

“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.”

Neighbourhood Plan Steering Committee meeting – 9th March 2020, 8:00 pm, Knebworth Village Hall Annex. Meeting number 41

Attendees:

Graham Dormer (GD, vice chair)
Jacqueline Veater (JV)
Claire Graham (CG, KPC)
Andy Nation (AN)

Lorna Allen (LA)
Phil Skinner (PS)
Roy Oostwouder (RO) minute taker

Apologies:

Clint Bull (CB, chair)
Paul Ward (PW, KPC)
Robert Sprigge (RS)
Penny Berry (PB)
Lisa Nash (LN)

Agenda:

1. Minutes from previous meeting - approved

Matters arising

- Images and older versions of documents have been moved from Dropbox to OneDrive to free up space.
- GD proposed to wait with the Basic Conditions Statement until after we have received comments, but JV suggests using the current draft version. **[JV]**
- The Strategic Environmental Assessment Screening Report is work in progress **[JV]**

2. Progress re printing of Summary

- The Summary Document is being printed and the expected delivery date Thursday the 12th of March.
- The print proof document and the web draft V12 document have been uploaded to Dropbox under “Knebworth Neighbourhood Plan > Regulation 14”.
- CG thinks we will probably have enough volunteers to deliver the documents to the residents. Most of the committee has volunteered and CG was going to ask some councillors as well. **[CG]**
- The documents will be delivered on Thursday the 12th of March, CG will organise the volunteers to collate the documents on Friday the 13th (between 2:30pm and 5:00pm, Village Hall) so delivery can start on Saturday, with a deadline of Friday the 21st of March. **[CG/all volunteers]**
- The response form currently only lists a link to the KNP website, instead of a specific page or document. RO will create a downloadable digital document that users can download, complete and return by e-mail. This will also need to be sent to CG before Friday 13th of March. If RO has time, he will also create an online form that users can complete on the website. The landing page of the website will be changed on the morning of Saturday 14th of March, to direct users visiting the website to the response form. **[RO]**

3. Regulation 14 Consultees list

- JV has sent the list today. GD went through it and filled in some of the blanks and will return the document to CG. **[GD]**
- GD raised that the phone mast operators should be added. This turns out to be complicated, but CG will attempt to find contacts for those to add but mentions that this might not be possible. **[CG]**
- CG raises concerns about publishing consultees' contact details. After a brief discussion, a suggestion was made that we should only publish the last two columns of the document: 'Body' and 'Body Type'.
- People who submit comments will be assigned a reference number, which we will add to internal documentation. If somebody requests to know who submitted a particular response, we need to be able to provide that information.
- GD suggested to deliver hard copies to businesses listed, but CG said we will probably not have enough copies and suggested sending them a digital copy by mail. **[CG]**

4. Full KNP copies – Locations

- Full Summary Document will be available in hard copy at these specified locations: Library, Village Hall, Station pub, Lytton Arms, British Legion and NHDC. GD and PB have received approval from The Station Pub, Lytton Arms, British Legion and the library.

5. Preparation for Open Day (Saturday April 18th, 2020, 10am-2pm)

- GD asked the committee whether we should be available for more than the planned 4 hours. The committee agreed that there is no need to be there for longer than planned. The current plan is to get to the Village Hall and start preparations at 9:00am. The Open Day will start at 10:00am and will end at 2:00pm, after which we will need some time to collect our stuff and leave the space tidy.
- GD asked for committee members' availability
- AN offers his apologies as he can't make it this time.
- We will need the following to be available for the Open Day:
 - 5x Summary Document
 - 5x AECOM Report
 - 5x Knebworth Neighbourhood Plan
 - 1x Consultation Statement
 - 1x Basic Conditions Statement
 - 1x Policy Map (A3 or A2)
 - 75x Printed Response Forms (more can be printed at the PC office)
- JV asks whether we will be having refreshments available, but the committee decided not to.
- A suggestion was made to have a desktop or laptop available for people to complete the online Response Form, but no decision was made.
- JV will not be present at the Open Day but offered to be available by phone or mail to answer any particular questions that might come up regarding the regulations.
- AN suggests contacting the press to be present at the Open Day. He has been asked to organise that, and PB might be willing to write something to be sent (needs to be confirmed). **[AN]**

- CG will be sending a notification to the press in advance of the Open Day to see whether they have an appetite for publishing. **[CG]**
- JV raises a concern that the AECOM Report is not a part of the KNP and suggests that it's added to the document as an appendix for the final submission. **[JV]**
- We are likely to receive hand-written Response Forms during the consultation period. GD has offered to collect the documents from the hand-in locations and to type them out so they can be added to JV's spreadsheet. **[GD]**
- AN asks whether it's better to receive a lot of feedback or as little as possible. JV answers that it is not the quantity that matters, but the quality and that we're hoping for good comments that will help us improve the final plan.
- LA suggests putting posters up to advertise the Open Day. Some drafts will be presented by mail **[LA/GD]**
- LA also mentions suggestions that have been made by mail for additional documents and policies to be included. The committee agrees that although this information is very important to future plans, we have now passed the stage where we can add this into the plan. This information will be collected and can be used for the Action Plan or just handed over to the next committee.

6. A.O.B.

- NHDC mentioned to JV that they were terribly busy the coming months. RO asked whether that would impact the progress of our plan after submission. JV mentioned that NHDC have a statutory requirement to respond to the submission within 6 weeks.
- CG asked which documents need to go onto the Parish Council's website and when. RO would need the same details as this would also apply to the KNP website. JV will e-mail the required documents to CG and copy RO in. **[JV]**

7. Date of next meeting Tuesday 19th of May, 8:00 KVH Annexe (tentatively)

- It has been agreed that we don't need a meeting to prepare for the Open Day as all the important details have been discussed today. Therefore, the committee will be meeting after the Open Day to allow some processing of feedback.

8. Meeting closed at 21:20