

## **COPYTHORNE PARISH COUNCIL – MEETING JULY 14TH 2020**

### **ITEM 9 – Update on State of Play of the Parish Design Statement and Suggested Way ahead**

#### Background

If I might start by saying that members may find it useful to refer back to my previous update as presented at the June 2020 Council meeting (Item 10 refers).

At the June Council meeting all members agreed to review the draft PDS and to forward their comments/suggestions to the Clerk.

At the Five Year Plan Advisory Committee meeting on June 23<sup>rd</sup> 2020, after much discussion, it was agreed that I should report back to the full council in July with an update to the draft schedule, some outline budgetary costings and a project plan giving milestones.

Also, the Clerk was asked to make contact with New Forest District Council, alerting them to our intentions and to ask them if they have an “Easy guide”.

At the risk of repeating myself, to ensure that there is engagement by the whole community in this project, I passionately believe that there needs to be an official roll out sooner rather than later. In normal times this would have been at the Annual Parish Meeting, indeed that was the original idea. It is obvious that in these unusual and strange times, public meetings can’t take place. But that doesn’t stop us planning to hold a Special Parish Meeting once the “lockdown” is sufficiently relaxed.

Meanwhile, I believe we can continue to keep the community informed via the Parish Council minutes, Newsletter and the Website and of course, not forgetting Stanley’s Own.

#### Where are we now

The Clerk wrote to NFDC to ask if they had an “Easy Guide”. NFDC replied that they didn’t. They subsequently added that *“there haven’t been any new VDS produced in their plan area for many years – many groups have now moved toward producing Neighbourhood Plans”*.

I have added below a link to the Neighbourhood Plan guidance for those members who wish to read it. <https://neighbourhoodplanning.org/about/neighbourhood-planning/>

The Clerk and I have spoken (or written) to Steve Avery and David Illsley at the New Forest National Park Authority and made contact with Andrew Herring (he sent me the Neighbourhood Plan link) at NFDC and all are willing to help us.

Incidentally, David Illsley (NFNPA Policy Manager) kindly offered to take me through the differences in the scope and weight that are afforded to Neighbourhood Plans and Village Design Statements (or in our case PDS). As I am sure you will understand, having now been briefed by David Illsley, I could now write several thousand words on the topic and still not cover all aspects. Suffice to say, I am happy to answer any questions you might have. Just to add, I am confident we will only need to produce a single PDS document that will be suitable for both Authorities.

The Clerk has spoken to the Copythorne Parish Hall and pencilled in 27<sup>th</sup> October 2020 for the “Special Parish Meeting”.

I attach for members information:

- Project timeline showing milestones
- Project spreadsheet showing activities
- Project spreadsheet of outline budgetary costings

Meanwhile Sylvia has identified a potential Chairperson for the steering group.

### Recommendations

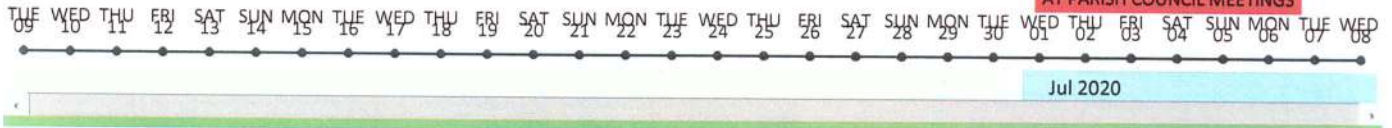
- Update the draft PDS to include members comments and suggestions, prior to the formal public roll out at the Special Parish Meeting
- Ask that members peruse the attached draft project timeline, outline budgetary costings spreadsheet and the project spreadsheet showing activities
- That the Clerk and I continue to liaise with NFNPA and NFDC officers, other Parishes in the NPA who have already produced a VDS and also engage with our County and District Councillors.
- Advertise our intention to produce a PDS, in the Newsletter and the Parish website
- Plan for a Special Parish Meeting to be held on 27<sup>th</sup> October 2020
- Put out an early call for volunteers to serve on the Steering Group (as mentioned above Sylvia has identified a possible Chairperson)
- Lastly, after members have had a chance to study the documentation, hold a further debate on the project at our September Council meeting

