

HIGHLIGHT REPORT

April 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	28 April 2019

Reporting Period:	01.04.19	28.04.19
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> Assessment of sites following Call for Sites under way Analysis Business and Employment Survey Results completed Potential delay to Wolston NDP being 'made' due to impact of Call for Sites Pin Map consultation exercise scheduled for early June Resignation of WG lead* for Communication and Engagement Resignation of WG lead* for Community, Sports and Leisure
WORK	<p><i>*please note that this was one volunteer covering both posts</i></p>

Budget Status:	AMBER	Final 2018/19 budget/spend figures to be completed in early May
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Resource Status:	AMBER	<ul style="list-style-type: none"> Resignation of WG lead for Communication and Engagement and Community, Sports and Leisure Ongoing requirement for additional volunteer resources
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Stages / Phases completed in this reporting period:	<p>Steering Group (SG) meeting on 23rd April focused on WG headlines (see SG minutes for details).</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> End of year budget reports for Grant and PC funding to be issued by WG lead in early May WG lead to report to Locality re: use of 2018/19 Grant monies in early May Work on 2019/20 planned spend under way Additional Housing (Site) Assessments due to Call for Sites likely to be funded via current budget/grant funding Monthly Finance statement to be issued for SG meetings from May 2019 <p>ii). Communication and Engagement.</p> <ul style="list-style-type: none"> Dates of public meeting(s) to show the village community any proposals for (Housing) Site Allocations provisionally scheduled for 7th and 8th June following outcome/assessments of Call for Sites WG Lead has resigned due to work pressures/personal reasons PM to meet with CG on 9th May to consider next steps and ensure momentum is maintained Log of correspondence to be maintained from May 2019
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	<p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none">• CG meeting of 16th April received updates on number of ongoing key initiatives, inc.<ol style="list-style-type: none">1. Impact of Call for Sites2. Business Questionnaire Analysis3. 2018/19 spend4. Pin Map Consultation• CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies as appropriate <p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">• Analysis of Business and Employment Survey Results completed• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan in due course• Working schedule in place for this WG, Housing and Environment as per previous HR <p>ii). Housing</p> <ul style="list-style-type: none">• Dates for any additional Assessments to be confirmed following Call for Sites submissions x 15• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan• Working schedule in place for this WG, Environment and Economy/Infrastructure as per previous HR <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">• Consideration of potential inclusion of Tree Charter• Character Assessment work continues• Working schedule in place for this WG, Housing and Economy/Infrastructure as per previous HR <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none">• WG Lead has resigned due to work pressures and for personal reasons• PM to meet with CG on 9th May to consider next steps and ensure momentum is maintained
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none">• Additional CG meeting on 9th May to consider next steps following resignation of WG lead for Communication and Engagement/Community, Sports and Leisure• PM meeting with APS on 29th April to consider progress on Plan, what information should/should not be presented at upcoming Pin Map consultation, and to plan half day workshop for WG leads re: drafting of the Plan• SG Chairman to attend any further meeting with PC, Allotments Association, Godfrey-Payton/Rosconn Group (on behalf of Wilcox Trust) re: potential development of northern part of the allotments (site LGS 1 in draft Plan) and alternative site offered by Trust

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	<ul style="list-style-type: none"> • SG meeting on 28th May 2019 • CG meeting on 14th May 2019 • List of sites submitted to Call for Sites to be published • Assessment of sites submitted to Call for Sites to be completed • Further progress on Character Assessment work • Inclusion of Tree Charter • Any work on 5 x Local Green Space (LGS) Assessments to be finalised with support from APS • Project Timetable to be updated as appropriate • Further progress by WGs re: drafting of Wolston Neighbourhood Plan <p>Progress against Project Plan (April update):</p> <ul style="list-style-type: none"> • Potential delay to overall Plan being 'made' due to need for consultation events following Call for Sites and Housing (and need to avoid school holidays) • Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate via half day workshop
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<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>1. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments: Action: a). Maintain robust reporting and discussion at monthly PC meetings via public forum and as formal agenda item, b) 'stand alone' meetings between PC and SG (and/or CG) to be diarised if/when appropriate, c). PC to assume management of NDP SG and/or request change to SG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p> <p>2. Finance, e.g. approval for spend of Grant funding not forthcoming: Action: a). SG and/or PC to confirm if/where funding is 'essential' or 'desirable'. b). SG and/or PC to seek alternative external funding streams, e.g. amended submission to Locality, Rugby Borough Council (RBC) for alternative grant funding, c). SG to submit further funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.</p> <p>3. Maintaining Working Group Resources/Membership: 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). PM to assume support role(s) on a temporary basis as required, d). in the event sufficient resources are not in place, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>4. Maintaining Steering Group Resources/Membership: Action: a). Chair of SG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis as required, inc. Acting Chair, c). SG 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, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p>
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	<p>5. Programme slippage/stall due to external/internal factors such as unsuccessful funding bid, delayed approval for Grant spend: Action: a). PM to alert SG 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>6. Conflict of interests, e.g. NDP used to drive personal agenda: Action: a). Raise as formal agenda item at either planned or additional SG meeting, b). report outcome of meeting to PC, c).SG/PC to maintain watching brief, d). PC to assume management of NDP SG and/or request change to SG membership.</p>
Explanation of any difference between planned and actual events	PM has identified a potential delay of approx. 4 months in the Wolston Plan being 'made' due to Call for Sites. Timetable will be further refined once Call for Sites work is completed (estimated 30 th April).
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"> • Updated Project Timetable issued on 22nd April – further update to follow • Business and Employment Survey Results/Analysis • Minutes of SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings • Draft PC minutes to be shared with NDP SG Chair and PM for information
	Highlight Reporting launched from January 2018, i.e. this is 'issue 16'

Key to Status:

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