

COPYTHORNE PARISH COUNCIL MEETING - TUESDAY NOVEMBER 10TH 2020

ITEM NO: 9 – Parish Design Statement (“PDS”) Update

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

At the 13th October 2020 Council Meeting, progress on the pathway to launch the process of producing a Parish Design Statement (“PDS”) was reviewed. Council approved the “Volunteers required for this exciting New Project” Leaflet and its distribution to all households in the Parish subject to sign off by council on the cost of printing and postage at the November Council meeting.

At the same time I agreed to replace the week numbers on the indicative PDS Publicity Leaflet Programme timeline with actual dates. Please see attached.

The Clerk has obtained, in accordance our Financial Regulations, the following indicative quotes for printing and postage for the Leaflet :-

Printing £50, Delivery (via Royal Mail) £150, Total £200

Recommendation

1. That Council approve the costs of printing and postage of the leaflet by agreeing a budget of £200 based on the indicative quotes, using the £100 allocated in the 2020/21 budget for “Advertising” along with £100 from the “Stationery, postage & print” budget.
2. That Council accepts the indicative timeline attached which shows the virtual start up event as happening in early March 2021
3. That Cllr. Chillcott provides a further update on progress at the December Council meeting

Cllr. Graham Chillcott
October 30th 2020

Parish Design Statement

W/E

Activity	26th Sept 2020	3rd Oct 2020	10th Oct 2020	17th Oct 2020	24th Oct 2020	31st Oct 2020	7th Nov 2020	14th Nov 2020	21st Nov 2020	28th Nov 2020	5th Dec 2020	12th Dec 2020	19th Dec 2020	26th Dec 2020	2nd Jan 2021	9th Jan 2021	16th Jan 2021	23rd Jan 2021	30th Jan 2021	6th Feb 2021	13th Feb 2021	20th Feb 2021	27th Feb 2021	6th Mar 2021
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																				
Obtain Costs for Printing & Postage				Complete or on schedule	Complete or on schedule	Complete or on schedule	Complete or on schedule																	
Send to Printers								Complete or on schedule	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