Cllr. Graham Chillcott  
June 29<sup>th</sup> 2020

# PROJECT TIMELINE

**PROJECT START**  
**DRAFT PDS TO COUNCIL**  
**MEMBERS FOR COMMENT**

**OPEN CONSULTATION WITH**  
**ADVERTISE AS ABOVE**  
**ADD AS FORMAL AGENDA ITEM**  
**AT PARISH COUNCIL MEETINGS**



ENTER START DATE: 09/06/2020

ACTIVITY	START	END	NOTES
Project Start	09/06/2020		
Draft PDS to council members for comment	09/06/2020	09/06/2020	four weeks
Open consultation with NFNPA & NFDC	08/07/2020	08/07/2020	continuous
Add as formal agenda item at Parish Council meetings	07/07/2020	07/07/2020	continuous
Advertise on Parish Notice Boards, Website and Newsletter	07/08/2020	07/08/2020	four weeks
Distribute Feedback Questionnaires and call for volunteers	25/09/2020	25/09/2020	three weeks
Set up Local Steering Group	23/10/2020	23/10/2020	two to four weeks
Hold an extraordinary APM	27/10/2020	29/10/2020	four weeks
Steering Group meet with NFNPA to discuss 1st draft	20/11/2020	20/11/2020	two to four weeks
Meet with NFDC GIS to discuss maps	11/12/2020	11/12/2020	three weeks
Produce second draft adding comments and new material	05/01/2021	05/01/2021	four weeks
Advertise as above plus Stanleys Own, call for comments	26/01/2021	26/01/2021	two to three weeks
Consult with local businesses	16/02/2021	16/02/2021	two to three weeks
Produce 3rd draft adding residents comments and constructive criticisms	16/03/2021	16/03/2021	four to five weeks
Present 3rd draft at APM	18/03/2021	18/03/2021	one week
Hold Steering Group meeting, collate comments/views, decide whether to produce 4th draft	01/04/2021	01/04/2021	two to four weeks
Present 3rd/4th draft to NFNPA/NFDC	15/04/2021	15/04/2021	two weeks
Hold Special Parish Meeting to present final draft	07/05/2021	07/05/2021	three to four weeks
Hold referendum	18/06/2021	18/06/2021	six weeks
Start formal consultation with NFNPA/NFDC	23/07/2021	23/07/2021	four to six weeks
Formal adoption by NFNPA/NFDC as supplementary design document	30/08/2021	30/08/2021	four to six weeks
Publish as paper copy, plus website	10/09/2021	10/09/2021	two to four weeks
Project End	10/09/2021		





**PARISH DESIGN STATEMENT - OUTLINE OF ESTIMATED BUDGETARY COSTINGS**

<b>Activity</b>	<b>Budgetary Costs</b>	<b>Notes</b>
Project Start		
Draft PDS to council members for comment	£0	
Open consultation with NFNPA & NFDC authorities	£0	
Add as formal agenda item at Parish Council meetings	£0	
Advertise on Parish Notice Boards, Website & Newsletter	£100	Printing Costs only
Hold an extraordinary APM to promote PDS	£52	Parish Hall Hire 4 hours @£13 per hour
Distribute Feedback Questionnaires and call for volunteers	£250	Printing Costs
Set up Local Steering Group council, parish, NPA	£13	Parish Hall @£13 per hour
Steering Group meet with NFNPA/NFDC to discuss 1st draft	£20	Mileage Allowance only
Meet with NFDC GIS to discuss availability of parish maps	£10	Mileage Allowance only
Produce second draft adding comments and new material	£20	Paper and Ink only
Advertise as above plus Stanleys Own, call for comments	£100	Printing Costs
Consult with local businesses about their issues	£20	Feedback Leaflet
Produce 3rd draft adding residents comments & constructive criticisms	£20	Paper and Ink only
Present 3rd draft of PDS at Annual Parish Meeting	£52	Parish Hall hire 4 hours
Hold Steering Group meeting, collate comments & views, decide whether to produce 4th draft	£13	Parish Hall @£13 hour
Present 3rd or 4th draft to NFNPA/NFDC authorities	£20	Paper and Ink only
Hold Special Parish Meeting to present final draft	£52	Parish Hall Hire
Hold local referendum on final draft of PDS	£3,000	
Start formal consultation with NFNPA/NFDC	£0	
Formal adoption by NFNPA/NFDC as supplementary design document	£0	
Publish as paper copy, plus parish website,	£500	Assume 1000 copies
Project End		
<b>Total budgetary estimate</b>	<b>£4,242</b>	<b>NFNPA maybe able to assist with costs</b>