

HIGHLIGHT REPORT

APRIL 2018



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 April 2018

Reporting Period:	01.04.18	30.04.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> Working Groups continuing to operate with limited volunteer resources CG comment on draft Brandon/Bretford NP Wolston Questionnaire held up as a good example at recent Quinton PC meeting.
WORK	

Budget Status:	GREEN	<ul style="list-style-type: none"> Grant application for 2018/19 to be developed/submitted following consultation with APS Consultants
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Resource Status:	AMBER	<ol style="list-style-type: none"> With the exception of the Housing workstream, all other Working Groups continue to have limited resources, particularly Environment, Employment and Economy. Impact of Parish Council Election on 3rd May on current volunteer resources tbc. Impact of volunteer resources having to temporarily step back from NDP group tbc.
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Stages / Phases completed in this reporting period:	<p>Co-ordination Group (CG) meeting on 28th Apr.18 Steering Group (SG) meeting on 10th Apr.18</p> <p>Working Group (WG) headlines:</p> <p>a). Finance</p> <ul style="list-style-type: none"> All invoices for the 'End of Grant Report' were collated and submitted to the PC Clerk. No spending requests received for April Second Grant application for 2018/19 to be developed and submitted in consultation with APS Consultants <p>b). Infrastructure</p> <ul style="list-style-type: none"> Group has met and reviewed Strategic Environmental Assessments (SEA)/potential Site Assessments allocated to Infrastructure – this will be reported in full in next month's Highlight Report <p>c). Employment/Economy</p> <ul style="list-style-type: none"> Request to Finance Group to obtain quotes for employment questionnaire for the village. 125 businesses have been identified in Wolston.
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	<p>d). Communication</p> <ul style="list-style-type: none"> NP team presence at the Duck Race and at the Allotments open event during April NDP team commend the efforts of the Brandon and Bretford PC in producing their NDP within a short time scale Final SDC analysis of questionnaires, topline report and detailed report issued and available, e.g. Wolston Village website Project Manager (PM) reports that Simon Purfield at SDC used Wolston Questionnaire and its report on results as a good example of the evidence expected by inspectors of NDP at recent Quinton PC meeting. <p>e). Housing</p> <ul style="list-style-type: none"> Ongoing work re: SEA/potential Site Assessments allocated to Group – this will be reported in full in next month’s Highlight Report <p>f). Environment</p> <ul style="list-style-type: none"> Ongoing work re: SEA/potential Site Assessments allocated to Group – this will be reported in full in next month’s Highlight Report <p>NB. Groups are considering list of 56 sites around the village, which will likely be reduced to 12 sites for consideration for SEA/Site Assessment. APS to be provided with full list as challenge are expected to some proposals. All proposals for sites must be in line with the Rugby Local Plan..</p>
<p>Stages / Phases to be completed in the next reporting period Mar – Apr.18:</p>	<ul style="list-style-type: none"> CG meeting on 26th May 18 SG meeting on 8th May 18 Analysis of questionnaires and reports to be used to shape next stages of NP. Grant application for 2018/19 to be developed Working Groups to progress ongoing initiatives, including sites to be considered for assessment and to commence drafting of Wolston NP Version 1 CG to commission Site Assessments via APS See Project Timetable for stages/phases to be completed beyond next reporting period <p>Progress against Project Plan Update:</p> <ul style="list-style-type: none"> Overall progress on the Project Plan is on track. Policies to be drafted by working groups following issue of the final report on the rsurvey. The next Grant application to be constructed to fund the intensive work on the plan over the next 6 months. PM to meet with APS Consultants following completion of SEA/potential Site Assessment list. Headline items include: <ol style="list-style-type: none"> how the results from the survey will be used to develop and support policies for our Plan, how the proposals about sites will be shared with the community.

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	<p>c). making much more use of APS resource in the next phase of Plan development.</p>
<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>Finance, e.g. Grant application rejected or only part funded: Action: a). CG and/or PC confirm if funding is 'essential' or 'desirable'. b). CG and/or PC to seek alternative external funding streams, e.g. amended submission, Rugby Borough Council (RBC) grant funding, c). CG to submit funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.</p> <p>Maintaining Working Group Resources: Action: a). WG leads to explore widening membership on an ongoing basis, b). WG leads to identify skills shortage within individual groups and seek to address gaps via recruitment drive, c). in the event sufficient resources are not in place, CG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>Maintaining Co-ordination Group Resources: Action: a). Chair of CG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis, c). CG to identify skills shortage within the group and seek to address gaps via recruitment drive, d). in the event sufficient resources are not in place, CG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>Programme slippage/stall due to external factors such as delayed grant submissions: Action: a). PM to alert CG and PC to any delays, b). PM to work with affected WG lead and record/progress mitigations via Action Plan, c). PM to report delays to PC via monthly meetings d). PC to put NDP 'on hold' until updated programme confirmed, e) abort NDP.</p> <p>Conflict of interests, e.g. NDP used to drive personal agenda: Action: a). Raise as formal agenda item at either planned or additional CG meeting, b). report outcome of meeting to PC, c). CG/PC to maintain watching brief, d). PC to assume management of NDP CG and/or request change to CG membership.</p> <p>Required outcomes of Wolston PC and NDP groups (CG and/or SG) are not aligned: Action: a). Maintain robust reporting and discussion at monthly PC meetings, b) 'Stand alone' meetings between PC and CG to be diarised if /when appropriate, c). PC to assume management of NDP CG and/or request change to CG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p>
<p>Explanation of any difference between planned and actual events</p>	<p>Delayed 2017/18 Grant application due to capacity issues, which in turn has generated a potential delay of 4 months to overall project outcome, i.e. NDP being 'made'.</p>

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Outcome of any actions required from previous reporting period	Nothing to report
Requests for approval to change agreed resource, timetable or scope	Nothing to report
Note of any other document(s) with the report	<ul style="list-style-type: none">• Minutes of CG and SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings• Updated Project Timetable to be circulated with above• Draft PC minutes to be shared with NDP Chair for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 4'

Key to Status:

GREEN	On track and any issues/exceptions can be handled by the Project Manager.
AMBER	Issues/exceptions that need resolution by the Co-ordination Group
RED	Issues/exceptions that need escalation and resolution above the Co-ordination Group, e.g. Parish Council, Borough Council etc.