

“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 5th September 2019, 8pm in the Village Hall Committee Room</p>

Attendees:

Clint Bull (CB, chair)	Robert Sprigge (RS)
Graham Dormer (GD, vice chair)	Andy Nation (AN)
Claire Graham (CG, KPC)	Lorna Allen (LA)
Paul Ward (PW, KPC)	Phil Skinner
Jacqueline Veater (JV)	Penny Berry (PB) (Minutes)

Apologies:

Roy Oostwouder (RO)

1. Minutes from previous meeting - agreed

Minute taker - PB

2. Programme - what else needs to be done

- The Steering Committee is committed to finishing the document ready to present to the Parish Council, hopefully at their next meeting on 9th October.
 - JV has written to Clare Skeels at NHDC and is waiting for a response (she is currently on holiday) with a view to a meeting in October. JV will notify the Steering Committee once she has heard back.
- Action: JV**
- The KNP is different from many NPs in that there is no call for sites, site allocations already exist. The policies are specific to Knebworth and we want them to apply to any developments from now on as they are about how we want Knebworth to look.
 - This is the stage when NHDC become involved anyway and we should argue that their role is to support us to take the Plan forward to Regulation 14 Consultation. As the Local Plan is ongoing, if it is found that a couple of points conflict with the emerging Local Plan, then the KNP can be changed. If necessary, Regulation 14 can be done again, but there are cost implications.
 - Statutory Consultees are currently taking a long time to respond.
 - JV has previously liaised with Clare Skeels and taken on board advice received. Clare Skeels will ensure other planning officers at NHDC will review the Plan too.
 - Regulation 14 Consultation is six weeks, with four weeks to prepare, consequently we should have responses by Christmas. These can be put on a spreadsheet and changes made to the KNP, this then goes to the Parish Council again before going back to NH. NHDC will then need to appoint an examiner and devise a programme of examination.
 - Four documents are needed for the Parish Council:
 - Neighbourhood Plan document - currently being combined by JV
 - Consultation Statement - prepared by CB
 - Basic Conditions Statement - JV
 - Strategic Environmental Assessment - JV has a template for this. This needs to be sent to NH as soon as possible as they are taking a long time to respond.

- JV will check whether we should use the old NHDCLP or their draft new version. The Steering Committee will need to produce a matrix to compare the strategic policies in the Local Plan against all policies in the KNP. JV has a list of the NH strategic policies. **Action: JV**

3. Various Updates

- **Views and vistas and character areas map**
 - LA had reviewed this, taken some better photos of some of the views and renumbered them as necessary. Copies were circulated for discussion.
 - Where it appears that preserving a view might conflict with a designated development site, this can be addressed by specifying low-level planting, for example, across a specific area.
 - It was agreed to remove the current View 2 photo from the map (this is now to be used to show separation from Stevenage) and replace it with a view from the corner of Gypsy Lane by the gate and across to Datchworth Church. **Action: New photo needed**
 - Reasons need to be given as to why certain views are to be maintained.
- **New front page layout**
 - It was agreed that LA had done a very good piece of work on the new front page with the Knebworth Parish boundary as a frame and multiple photos of the area within it. LA will forward other options to the Steering Committee for comment. **Action: LA**
- **Directory for downloaded reports**
 - Currently, downloaded documents are saved within each topic group in the Reference folder. It was agreed that they should be moved to a high-level Reference folder, with sub-sections within it. Due to Dropbox limitations, GD will move the photos from Dropbox to his OneDrive first, topic group leads can then move their reference documents to the new folders. **Action: GD and Group Leads**
 - It needs to be decided whether part of Dropbox can be made public so that anyone can view these documents or whether they should be on the website.
- **Parish magazine article**
 - PB had prepared an article for the Parish News incorporating some photos of current developments, hoping that this might be eye-catching. Some changes and additions were suggested. JV hopes to hear from Clare Skeels at NHDC next week and find out how long the delay to the LP is likely to be and how it will affect the KNP. PB is to amend and send to the Parish News when ready. **Action: PB**
- **Updates to Vision, Objectives and Policies document**
 - One small correction made in the Views and Vistas section.
- **Any other items to add to the Action Plan**
 - There is no funding available for a transport survey. PS had looked at the NHDCLP section on transport, but it mostly relates to the large towns in the area, nothing within the villages. This should be added to the Action Plan and funding will be sought. **Action: PS**

