

"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 30th January 2020, 8pm, Knebworth Pavilion, Watton Road Recreation Ground**

Attendees:

Graham Dormer (GD, vice chair)	Jacqueline Veater (JV)
Claire Graham (CG, KPC)	Roy Oostwouder (RO)
Robert Sprigge (RS)	Lorna Allen (LA)
Andy Nation (AN)	Phil Skinner (PS)
Penny Berry (PB) (Minutes)	Clint Bull (CB, chair) second half of meeting

Apologies: Paul Ward (PW, KPC)

1. Minutes from previous meeting - agreed, but see Actions Arising below

Minute taker - PB

Matters/Actions Arising:

- The text defining the areas that retain the separation of Knebworth has been completed by JV.
- A revision to the reference about the Station Pub, as it has now been purchased by the KPC, was made on 30th January.
- **Brought forward** - A list of Standard References is needed in Dropbox. **Action: JV to send list to GD and he will put in one place.**
- JV 's technical problems with the BE 4.8 document have now been resolved.
- KBBE9 Designated and Non Designated Heritage Assets have now been recorded, however it had been agreed that Designated and Non-designated Heritage Sites should be added to the Glossary. **Action: JV (for accuracy) - carried forward.**
- The Wellbeing Introduction had been completed.
- There was a query on whether the sports 'wish list' in the Wellbeing section had been recorded on the Action Plan. They were recorded on the original Action Plan, but may have been moved to the Community Priority List (this is the term agreed at the previous meeting for everything not allowed to be included in the Action Plan). It was agreed that the four bullet points in the KNP V8, 7.3.1 LGS1 would remain in the document and additional information recorded in the Community Priority List (CPL). It was further agreed that the CPL would be formally sent to the Parish Council in the form of a letter to be used for reference when allocating community funding. **Action: JV to reference the Action Plan/CPL in the Wellbeing Sport & Leisure section.**
- The photos are up to date, except: Fig 62 shows a number plate which needs obliterating; Fig 52 JV will crop to fit three photos on one line, and in 9.5 two photos are the same.
- Any draft documents and comments finalised and sent to JV as soon as possible. **Action: All**

5. Presentation of Draft for Submission to KPC

- Typographical and formatting anomalies were dealt with during the meeting and resolved as follows. Including, but not exclusively:

**** All figure numbers and page numbers in these minutes refer to the Draft version used at the meeting - possibly V8?**

- Fig** 15 The cemetery photo shows mainly grass and not that it is a cemetery, ie headstones. **Action: GD to take a new photo**
- Fig 8 A high resolution photo is required. **Action: JV to check whether she has received this already**
- Fig 3 More/better photos are needed of Stockens Green. LA emailed some through to JV. Others are available from the Local Green Spaces section.
- Page** 1 Discussion on whether the dates 2019-2031 should be revised as it is now 2020.
- Page 4 Indents on numbers 10 onwards have large gaps. Larger indents are required to accommodate the double digits.
- Section (S) 1.2 2nd para NHDCLP not explained until later in the text.
- Before Table of Figures title and after Table of Tables title - remove error messages.
- In Table of Figures, Nos 40-47 are in bold - needs changing.
- 1.4 It was suggested that the number of meetings could be included. This was rejected as this type of information is recorded in the Consultation Statement section.
- 1.4 Some rewriting required as Steering Committee is repeated too often.
- 1.4 The Vision is recorded, but this is repeated in 3.1. One needs to be removed.
- 1.4 Formation of the Steering Committee is repeated in 7.1 and 9.1, paras 1, 2 and 3. Needs editing.
- 2.1.3 Last para "more competition" should be more availability of homes.
- 2.2 There is no mention of Redemption House, formerly Station House. This should be mentioned, plus that it is currently being converted into 10 dwellings.
- 2.2 para 3 ".....design this estate....." needs to be ".....design of this estate...."
- 2.2 Remove "under construction" from Nos !&" Park Lane. NB This section has been rewritten to reflect suggested changes by CB.
- 2.3 Add 'infrastructure' to facilities and amenities.
- 3.3 Amend "Each NP policy" to Each NP policy or Action Plan"
- Query on why the word 'Bibliography' appears on every page. This is for JV's benefit while writing the document, but will be removed in the final Draft.
- 3.4 If the dates as written on the front cover do change, then they should be changed here too.
- 5.3 "remains within planning control" GD to liaise with JV on this. **Action: GD/JV**
- 5.4 Highlighted section "Retail Area ..." needs 's' removing.
- 5.4 High street should be in lower case, as it should be in every instance.
- 5.4 3rd para should be business not businesses premises.
- JV mentioned that the Standon plan (?) needed adding. **Action: JV**
- 6.7, 6.8, 6.9 Highlighted sentence at end of each section to be removed.
- 7.2.4 3rd para, this has been checked and red and highlighted words can be removed.
- 7.5 Rewritten on 30th January to reflect purchase by KPC.
- 8.0 Needs more work and introduction (draft Introduction now provided by PB).
- 8.4 More houses require more recreational space. Add in.
- 8.9 Comet is correct spelling, not Commet.
- 8.9 "HCC don't want site" in NHDC letter to LP EIP from HCC. CG to find the link to this. **Action: CG**
- 9.2.4 1st para, Fig 35 is wrong.
- 9.5 Is the high street flooding mentioned. Was drainage the cause?

- 9.5 SuDs. Should the paragraph about SuDs remain here or be moved to the BE section?
 - 9.6.10 Error comment - should be Fig 49 or remove.
 - Query on the use of aerial photos.
 - Should S106 money be kept within Knebworth? CG said that it went into a central pot and towns like Hitchin benefitted.
 - Discussion on whether or not NHDC give out a New Homes Bonus as they should. JV will check the rules. **Action: JV**
 - JV will circulate the Implementation section once completed. **Action: JV**
 - P.83 Policies map does not show impact.
 - Objectives mapped to Policies needs checking and updating.
 - GDE offered to update various maps using Parish Online. **Action: GD**
 - Appendix A Item K should read KBT not LBT.
 - Appendix C JV to adjust sizing.
 - Appendix G Title needs amending.
- JV is to write up the Schools section. **Action: JV**
 - JV explained what happens next in the process and it was agreed that the Parish Council needs to decide on the timing of events, such as the consultation start and finish dates (a minimum six week period), circulating a summary document to the whole parish outlining the KNP policies with the opportunity to complete a form on their views (JV has suitable examples), the date of an Open Day for residents to visit and ask questions (an exhibition is not essential). KPC needs to agree to the timings. **Action: GD agreed to update the timeline document to accommodate the above.**
 - CG suggested that the Parish Update could be used to promote events and it was agreed that something should be prepared in time for submission to the Parish News.
 - It was agreed that everyone make a concerted effort to ensure that the finished Draft is ready for submission to KPC by 4th February 2020. **Action: All**

3. Protection of Dropbox Content

- It was agreed that Dropbox will be changed so that only JV, GD and CG will be able to add to it, this will protect documents from being changed unnecessarily or in error. Any items for addition or revision to be sent by email directly to JV. **Action: All**

4. Discussion on HCC Transport proposals

- Unfortunately, due to lack of time, this was only discussed briefly. RS had produced and circulated some extracts relating to Knebworth from the high level documents available online. As a high level document, problems are highlighted, but no solutions suggested. **Carried forward** - is this a relevant part of the KNP?

6. Date of next meeting

Thursday 20th February 2020, 8pm in the Village Hall