

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JANUARY 12TH 2021

ITEM NO: 9 – Parish Design Statement Update

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

At the 8th December 2020 Council Meeting, progress on the pathway to launch the process of producing a Parish PDS was reviewed. Council accepted the updated “indicative” timeline which showed the virtual start up event as probably happening in early March 2021. Also, that it was prudent to avoid the Christmas post and delay the release of the Leaflet until early January 2021. Lastly that Cllr. Chillcott provides a further update on progress to date at the January Council meeting.

As mentioned at the December council meeting our Clerk has written to Royal Mail, asking for their help in resolving the problem of distributing the PDS leaflets across multi-pull post codes. Unfortunately, Royal Mail have said that they can only deliver to the first 5 digits of a post code which means we would be sending PDS leaflets to a large part of Calmore. At the time of writing our Clerk was checking to see how much the magazine delivery firms charge. It maybe that in the end we have to set up a local PDS delivery “task force” of our own. So, no PDS leaflet delivery before Christmas, but hopefully by the time of the Council meeting in January we will have a better idea of how to proceed.

Please also see attached the updated “indicative” PDS Publicity Leaflet Programme timeline. As you will see as a result of the problems encountered with the Royal Mail, we are a bit behind the curve.

It’s probably worth repeating my thoughts on what to tell residents should they ask about the PDS Task Force:

1. That it’s being called a PDS rather than a VDS because we have six villages within Copythorne Parish
2. That work on the PDS is unlikely to start until the Spring
3. There is a very helpful “Easy Guide to producing a Village Design Statement” on the NFNPA webpage, just search for VDS. (I’m not clever enough to add the link here!)
4. That this is a standalone independent Task Force, but will have one Cllr. member
5. And of course, they can always ring me!

Recommendations

1. That Members accept the latest updated “indicative” timeline attached which shows the virtual start up event as still happening in early March 2021
2. Dependant on the result of our Clerks delivery method enquiries, that Members give consideration to establishing a local PDS Leaflet delivery “task force”
3. Agree to advertise/reproduce the PDS Leaflet in the Parish Magazine
4. Agree that we advertise the PDS Leaflet in “Stanley’s Own”
5. That Cllr. Chillcott provides a further update on progress to date at the February Council meeting.

PDS Publicity Leaflet issue

Activity/Week ending	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	13th Mar 2021
Draft PDS Publicity Leaflet*	*																								
Circulate for changes/ approval by full Council*		*	*																						
PDS Publicity Leaflet issue 1*				*																					
Obtain Costs for Printing & Postage*				*	*	*	*																		
Send to Printers*								*	*	*															
Website																									
Reproduce Leaflet in Parish Newsletter?																									
Advertise Leaflet in Stanleys Own?																									
Organise Distribution (Royal Mail)																									
Distribute Leaflet to all households in the Parish?																									
Collate Feedback																									
Consider Feedback at next Media & Publicity AC meeting?																									
Report findings to full Council																									
Go/ No Go decision for Virtual PDS Task Force Start up Event																									
Virtual PDS Task Force Start up Event Planning phase																									
Virtual PDS Task Force Start up Event																									
Key																									
On schedule																									
Programme running late																									
Programme critical																									
* completed	*																								