

COPYTHORNE PARISH COUNCIL MEETING - TUESDAY 13TH OCTOBER 2020

ITEM NO: 10 – Parish Design Statement (“PDS”) Update

This report provides a further update on progress towards producing a Parish Design Statement

Where are we now

At the 8th September 2020 Meeting, Council reluctantly agreed that due to Covid-19, the intended Parish Forum on the 27th October at which the launch of the Parish PDS was due to take place, should be cancelled.

Since the decision on the 8th September, progress on the pathway to launch the process of producing a Parish PDS, has concentrated on how to bring it to the attention of all Parishioners. Cllrs. Lucas, Rhodes and Chillcott have looked at the best ways of doing this and have come up with the following suggestions:

- *In the light of the ongoing Covid-19 pandemic there will be no formal public launch event, it will all be done virtually.*
- *Establish a Parish Design Statement Task Force (PDSTF) to take the project forward*
- *Ideally the Task Force to be made up of a representative from each of the six villages and also one Parish Councillor. (NOTE: The term ‘Task Force’ was arrived at as the most appropriate term to use for the group: a clear task based focus and the sense that the activity had a defined point of completion once the PDS is produced.)*
- *Recommend the use of the NFNPA template on producing a PDS as a starter guide for the Task Force*
- *Publish information about the launch and the call for volunteers to sit on the Task Force on the Parish Website, in the Parish Newsletter, in Stanley’s Own Magazine and on the Copythorne Facebook page.*
- *Also arrange for the “Volunteers required for an exciting New Project” publicity leaflet” produced by Cllr. Jackie Rhodes (copy attached) to be delivered to all households in the Parish (approximately 1400 homes)*
- *Stress that this will be a community led initiative not a Parish Council one*
- *The Parish Council role will be that of the ‘enabler’. Specifically, to initiate and facilitate the start-up process, help with funding, but importantly not interfere once the Task Force is up and running*
- *Once approved by the Community, formally adopted by NFNPA and NFDC it is envisaged the PDS document will be held for safe keeping by the Parish Council.*
- *Once underway the project is expected to last about a year*

Next Steps

- Council take note of the illustrative timescale of the attached project publicity programme to PDS Task Force virtual start up event
- Council approve release of the “Volunteers required for this exciting New Project” Leaflet produced by Cllr. Rhodes (Approximate costs: Printing £300.00 Delivery by Royal Mail £100.00)
- Council accepts in principle the above recommendations
- Cllr. Chillcott to prepare a further report on progress (to include formal request for budget for printing and distribution of leaflet) for the next Council meeting on November 10th 2020

Cllr. Graham Chillcott
October 2nd 2020

A Major New Development for Copythorne Parish

The creation of a 'Parish Design Statement'

Volunteers Required for this Exciting New Project!

A Parish Design Statement (PDS) is a document describing the qualities and characteristics of the local community and surroundings. It sets out clear and simple guidance for the design of all development in the Parish. A PDS cannot stop a new development but can be used to influence developers to ensure that new buildings, extensions, outbuildings and boundaries respect and reflect the local character of the area.

This is an exciting opportunity for Copythorne Parishioners who would like to be involved in preserving and enhancing the character and appearance of the villages within the Parish. Volunteers who feel they have both the time and enthusiasm would be very welcome to be part of this task force to prepare this document. Views of all residents within the Parish will be sought and used to determine the content of this document. If you feel you have the time and enthusiasm to make a difference and have a say in your local community then this project may be for you.

Ideally the task force would be made up of one resident from each of our 6 villages – Copythorne, Bartley, Winsor, Ower, Newbridge and Cadnam. Copythorne Parish Council are instigating this project and will support and fund it but the document will be produced by the PDS task force, which will also have one member of the Parish Council on it. The group will liaise and get support from New Forest District Council and New Forest National Park Authority. The project is expected to take approximately a year to eighteen months to complete, depending on restrictions presently caused by Covid 19.

If you are interested in being part of this exciting and rewarding project, or would like more information, please contact the Copythorne Parish Council Clerk on: [**parishclerk@copythorne.org.uk**](mailto:parishclerk@copythorne.org.uk)

PDS PUBLICITY LEAFLET DRAFT PROGRAMME

Activity	Week number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Draft PDS Publicity Leaflet		Complete or on schedule																	
Circulate for changes/ approval by full Council?			Complete or on schedule	Complete or on schedule															
PDS Publicity Leaflet issue 1					Complete or on schedule														
Send to Printers						Complete or on schedule	Complete or on schedule												
Publish Leaflet on Parish Website						Complete or on schedule													
Reproduce Leaflet in Parish Newsletter?						Complete or on schedule	Complete or on schedule												
Advertise Leaflet in Stanleys Own						Complete or on schedule	Complete or on schedule												
Organise Distribution (Royal Mail)							Complete or on schedule												
Distribute Leaflet to all households in the Parish?								Complete or on schedule	Complete or on schedule										
Collate Feedback										Complete or on schedule	Complete or on schedule								
Consider Feedback at next Publicity Advisory Committee meeting?												Complete or on schedule							
Report findings to full Council													Complete or on schedule						
Go/ No Go decision for Virtual PDS Task Force Start up Event														Complete or on schedule					
Virtual PDS Task Force Start up Event Planning phase															Complete or on schedule	Complete or on schedule	Complete or on schedule		
Virtual PDS Task Force Start up Event																			Complete or on schedule

Key

Complete or on schedule
Programme running late
Programme critical