

*"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 13<sup>th</sup> November 2019, 8pm, Deards End Lane, Knebworth**

<b>Attendees:</b>	<b>Clint Bull (CB, chair)</b> <b>Robert Sprigge (RS)</b> <b>Jacqueline Veater (JV)</b> <b>Penny Berry (PB) (Minutes)</b>	<b>Andy Nation (AN)</b> <b>Lorna Allen (LA)</b> <b>Graham Dormer (GD, vice chair)</b>
<b>Apologies:</b>	<b>Paul Ward (PW, KPC)</b> <b>Roy Oostwouder (RO)</b>	<b>Claire Graham (CG, KPC)</b> <b>Phil Skinner (PS)</b>

**1. Minutes from previous meeting** - see Matters Arising below

Minute taker - PB

**Matters Arising:**

- **Mapped Areas**
  - GD had sent comments through via email and these have been addressed.
- **Status of all documents**
  - The list of web pages and downloaded documents had been minuted as an action for LA. This was an error, LA has already completed this work for the Environment & Flooding section. Other sections were not included in this action.
- **Landowners' meeting.**
  - RS requested that arranging the proposed meeting could be carried forward to a more suitable time. It is hoped that PW will be able to arrange this sometime soon.
- **Front Cover**
  - AN had sent still photos from his aerial video to JV for consideration as part of the front cover. He has since given JV a copy of the entire video.
  - JV presented three options for the front cover, which were discussed. It was agreed that option 1 was preferred with some minor modifications:
    - The photo in the bottom left corner of the tennis courts should be replaced with one of the Picton houses along Stevenage Road.
    - The words 'PRE-SUBMISSION VERSION' should be moved to the left hand side and up slightly, with the two coloured stripes placed across the bottom right hand corner.
    - The date under the KNP logo should be corrected to 2019-2031.
    - The layout of the back cover was agreed.
    - The Acknowledgements page of the KNP should be amended to include thanks to those providing the photographs for the front cover, particularly the flowers in the WI planters at each end of the village.

## 2. Status of the Neighbourhood Plan

### • Review of the KNP

JV presented the Draft Pre-submission document (as written so far) on screen and the members of the Steering Committee reviewed each section, including but not exclusively the following:

- Duplication of titles in the index of the policies section, duplications removed.
- Text presentation - agreed to be justified.
- The quality of some of the photos needed to be improved:- Station Pub, Lytton Arms, St Thomas More church building, Village Hall, Picton houses in Stevenage Road, Knebworth School.
- Some photos inserted into Word documents need the originals in jpeg format emailed to JV.

#### **Action: CB**

- It was decided to use photos from the AECOM report for the BE section.
- Which items to be put into a Bibliography and siting of a page number after a reference to it.
- Whether italics should be used in certain paragraphs and whether some spellings were English or American.
- Correction of spelling to Art van Go.
- Whether it is relevant to say that most of the retailers in Knebworth are independent and local rather than large corporations.
- Use of a photo of the High Street which was intended for the TTP section and whether an alternative would be better. The transport photos were probably taken by PS.
- As mentioned in Matters Arising, AN had given JV a copy of the aerial footage of Knebworth.
- Revision to the reference about the Station pub as it has now been purchased by the KPC. The minutes of meeting which show this are needed.
- It was agreed that an additional policy is required to show that the village centre and retail/business area extends beyond that given by the NHDCLP.
- Concern as to whether, as the Station pub garden was passed for development despite being against HCC policy, the KNP will have any weight.
- Retention of separation. A small section of text is required to support Policy KBDS01 which defines the areas that retain the separation of Knebworth and other settlements. **Action: CB**
- Confirmation that the Vision Statement is in the text of the main document.
- GD had revised his spreadsheet comparing the KNP with the current NHDCLP. He has taken out irrelevant policies and revised the policy weightings accordingly.
- JV pointed out the importance of the NHDC Green Belt Report of September 2018 which shows that the Green Belt area around Knebworth is of significant importance regarding the retention of separation. See NHDC website, Examinations page, Ref Doc ED161A.

### • Status of documents

- To clarify - the document folder in Dropbox - 3. Vision, Objectives and Policies - Latest Versions - intended for the latest versions of documents written by committee members.
- A list of Standard references is needed in Dropbox. **Action: JV to send list to GD and he will put in one place.**
- The final document will be in the region of 120 pages.
- There will be a number of separate booklets to go with the main document and these can be referred to in the main text.
- It was suggested that LA should write a booklet on the History of Knebworth as she has done so much research on various aspects of this subject but which are not all relevant to the KNP. The extra documents will be needed for the pre-submission stage to KPC.
- GD and RS requested that it is made clear what the scope of the NP is and what type comments are required.
- LA pointed out that the Views and Vistas Policies need updating.

## 3. A.O.B.

- The Action Plan was discussed. PS had revised the Action Plan as suggested at the previous meeting. The Steering Committee were disappointed that the number of actions within the plan had been dismissed as unworkable.

- It was agreed that it had not been made clear that the Parish Council were not supposed to be responsible for all the actions, more of a liaison role.
- It was further noted that there had been a lot of disappointment following the previous Parish Plan when a list of recommendations had not been followed up. It was thought that engagement with the residents is more likely if it is shown that their concerns are taken into account even when they can't be part of the NP.
- A further suggestion was to have a "wish list" for the village, secondary to the Action Plan containing all the items that had previously been removed.

**4. Date of next meeting - Monday 25<sup>th</sup> November 2019 at 8pm.**

**Venue:** This will depend on room availability at the Village Hall, alternatively it will be held at a committee member's house and will be decided nearer the time. CB to check if the Village Hall is available.

**The aim of the meeting is to review the rest of the draft document ready for scrutiny by the Parish Council at their meeting on 11<sup>th</sup> December. Copies to be available to them by 4<sup>th</sup> December.**