare the background information for the Schools section. JV expected this to be available by the end of the week.
- **Item 6, AOB, Pt 3, Landowners' meeting** - No new date yet arranged.

2. Programme

- RS asked for clarification of which documents are required for which deadlines. JV would like all final draft documents by 10th July, confirmed by CB.
- AN will complete his Wildlife survey on 9th July (one month's record) and will forward the results in spreadsheet form to be included as reference material in the Environment section.

- RS and AN are currently finalising the narrative and collating photos for the Built Environment section.
- Final documents should be marked as 'drafts' and should include relevant photos, diagrams and charts where possible.
- They should also include the following:
 - Narrative
 - Objectives
 - Policies
 - Justification
 - References
- CG will be asked when the next PC meeting will be, ie will there be one in August?
- It was agreed that the Consultation Strategy and Consultation Statements should be sent through to CG with a request to be included on the agenda at the next PC meeting on 10th July.
- JV pointed out that the Consultation Statement is a live document and should be added to continually throughout the rest of the process.
- LA has finalised a table of policies and objectives and how they are correlated, including confirmed policy numbers. LA has emailed this to CB and will also put it in Dropbox.
- Preparation for August. A KNP summary document, in concise and readable format, will be circulated to residents and stakeholders and will be used for the Regulation 14 Consultation document. This document should be ready for review by the Parish Council if they have an August meeting.
- There is a list of Statutory Consultees in the Consultation Strategy document
- GD queried whether the Programme will be pushed back. **Action: JV to revise the Programme** to include a new date for the SEA and a possible Habitat Assessment Determination (HAD). The HAD is a new feature mentioned by Clare Skeels of NHDC. **Action: JV to check whether an HAD is necessary.**

3. KNP Documents

- **Acknowledgements, Abbreviations and Glossary** - PB had added suggested revisions to these documents and checked the accuracy of the definitions through online research. LA handed over some further words for inclusion. **Action: PB to circulate revised lists to everyone for further comment.**
- **Introduction and History** - CB had contacted Ann Judge, who had forwarded lots of background information on the history of Knebworth. JV suggested some additions to the document to include:
 - Sections from the original Knebworth Parish Plan of 2007 to demonstrate actions taken as a result of the Plan and proposals that are still relevant today, in effect interweaving some sections of both documents.
 - Find the origin of the agreement to instigate a Neighbourhood Plan, such as the Parish Council meeting minutes, which should demonstrate the reasons for choosing to develop a NP.
 - GD said that Ann Judge had completed a project in 2006 on Knebworth Garden Village (<https://dersu4krvz7v7.cloudfront.net/wp-content/uploads/2009/06/Knebworth-Garden-Village.pdf>) and
 - (<https://dersu4krvz7v7.cloudfront.net/wp-content/uploads/2009/06/Development-of-KNEBWORTH.pdf>)
 - PW has copies of original maps and diagrams from Henry Lytton Cobbold, all of which could be useful.
 - **Action: AN to forward JV a copy of the original plan layout of the conservation areas.**

- **Consultation Strategy** - Item 2.3 Target Date. This needs to be determined.
 - RS queried who would be funding the cost of sending out the summary. Most of the Statutory Consultees can be emailed. The summary document will be brief, with links to the website where full documentation will be available.
 - It was agreed that the title of the list of consultees should be changed to Appendix A Statutory Consultees and Appendix B Local Organisations within the Neighbourhood Plan area.
- **Consultation Statement**
 - RS observed that we had conducted a huge amount of consultation which had only really become evident when collated into one place.
 - CB will review the Statement and include 'draft' in the title.
 - CB will change the text about parking in garages following RS showing him the evidence from one of the parking surveys.
 - Regarding photos, it was agreed that photos of minors should not show their faces as no parental permission had been sought. AN thought that there had been a notice at the Open Day in March 2019 warning that photos could be taken. JV said that all photos included in the documents should be relevant to the text and to Knebworth.
 - Regarding the list of references, JV suggested that they are referred to in the documents along the lines of "the policy was developed using"
 - GD pointed out that referring to websites didn't necessarily link to the exact text that had been used in the research. GD now copies the relevant section of text into the document and refers to the website. GD will copy the references to the Dropbox so can viewed there.
- **Miscellaneous**
 - SEA and Basic Conditions Statement will be done by JV.
 - GD will send a section of text currently written as a set of bullet points. JV will rewrite in a more open text format to demonstrate the style of narrative required for GD to copy.

4. A.O.B

- **Parish News.**
 - The previous KNPSC meeting was on 13th June and the deadline for the Parish News is 16th of each month, PB had quickly drafted a short piece for inclusion in the Parish News. This was cleared by CB and submitted for publication.
 - PB is away from 10th July and will need to submit beforehand, so will produce a short piece and circulate for quick comments.
 - PB has continued to submit information about the KNP to Woolmer Green and Datchworth parish newsletters. JV suggested that this should be continued at further stages of the process.
- **Views and Vistas.** There was a discussion about which section this fits into. LA is currently working on the document. JV said that we need to describe why we are protecting the views as listed.
- **Parish Council thanks.** As requested by the PC, PB had passed on their thanks to members of the Wellbeing sub-group for their contributions to the process so far. PB reported that this gesture was very much appreciated.

5. Date of next meeting

- Planned for Wednesday 7th August as JV has a prior engagement on Wednesday 31st July. If this event doesn't happen for any reason, the date of the next meeting will change to Wednesday 31st July at 8pm. **Action: JV to notify any change of date.**