4. Liaison with SOSPub Group

This had been suggested as a way of demonstrating consultation with local organisations. PW said that this was not relevant, the Parish Council is dealing with the potential purchase of The Station Pub.

5. Latest position with Landowners

- PW is to engage with the local landowners to discuss the revised KNP timetable. **Action: PW**
- CG pointed out that there had been some preliminary groundwork activity in the KB4 area.

6. Latest position with Local Plan

- The Planning Inspector has asked NHDC to reconsider their numbers regarding housing growth. NHDC had used two different sets of figures and could not adequately explain their outcomes.
- Also, NHDC had produced a document strongly advocating protection of the Green Belt, at the same time allocating development sites within the Green Belt area. They have been asked for their justification for this.
- Details are not known about the new Growth Villages (five in NH). The policy seems to have arrived from nowhere and therefore there has not been an opportunity to hear public/residents views. NH must produce the rationale.
- Items for the Action Plan should be presented in a table showing Topic/Action, How this will be achieved, eg Time frame, Costings, Project Lead, etc. JV is to email PS a sample table and PS will attempt to complete all information into the table. Items for the Action Plan should be sent to PS for inclusion. Section 106 money can be sought for these actions. **Action: PS and All**
- Currently each topic group has the same sections within them - Introduction, Policies, Appendices. JV proposed that she should change this so that all the Objectives and Policies appear together at the beginning of the document, similarly all Appendices should be combined in one place, but sub-divided into topic groups. This was agreed. **Action: JV**
- It was also agreed that the template font size should be increased from 11pt to 12pt Cambria.
- CB is currently working on an introduction. JV to send a list of headings to CB. CB is to extend his Introduction for the KNP past WWII to include the pop concerts at Knebworth House. These are considered to be internationally renowned and significant. Titles are also needed on the photos used in this section. **Action: JV and CB**
- LA had asked HLC for permission to use Knebworth House photos on the front cover of the KNP. He had sent a good photo of the House, plus a photo of crowds enjoying one of the pop concerts.
- CG had forwarded CB a copy of the minutes of the Parish Council meeting where a decision had been taken to do a NP. This is for use in the Introduction. **Action: CB**
- A short Foreword is needed on why it is a good idea to do a NP. JV suggested a local, popular person. No names were put forward, but SC members should try and think of someone appropriate. **Action: All**
- CG had prepared the Policies Map in layers and there was a discussion on the best way to present these within the NP document due to difficulties with the shape of the Parish boundary and legibility issues. It was agreed that it should be printed on A3 paper and folded within the document.
- PB could not see the content of GD's OneDrive for the NP. GD is to re-send the link. **Action: GD**

7. A.O.B

- AN had noticed an article in the Times newspaper regarding Camden Council's decision that garages should not count as a parking space when building new developments. There was a discussion on whether we could use this information. Comparisons were made to the Knebworth and Great Ashby parking surveys, parking space sizes and NHDC's parking stance. JV said that a parish in East Herts had tried to include something similar in their NP, but the Examiner had said to remove it and make it a condition of planning applications.
- Parking is not a strategic NHDC policy and therefore it is worth attempting to have this in the KNP. AN is to investigate the details of recommended parking spaces sizes and the source of Camden's decision further. **Action: AN**
- LA is to forward some additional terms for incorporation into the Glossary. All words need to appear in the KNP. It was agreed that a review of the Glossary should be an agenda item at the next meeting. **Action: LA**

8. Date of next meeting

Wednesday 2nd October 2019, 8pm in the Village Hall Committee Room