

“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 15th July 2020, 8pm, at home via Zoom**

Attendees:

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

1. Team catch up (CB)

- Everyone well and coping with the lockdown.

2. Minutes from previous meeting - agreed.

- Minute taker - PB

3. Update on responses

- **Where are we with updates and amendments?**
- Updates and amendments had been submitted in different ways:
 - ❖ Changes tracked in a text - LA
 - ❖ Different colour for amended text - PB
 - ❖ A table with original text and revised text side by side - GD by extracting LE comments into a separate spreadsheet, then sorting and matching by individual policies.
 - ❖ PS to change the text for TT&P. **Action: PS**
- LA highlighted a comment by HCC relating to Norton Green Common regarding the lack of a Character Areas and Green Infrastructure Audit. JV said this was not relevant to Knebworth as it is usually used to split large town NPs into different areas. However it seems that what has been written in the draft document has been misinterpreted and some rewording will be necessary. **Action: LA**
- RS and LA had requested renaming the spreadsheet tabs from Responses-consultees, etc to Responses-Statutory and Responses-residents to Responses-Non-Statutory. **Action: GD**
- LA also requested that the final spreadsheet has page numbers to help with printing.
- PB queried NHDC's suggestion on combining KBW2 and KBW3 policies. JV said this was not advisable as our process demonstrated two distinctly different types of spaces.
- PS raised the question on how to reword some of the policies where 'likely' or 'not likely' to be supported had been rejected as being too vague. PS will look at rewording to include mitigation so that each policy has weight but doesn't foil it completely.
- RS and AN urged inclusion that infrastructure is initiated whichever development is first to proceed.

- PS had checked other authorities regarding S106 and CIL funding. It appears that the NP should list the schemes for which funding will be sought. KB11 is the KNP spending policy. There was a discussion on how to ensure that funding comes to benefit Knebworth. HCC and NHDC have lists of funding requirements, it follows that the KNP should have a list. The original Action Plan was rejected by the Parish Council as being too long, with the assumption that the KPC would have to implement them rather than act as a facilitator for exterior action groups, eg the Rail Users Group.
- The Action Plan will be a formal agenda item for the next meeting. Meanwhile PS will find and circulate the original full list for everyone to review. **Action: PS and All**

- **What are our next steps?**

- Everyone to complete their section review of the spreadsheet and make comments. **Action: All**
- PS will finish changes.
- LA has not yet started on Flooding, instead concentrating on Environment. LA will send her own copy of the spreadsheet to GD to merge comments. **Action: LA and GD**
- Several people were unable to edit the spreadsheet on Dropbox themselves, possibly due to issues with .xls/.xlsx formats. GD will put an .xls version on Dropbox which may overcome the problem. **Action: GD**
- RS highlighted that calling the Built Environment section as such confused some people into thinking it involved every type of building, eg a football club. Everyone should go through the comments to find those relevant to their own section. RS will go through the spreadsheet and note the paragraph numbers. **Action: All and RS**

4. AECOM report

- **Review how we incorporate it into the plan? Some sections are quite large.**

- CB had been through the report to find there are potentially massive sections to incorporate, eg 24 pages of the AECOM report are relevant.
- RS and AN had done the same.
- PS had used very little of the report so far for TT&P, so didn't think it would be relevant in this section.
- After discussion, it was agreed that Section 3 Design Guidance of the AECOM report should be included as an appendix in the KNP document and extracts of Section 4 Masterplanning should be quoted within the text and referenced where relevant.
- GD had been through already and made quick notes which he will forward to RS and AN for their use if needed. **Action: GD**

5. KNP relationship with HCC Emergency Active travel works.

- GD had received an email about two hours before the meeting to say that HCC had decided not to pursue this for funding. No reason was given.
- PS suggested that some of the better elements of the HCC document, eg under the railway bridge, could be used within the KNP as it would potentially meet the criteria required for S106/CIL funding.
- CB thanked GD for all his hard work and quick response to the initial approach from HCC and KPC.

6. Next steps and Future Programme

- **A proposed programme of what we do next**

- Create an .xls version of the spreadsheet for Dropbox to see if the editing issues are resolved.
- This is an opportunity for everyone to have a complete overview of all sections.
- RS and AN had discussed BE site access points and then wondered if this area was more relevant to TT&P. PS said that any development will have to meet the standards of HCC and have to produce an alternative to using Gypsy Lane for example, however this could then become an access for pedestrians and cyclists only.
- PB asked for some input from JV when submitting revised documents to ensure that we're doing what is required.

- JV asked if there are likely to be any policies added or taken out as she needs to submit an SEA to NHDC and there is likely to be an 8-week feed in while NHDC deal with it. JV set a deadline of 29th July regarding policy additions/subtractions.
- There will be wording changes to some policies, but the number of policies is unlikely to change.
- In order to assess how NHDC might respond, JV agreed that it could be beneficial to talk to Clare Skeels at NHDC prior to submission. We need to assess whether the comments from NHDC are guidance or essential to determine whether the KNP will meet the Basic Conditions Statement.
- LA queried whether architectural remains needs a new policy, but this can be addressed within the current text.
- There was a comment on removing the list of Non-Designated Assets. JV said this was unusual and would talk to NHDC about this. **Action: JV**
- RS suggested a standardised list of terms, eg support, oppose, mitigate.

- **Drafting of revised policies**

1. Finalise comments in the spreadsheet.
2. Update text within each section with revised wording resulting from the comments.
3. Update the KNP document and refer to relevant updates on the spreadsheet.
4. The revised KNP will become the new draft document and will be submitted to the Parish Council for approval. This will become the Submission Document.
5. Update the Consultation Statement to include the spreadsheet.
6. GD will update the spreadsheet mapping to strategic policies.
7. The SEA and BCS will be fulfilled.
8. Everything will be submitted to NHDC and this will be the Regulation 15 Submission.
9. NHDC will launch the Regulation 16 Consultation, which will run for 6-8 weeks.
10. We will be able to see any comments and comment on them ourselves.

7. A.O.B

- RO is to check what documentation is required to update the website and advise PB. **Action: RO**
- The website landing page has changed since the end of the Regulation 14 consultation and relevant documentation can now be found within the Documents tab.
- RO is to find out the number of visitors to the website during the consultation period. **Action: RO**
- RS expressed his disappointment with proposed changes to planning laws.

8. Date of next meeting

Wednesday 19th August 2020, 8.00pm, at home via Zoom

- **Proposed agenda items:**

- Action Plan review
- Completed spreadsheet (all comments to be completed by 29th July for review by JV and issues flagged up). **Action: JV**. Please attempt to complete .xls spreadsheet on Dropbox first, otherwise send to GD if unable to do this. **Action: All**
- Text modifications (all to be completed by 5th August for review by JV and issues flagged up). **Action: All**
- GD to help LA with flooding comments by phone. **Action: GD and LA**