

“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 23rd October 2019, 8pm in the Village Hall Committee Room**

Attendees: **Robert Sprigge (RS)(Meeting chair)** **Roy Oostwouder (RO)**
 Claire Graham (CG, KPC) **Andy Nation (AN)**
 Jacqueline Veater (JV) **Lorna Allen (LA)**
 Phil Skinner (PS) **Penny Berry (PB) (Minutes)**

Apologies: **Clint Bull (CB, chair)** **Paul Ward (PW, KPC)**
 Graham Dormer (GD, vice chair)

1. Minutes from previous meeting - see Matters Arising below

Minute taker - PB

Matters Arising:

• **Mapped Areas**

- CG circulated copies of the revised mapped areas as completed by GD. The map showing the retail area should be amended by removing the corner shop and Art van Gogh because the policy only refers to the "high street" retail area. **Action: GD**
- The non-retail area map is not needed as it is not mentioned in the policy (LE3). **Action: GD**
- Relevant areas are to be added to the Policies Map to show the different layers. **Action: JV**

• **Comparison of Policies Table**

- Comments had been received by GD from PS and RS. PB had also commented via email.
- The policies are the only areas to be compared, as a result RS would like some of the scores in the grey areas 'rolled up' into the policies areas. RS will contact GD accordingly. **Action: RS**
- Any further comments should be sent to GD as soon as possible. **Action: All**

• **Front Cover**

- There was a discussion regarding the front cover. It was agreed that professional help should be sought for this. JV has a suitable contact and it was thought that the cost would be under £250. The PC had agreed to this in principle. **Action: JV**
- The current proposed front cover, designed by LA with help from RO, could be used in the Consultation Statement for the whole of Knebworth parish.
- As the proposed developments are centred on the main Knebworth village over the next ten years, the primary purpose of the KNP is to retain the essence of Knebworth.
- JV has access to the current Knebworth photos, AN offered an aerial video showing green areas and will arrange to send a copy or still photos from the footage to JV. **Action: AN**
- Information, including the logo and Pantone colours, any other suitable photos or suggestions should be sent to JV as soon as possible to pass on to the designer to produce a small selection of options for the KNPSC to choose from. The designs offered will be circulated via email. **Action: All**
- The front cover is needed for the draft final document.

- **Parking Standards**
 - JV had a query on the Preston parking standards mentioned in the minutes of the previous meeting. It was clarified that AN had circulated information from various sources, specifying that garages should not form any part of parking provision. Warwick District Council was a good example.
 - JV will incorporate this into the policy. **Action: JV**

- **Glossary**
 - JV queried additions to the Glossary, which she had already worked on within the main document. PB clarified that some additions had been suggested by LA and discussed at the previous meeting. It was agreed to add them into the Glossary. PB will identify the relevant changes and send them to JV. **Action: PB**
 - PB pointed out that the latest versions of documents are now in a folder on Dropbox which had been specifically created for latest revisions, however there had been no indication of a cut-off date for changes.
 - Any further changes to current documents should now not be made on Dropbox, but emailed to JV directly in order to avoid confusion and duplication of effort. **Action: All**

- **Action Plan**
 - CG said that the PC had concerns about the number of actions (33) within the plan where they had been nominated as project leads. As a result, CG had been asked to reduce the number of actions, which she had done (to 9) and exclude any not within the PC's remit.
 - PS and JV quickly reviewed the result. JV suggested that there could be a few additions and PS offered to review the whole document in more depth. If the Steering Committee or other designated project lead can be found (eg the Rail Users Group for train related items) then they could be suitable additions. **Action: PS**
 - PS had not included any estimated costings. CG had previously drawn up a list of estimated costs for various projects, which is on Dropbox. This has since been updated and CG will email the revised copy to PS. **Action: CG**
 - A separate list of specific proposals for capital investment would be extremely useful for any future S106/CIL discussions. PS will review this. **Action: PS**
 - RS/LA thought Placemaking would be a suitable addition to the Action Plan. This is a term used by architects with regard to such things as street layout, where crime is supposedly designed out and the social aspect of planning is important. LA is to send some links to CG. **Action: LA**
 - CG will try and obtain some traffic flow reports from the CIDs which have been positioned around Knebworth. A recent survey carried out by Arriva buses showed that there had been timetable delays of up to six minutes due to traffic jams in the village. **Action: CG**

2. Status of Neighbourhood Plan (JV)

- **Status of all documents**
 - JV had encountered difficulties due to constant changes to documents until two days previously. (See Glossary item above.)
 - CB's revised Basic Conditions Statement and History are now really good and read well.
 - Regarding referencing, JV suggested that LA's seven pages of references are treated as a separate environment report which can be used as an evidence document within own references. Referencing was discussed regarding ease of reading and linking to any relevant appendix. A final decision on reference style was not made.
 - LA will make a list of web pages and download reference documents to put on Dropbox, within a sub-folder called References and a copy to the Latest Documents folder. **Action: LA**

- **What else needs to be done - By who? By when?**
 - The rest is down to JV. It is unlikely that the draft document will be ready by 6th November for advanced circulation to the PC, as originally hoped. **Action: JV**

- JV reiterated that no further changes should be made to documents unless JV is told.
- JV will now put together everything for review by the Steering Committee and will advise if anything else needs to be done.
- The AECOM report will be included in a suite of evidence to go with the downloads.

3. KPC Presentation (JV)

- **Are we ready?**

- No. A revised target date is for the documentation to be discussed at the PC meeting on Wednesday 11th December. Copies of the draft KNP document to be completed and forwarded to all councillors at least a week in advance of that meeting, ie by Wednesday 4th December.

- **What else needs to be done?**

- A separate list with more detail that can be used to negotiate S106/CIL funds.
- CG will email the revised costings to PS. **Action: CG**
- The KNPSC need to meet to review and discuss the final draft document. Wednesday 13th November was suggested as a suitable date, but there are problems with room availability and a clash with the PC meeting. JV and CG will liaise on venues and possible times. AN offered his house as a venue if no alternative is available. **Action: CG/JV**

4. Front Cover

See above in Matters Arising.

5. A.O.B.

- **Luton Airport Public Consultation.** A notice had been delivered to every household in Knebworth outlining dates and venues of display events. People can respond as they wish.
- It was unclear how any of this could be dealt with in the NP, however Policy 47 of the NHDC Local Plan was mentioned. This reads: "**Policy 47: General Aviation** - For general aviation airfields, the Council will refuse development proposals for their increased use which could cause highway safety problems or greater nuisance from noise and from increased traffic on access roads."
- **Heritage.** LA was keen to have a separate Heritage section with the NP. However, after discussion, it was agreed that relevant heritage had been covered within various sections of the Plan and duplication was unnecessary.
- **Transport for Housing.** RS reported a recent event highlighting new developments have helped promote a public transport focus by offering a free bus pass for a month to encourage new residents to try and use public transport.
- **Landowners' meeting.** A further landowners' meeting had been suggested earlier in the year, but this has not yet happened. The idea behind these meetings was to establish good communications and give reports on progress. CG will push forward the idea at the next PC meeting. **Action: CG/PW/CB**
- **Stakes in field.** AN queried what the stakes one of the fields were for. CG suggested that they possibly marked out storm water drains.

6. Date of next meeting

The next important meeting dates are as follows:

Wednesday 13th November 2019, time and venue to be advised, to review draft KNP (draft sent to SC members by 6th November)

Wednesday 11th December 2019 - Parish Council meeting to review draft KNP (draft sent to PC members by 4th December)